



**DRAFT AGENDA
FULL BOARD MEETING
Atomic Testing Museum, Frank Rogers Auditorium
755 East Flamingo Road, Las Vegas, NV 89119
May 14, 2008 - 5:00 p.m.**

No Call-In Number Available

- | | | |
|------|---|---|
| I. | Chair's Opening Remarks: <ul style="list-style-type: none">• Agenda Approval | Dave Hermann, Chair |
| II. | Public Comment | |
| III. | Committee Updates: <ul style="list-style-type: none">• EMPIRE<ul style="list-style-type: none">▪ <i>Approval - Recommendation Letter – TTR fact sheet</i>▪ <i>Approval - Recommendation Letter – IS fact sheet</i>• Outreach<ul style="list-style-type: none">▪ <i>Update on Committee Work Plan</i>• Transportation/Waste• UGTA<ul style="list-style-type: none">▪ <i>Update on 4/3/08 UGTA CAIP Meeting</i> | Walt Wegst

Hal Sullivan

Ted Oom

Bob Gatliff |
| IV. | Other CAB Business: <ul style="list-style-type: none">• SSAB's Chairs Recommendation Letters – Hanford• NTS EIS – Supplement Analysis – for CAB comment• July 2008 Board meeting location, and committee meetings• DOE Update<ul style="list-style-type: none">▪ <i>NTS CAB Standard Operating Procedures Update</i>▪ <i>Hanford Advisory Board Letter – STCGs</i>• NSF Visitor Access & Emergency Response Accountability | Dave Hermann, Chair
Dave Hermann, Chair
Dave Hermann, Chair

Kelly Snyder, DOE

Rosemary Rehfeldt |
| V. | April and May State of Nevada Notification <ul style="list-style-type: none">• Corrective Actions for CAU 134 – submittal 5/31/08• Corrective Actions for CAU 107 – submittal 6/18/08 | Rosemary Rehfeldt |
| VI. | Meeting Wrap-Up / Assessment | Rosemary Rehfeldt |



Community Advisory Board for Nevada Test Site Programs

Members

David Hermann, CAB Chair
Walter Wegst, Ph.D., CAB Vice-Chair
Chair, EMPIRE Committee

Robert Gatliff, Chair
Underground Test Area (UGTA) Committee
Robert Johnson
Vernell McNeal
Theodore Oom, Chair
Transportation/Waste Committee
Jackson Ramsey, Ph.D., Chair
Budget Committee
Membership Committee
Stacy Standley
Harold Sullivan, Chair
Outreach Committee
James Weeks

Liaisons

Robert Gamble
Nye County
Stephen Mellington
U.S. Department of Energy,
Nevada Site Office
Tim Murphy, Chief
Bureau of Federal Facilities,
State of Nevada Division of
Environmental Protection
Genne Nelson
U.S. National Park Service

Administration

Rosemary Rehfeldt, Facilitator
Navarro Research & Engineering, Inc.
Kelly Snyder, DDFO
U.S. Department of Energy,
Nevada Site Office

May 8, 2008

DRAFT

Ms. Kelly Snyder, DDFO
U.S. Department of Energy, Nevada Site Office
P.O. Box 98510
Las Vegas, NV 89193-8518

SUBJECT: Community Advisory Board for Nevada Test Site Programs (CAB)
Recommendations for Revisions to fact sheet: Tonopah Test Range

Following are recommendations for revisions to the fact sheet mentioned in the subject of this letter. The CAB suggests the same general revisions and additions for all fact sheets and brochures:

1. Define unfamiliar terms and acronyms before they are used in a sentence.
2. Bold the definitions so that they are easily referenced.
3. When doing several definitions together, bullet the definitions, rather than listing them in the sentence.
4. Include a key and/or glossary on each fact sheet for unfamiliar terms and acronyms.
5. Reference on each fact sheet that other fact sheets are available.
6. In general, increase font point size for easier reading.
7. Try to keep fact sheets at an eighth grade reading level.
8. Update all references to off-site locations to comply with current transition status.
9. Distribute fact sheets to libraries, city halls, Nuclear Testing Archive, Legislator offices, environmental groups, UNLV, and senior centers.

Specific suggestions for the above-mentioned fact sheet are:

Tonopah Test Range

The title "History" will be kept in the fact sheet.

