

Environmental Management Site-Specific Advisory Board  
U.S. Department of Energy

Advisory Committee Charter

1. **Committee's Official Designation.** Environmental Management Site-Specific Advisory Board (EM SSAB or Board)
2. **Authority.** The Board is being established in accordance with the provisions of the Federal Advisory Committee Act (FACA), as amended, 5 U.S.C, App. 2. This charter establishes the Environmental Management Site-Specific Advisory Board under the authority of the U.S. Department of Energy.
3. **Objectives and Scope of Activities.** The EM SSAB will provide the Assistant Secretary for Environmental Management (EM), the appropriate Department of Energy (DOE) Field Managers or Assistant Managers for EM activities, and any other DOE official the Assistant Secretary shall designate, with information, advice, and recommendations concerning issues affecting the EM program at various sites. At the request of the Assistant Secretary or the Field Managers, the Board may provide advice and recommendations concerning the following EM site-specific issues: clean-up standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use and long-term stewardship; risk assessment and management; and clean-up science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM project or issue.
4. **Description of Duties.** The duties of the Board are solely advisory. The EM SSAB will have the following duties:
  - a. Advise on EM projects and issues; and
  - b. Issue reports and recommendations as necessary.
5. **Official to Whom the Committee Reports.** The Board will report to the Assistant Secretary for Environmental Management, the appropriate DOE Field Managers or Assistant Managers for EM activities, and any other DOE official the Assistant Secretary shall designate.
6. **Agency Responsible for Providing the Necessary Support.** The Department of Energy. Within the Department, primary support shall be furnished by the Office of Environmental Management.
7. **Estimated Annual Operating Costs and Staff Years.** DOE will provide resources sufficient to conduct EM SSAB business, as well as, authorized travel and subsistence (per diem) expenses for eligible members. The estimated annual costs associated

with supporting the EM SSAB is \$4 million in direct Federal and contractor costs, and approximately 10 full-time employees (FTEs).

8. **Designated Federal Officer.** A full-time or permanent part-time DOE employee, appointed in accordance with agency procedures, will serve as the Designated Federal Officer (DFO). The DFO or Deputy DFO will call for or approve all the Board's and subcommittees' meetings and agendas, attend all the Board and subcommittee meetings, and adjourn any meeting if it is in the public interest.
9. **Estimated Number and Frequency of Meetings.** The local boards will meet approximately 6 to 12 times a year at each site represented on the EM SSAB. In addition, members from each local board may be asked by DOE to participate in semi-annual meetings of the EM SSAB Chairs to discuss complex-wide EM issues. As required by FACA, the Board will hold open meetings unless the Secretary of Energy determines that a meeting or a portion of a meeting may be closed to the public in accordance with subsection (c) of section 552b of title 5, United States Code. Interested persons may attend meetings, appear before the Board, or file comments with the Board.
10. **Duration - Time Period Necessary for the Board to Fulfill its Purpose.** Because the Board exists to advise EM on a succession of projects and issues, the time period required to fulfill that purpose is continuing in nature.
11. **Termination.** The Board is subject to biennial review and will terminate two years from the date the charter is filed, unless, prior to that time, the charter is renewed in accordance with Section 14 of FACA.
12. **Membership and Designation.** Pursuant to delegated authority by the Secretary of Energy, the Assistant Secretary for Environmental Management is authorized to appoint and remove EM SSAB members.
  - a. The standard term for Board members is two years, and members are to serve no more than three two-year terms for a total of six years.
  - b. In areas where the member pool is limited, where the nominee represents a specific interest (e.g., Tribal Nations), rather than an affected community, or where membership is defined by a Memorandum of Understanding, a request for an exception from term limits may be made by the affected Field Office Manager.
  - c. Board member appointments are usually staggered so that one-half of the membership is retained for continuity.
  - d. Board membership shall reflect a full diversity of viewpoints in the affected community and region, and will be composed primarily of people who are directly affected by DOE site clean-up activities.
  - e. Members shall serve in a representative capacity and will represent entities including, but not limited to, stakeholders from local government; Tribal nations; environmental, civic and religious groups; labor organizations; and/or

academia. The Assistant Secretary or DOE Field Managers may request that other Federal, State, or Tribal organizations name liaisons to the local boards to provide information and represent their agency's interests at local board meetings. These liaisons may participate in discussions, but shall have no voting privileges and shall not be included in the quorum count.

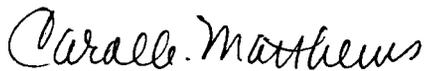
- f. Nomination and appointment of Board members shall be accomplished using procedures designed to ensure a diverse Board membership and a balance of representative viewpoints.
- g. Approximate number of members: 160. This number is based on each local EM SSAB having approximately 10-31 Board members.

13. **Subcommittees.** To facilitate the functioning of the Board and to promote its effectiveness, subcommittees may be formed for each local EM SSAB (locally referred to as committees) with the approval of the Department of Energy. The objective of the subcommittees will be to report their recommendations and advice to the local EM SSAB for full deliberation and discussion. Such subcommittees may not work independently of the local EM SSAB. Subcommittees have no authority to make decisions on behalf of the local EM SSAB, nor can they report directly to DOE.

14. **Recordkeeping.** The records for the Board shall be handled in accordance with General Records Schedule 26, Item 2 and DOE Administrative Records, Schedule 16, Item 8b (1.1), and approved agency records disposition schedule. These records shall be available for public inspection and copying, subject to the Freedom of Information Act, 5 U.S.C. 552.

15. **Filing Date.**

Date filed with Congress: APR 11 2010



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