

# 2018-19 Work Plan Template

All fields with an \* are mandatory

Project Description Summary			Co-Chair Decision (March 8, 2018)
Date *	Project/Work Plan Identifier (if applicable)	Program Type and Strategic Alignment *	<p><b>*Decision Pool C: Activity paused. *\$180,000 (to cover Chargeback)</b></p> <p>* The project lead and key project members are to meet with the Oil Sands Monitoring Program leadership and their Executive Director as coordinated by the OSM Secretariat to discuss this project and future direction.</p> <p>* Funding in 2018/19 and beyond is dependent upon the findings of the meeting.</p> <p>* If funding is granted, it will be a requirement of funding that key members of the project team participate in all Integration Workshops that will be informed by the Oil Sands Monitoring Secretariat. This is to ensure clear integration and prioritization of SOPs across the OSM Program</p> <p>*Funding expectations: as a minimum an annual progress report is required by February 28, 2019. All publications or products resulting from this work requires acknowledgement of funding from the Oil Sands Monitoring Program and are to be provided to the Oil Sands Monitoring Secretariat for tracking and any programmatic communications purposes. Work funded through the Oil Sands Program will be available for public dissemination.</p>
03/07/2018	D-1-1819	Alberta Provincial - Long Term Monitoring	
Program Category *	Status *	Dept. ID	
Standards, QA/QC	Existing Project	1104-03422	
<b>Project Leadership / Contact information</b>			
Project Title *	Key Words (max 10) *		
OSM Standards Operating Procedures (SOPs) for Monitoring	Monitoring standards, protocols, methods, tools, scientific rigor, scientific integrity		
Surname *	Given Name *	Title *	
Fu	Long	Director, Standards, Quality and Innovation	
Organization *	Department	Division	
Alberta Provincial	Alberta Environment and Parks	Environmental Monitoring and Science Division	
Branch *	Section/Unit (if applicable)	Phone *	
Environmental Observations and Monitoring	Standards, Quality and Innovation	7802297280	
Email *	Mailing Address	City	
long.fu@gov.ab.ca	10th floor, 9888 Jasper Ave.	Edmonton, AB	
Postal Code	EMSD Executive Owner (If Applicable)		
T5J 5C6	Monique Dubé	0	
<b>Project Information</b>			<b>Co-Chair Decision (June 29, 2018)</b>
Project Objective(s) (Bullet Form) *	<p>The overall objective for this project is to have consistent and comparable monitoring SOPs publicly accessible and implemented for OSM monitoring activities so that the environmental data generated is of sufficient quality and quantity to support environmental management decisions in Alberta's oil sands region.</p> <ol style="list-style-type: none"> <li>Critical review of OSM SOPs and addressing overlapping and gaps (70% of effort).</li> <li>Applying Current QA/QC Procedures in OSM programming (10% of effort).</li> <li>Comparison of passive and continuous methods for selected air monitoring (10% of effort).</li> <li>Reviewing and posting OSM SOP inventories (10% of effort).</li> </ol>		<p><b>Project Approved with the following conditions:</b></p> <p><b>*\$180,000 (Chargeback)</b></p> <p><b>*\$20,000 (Operational)</b></p> <p>- Project Scope:</p> <ul style="list-style-type: none"> <li>o New scope of work is the delivery of a critical review of SOP currently used in the oil sands region.</li> <li>o The work will be delivered as follows:</li> <li>Phase 1: Collate existing SOPs and complete a gap analysis to identify areas of deficiency and overlaps</li> <li>Phase 2: Assess and compare disparate SOPs</li> <li>Phase 3: Identify recommended SOPs</li> </ul> <p>- Project Outcomes:</p> <ul style="list-style-type: none"> <li>o Critical review of existing SOPs to identify those that may potentially be adopted program wide</li> <li>o Recommendations on SOPs particularly in instances of disparate SOPs</li> </ul> <p>- Project Budget:</p> <ul style="list-style-type: none"> <li>o An additional sum of \$20,000 (operational fund) was approved to supplement the original approved amount of \$180,000 (salary) resulting in a total of \$200,000 approved for 2018-19</li> </ul> <p>- Next Steps:</p> <ul style="list-style-type: none"> <li>o Project Lead will submit a revised project work plan reflecting the decisions above (scope and budget) regarding work to be delivered in 2018-19.</li> <li>o Revised work plan and amendment to be submitted within two weeks (July 13, 2018)</li> </ul>
Plain Language Overview (100 words) *	<p>Both governments have made commitments on using consistent scientific standards/protocols and ensuring data quality in the Joint Canada – Alberta Oil Sand Monitoring (JOSM) Plan in 2012.</p> <p>This project will implement a rigorous standard and quality assurance program, including a critical review of current standard operating procedures (SOPs) that are used in the Oil Sands monitoring programs and address overlaps (e.g., air SOPs) and gaps (e.g., water SOPs). The SOPs and quality assurance requirements will be documented and assessed for effective and efficient implementation. These activities will follow the recommendations from the JOSM Scientific Integrity Panel and will be consistent with the requirements of relevant government legislations and policies.</p>		
Project Duration *	Project Original Start Date *	Estimated Completion Date *	
Multi-Year	14/04/2014	On-going	
Specify Objectives This Project Will Address in 2018/2019. *	<p>Identify, prioritize and reconcile overlapping Standards Operating Procedures (SOPs).</p> <p>Conduct passive sampler validation and comparison study for selected vendors and parameters.</p> <p>Conduct appropriate evaluation on laboratory performance regarding data quality.</p> <p>Collect, review and post relevant standard operating procedures used in the Oil Sands Monitoring Program.</p>		

