

OAK RIDGE SITE SPECIFIC ADVISORY BOARD



FY 2007 WORK PLAN

Steve McCracken
Asst. Manager of Environmental Management
Department of Energy – Oak Ridge Office

Date

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Lance J. Mezga, Chair
Oak Ridge Site Specific Advisory Board

Date

11/1/06

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 Operations (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:

ORSSAB is an independent, nonpartisan, broadly representative group of citizens with interests and concerns related to the environment at the Oak Ridge Reservation (ORR) and surrounding areas. The Board is dedicated to providing informed recommendations and advice to the DOE EM Program regarding environmental restoration and waste management, as well as land use and economic development of contaminated areas. Recommendations regarding environmental justice, health and safety issues, and other subjects may be developed at the Board's discretion. The Board is committed to reflecting the concerns of the communities impacted by environmental management of the ORR and to serving as a communications link between the public and relevant government agencies, including local governments.

The Board is composed of up to 20 members, chosen by an independent screening panel to reflect the diversity of gender, race, occupation, views, and interests of persons living near the ORR. 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 2007 are from Oak Ridge High School and Webb School of Knoxville.

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 2007 ORGANIZATION

ORSSAB generally works to achieve its mission through its committee structure, and each year the Board holds a planning retreat to determine how best to address its mission and what its committee structure should be. This year's retreat was held August 12, 2006, at Pollard Auditorium on the campus of Oak Ridge Associated University. A summary of the retreat is available on ORSSAB website.

The FY 2007 organizational structure is shown in Figure 1. It includes an Executive Committee, four standing committees (Board Finance, Environmental Management, Public Outreach, and

Stewardship), and one ad hoc committee (Board Process). As allowed by ORSSAB Bylaws, other committees may be formed as needed during the year to address specific issues.



Figure 1. FY 2007 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 “Stakeholder Survey”). Selection of final work plan topics was made at the retreat by the Board membership. 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 Committee Mission Statement

The Board Finance Committee of the Oak Ridge Site Specific Advisory Board has overall responsibility for budget prioritization and control for the Board. With the approval of the Executive Committee, in accordance with ORSSAB bylaws, the Board Finance Committee sets budget targets for each type of expenditure, proposes general budget guidance, determines funding availability for travel requests, and reviews monthly cost reports.

FY 2007 Work Plan Tracking Chart

Month	Issue and Activities	Expected Output	Status
Sept. 28	<ul style="list-style-type: none"> ▪ Review monthly expenditures 	<ul style="list-style-type: none"> ▪ Completed review 	
Oct.	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review FY 2007 ORSSAB budget allocation from DOE ▪ Recommend allocation of FY 2007 funding among expense categories 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ Draft allocation of FY 2007 funding among expense categories for Executive Committee approval 	
Dec.	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Discuss FY 2008 budget requirements; review process for developing FY 2008 committee budgets; request that they submit their budget proposals ▪ Determine allocation of '06 carryover 	<ul style="list-style-type: none"> ▪ Completed reviews of expenditures and '08 budget process ▪ '06 carryover allocation 	
Dec.	<ul style="list-style-type: none"> ▪ Review monthly expenditures 	<ul style="list-style-type: none"> ▪ Completed reviews 	
Jan.	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Finalize FY 2008 budget request, and submit to Executive Committee for approval and transmittal to DOE by Feb. 15 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ Final '08 budget request 	
Feb.	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review government estimate of ORSSAB FY 2008 budget request ▪ Review FY 2008 President's EM Budget 	<ul style="list-style-type: none"> ▪ Completed reviews 	
Mar.	<ul style="list-style-type: none"> ▪ Review monthly expenditures 	<ul style="list-style-type: none"> ▪ Completed reviews 	
April	<ul style="list-style-type: none"> ▪ Review expenditures, '08 cost categories 	<ul style="list-style-type: none"> ▪ Completed reviews 	
May	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Review projected board costs for the remainder of the fiscal year ▪ Discuss FY 2008 ORSSAB budget 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ Completed projection 	
June	<ul style="list-style-type: none"> ▪ Review monthly expenditures 	<ul style="list-style-type: none"> ▪ Completed reviews 	
July	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Prepare for retreat by reviewing '07 activities and tasks to carry over into '08 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ '07 accomplishments list for retreat 	