- Within the first paragraph under the "History" section, in the second sentence, place a comma after the word "Range."
- In the second paragraph of the "History" section, there are changes to each sentence. The entire paragraph should read as follows:
 - *TTR's features attracted field testing managers from Sandia National Laboratories in the 1950s for several reasons. The desert valley's dryness left clear pathways for tracking aircraft and airborne weapons; and prevented growth of dense vegetation that would obscure views of bomb impacts. The sparse vegetation limits the amount of wildlife in the area, thus minimizing adverse damage to the wildlife. In addition, the parallel mountain ranges create a hidden valley, assuring that secret testing could be conducted safely and securely.*

- Changes to the last sentence in the next paragraph should read: *Contaminants include unexploded ordnance, heavy metals, pesticides, total petroleum hydrocarbons and hazardous material and radioactive constituents.*
 - In the fourth paragraph under the “History” section, the last sentence should be moved to the end of the sixth paragraph in this section. The wording in this sentence should be revised, and the revised wording will be noted in the explanation for changes within the sixth paragraph.
 - The first sentence of the fifth paragraph should be deleted. The second sentence should be added to the fourth paragraph, as the second to the last sentence. With changes, the last two sentences in paragraph five will read as follows:
 - *These surveys include locating underground storage tanks and sumps, trace pipes and cables, define leach-fields and septic tanks, and map landfill boundaries. They also examine the potential risk to the public and the environment.*
 - There are a number of changes in paragraph six. Therefore, the entire revised paragraph should read as follows:
 - *During the Preliminary Assessment (PA) an inventory of the contaminated sites is conducted to assist in developing a work plan. As part of the inventory, scientists collect historical information, interpret aerial and ground photographs, and review engineering drawings. Scientists also conduct aerial surveys from helicopters with radiation detection equipment. These surveys map the general location and concentration of radioactive soil debris from testing activities. Based on these studies, scientists determine the best options to remove or stabilize the contamination. The cleanup work is conducted by either the Environmental Restoration Industrial Sites Sub-Project or the Soils Sub-Project.*
 - On page two, under the “Industrial Sites Project” section, the word “chosen” in the second sentence should be changed to “prioritized.”
 - The first sentence in the second paragraph should be changed, to read:
 - *Remediation activities are grouped as follows:*
 - Within the third bullet in this paragraph, the word “included” should be changed to “containing.”
- In the third paragraph of the “Industrial Sites Project” section, all of the numbers need to be updated to reflect the most recent information.
- The next section is entitled “Soils Project.” The first sentence in the first paragraph of this section has two changes. The revised sentence will read:
 - *The contaminated soil on the TTR was generated by a joint exercise called Operation Roller Coaster, conducted in 1963 by the United Kingdom, the U.S. Department of Defense, and the Atomic Energy Commission.*
 - In the next paragraph, the second and third sentences will be revised to read:
 - *The sites were characterized and soil was removed and properly disposed of on the Nevada Test Site. Clean Slate II and III have been characterized, but no remediation activities have been conducted.*

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U.S. Department of Energy, Nevada Site Office
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- The next section, "Preparing for the Future" will be removed entirely.
- A definition box will be included in this fact sheet that defines unfamiliar words.

We appreciate the opportunity to review and comment on changes, revisions, and updates of the fact sheets, and will continue working to help improve Environmental Management's efforts to communicate with the public.

Sincerely,

David Hermann, Chair
Community Advisory Board
for Nevada Test Site Programs

cc: C. Lockwood, NNSA/NSO
R. Rehfeldt, NREI, CAB Facilitator
M. Nielson, DOE/HQ (EM-13) FORS
D. Frost, DOE/HQ (EM-13) FORS
CAB Members and Liaisons
NSO EM Records



Community Advisory Board for Nevada Test Site Programs

May 8, 2008

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Ms. Kelly Snyder, DDFO
U.S. Department of Energy, Nevada Site Office
P.O. Box 98510
Las Vegas, NV 89193-8518

SUBJECT: Community Advisory Board for Nevada Test Site Programs (CAB)
Recommendations for Revisions to fact sheets: "Industrial Sites...
a Success Story" and "Industrial Sites...an approach to cleanup"

Following are recommendations for revisions to the fact sheets mentioned in the subject of this letter. The CAB suggests the same general revisions and additions for all fact sheets and brochures:

1. Define unfamiliar terms and acronyms before they are used in a sentence.
2. Bold the definitions so that they are easily referenced.
3. When doing several definitions together, bullet the definitions, rather than listing them in the sentence.
4. Include a key and/or glossary on each fact sheet for unfamiliar terms and acronyms.
5. Reference on each fact sheet that other fact sheets are available.
6. In general, increase font point size for easier reading.
7. Try to keep fact sheets at an eighth grade reading level.
8. Update all references to off-site locations to comply with current transition status.
9. Distribute fact sheets to libraries, city halls, Nuclear Testing Archive, Legislator offices, environmental groups, UNLV, and senior centers.