Specify Objectives This Project Will Address Beyond 2018/19 (if multi-year). *	<p>Continue to provide open access to a comprehensive inventory of Standard Operating Procedures and documented agreements on standards and protocols.</p> <p>Assure accreditation of analytical service providers and consistent implementation of scientific standards and protocols by service providers and monitoring organizations.</p> <p>Continually apply scientific capacity to assess and improve technical methods; understand the applicability of advanced and emerging monitoring science and technologies, and develop standard operating procedures. Priorities for SOP revision or development are identified. Selected SOPs are revised or developed. The needs for Alberta specific protocols and methods are identified and actions are taken to fill the knowledge gaps.</p>	
List Key Questions/Hypotheses Related to Each Objective Stated Above. *	<p>Are relevant SOPs used in oil sands monitoring activities publically available? How does data quality assurance program for oil sands perform? Are appropriate SOPs, methods, protocols and tools developed to meet the emerging needs of monitoring, evaluation and reporting system?</p>	
Main Assumptions, Constraints, Dependencies. *	<p>Government of Alberta needs to demonstrate credibility of environmental monitoring, evaluation and reporting system through the implementation of open and transparent standards and quality assurance prgrams. The Government of Alberta is committed to the delivery of credible and relevant environmental data and expects that relevant questions are addressed through scientific methods using appropriate and consistent methodology; data and metadata are openly available; internationally recognized standards and protocols are adopted and implemented, where applicable.</p>	
Partner Categories (select all that apply) * A partner is an individual, group, agency, community etc. that is an active participant in the project and in achieving the project deliverables.	Knowledge System *	Location (select all that apply) *
<input checked="" type="checkbox"/> Federal Government <input checked="" type="checkbox"/> Another AEP Division <input checked="" type="checkbox"/> Another GoA Department <input checked="" type="checkbox"/> University/Academic Institution <input type="checkbox"/> Solely delivered by GoA <input checked="" type="checkbox"/> Citizen Science <input type="checkbox"/> Indigenous Community or Organization <input type="checkbox"/> ENGO <input type="checkbox"/> Other	Classical Science	<input checked="" type="checkbox"/> Office or Laboratory <input type="checkbox"/> Sub-regional <input checked="" type="checkbox"/> Transboundary (provincial/territorial) <input checked="" type="checkbox"/> Lower Peace Region <input type="checkbox"/> Upper Peace Region <input type="checkbox"/> North Saskatchewan Region <input type="checkbox"/> Red Deer Region <input checked="" type="checkbox"/> Lower Athabasca Region <input type="checkbox"/> Upper Athabasca Region
<b>AEP ONLY: Strategic Alignment to EMSD Outcomes</b>		
AEP ONLY: Strategic Alignment to EMSD Science Plan, select 1-2 areas that apply (if Applicable)	All media	
Choose one Choose one		
<b>AEP ONLY: Strategic Alignment to AEP Departmental Outcomes</b>		
AEP ONLY: Environmental and Ecosystem Health and Integrity	AEP ONLY: Sustainable Economic Diversity	AEP ONLY: Social Well-Being
Choose one	Yes	Yes
All		
<b>AEP ONLY: Protected Public Health and Safety from Environmental</b>		
Yes		
<p>AEP ONLY: IMAG/IMSC Information Needs, Please Specify Which Need(s) is Being Addressed. File location M:\EMSD\Common\Portfolio Mgmt System Shared Docs</p>	<p>This project is cross-cutting and provides scientific foundation to all environmental monitoring, evaluation and reporting. Thus it supports all IMAG/IMSC information needs.</p> <ol style="list-style-type: none"> <li>1. IRMS, "Environmental monitoring data is discoverable and accessible to all GOA and AER via the Internal Date Discovery Portal with the appropriate QA/QC and metadata attached".</li> <li>10. Operations, "Airshed and Watershed Support: Operations provides support to Air and Watershed's where these groups provide information to the Department that supports management decision making.</li> <li>16. Policy and Planning, "Continuous Monitoring of Water Level and Flow in Alberta's Streams and Rivers/ Hydrometric Monitoring".</li> <li>21. Policy and Planning, "Regional Groundwater Monitoring Network in support of groundwater management frameworks in SSR and LAR (NAOS/SAOS)".</li> <li>22. Policy and Planning, "Aquatic Invasive Species (AIS) in Provincial Surface Waters".</li> <li>26. Policy and Planning, "Effects of Neonicotinoid Insecticides on Native Pollinators and Aquatic and Soil Invertebrates".</li> <li>30. Policy and Planning, "Environmental Health Risk in Alberta".</li> <li>31. Policy and Planning, "State of Emerging Contaminants in Alberta's Rivers".</li> </ol>	
AEP ONLY: How This Project Will Address Each Strategic Theme Selected Above.	This project provides scientific foundation to the activities under all strategic themes.	



