

OAK RIDGE SITE SPECIFIC ADVISORY BOARD



FY 2013 WORK PLAN

OCTOBER 1, 2012 – SEPTEMBER 30, 2013

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Alternate Deputy Designated Federal
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Advisory Board

January 2, 2013

David Martin, Chair
Oak Ridge Site Specific Advisory Board

January 9, 2013

INTRODUCTION

The Oak Ridge Site Specific Advisory Board (ORSSAB) is a federally appointed citizens' panel that provides advice and recommendations to the U.S. Department of Energy- Oak Ridge Office (DOE-ORO) on its Oak Ridge Environmental Management (EM) Program. The group was formed in 1995 and is chartered under the EM SSAB Federal Advisory Committee Act Charter. The Board's mission statement is as follows:

The mission of the EM SSAB at Oak Ridge, Tennessee, is to provide meaningful opportunities for collaborative dialogue among the diverse multicultural communities surrounding the Oak Ridge Reservation, EM, and DOE-ORO. The Board is chartered under the EM SSAB charter. At the request of the Assistant Secretary, the ORO Manager, or the ORO Manager for EM, the Board may provide informed advice and recommendations concerning the following EM site-specific issues: cleanup 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 cleanup science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM project or issue. The Board ensures early, ongoing community access to information (and its interpretation and implications) and dialogue that improves the quality of the decision-making process of EM and ORO.

The Board is composed of up to 22 members, chosen to reflect the diversity of gender, race, occupation, views, and interests of persons living near the Oak Ridge Reservation. Members are appointed by DOE and serve on a voluntary basis, without compensation. The Board currently consists of members from five counties: Anderson, Blount, Knox, Loudon, and Roane. Non-voting members include representatives from DOE-ORO, the U.S. Environmental Protection Agency (EPA) Region 4, and the Tennessee Department of Environment and Conservation (TDEC). These members advise the Board on their agency's policies and views. Two non-voting student participants also serve on the Board to represent the viewpoints and concerns of area youth. The student representatives for FY 2013 are from Oak Ridge High School and Hardin Valley Academy.

The Board meets monthly to hear presentations by persons working on relevant environmental management topics, listen to and discuss input from citizens, consider recommendations developed by the various ORSSAB committees, and perform other business. The Board strives for consensus in reaching decisions and conducts business under a set of bylaws, standing rules, and special rules of order, which incorporate the principles of *Robert's Rules of Order*.

FY 2013 ORGANIZATION

ORSSAB generally works to achieve its mission through its committee structure, and each year the Board holds a planning meeting to determine how best to address its mission and what its committee structure should be. A summary of the 2013 meeting is available on the ORSSAB website (<http://www.oakridge.doe.gov/em/ssab/>).

The FY 2013 organizational structure is shown in Figure 1. It includes an Executive Committee, four standing committees, Board Finance & Process, Environmental Management, Public Outreach, and Stewardship. The EM Budget & Prioritization Committee is a subcommittee to the Board Finance & Process Committee that meets as needed during the DOE EM budget development process. As allowed by ORSSAB Bylaws, other committees may be formed as needed during the year to address specific issues.