Month	Issue and Activities	Expected Output	Status
August	<ul style="list-style-type: none"> ▪ Review monthly expenditures ▪ Elect FY 2008 officers ▪ Discuss report from DOE on FY 2008 ORSSAB budget request ▪ Discuss FY 2008 tasks 	<ul style="list-style-type: none"> ▪ Completed reviews ▪ FY 2008 officers and work plan in place 	

**Environmental Management Committee
FY 2007 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 project 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
Sept.	ORSSAB – Steve Douglas DOE – Bill McMillan BJC – Charlie Johnson EPA -	Operation of Foster Wheeler TRU waste processing facility/status of CH & RH TRU/disposition of TRU waste at WIPP Reconsider Recommendations on K-1007 Ponds and K-25/K-27 D&F	Update on activities/possible comments or recommendation	Received presentation. Decided no action was needed Both recommendations were revised and resubmitted to Executive Committee
Oct.	ORSSAB – Rhonda Bogard Norman Mulvenon, asst. issue manager (AIM) DOE – Dave Adler, Darryl Green BJC – Fred Heacker EPA -	Accumulation of LLW on ORR/financial burden of characterizing for safe storage before characterization is complete	Possible comments or recommendation	
		<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> Conference on Soils, Sediments and Water October 16-19 Univ. of Mass. - Amherst </div>		

Month	Issue Manager	Issue/Activities	Expected Output	Status
Nov.	ORSSAB – Bob Olson DOE – Ron Kirk, Mike Travaglini BJC – Jim Kannard EPA -	DOE’s plans for sodium disposition	Possible comments or recommendation	
Dec.	ORSSAB – Norman Mulvenon DOE – Jim Kopotic, Dave Hutchins BJC – Julie Pfeffer/John Kubarewicz EPA -	Provide input on groundwater and land use controls proposed for the Site Wide Record of Decision for ETTP (possible joint meeting with Stewardship Committee)	Possible recommendation	
		Perma-Fix Conference December 11-14 Nashville		
Jan.	ORSSAB – Tim Myrick Sarah Lewis, AIM DOE – Dave Adler, Mildred Ferre BJC – EPA -	Remainder of EM scope of work on the ORR.	Possible recommendation	
		Health Physics Society Midyear Conference <i>Decontamination, Decommissioning, and Environmental Cleanup.</i> January 21-24 Knoxville Convention Center		
Feb.	ORSSAB – Tim Myrick Sarah Lewis, AIM DOE – Dave Adler, Pat Halsey BJC – John Kubarewicz EPA – Jeff Crane TDEC – Doug McCoy	Review prioritization activities proposed by DOE and regulators for FY 2009	Possible comments or recommendation	
		Waste Management Symposia February 25-March 1 Tucson, Ariz.		

Month	Issue Manager	Issue/Activities	Expected Output	Status
March	ORSSAB – Ron Murphree DOE – Mike Jugan BJC – John Lyons EPA – Martha Berry TDEC – Randy Young	Decommissioning progress of MSRE and final closure options	Possible comments or recommendation	
April	ORSSAB – Lance Mezga Gloria Mei, AIM DOE – Joy Sager BJC – Courtney Manrod EPA -	Operation of the TSCA Incinerator	Possible comments or recommendation	
May	ORSSAB – Norman Mulvenon DOE – Jack Howard BJC – Kelly Trice EPA -	Briefing on progress of D&D at K-25./K-27 ETTP	Possible comments or recommendation	
June	ORSSAB – Gloria Mei DOE – Mike Jugan BJC – Charlie Mansfield EPA – Martha Berry TDEC – Randy Young	Soil excavation of Tank W-1A This work will not begin until Fall FY 2007 – something else might be better here	Possible comments or recommendation	
July	ORSSAB – Lance Mezga Bob Olson, AIM DOE – Dave Adler, Darryl Green BJC – Charlie Johnson EPA -	National Waste Disposition Strategy Waste disposition challenges on ORR	Possible comments or recommendation	
August		FY 2007 Accomplishments		