List SOPs that Will Be Used, If Not Applicable, State N/A. *	International standards, scientific conventions, and best practices	
Describe the QA/QC Plan, If Not Applicable, State N/A. *	The SOPs will be revised/developed through open and transparent processes. The final documents will be externally peer reviewed if needed.	
Describe How Indigenous Communities are Involved in the Project Design, Data Collection, and Analysis (Knowledge Co-creation) and How is their Consent Sought. If Not Applicable, State N/A. *	Initiate discussions with IKCMCS branch to explore opportunities for development and implementation of SOPs when working with communities.	
<b>Components Delivered by Others</b>		
List by Project or Project Phase Each Component That Will Be Delivered by An External Party (including analytical laboratories) and Name the Party. State None if Not Required. *	This project will collect standards and quality assurance information from service providers and monitoring organizations. Examples include results of the analysis done by analytical labs that participate in the Certified Reference Material inter-lab comparison study and results of QA/QC samples analyzed by the labs. External scientific peer review or audit will be delivered by third party consultants or service providers.	
Will These Components be Delivered Under Grant or Contract or Both? Please Describe and Name the Associate Work Plan/Grant/Contract for These Services if Not Included Within This Work Plan. *	External service providers will be determined through appropriate selection process or through other OSM projects in the case of, for example, testing analytical lab performance.	
<b>Monitoring Site Locations and Coordinates (for all sites, please add them to the Monitoring Site Location tab - a separate excel sheet)</b>		
Attach Map of Locations. Distinguish Indicators by Station if Necessary. Distinguish Sampling Frequency by Station if Necessary.	N/A	
<b>Project Schedule</b>		
<b>FOR OIL SANDS MONITORING PROJECTS ONLY:</b> A coordinated field monitoring schedule for the OSM Program is required. Please complete the attached document named "OSM Program Field Monitoring Schedule" in addition to this work plan. Fill as much as you can recognizing that scheduling changes will occur and the scheduling document will be updated regularly. Please note the scheduling document will be shared with stakeholders.	N/A	
<b>FOR OIL SANDS MONITORING PROJECTS ONLY:</b> Have You Coordinated With Other Project Leads On Field Logistics? If So, Please Specify. *	N/A	
<b>Other</b>		
Additional Details.	N/A	
Will Capacity Building and Training be a Component of the Project and If So, Explain How. If Not, State N/A. *	The documentation and dissemination of SOPs and quality assurance requirements will support the government internal technical capacity building. When working with external service providers, monitoring organizations, communities and partners, this project will benefit their overall scientific capacities.	
Environmental Impact and Considerations.	N/A	
<b>Data Management and Digital Assets</b>		
Will Data be Produced as a Result Of This Project? *	Type of Quantitative Data Variables	Frequency Of Collection
Yes	Other	Other
Data Collection Period: Start Date - End Date	Timeline For Upload Period: Start Date - End Date	
On-going	On-going	