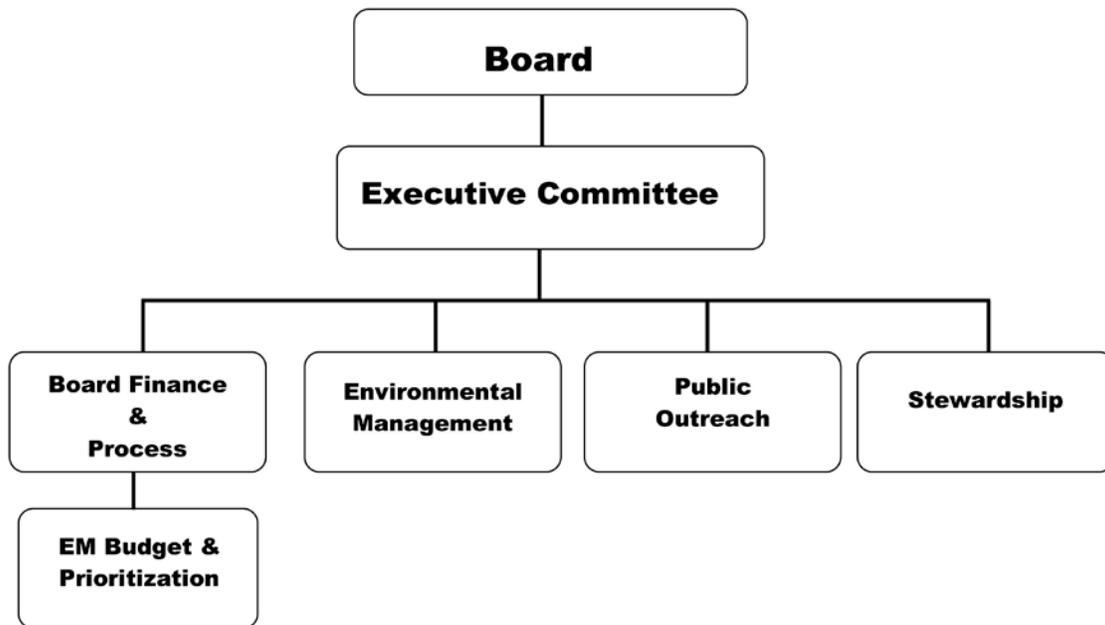


Figure 1. FY 2013 organizational structure.

Each ORSSAB standing committee creates its own work plan to guide its activities during the year. Suggestions for committee work plan topics were provided prior to the retreat by DOE, TDEC, EPA, ORSSAB members, and stakeholders (via the Board’s “Public Environmental Survey”). Work plan topics were selected from the suggestions provided at the retreat. Topics were then incorporated into draft committee work plans, along with information on issue managers, timelines, expected output, and status. These work plans, which are “living documents” to be updated continually as the Board year progresses, are provided in the following pages.

**Board Finance & Process Committee
FY 2013 Work Plan**

Goal 1—Maintain overall responsibility for funding prioritization and control for the board.

Objectives:

1. Review monthly cost reports.
2. **Develop the ORSSAB budget request.**
3. Propose allocations for carryover budgets.
4. Determine funding availability for travel requests.

Goal 2—Serve as the board’s initial forum for discussion of issues involving the ORSSAB Bylaws and Operating Procedures, annual meeting, and preparation of the board’s annual work plan.

Objectives:

1. Review and discuss any proposed changes to the Bylaws and Operating Procedures.
2. Develop a work plan for annual meeting planning, and coordinate its implementation.
3. Oversee development of the annual work plan.

Goal 3—Serve as the board’s initial forum for discussion and generation of a yearly recommendation on the Oak Ridge EM program budget and prioritization.

Objectives:

1. Meet with DOE, EPA, and TDEC liaisons to review and discuss their agencies’ priorities.
2. Draft a recommendation for full board consideration.

Month	Issue and Activities	Expected Output	Status
Oct. 25	§ Monthly expenditures § Review 2012 carryover and 2013 ORSSAB budget allocation § Review proposed travel for 2013 § Generate the FY 2015 ORSSAB budget request (based on the standing committee requests) and transmit it to Executive Committee for approval § Carryover topics from 9/27/12 meeting: – FY 2015 Board Finance & Process budget request – Cost analysis of the annual meeting – Cost analysis of travel – Review of Operating Instructions Section I – Ideas for revising the mission statement – FY 2013 committee work plan	§ Completed reviews of expenditures, 2012 carryover, 2013 allocations, and 2013 travel § Final FY 2015 ORSSAB budget request § Completed review of Section I § Completed carryover topics from 9/27/12 meeting	§ The reviews were completed § The FY 2015 Board Finance & Process budget request was revised to \$23,000 § The FY 2015 ORSSAB budget request was revised to \$82,980 § No changes were proposed to Section I of the Operating Instructions § Discussion of suggested revisions to the ORSSAB mission statement from the annual meeting was postponed § Review of the FY 2013 committee work plan was postponed