Potential Topics

1. Application of any Natural Resource Damage Assessments
2. Application of Ecological Risk Assessments in Upcoming Decision Documents
3. Accomplishments of DOE Field Research Center in Bear Creek Valley – Dave Watson, manager of DOE FRC

Ongoing Topics

1. Operation of CERCLA Waste Cell
2. Independent verification of cleanup at ETP
3. David Witherspoon Cleanup

**Public Outreach Committee Work Plan
FY 2007 Work Plan Tracking Chart**

The goal of the ORSSAB Public Outreach Committee is to implement the Board’s mission statement as it relates to community involvement: *“The Board is committed to reflecting the concerns of the communities impacted by environmental management of the Oak Ridge Reservation and to serving as a communications link between the public and DOE.”* The Public Outreach Committee will achieve this goal by advertising ORSSAB activities in a variety of publications and media; making presentations to local organizations, schools, and elected officials; and promoting awareness about ORSSAB through special events, exhibits, and other activities.

Month	Events and Activities	Expected Output	Status
Sept. 26	<ul style="list-style-type: none"> ▪ Publish October Advocate ▪ Make high school presentations ▪ Visit AMSE ▪ Discuss participation in the November EPA brownsfield conference ▪ Discuss ORSSAB logo items ▪ Review ORSSAB mailing list 	<ul style="list-style-type: none"> ▪ Completed Advocate and presentations ▪ Path forward on AMSE revisions, EPA conference, logo items, and mailing list 	▪
Oct.	<ul style="list-style-type: none"> ▪ Publish FY 2006 annual report ▪ Consider revising ORSSAB brochure 	▪	▪
Nov.	<ul style="list-style-type: none"> ▪ Discuss DOEIC display identifying key milestones and disposal sites for various cleanup projects 	▪	▪
Dec.	<ul style="list-style-type: none"> ▪ Publish January Advocate 	▪	▪
Jan.	▪	▪	▪
Feb.	▪	▪	▪
Mar.	<ul style="list-style-type: none"> ▪ Publish April Advocate ▪ Discuss Public Involvement Plan 	▪	▪
Apr.	<ul style="list-style-type: none"> ▪ Evaluate the Stakeholder Survey and the method of its distribution ▪ Make recommendations on the Public Involvement Plan ▪ Discuss participation in the June EPA Community Involvement Conference 	▪	▪
May	<ul style="list-style-type: none"> ▪ Discuss Secret City Festival participation 	▪	▪
June	<ul style="list-style-type: none"> ▪ Publish July Advocate ▪ 	▪	▪
July	▪	▪	▪
Aug.	<ul style="list-style-type: none"> ▪ Prepare for annual planning retreat 	▪	▪

Other Unscheduled FY 2007 Activities:

- Participate in the outreach presentations, briefings, and special events:
 - Oak Ridge High School (spring term)
 - Other high school from which a student will be selected (spring term)

- Darryl Richardson, Editor, Oak Ridger
- Michelle Reichert, BWXT Y-12's Environment, Safety & Health Manager
- ETEBA, AFORR, other organizations
- Y-12 Safety Expo
- Gerald Boyd
- New Roane County Mayor Mike Farmer
- Presentations to elected officials to whom the committee has not presented in the past three years
- Sponsor a reservation bike ride