Is There a Data Sharing Agreement? (Yes or No).	No. But information will be shared publically.	
Will the Data Include Traditional Knowledge as Defined by and Provided by an Indigenous Representative, Community or Organization (Yes / No).	No.	
Platform/Location of Data Storage.	Technical reports posted on line.	
<b>Project Deliverables</b>		
<b>Proposed 2018-19 Deliverable Type (for each deliverable outline document, presentation, meeting, etc.)</b>		
<input type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
		Draft 2018/19 work plan
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
		Approved 2018/19 Work Plan Initiate collating and reviewing of existing OSM SOPs. Initiate discusion on air SOPs consolidation
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
		Progress update including identified overlaps and gaps.
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
		Progress report on SOP assessment and consolidation. Draft of report on consolidated air SOPs.
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments

Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input type="checkbox"/> Other Documents	
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	
	Updated SOP inventory. Draft consolidated air SOPs ready for posting.	
<b>Proposed Deliverables After 2018/2019 for the project funds received in 2018/2019</b>		
<input type="checkbox"/> Peer-reviewed Journal Publication	<input type="checkbox"/> Peer-reviewed Conference Proceeding	<input type="checkbox"/> Non-peer reviewed Conference Proceeding
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments

Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Technical Report	<input type="checkbox"/> Book Chapter	<input type="checkbox"/> Public Dissemination Document
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<input type="checkbox"/> Conference Presentation(s)	<input type="checkbox"/> Stakeholder Presentation	<input type="checkbox"/> Key Engagement/Participation Meeting *
Q1 - Deliverable, Comments	Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
Choose one	Choose one	Name of Meeting, Year, Location, Dates, Participant Groups and Number of Participants.
<input type="checkbox"/> EMSD Strategic & Operational Publication	<input type="checkbox"/> Other Documents	