Nov. 29	<ul style="list-style-type: none"> § Monthly expenditures § Review Section II of the ORSSAB Operating Instructions § Review suggested revisions to the ORSSAB mission statement from the annual meeting 	<ul style="list-style-type: none"> § Completed expenditures review § Completed review of Section II § Decision on mission statement amendments 	§
Dec.	<ul style="list-style-type: none"> § Meeting canceled 	§	§
Jan.	<ul style="list-style-type: none"> § Monthly expenditures § Decide on location for the 2013 annual planning meeting, and review the facilitator contract § Review Sections III & IV of the ORSSAB Operating Instructions § Meet with DOE liaison to discuss EM's FY 2015 priorities § Review the DOE markup of the FY 2015 ORSSAB budget request 	§	§
Feb.	<ul style="list-style-type: none"> § Monthly expenditures § Generate topics for the spring chairs meeting § Review Section V of the ORSSAB Operating Instructions § Meet with EPA and TDEC liaisons to discuss their agencies' priorities 	§	§
Mar.	<ul style="list-style-type: none"> § Monthly expenditures § Review Section VI of the ORSSAB Operating Instructions § Prepare a draft recommendation on the FY 2015 Oak Ridge EM budget request 	§	§
Apr.	<ul style="list-style-type: none"> § Monthly expenditures § Review Section VII of the ORSSAB Operating Instructions § Send draft recommendation to full board for consideration 		
May	<ul style="list-style-type: none"> § Monthly expenditures § Review Section VIII of the ORSSAB Operating Instructions § Review planning for annual meeting 	§	§

June	§ Monthly expenditures § Review projected costs for the remainder of the year § Review Section IX of the ORSSAB Operating Instructions § Review planning for annual meeting	§	§
July	§ Monthly expenditures § Review FY 2013 committee accomplishments § Review Section X of the ORSSAB Operating Instructions § Generate topics for the fall chairs meeting § Review planning for annual meeting	§	§
Aug.	§ Monthly expenditures § Review the process for developing the FY 2016 ORSSAB budget request, and have staff request that standing committees prepare their budget requests in September § Review annual meeting results	§	§
Sept.	§ Monthly expenditures § Generate the FY 2016 Board Finance & Process budget request § Elect FY 2014 officers § Generate FY 2014 committee work plan § Cost analysis of the annual planning meeting	§	§

ANNUAL MEETING ACTIVITIES

Issue Manager: _____

Month	Issue and Activities	Expected Output	Status
Oct.	§	§	§
Nov.	§ Investigate potential facilities for the 2013 annual meeting	§	§
Dec.	§ Investigate potential facilities for the 2013 annual meeting	§	§
Jan.	§ Decide on location § Review facilitator contract	§	§

Month	Issue and Activities	Expected Output	Status
Feb.	§ Sign contracts with facility and facilitator	§	§
Mar.	§	§	§
April	§ Hold 1 st conference call with the facilitator to discuss agenda, member survey, meeting logistics. Create 1 st draft agenda	§	§
May	§ Hold 2 nd conference call with the facilitator to discuss agenda, member survey, meeting logistics. Create 2 nd draft agenda	§	§
June	§ Meet internally to discuss logistics and menus	§	§
July	§ Hold 3 rd conference call with the facilitator to review their member survey results presentation	§ §	§
Aug.	§ Hold 4 th conference call with the facilitator to finalize logistics	§	§
Aug. 17	ANNUAL MEETING		
Aug. 29	§ Meet with facilitator and Executive Cmte to review end-of-day evaluations, facilitator's summary, and lessons learned	§	§
Sept.	§ Review costs	§	§

**Environmental Management Committee
FY 2013 Work Plan Tracking Chart**

Environmental Management Committee Mission Statement

The mission of this committee is to evaluate and make recommendations on DOE’s planning and implementation of ORR environmental restoration projects and on treatment, storage, disposal and transportation of wastes and materials for which the EM Program is responsible. The committee will facilitate public participation in providing feedback to DOE on these decisions and consider health and safety, environmental justice and DOE complex-wide concerns related to its mission topics.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Oct. 17	ORSSAB - Alfreda Cook, 482-6473 Cookal123@gmail.com DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov	Siting of a second CERCLA waste disposal cell – participation in ongoing activities to assure sufficient waste disposal. Follow on Committees: Stewardship and Public Outreach	Possible recommendation	The committee decided not to take any action yet concerning a recommendation on the topic until there is more public involvement in the decision-making process
Nov. 28	DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov	Initial briefing on groundwater strategy development workshops – Dave Adler or workshop facilitator Follow-on committee: Stewardship	Information	Mr. Adler provided information on the scope and schedule of the workshops and what is hoped will be accomplished. The committee determined no recommendation was needed at this time, but Mr. Adler encouraged the committee to consider a recommendation on the final report of the workshops in 2013. He said interim recommendations could be made on the progress of the workshops if the committee felt necessary.
Dec. 19	No meeting in December			