**Stewardship Committee
FY 2007 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.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept.	<p>ORSSAB – Darryl Bonner</p> <p>DOE – Ralph Skinner skinnerrm@oro.doe.gov 576-7403</p> <p>BJC – Rudy Bonilla bonillar@bechteljacobs.org 270-441-5198</p> <p>EPA –</p> <p>Anderson County – Tim Shelton, register of deeds tshelton@titlesearcher.com 457-6236</p>	<p>Melton Valley Land Use Control deliverable</p> <p>Update on filing of notices of contamination with Anderson County</p>	<p>Possible Comments or recommendation</p> <p>DOE to work with Anderson County register of deeds to make sure notations and accompanying maps are cross referenced</p> <p>Committee to determine feasibility of having a private act passed to ensure continued filing of environmental notations.</p>	<p>Committee will review the draft public notice and provide staff comments to Ralph Skinner</p> <p>Committee learned of some inconsistencies in filing of notations and related maps. Notations and maps not always cross referenced</p> <p>Committee to discuss possibility of legislative act in January.</p>
Oct.	<p>ORSSAB – Darryl Bonner Norman Mulvenon, asst. issue manager (AIM)</p> <p>DOE – Jason Darby darbyjd@oro.doe.gov 241-6343</p> <p>BJC – Lynn Sims OE8@bjcllc.org 241-1158</p> <p>EPA – Jeff Crane, Crane.Jeff@epamail.epa.gov 404-562-8506</p>	<p>Planning for public meeting on RER</p>	<p>Public meeting</p>	

Month	Issue Manager	Issue/Activities	Expected Output	Status
Nov.	<p>ORSSAB – Norman Mulvenon Sondra Sarten, assistant issue manager (AIM)</p> <p>DOE – Ralph Skinner skinnerrm@oro.doe.gov 576-7403</p> <p>BJC – Sid Garland qsg@bechteljacobs.org 574-8581</p> <p>EPA –</p>	<p>Long-term Stewardship Directive and Implementation Plan</p>	<p>Possible comments or recommendation</p>	
Dec.	<p>ORSSAB – Norman Mulvenon Donna Campbell, AIM</p> <p>DOE – Ralph Skinner, Pat Halsey</p> <p>BJC – Sid Garland qsg@bechteljacobs.org 574-8581/Rhonda Butler</p> <p>EPA –</p> <p>TDEC – John Owsley John.owsley@state.tn.us 481-0995</p>	<p>Records management, funding mechanisms, institutional controls, roles and responsibilities of all parties</p>	<p>Appeal to TDEC to guarantee long-term stewardship efforts</p>	
Jan.	<p>ORSSAB – Norman Mulvenon Ben Adams, AIM</p> <p>DOE – Ralph Skinner skinnerrm@oro.doe.gov 576-7403</p> <p>BJC – Sid Garland qsg@bechteljacobs.org 574-8581</p> <p>EPA –</p> <p>Anderson Co. – Tim Shelton, register of deeds tshelton@titlesearcher.com 457-6236</p>	<p>Update on procedures on filing environmental notations and cross referencing maps</p> <p>Discuss possibility of legislative act to ensure continued filing of environmental notations in Anderson and Roane County records</p>	<p>Path forward to Private Act for Anderson and Roane Counties and the City of Oak Ridge regarding notices of environmental contamination</p>	

Month	Issue Manager	Issue/Activities	Expected Output	Status
Feb.	ORSSAB – Donnie Patterson Norman Mulvenon, AIM DOE – Jim Kopotic BJC – John Kubarewicz/Julie Pfeffer EPA – Carl Froede TDEC – Tom Gebhart	Sitewide Record of Decision for ETTP, including groundwater	Comments and recommendations (as necessary) regarding stewardship requirements contained in the ETTP Proposed Plan	
March	ORSSAB – Sondra Sarten Lorene Sigal, AIM DOE – Pat Halsey BJC – Dennis Hill EPA – Connie Jones	Public Involvement Plan (tentative time frame)	Comments and recommendations (as necessary) on Public Involvement Plan	
April	ORSSAB – Norman Mulvenon Sondra Sarten, assistant issue manager (AIM) DOE – Ralph Skinner skinnerrm@oro.doe.gov 576-7403 BJC – Sid Garland qsg@bechteljacobs.org 574-8581 EPA –	Long-term Stewardship Directive and Implementation Plan	Comments and recommendations (as necessary) on Long-term Stewardship Directive and Implementation Plan	
May	ORSSAB – Donnie Patterson Norman Mulvenon, AIM DOE – BJC – EPA –	Sitewide ROD for ETTP including groundwater	Comments and recommendations (as necessary) on Sitewide ROD for ETTP	

