

**TECHNICAL ISSUE PAPERS (TIPs)
SETAC**

STANDARD OPERATING PROCEDURE

I. BACKGROUND

SETAC Technical Issue Papers (TIPs), a SETAC product since 1996, are intended to be short (2-4 page) summaries of the state-of-the-science on selected topics (e.g., ecological risk assessment, bioaccumulation, and the scientific method). Once developed, they are circulated widely to such individuals and entities as government agencies and policy makers, legislative staff, state/provincial and local governments, international inter-governmental organizations, non-governmental organizations, the media, and others.

TIPs are intended to enhance the role that SETAC plays in providing information on environmental science to decision-makers and the decision-making process as well as to the informed public. At the same time, TIPs further establish SETAC as a leading source for objective information on the environmental sciences, including environmental toxicology, environmental chemistry, ecological risk and impact assessment, ecosystem services, life cycle assessment, and environmental aspects of sustainability.

II. PROCESS

TIPs represent an important channel for conveying SETAC science to wider global and local audiences and, as such, are to be disseminated in accordance with the SETAC Outreach Policy. Preparation responsibility falls to the originating group or individual proponent within SETAC with coordination by the Science Committee and its standing subcommittee on TIPs. The TIPs standing subcommittee will consist of not more than 7 members, with at least three members coming from SETAC Science Committee members, including the SETAC Science Committee chair. The remaining members will be selected at-large from SETAC's global membership by the Science Committee. The subcommittee terms shall be three years. The SETAC Scientific Affairs Manager shall serve as an *ex officio* member of the subcommittee.

An annual budget allocation at the global level should be made to include staff time for review and editorial effort, as well as design, layout, and web or print publication based the estimated effort.

The preparation process encompasses the following steps:

1. A TIP topic should be identified via submittal of a short (1 paragraph) notice via

email to the SETAC Science Committee Chair and copied to the SETAC Scientific Affairs Manager by the proponent (e.g. the TIP subcommittee, an Advisory Group chair, or a SETAC member). Submittal of this notice is a commitment to support the preparation and approval process for the TIP. The notice should state the title and purpose of the TIP. In a sentence or two the proponent should describe the scientific areas relevant to the TIP so the Science Committee can identify reviewer experts and set a schedule with the SETAC Office.

2. Within two months of sending the initial notice of intent, the TIP draft text should be generated by the proponent, with a view toward the expected audience in order to minimize the need for editing.
3. The draft TIP text shall be transmitted to the global SETAC Science Committee for coordination with regard to its scientific content, with the TIP subcommittee and other constituent groups within the Society as appropriate (for example relevant advisory groups, geographic unit leaders and the SETAC Publications Manager). Such collaborations are intended to minimize terminology and other differences, to ensure underlying scientific consensus and consistency with other public SETAC positions and statements and to ensure the document has the appropriate tone and language.
4. Upon final coordination and achievement of an agreed text, the Science Committee, after editorial review by the SETAC Publications Manager, will forward the TIP to the Communication Committee and the Publications Advisory Committee in accordance with the SETAC Outreach SOP to ensure that SETAC communications and publication standards are met.
5. With the final concurrence of the three committees (Science, Communications and Publications), the SETAC World Council and Global Executive Director will provide final review and concurrence to ensure that the Society's larger equities and interests are being protected.

The approved TIP will be prepared for final publication and circulation by the SETAC office, and disseminated by the SETAC office with assistance from the CC, TIP subcommittee, TIP authors and other interested members. The TIP will be issued as a SETAC document without reference to individual authors or contributors. Given the clear benefit to the Society of an active program of authoritative TIP publications, TIP authors may be acknowledged by SETAC in an appropriate fashion for their contribution to the development of the TIP.

Revision History:
23 June 1998
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