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## 1 Overview

This document provides the standard procedures (SOP) for developing shorter (“bite sized”) educational products to provide quicker access to information and opportunities for WEF members to volunteer on valuable and useful activities, without a large time commitment. The products discussed in these SOPs are:

- **Fact Sheets** – Generally 2-4 pages on a single topic
- **White Papers** - A report or guide that informs readers concisely about a complex issue. It is meant to help readers understand an issue, generally in roughly 5-20 pages
- **Digests** – a grouping of a few (generally 3 to 8) papers as curated content to provide insight to the most recent developments in the specific subject area. Papers are selected from those published in the proceedings of the previous year’s WEFTEC and all specialty conferences since WEFTEC.

## 2 Fact Sheets and White Papers

Task	Actions	Work Product
<b>Evaluate Product Idea</b>	See <i>Product Development Opportunities Evaluation using ConcEPT</i>	ConcEPT
<b>Assign Product Number</b>	<p>WEF staff assigns a product number for tracking and future review purposes in the format of <b>TOPIC-TYPE-YEAR-###</b> where:</p> <ul style="list-style-type: none"> <li>• <b>TOPIC</b> = <b>SWI</b> for stormwater related products, <b>WSEC</b> for wastewater, and <b>GA</b> for government affairs and public policy</li> <li>• <b>YEAR</b> = year</li> <li>• <b>TYPE</b> = <b>FS</b> for fact sheet, <b>WP</b> for white paper, and <b>PD</b> for proceedings digest</li> <li>• <b>###</b> = specific number of product developed in a year</li> </ul> <p>For example, <i>WSEC-2017-FS-001</i> is the first fact sheet developed in 2017 for a wastewater topic.</p>	Product number in database

“Bite-Sized” Products Standard Operating Procedures

Task	Actions	Work Product
<b>Identify Project Participants</b>	Identify project participants <ul style="list-style-type: none"> <li>• <b>Authors and contributors</b> - The formal authors (chair and vice chair equivalents) will be responsible for the copyright</li> <li>• <b>Reviewers</b> – in order to provide proper quality assurance and consensus based information, a peer review team will be defined including at a minimum:                             <ul style="list-style-type: none"> <li>○ 3 professionals (excluding the authors or contributors) from the WEF committee sponsoring the product</li> <li>○ 1 professional from outside the sponsoring committee, but in a relevant organization. WEF staff will help identify linkages between committees</li> <li>○ WEF technical staff will also provide review</li> </ul> </li> </ul>	Project team
<b>Define Schedule</b>	Define schedule and milestones for development and review. The WEF staff manager will record in the project tracking tool	Schedule
<b>Develop Content</b>	Content is developed in MS Word format with as little formatting as possible. WEF staff will arrange to have the content formatted into the appropriate template during the review phase.	Draft content
<b>Review Content</b>	The review team will peer review the content and submit comments to the authoring team to be addressed. WEF staff will ensure the content is presented in the appropriate format and that content review is adequately performed.	Review comments and response
<b>Deliver and Publicize</b>	To enhance awareness of committee projects, WEF staff will select avenues for dissemination and publicity, including at a minimum: <ul style="list-style-type: none"> <li>• Post to Website in Topics area</li> <li>• Inform Communications team for inclusion in Highlights &amp; Social Media</li> <li>• Post to relevant committees in WEFCOM</li> </ul>	Product and Publicity

### 3 Digests

Task	Actions	Work Product
<b>Identify Topics</b>	Beginning with <b>Topic Categories</b> on wef.org website (see list following this table), decide which subjects should be summarized. Subjects may be subdivided or new topics suggested at the committee's recommendation.	
<b>Suggest Topic</b>	See <b>Product Development Opportunities Evaluation using ConcEPT</b>	ConcEPT
<b>Assign Product Number</b>	WEF staff assigns a product number for tracking and future review purposes in the format of <b>TOPIC-TYPE-YEAR-###</b> where: <ul style="list-style-type: none"> <li>• <b>TOPIC</b> = <b>SWI</b> for stormwater related products, <b>WSEC</b> for wastewater, and <b>GA</b> for government affairs and public policy</li> <li>• <b>YEAR</b> = year</li> <li>• <b>TYPE</b> = <b>FS</b> for fact sheet, <b>WP</b> for white paper, and <b>PD</b> for proceedings digest</li> <li>• <b>###</b> = specific number of product developed in a year</li> </ul> <p>For example, <i>WSEC-2017-FS-001</i> is the first fact sheet developed in 2017 for a wastewater topic.</p>	Product number in database
<b>Identify Reviewers</b>	In order to provide proper quality assurance and consensus based information, a peer review team will be defined including at a minimum: <ul style="list-style-type: none"> <li>• 3 professionals (excluding the authors of papers being considered for inclusion in a digest) from the WEF committee sponsoring the product</li> </ul>	Project Team
<b>Review Papers</b>	Identify sessions related to subject from previous year's WEFTEC and all specialty conferences since WEFTEC. Reviewers read proceedings from these sessions and provide suggestions for inclusion in the digest.	List of Potential Papers
<b>Select Final Papers for Inclusion</b>	From the review, choose <b>between 3 and 8 papers</b> for the chosen subject. Consider a combination of papers that provide a broad coverage of the topic. For example, one paper that covers the science, one that talks about design and/or operations issues, and one that presents a cases study. Digests are not necessarily a “BEST OF...” compilation, but rather curated content to provide an insight to the most recent developments in the specific subject area. <p><b>Important note: There will be no edits or change in formatting for the selected papers. They will be included in the digest in the exact same pdf format as they were in for the WEFTEC or specialty conference proceedings.</b></p>	Final Papers
<b>Develop Synthesis</b>	Review team writes a brief (preferably 1 page) discussion about why the chosen subject is important and how the papers represent the subject.	Introductory Synthesis