Month	Issue Manager	Issue/Activities	Expected Output	Status
June	ORSSAB – Ben Adams Darryl Bonner, AIM DOE – Ralph Skinner skinnerm@oro.doe.gov 576-7403 BJC – Rudy Bonilla bonillar@bechteljacobs.org 270-441-5198 EPA –	Remedial Action Report for Melton Valley and deed notices	Comments and recommendations (as necessary) on the Remedial Action Report	
July	ORSSAB – DOE – BJC – EPA –			
August		Review FY 2007 accomplishments		

Potential Topics

1. Understanding criteria for constructing institutional controls
2. How to involve City of Oak Ridge with stewardship
3. Emergency Management plans and who would be expected to respond to an emergency – Committee to evaluate for appropriateness for Board to address
4. Update video in Stewardship Education Resource Kit (being addressed by Stewardship Education Subcommittee)
5. Stewardship video – interviews with people involved in stewardship activities
6. Develop fact sheet on the Stewardship Education Resource Kit for distribution to the public – Stewardship Education Subcommittee
7. DOE budget and project prioritization
8. Review comments of regulators on the 2006 RER. Does it follow annotated outline? Were recommendations in 2002 implemented? Could a student summary of the RER be written similar to the Annual Site Environmental Report (Stewardship Education Subcommittee is looking into the summary).
9. Defined and consistent use of terms in documentation
10. Monitor FFA Agreement milestones for FY 2007 such as the K-1064 Peninsula at ETTP (Melton Valley RER on work plan for June)
11. Engage Ben Adams to do a survey of Melton Valley to confirm waste left in place is located on a grid system.
12. Study declarations sections of recent RODs to determine if language is acceptable, particularly in calling for land use controls.

Ongoing Topics

1. Evaluate how closure facilities (Rocky Flats, Fernald, Weldon Springs, Mound) are managing long-term stewardship (possible travel to sites)
2. Monitor the progress of the Long-term Stewardship Directive and Implementation Plan
3. Public Involvement Plan – **March time frame**
4. Make presentations to community groups of the “Status Report for the Community on Long-term Stewardship”
5. Enforceable Institutional Controls/Land Use Control Implementation Plans

**Board Process Committee
FY 2007 Work Plan Tracking Chart**

Board Process Ad Hoc Committee Mission Statement

The purpose of this committee is to serve as the Board's forum for initial debate on issues involving Board process. The committee's scope includes review of *ORSSAB Bylaws*, *Standing Rules and Special Rules of Order*, Board meeting structure, new member training, retreat planning and preparation of the Board's Work Plan.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept.				
Oct.		New member indoctrination Tracking of conferences	Becky Brunton will develop a new member indoctrination folder Becky Brunton will develop a method of tracking conferences that would be of interest to board members	
Nov.		Change of meeting time	Committee meeting time changed to before Board Finance on November 30	Exact start time to be determined.
Dec.		No meeting		
Jan.		No meeting		
Feb.		No meeting		

Month	Issue Manager	Issue/Activities	Expected Output	Status
March		Begin planning annual retreat		
April		Plan annual retreat		
May		Plan annual retreat		
June		Plan annual retreat		
July		Plan annual retreat Review accomplishments for FY 2007	Results to be presented at annual retreat	
Aug.		Review results of annual retreat.	Determine effectiveness of annual retreat	