



**Stewardship Committee Meeting Minutes
Tuesday, November 20, 2012, 5:30 p.m.
DOE Information Center
Office of Science and Technical Information**

Committee Members Present

David Martin
Fay Martin, Vice Chair
Roger Macklin
Norman Mulvenon
Corkie Staley, Chair
Lorene Sigal
Scott Stout

Others Present

Bruce Hicks, ORSSAB
Spencer Gross, ORSSAB support office
Joy Sager, Department of Energy Oak Ridge
Office (DOE ORO)

Absent

Darryl Bonner
Donna Campbell
Susan Gawarecki
Lisa Hagy

Develop questions and comments on the Site Transition Summary and the related 13-step guidance document

The committee met to review some documents provided by DOE Headquarters regarding transition of remediated areas from DOE Environmental Management (EM) to either the original landlord or to a different landlord.

Attachment 1 is a February 2012 version of a site transition summary prepared by DOE HQ. It includes comments and markups by committee member Lorene Sigal. It was discussed at the August 14, 2012 committee meeting. At that time the committee did not take action on Ms. Sigal's markup. The committee decided to wait until a 13-step guidance document was provided so it could be reviewed and determine if it addressed any of the issues identified in Ms. Sigal's review of the site transition summary.

The 13-step guidance document (Attachment 2) was provided to Ms. Sager on October 11, along with a Management System Description document (Attachment 3) that defines general rules and responsibilities for site transition planning.

All three documents (Attachments 1-3) were provided to the committee for review prior to this meeting on November 13 and again on November 16.

Mr. Mulvenon began the discussion by saying the documents do not resemble what the committee originally asked for. Ms. Sigal agreed saying the site transition summary is not as easy to understand and is not what the committee asked for. Mr. Mulvenon said something needs to be devised that the general public can understand regarding site transition. He said the committee wanted something similar to a Legacy Management fact sheet (Attachment 4). Ms. Sager said HQ thought the process summary (Attachment 1) would meet the committee's requirement for a fact sheet.

Ms. Sigal asked the purpose of the Management System Description (MSD) (Attachment 3). Ms. Sager said it is for people within an organization describing what they need to do to implement a procedure. She said the 13-step guidance (Attachment 2) is a step down from the MSD.

Ms. Sigal said she was concerned there is no mention of a reservation-wide record of decision (ROD) mentioned in Step 8 of the 13-step guidance document – EM achievement of Regulatory Completion. Ms. Sager said she knew there were going to be watershed RODs across the reservation, but she had no knowledge of a reservation-wide ROD. She said that is a question to be asked at the local level as that is not a decision made at DOE HQ.

Ms. Sigal said the 13-step guidance and the MSD did not appear to be for local use. Ms. Sager said the procedure would be used in Oak Ridge when a site transition is about to take place. The idea is that the documents provide more information about the process that might help the committee in providing comments on the site transition summary.

Ms. Sigal said the 13-step guidance does not adequately address stakeholder involvement. She said she would like to see inclusion of SSAB stakeholder involvement. Mr. Martin suggested any reference to stakeholder involvement should include a phrase ‘such as ORSSAB’ since the board may not always exist.

Ms. Sigal said there is no reference in the document regarding disposition of records. She said if records are never disposed as long as there is residual waste that should be noted.

She also wanted an ORSSAB member to take responsibility for tracking the site transition process. She said it’s a one-person job that requires good understanding of the issues. Mr. Martin pointed out that board members come and go, but the process should be tracked by the committee. He suggested there be a DOE person assigned locally to stewardship issues. Ms. Sager said she didn’t know if anyone had that responsibility as she did not have that job in her role as committee liaison.

Mr. Mulvenon asked about a timeline for doing a site transition test (see Action Item 2). Ms. Sager said that would be the responsibility of a DOE designee responsible for stewardship activities in Oak Ridge.

Mr. Martin had additional comments on the 13-step guidance. He wondered why ‘legacy’ was in quotation marks in the second paragraph under Applicability. Ms. Sigal wondered if ‘legacy’ meant closed sites.

Mr. Martin thought the flow chart at the end of the 13-step guidance should be a higher level, easier to follow.

Regarding a planned conference call with DOE HQ on the issues discussed at this meeting, Ms. Sigal said there are comments to provide to HQ on the three documents (Attachments 1-3). But she said there are also issues to be discussed at the local level, such as a designated stewardship point of contact, a reservation-wide ROD, and a pilot transition. She said the committee needs to develop separate lists of comments and concerns for both HQ and the DOE Oak Ridge. Mr. Macklin said the issue of document disposition could go on both lists. Ms. Sager said a pilot transition discussion would require time and effort on the part of a local DOE contact who is to be identified.

The committee decided to meet Thursday, December 6 at 5:30 p.m. at the DOE Information Center to work on the list. Ms. Staley suggested interested members meet as a work group and not as a full committee to develop the two sets of questions and comments.

Action Items

Open

1. Ms. Sager will determine if there is a DOE person in Oak Ridge responsible for stewardship activities.
2. Committee members will develop a list of questions prior to a conference call with DOE headquarters regarding the site transition summary and the 13-step guidance document. **Status.** A work group of the committee will meet on December 6 to work up questions and comments.
3. Ms. Sager will research the possibility of a local site to use as a test for the site transition process. **Status.** Ms. Sager indicated someone with DOE Oak Ridge should have stewardship responsibility to guide such project. She is checking to see if anyone has that responsibility.
4. Ms. Sager will schedule a conference call with DOE Headquarters in November to discuss the site transition summary and 13-step guidance document (conditional on availability of guidance by mid-October). **Status.** The committee decided to delay a conference call until after the first of the year. In the meantime it will develop a list of questions and comments during a December 6 work session.

The meeting adjourned at 6:45 p.m.

Attachments (4) are available through the ORSSAB support office.

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