Month	Issue Manager	Issue/Activities	Expected Output	Status
Jan. 16		Hazardous and radioactive waste in long-term storage follow on to Nov. board meeting.	Possible recommendation.	Dave Adler provided more detailed information on some specific materials in safe storage but will require eventual attention. He asked the committee to consider a recommendation on criteria for disposition priorities and input on potential near-term actions regarding legacy material. D. Martin and D. Hemelright took the task of drafting a recommendation.
Feb. 20	DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov ORSSAB – David Martin and Dave Hemelright	Committee will consider a draft recommendation on criteria for setting disposition priorities and input on near-term actions regarding legacy material disposition. Topics for Top Three Issues, Board Accomplishment, Major Board Activity for Spring Chairs meeting	Recommendation.	
March 20	DOE – Joy Sager, 574-9157 Sagerjl@oro.doe.gov	Update on Molten Salt Reactor Experiment strategy planning document	Possible recommendation	

Month	Issue Manager	Issue/Activities	Expected Output	Status
April 17	EM Committee – Gloria Mei, 574-0188 meigt@ornl.gov	Uranium-233 Disposition Project		
May 15		Tour of Transuranic Waste Processing Center		
June 19	DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov	Debriefing on progress of groundwater strategy development workshops –	information	
July 17		FY 2013 Committee accomplishments for annual planning meeting		
Aug. 21		Topics for Top Three Issues, Board Accomplishment, Major Board Activity for Fall Chairs meeting		
Sept. 18	DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov	Report of recommendations from groundwater strategy development workshops and provide committee opportunity to offer recommendation on report in FY 2014 FY 2014 Work plan development Develop committee budget request for FY 2016 Elect committee chair and vice chair for FY 2014	Information/ opportunity to provide recommendation in FY 2014	

Potential Topics

Issue Manager	Issue/Activities
ORSSAB – DOE – BJC – EPA –	

Ongoing Topics

Issue Manager	Issue/Activities
	ETTP Zone 1 RIFS
	Toxic Substances Control Act Incinerator Shutdown
	Treatment of chromium contaminated groundwater at Central Neutralization Facility - Information presentation for better understanding

FY 2013

Public Outreach Committee Work Plan

Goal—Implement the Board’s mission to reflect the concerns of the communities impacted by environmental management of the Oak Ridge Reservation and serve as a communications link between the public and DOE. Objectives: 1. Advertise ORSSAB activities in a variety of publications and media. 2. Make presentations to local organizations, schools, and elected officials. 3. Promote awareness about ORSSAB and the DOE Environmental Management Program through special events, exhibits, and other activities. 4. Investigate new ways to communicate with the public.

Issue Managers:		
§ Alfreda Cook Stream postings (PO Lead)		
§ Jan Hart Secret City Festival and Earth Day		
§ Dave Hemelright Identify area groups for speaking about ORSSB mission		
§ H. Holmes & S. Stout... Making contact and hosting “VIPs”		
§ Jan Lyons Public Environmental Survey (PO Lead)		
§ Jan Lyons Generating ideas and how to raise awareness of historical dates		
§ Scott McKinney Media outreach		
Liaisons:		
§ Alfreda Cook AMSE		
§ Alfreda Cook EM Committee on the CERCLA landfill and EM portfolio plans		
§ Dave Hemelright Land Use Manager		
§ Scott McKinney Stewardship Committee on footprint reduction		
Ongoing Activities:		
§ Newspaper ads, news releases & editorials § Advocate newsletter § Annual report § Federal Register notice § Facebook § YouTube § Videos § Website § AMSE exhibit		
Topic	Expected Output	Status
OCTOBER		
§ Annual report editorial plan & schedule	§ Comments on the annual report plan & schedule	§ Comments on the annual report due October 30
§ Revision of the outreach presentation	§ Path forward on updating the outreach presentation	§ Mr. McKinney will take a first cut at creating a shorter version for the committee to review
§ Clarification of stream postings to the public	§ Path forward on clarification of stream postings to the public	§ Ms. Cook will work on the stream postings as issue manager
§ Coordination of annual meeting issues with other ORSSAB committees	§ Path forward on coordinating annual meeting issues with other ORSSAB committees	§ Mr. McKinney will review how inter-committee coordination will work when he gets the members’ surveys back. Ms. Cook will serve as issue manager for the waste disposal topic
§ Distribution of the Advocate by email only	§ Decision on Advocate distribution	§ Advocate distribution tabled
§ Survey of members’ committee involvement and meeting preferences	§ Completed survey results	§ Members will supply Mr. McKinney with their completed surveys
NOVEMBER		