Q1 - Deliverable, Comments	Q1 - Deliverable, Comments
Q2 - Deliverable, Comments	Q2 - Deliverable, Comments
Q3 - Deliverable, Comments	Q3 - Deliverable, Comments
Q4 - Deliverable, Comments	Q4 - Deliverable, Comments
<b>All Completed Products</b> <span style="float: right;">if a multi-</span> year project, specify all completed products to date (consistent format for the fields below). Add rows as required.	
<b>Journal Paper</b>	
<b>Required Format: Author (follow APA citation format), Year, Title, Journal, Volume, Page Numbers, Open or Closed and Document Location</b> Example: Jacoby, W. G. (1994). Public Attitudes Toward Government Spending. American Journal of Political Science, 38(2), 336-361.	
Fearon, J. D., & Laitin, D. D. (2003). Ethnicity, Insurgency, and Civil War. American Political Science Review, 97(01), 75. doi: 10.1017/S0003055403000534	
1) L. Fu, T. Nunifu, and B. Leung. "A two-step approach for relating tapered element oscillating microbalance and dichotomous air sampler PM2.5 measurements". Journal of the Air & Waste Management Association. 64(10), 2014.	
2)	
3)	
4)	
5)	
<b>Technical Report</b>	
<b>Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location</b> Example: Author, F.M. (Publication Year). Title of Report (Report No. XXX). Publisher City, State: Publisher	
1) McCarthy et al, "Oil Sands Monitoring Quality Assurance Guidance for Short Term Air Studies". Edmonton Alberta. March 2016.	
2) "2015-16 Certified Reference Material Inter-Laboratory Study". Edmonton Alberta. August 15, 2017	
3)	
4)	
5)	
<b>Book Chapter</b>	
<b>Required Format: Author, Year, Title of Paper, Editors, Title of Book, Page Numbers, Location of Publisher, Name of Publisher, Document Location</b> Example: Hemingway, E. (1999). The Killers. In J. Updike & K. Kenison (Eds.), The Best American Short Stories of the Century (pp.78-80). Boston, MA: Houghton Mifflin)	
1)	
2)	
3)	
4)	
5)	
<b>Conference Proceeding</b>	
<b>Required Format: Author, Year, Title of Paper, Editors, Title of Proceedings, Name of Conference Location of Conference, Publisher Location, Name of</b> Example: Author of Paper, A., & Author of Paper, B. (Year, Month date). Title of Paper. In A. Editor, B. Editor, & C. Editor. Title of Published Proceedings. Paper Presented at Title of Conference: Subtitle of Conference, Location (inclusive page numbers). Place of Publication: Publisher.)	
1)	
2)	
3)	
4)	
5)	
<b>Public Dissemination Document</b>	



Required Format: Author, Year, Title, Journal / Report, Volume, Publisher, Page Number, Number of Pages, Document Location		
1) Summary of ISO/IEC 17025. July 6, 2017. EMSD website.		
2) CALA-SCC Scope of Accreditation for Analytical Labs. July 2017. EMSD website.		
3)		
4)		
5)		
AEP ONLY: EMSD Strategic and Operational Publication		
Required Format: Author, Year, Title, Publisher Location, Name of Publisher, Publisher, Document Location		
1)		
2)		
3)		
4)		
5)		
Other Documents		
Detailed Information of Other Documents		
1)		
2)		
3)		
4)		
5)		
Conference Presentation		
Required Format: Presenter, Date, Location, Title, Platform or Poster, Conference Name		
1) L. Fu, B. Leung, T. Nunifu, B. Fahlman, J. Pretorius. "Data Analysis of Naphthenic Acid Fraction Component for Water Samples from the Selected Sites in the Lower Athabasca River Basin". Presented at the Canadian Industrial Chemistry Conference, November 2014, Edmonton Alberta, Canada.		
2)		
3)		
4)		
5)		
Stakeholder Presentation		
Required Format: Presenter, Date, Location, Title, Platform or Poster, Name of Meeting		
1)		
2)		
3)		
4)		
5)		
Key Engagement/Participation Meeting		
Required Format: Meeting Host, Date, Location		
1)		
2)		
3)		
4)		
5)		
Human Resources / Staffing Plan (roles and responsibilities)		
Name & Role	Organization	Responsibilities
Long Fu, Program Lead	EMSD/EMOB	Program management and oversight
Thompson Nunifu, Environmental Statistician	EMSD/EMOB	Scientific assement and evaluation, project/contract management
Vincent Yang, Analytical Chemist	EMSD/EMOB	Scientific assement and evaluation, project/contract management
Carlin Schieck, Quality Assurance Coordinator	EMSD/EMOB	Scientific assement and evaluation, project management and process support
TBD, co-op students	EMSD/EMOB	Scientific and technical support
Bonnie Leung, Analytical Chemist	EMSD/EMOB	Returning from Mat Leave in later half of the year.
AEP ONLY: Additional Human Resources		
Name & Role	Branch - Section	Estimated time (% of annual FTE)