## “Bite-Sized” Products Standard Operating Procedures

Task	Actions	Work Product
<b>Format Digest</b>	WEF staff will take the pdfs of the selected papers and combine them with a cover, front matter, and the review team's synthesis and create the digest in a consistent format.	Digest
<b>Notify Authors</b>	After selection, notify authors of papers: “Congratulations, your presentation at XXXX was selected to be in this year's Digest on TOPIC. Because you signed the copyright for the conference, there's nothing else for you to do except update your resume with this new publication!”	E-mails to Authors
<b>Deliver and Publicize</b>	To enhance awareness of committee projects, WEF staff will select avenues for dissemination and publicity, including at a minimum: <ul style="list-style-type: none"> <li>• Post to Website in Topics area</li> <li>• Inform Communications team for inclusion in Highlights &amp; Social Media</li> <li>• Post to relevant committees in WEFCOM</li> </ul>	Product and Publicity

### 3.1 Topic Categories (Starting Suggestions)

- Biosolids
- Certification
- Climate Change
- Collection Systems
- Decentralized Systems
- Design
- Disinfection
- Emergency Response
- Energy
- Funding & Financing
- Government Affairs
- Green Infrastructure
- Headworks
- Industrial
- Infrastructure
- Jobs
- Laboratory
- Low-Impact Development
- Membranes
- Modeling
- Odors & Air Emissions
- Operations & Maintenance
- Permitting & Regulations
- Pretreatment
- Process Control
- Public Education & Outreach
- Pumps
- Rehabilitation
- Research & Innovation
- Resource Recovery
- Safety
- Small Community Systems
- SSOs/CSOs
- Stormwater
- Training
- Utility Management
- Wastewater Treatment
- Water Reuse
- Water Security
- Water Supply & Distribution
- Watershed Management

## 4 Product Development Opportunities Evaluation using ConcEPT

Formal decision analysis will be used to help WEF volunteers, WEF committee managers manage WEF committees' technical content and achieve a cohesive set of programs with a coordinated delivery schedule. This process is intended to serve as a filter for committee ideas. Also, by identifying target audiences and intended delivery mechanisms, it is meant to increase project efficiency and impact while maximizing shelf-life and distribution. The scope of projects may vary and impact the process, but in general, formal decision analysis will follow the format outlined below:

Task	Actions	Work Product
<b>Topic Identification</b>	WEF committees or individual volunteers propose topics that are timely and relevant for wastewater professionals. WEF volunteers work with a committee manager to fill out the ConcEPT. This tool will help identify the project's target audience and which delivery methods will best reach the selected audience and extend the life of the project	Completed ConcEPT
<b>Assess options</b>	<p>The committee manager reports the idea presented in the ConcEPT at a weekly meeting of the managers from all Knowledge Development Committees (the ConcEPT Meeting). WEF staff (and stakeholders) review the topic proposal and decide whether to move forward. Consider the following questions as criteria for the decision:</p> <ul style="list-style-type: none"> <li>• Is the project impact or value worth the resources spent?</li> <li>• Has the topic already been covered through another WEF venue?</li> <li>• Could the topic be combined with another committee project?</li> </ul> <p>ConcEPT Meeting attendees determine how to best coordinate project delivery methods with other committee work as well as WEF publications and conferences. Coordination is intended to increase the cohesiveness and impact of committee projects. Consider the following questions during coordination:</p> <ul style="list-style-type: none"> <li>• Are the proposed delivery mechanisms right for this particular project?</li> <li>• What additional delivery mechanisms should be considered, if any?</li> <li>• When and through what delivery method will the project have the greatest impact and shelf life?</li> <li>• How can WEF help disseminate the project to its target audiences?</li> </ul> <p>After ConcEPT Meeting evaluations, the committee manager reports back to the volunteer with recommended delivery methods.</p>	Recommended Options

“Bite-Sized” Products Standard Operating Procedures

Task	Actions	Work Product
<p><b>Develop Products</b></p>	<p>WEF staff and committee volunteers work together to develop technical content into educational products. Progress with respect to the product development plan(s) will be provided at each CONCEPT Meeting. See following processes for:</p> <ul style="list-style-type: none"> <li>• <b>Fact Sheets</b></li> <li>• <b>White Papers</b></li> <li>• <b>Proceedings Digests</b></li> </ul> <p>Note that traditional products (WEFTEC, Specialty Conferences, Webcasts, WE&amp;T, Publications, etc.) have their own processes, documented elsewhere.</p>	<p>See SOPs for:</p> <ul style="list-style-type: none"> <li>• <b>Fact Sheets</b></li> <li>• <b>White Papers</b></li> <li>• <b>Proceedings Digests</b></li> </ul> <p>and processes for traditional processes, as appropriate</p>