§ Issue manager & liaison updates § Staff report on ongoing activities	§ Updates and reports	§ Comments were made on updating the ORSSAB presentation (see minutes) § Work on stream postings and museum tasks is progressing § Contacting VIPs on hold till DOE provides the board presentation list § Two changes made to issue manager assignments (see minutes)
DECEMBER		
§ No meeting this month	§	§
JANUARY		
§ Issue manager & liaison updates § Staff report on ongoing activities	§	§
FEBRUARY		
§ Issue manager & liaison updates § Staff report on ongoing activities § Generate topics for the spring chairs meeting § Discuss participation in April Oak Ridge Earth Day	§	§
MARCH		
§ Issue manager & liaison updates § Staff report on ongoing activities § Discuss participation in June Secret City Festival	§	§
APRIL		
§ Issue manager & liaison updates § Staff report on ongoing activities	§	§
MAY		
§ Issue manager & liaison updates § Staff report on ongoing activities	§	§
JUNE		
§ Issue manager & liaison updates § Staff report on ongoing activities § Review 2013 accomplishments in preparation for annual meeting	§	§
JULY		
§ Issue manager & liaison updates § Staff report on ongoing activities	§	§

§ Generate topics for the fall chairs meeting		
AUGUST		
§ Issue manager & liaison updates § Staff report on ongoing activities	§	§
SEPTEMBER		
§ Issue manager & liaison updates § Staff report on ongoing activities § Review outreach suggestions from the survey and the annual meeting § Elect FY 2014 officers § Generate FY 2014 work plan § Generate the FY 2016 committee budget request	§	§

**Stewardship Committee
FY 2013 Work Plan Tracking Chart**

Stewardship Mission Statement

The goal of the committee is to serve as a forum for discussion of topics relevant to the long-term stewardship of the Oak Ridge Reservation and to act as a liaison between DOE and the community at large.

FY 2013 Goals

1. Provide input to DOE Headquarters on the site transition summary for ongoing mission sites
2. Provide comments on Remediation Effectiveness Reports
3. Provide input on development of the DOE geographical information system
4. Monitor development of the Land Use Manager

Month	Issue Manager	Issue/Activities	Expected Output	Status
Oct. 16	UCOR – Sally Brown, 241-6716 Sally.brown@ettp.doe.gov	Land Use manager presentation – Sally Brown	Possible comments or recommendation.	Committee received an update on the status of the LUM. Still in testing stage but should be fully implemented in January. A suggestion was made to make a presentation on the LUM at the Spring EM SSAB Chairs' meeting.
	UCOR - Lynn Sims, 241-1158 Lynn.sims@ettp.doe.gov	Five-year review – issues with the review		Ms. Sims explained to the committee that there were extensive comments on the Five-year Review from the regulators and the decision was made to resolve all the comments before issuing a D2 version of the document to the public.
		Work on questions for November conference call on site transition summary		The committee delayed action on this item to allow time to study the