Long Fu, Program Lead	EMSD/EMOB	50
Carlin Schieck, Quality Assurance Coordinator	OSM/EMSD/EMOB	100
<b>Financial Details and Budget Request</b>		
<b>Source of Funding Requested Year 1 - 2018/19</b>		
	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		180000
Operations, contract, supplies, travel, conference, reporting etc.		20000
Total budget request for the year	0	200000
Total budget approved		
<b>Source of Funding Requested Year 2 - 2019/20</b>		
	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		180000
Salaries and Benefits - New OSM Staff		TBD
Operations and Maintenance		20000
Consumable materials and supplies		12000
Conferences and meetings travel		8000
Field work travel		5000
Project-related travel		5000
Engagement		2000
Reporting		10000
External Contracts - Organization/Vendor/Suppliers		90000
Overhead		
Grants		
Capital		
Total budget request for the year	0	332000
Total budget approved		
<b>Source of Funding Requested Year 3 - 2020/21</b>		
	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		180000
Salaries and Benefits - New OSM Staff		TBD
Operations and Maintenance		20000
Consumable materials and supplies		12000
Conferences and meetings travel		12000
Field work travel		6000
Project-related travel		6000
Engagement		3000
Reporting		10000
External Contracts - Organization/Vendor/Suppliers		100000
Overhead		
Grants		
Capital		
Total budget request for the year	0	349000
Total budget approved		
<b>Source of Funding Requested Year 4 - 2021/22</b>		
	AEP ONLY: EMSD	OSM
Salaries and Benefits - AEP Chargeback		200000
Salaries and Benefits - New OSM Staff		TBD
Operations and Maintenance		20000
Consumable materials and supplies		12000
Conferences and meetings travel		12000
Field work travel		6000
Project-related travel		6000
Engagement		3000
Reporting		10000
External Contracts - Organization/Vendor/Suppliers		100000
Overhead		
Grants		
Capital		
Total budget request for the year	0	369000
Total budget approved		
<b>Budget Request for the Entire Project</b>	0	1,250,000

Project Approval(s)		
Proposal Submitted by		
Surname	Given Name	Organization
Fu	Long	Alberta Environment and Parks
Signature	Date	
X		
Proposal for OSM Reviewed by		
EMSD Executive Director	Signature	Date
	X	
AEP Administrator/Coordinator - Review	Signature	Date
ECCC Administrator/Coordinator - Review	Signature	Date
OSM Project Approved by		
AEP Co-Lead for OSM	Signature	Date
ECCC Co-Lead for OSM	Signature	Date
AEP ONLY: Proposal for EMSD Reviewed by		
EMSD Director	Signature	Date
AEP ONLY: EMSD Project Approved by		
EMSD Executive Director	Signature	Date
EMSD Chief Scientist	Signature	Date
OSM / EMSD Project Has Not Been Approved		
Project Status	Date Notified	Date Required
The project is conditionally approved. The following conditions are required before approval is granted.		
List the Condition(s)		
Condition(s) Addressed / Approval Granted		
Choose one		
OSM / EMSD Approval Post Removal of Condition(s)		
Name & Title	Signature	Date