

**ENVIRONMENT AGENCY
STANDING COMMITTEE OF ANALYSTS**

TERMS OF REFERENCE

Objectives of the Standing Committee of Analysts

The Standing Committee of Analysts (SCA) exists to provide authoritative guidance on methods of sampling and analysis of waters and effluents, sewage sludges, sediments, soils (including contaminated land) and biota. Where appropriate, guidance on the sampling and analysis of air will also be produced. The primary duty of SCA will be to develop and publish recommended analytical methods. This will not include the reporting of advice or interpretation of results. All methods considered should be capable of satisfying a regulatory demand, be fit for purpose and represent best practice within the United Kingdom (UK). However, it would still be a requirement that users demonstrate their own capabilities when using such methods.

Membership

The work of SCA will involve individuals drawn from across UK industry in order to give a spread of expertise and range of people who can contribute to the development of methods and the production of draft documents. Membership of SCA will be reviewed periodically (at least every five years) to enable continuity of membership to be retained while at the same time create opportunities for others to join.

The Chairman of SCA will be appointed by the Environment Agency from members of the main committee and will be for a period of up to 5 years. Individuals from the UK, both within the Agency and external to the Agency will be invited to attend and participate in committee meetings where their expertise and experience will help deliver the committee's objectives.

Structure of SCA

The structure of SCA will be based hierarchically. A main committee will oversee all the work of other committees. Working group committees, each with its own chairman, will be established for different areas of interest, and will be responsible for work in specific areas. Each chairman will report to the main committee on developments within the working group. Depending upon the programme of work, specific topics will be addressed and carried out within the working group, or delegated to a specific panel. If work is undertaken within a panel, the chairman of the panel will report to the appropriate working group. Each committee will appoint a Secretary to take notes of meetings and act as a general facilitator, for example in the arrangement of meetings etc.

Work Plan

The working group will agree with the main committee a plan that identifies specific outputs, target dates and success criteria. The working group will monitor, on a regularly basis, the progress of work against the plan, and update and extend it, as necessary, in agreement with the main committee. The Chairman of each working group will report to the main committee, at least on an annual basis, progress and achievements made within the working group.

As appropriate, each working group will liaise with other working groups so that outputs and deliverables take into account:

- current work programmes of other working groups;
- how and when they might be delivered;
- how they may be communicated to wider audiences; and
- established best UK practice.

Meetings

Committee meetings will be arranged and held at the discretion of the Chairman as often as necessary in order to complete its programme of work. It is expected that any decisions that need to be made will be done so in a consensus manner, bearing in mind best UK practice. The Secretary, within 14 working days of the meeting, will circulate notes of the meeting to committee members, detailing any actions to be taken by the committee or individuals. Actions resulting from the meeting should be addressed and completed in time for the next meeting. Any documents that are required for a particular meeting should be circulated at least 5 working days prior to the meeting, preferably in an electronic format.

Remit of SCA

New terms of reference for SCA will be to:

- review methods for the sampling and analysis of waters, wastes, sewage, effluents and their associated sludges, sediments and biota, and soil (including contaminated land) and, where appropriate, air.
- update, revise and provide new methods as necessary;
- report on its progress.

Management of SCA

Guidance from SCA will be published in the form of booklets. These documents will be available from the Agency in electronic format or downloaded from the Agency's internet web-page. The Agency is committed to maintaining SCA's very high standard of technical excellence, expressed in a clear and unambiguous manner that facilitates ease of reading and understanding. In addition, SCA is committed to ensuring the programmes of work are undertaken by its working groups and panels in a manner reflective of the priorities relevant to the users of SCA activities.

The secretariat of SCA will undertake to report to its users on the performance of its working groups and panels, and the output of publications. The business of SCA working groups and panels will be conducted in an open and accountable manner that facilitates the sharing of knowledge and experience to the mutual benefit of the users of SCA services.

In order to manage SCA's activities, the Agency will appraise regularly the performance and output of its working groups and panels, and will provide reports to the working groups and panels on its appraisal activities.