Month	Issue Manager	Issue/Activities	Expected Output	Status
		<p><i>Invite to EM committee meeting on Oct. 17</i></p> <p>Siting of a second CERCLA waste disposal cell – participation in ongoing activities to assure sufficient waste disposal – Jason Darby</p>		<p>13-step guidance document associated with implementing the site transition summary.</p> <p>Committee members invited to the EM Committee meeting.</p>
November 20	DOE – Joy Sager, 574-9157 sagerjl@oro.doe.gov	<p>Work up questions on site transition summary and 13-step guidance document for use at December conference call.</p> <p><i>Invite to EM Committee meeting on Nov. 28</i></p> <p>Initial briefing on groundwater strategy development workshops – Dave Adler or workshop facilitator</p>	Possible comments or recommendation on summary and/or guidance document.	The committee discussed additional concerns about the site transition documents. It decided to meet as a work group on Dec. 6 to finalize comments/concerns.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Dec. 6		<p>Conference call with HQ on site transition summary and 13-step guidance document</p> <p>Committee will meet as a work group to finalize list of comments and concerns on site transition documents and other local stewardship concerns</p>	Possible comments or recommendation on summary and/or guidance document.	<p>The committee decided in November to postpone any conference call with HQ until it finalizes its list of comments on the site transition documents</p> <p>Members of the committee met as a work group and worked up comments on the site transition documents and formulated a memo to Dave Adler to address stewardship concerns at the February meeting.</p>
Jan. 15	DOE – Joy Sager, 574-9157 sagerjl@oro.doe.gov	NPL boundary definition update – Joy Sager, comments from regulators, state of Tenn.	Possible comments or recommendation.	Ms. Sager provided an update on activities to change the NPL boundary delineation of the ORR. The committee decided no recommendation was necessary.

Month	Issue Manager	Issue/Activities	Expected Output	Status
		<p data-bbox="678 216 911 342"><i>Invite to EM Committee meeting on Jan. 16.</i></p> <p data-bbox="678 359 911 856">Review presentation from November board meeting on waste in long-term storage/offer committee opportunity to provide feedback in form of comments/ recommendation at Feb. 20 meeting to send to full board in March</p> <p data-bbox="678 911 911 1608">Related to an action item from a previous meeting about the possibility of a test parcel transfer, Dave Adler suggested at an Executive Committee meeting that the Stewardship Committee should draft a recommendation to that effect. No committee members present expressed interest in drafting such a recommendation.</p>		

Month	Issue Manager	Issue/Activities	Expected Output	Status
Feb. 19	Stewardship Committee - Norman Mulvenon, 482-3153, Mulvenon@juno.com TDEC – John Owsley, 481-0995 John.owsley@state.tn.us	Comments from TDEC on status of stewardship on the reservation Discussion with Dave Adler on stewardship issues on the ORR/letter to Sue Smiley on Site Transition. Topics for Top Issues, Board Accomplishment, Major Board Activity for Spring Chairs meeting		
		<i>Invite to EM committee meeting on Feb. 20.</i> Possible recommendation/ comments on EM portfolio plans from January meeting.		
March 19	ORSSAB - David Martin, 617-0501 Dmartin@ieee.org Stewardship Committee - Norman Mulvenon, 482-3153, Mulvenon@juno.com UCOR - Lynn Sims, 241-1158 Lynn.sims@ettp.doe.gov	RER presentation – Lynn Sims, invite EM Committee to meeting/possibly combine meetings	Possible comments or recommendation	
		<i>Invite to EM committee meeting on March 20.</i> Hazardous and radioactive waste in long-term storage		
April 16				

Month	Issue Manager	Issue/Activities	Expected Output	Status
May 14	ORSSAB - David Martin, 617-0501 Dmartin@ieee.org Stewardship Committee - Norman Mulvenon, 482-3153, Mulvenon@juno.com	Comments due on RER from committee to board		
June 18		FY 2013 committee accomplishments for board's annual meeting <i>Invite to EM committee meeting on June 19.</i> Debriefing on progress of groundwater strategy development workshops – Dave Adler or workshop facilitator		
July 16		Topics for Top Issues, Board Accomplishment, Major Board Activity for Fall Chairs' meeting		
Aug. 20				
Sept. 17		FY 2014 work plan development Develop committee budget request for FY 2016 Elect officers for FY 2014		

Month	Issue Manager	Issue/Activities	Expected Output	Status
		<i>Invite to EM Committee meeting on Sept. 18</i> Report of recommendations from groundwater strategy development workshops and provide committee opportunity to offer recommendation on report in FY 2014		

Potential Topics

Issue Manager	Issue/Activities
ORSSAB – DOE – BJC – EPA -	Adding a college student to the board as a non-voting member.

Ongoing Topics

Issue Manager	Issue/Activities