Specific suggestions for the above-mentioned fact sheets are:

Industrial Sites...an approach to cleanup

The committee recommends combining the two fact sheets into one, and the title will be: *Industrial Sites...an approach to cleanup*. The revisions are taken from the fold-over fact sheet, entitled: *Industrial Sites...a Success Story*. Changes to the fact sheet will be as follows:

- In the first section, the title will read: "*Background*." The words "History and" will be removed, to be consistent with all fact sheets.
- In the third sentence of the first paragraph in the *Background* section, the acronym (NTS) should appear in parentheses after the words *Nevada Test Site*; the word "also" should be changed to "previously;" and the words, "eight off-site locations around the country" will be removed.
- In the first sentence of paragraph two, the words "*Nevada Test Site*" will be replaced with the acronym "NTS."
- The third paragraph includes the number of sites that have been identified and the number of sites that have been closed. These numbers will be updated to reflect the most current information.

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- In the next section, “Approach to Cleanup,” each sub-section should be bulleted and bold, to read as:
 - Housekeeping
 - Complex Closure
 - Streamlined Approach for Environmental Restoration (SAFER)
- Also, in the last sentence of the last paragraph in this section, the words “deactivation” and “decommissioning” should begin with a lower-case “d.”
- Additionally, on page two in the blue box entitled “FFACO,” a sentence should be added after the first sentence, to read:
 - *This agreement governs the remediation activities on the NTS.*
- In the section entitled “What is Deactivation and Decommissioning?” – this title can be removed, and the entire paragraph underneath the title can be moved up to be the first paragraph under the section entitled “Deactivation and Decommissioning.”
- In what will now be the third paragraph in this section, beginning with the words: “While contaminated soil...,” – the word “Jr.” in the third sentence should be changed to read: “Junior.”
- The fourth sentence in this paragraph should be changed, to read:
 - *To date, three facilities, R-MAD, Junior Hot Cell, and EPA Farm have been deactivated and decommissioned.*
- In the second paragraph under the next section entitled “Better, Cheaper, Faster,” in the second sentence of the second paragraph, take out the words “at the Nevada Test Site.”
- The last two sentences in the second paragraph should be combined and revised, which will read:
 - *Using this innovative approach, the mixed low-level waste disposal site is now closed, with a resultant multi-million dollar savings to taxpayers.*
- On the last page, the entire section that begins with the sentence, “Technology is not the only way...,” and ends with four bullets (not to include “Path Forward), should be bordered and used as an example of ways Industrial Sites technology saves money. Also, within this section, in the first sentence of the first paragraph, the word “and” should be changed to “to.”
- Also on the last page in the section entitled “Path Forward,” the date “2008” needs to be updated to “2012.”
- A definition box should be added to this fact sheet that explains unfamiliar terms.

We appreciate the opportunity to review and comment on changes, revisions, and updates of the fact sheets, and will continue working to help improve Environmental Management’s efforts to communicate with the public.

Sincerely,

David Hermann, Chair
Community Advisory Board
for Nevada Test Site Programs

cc: C. Lockwood, NNSA/NSO
R. Rehfeldt, NREI, CAB Facilitator
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Nevada Test Site
Environmental Management Site Specific Advisory Board

OPERATING PROCEDURES

I. MISSION

The mission of the Environmental Management (EM) Site-Specific Advisory Board (the Board or Community Advisory Board [CAB]) at the Nevada Test Site is to provide meaningful opportunities for collaborative dialogue among the diverse multicultural communities of Nevada, EM, and the U.S. Department of Energy (DOE) Nevada Site Office (NSO). The Board is chartered under the EM Site-Specific Advisory Board Federal Charter. At the request of the Assistant Secretary or the Assistant Manager for Environmental Management, 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. 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.

II. FUNCTIONS, SCOPE, AND ACCOUNTABILITY

A. Functions: At the specific request of EM, the Board will provide independent advice and recommendations to the Assistant Secretary for Environmental Management or NSO EM personnel. The Board will provide advice and recommendations in response to requests issued by EM or the Assistant Manager for Environmental Management.

B. Scope: The scope of the Board's duties includes:

1. The opportunity for the Board to discuss with EM their proposals and plans for such matters as EM facility expansions and closings, environmental projects, and the impact of environmental regulations;
2. Any aspects of EM issues related to 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.

C. Accountability: The Board interacts with the appropriate EM decision makers and CAB Liaisons to provide advice on matters it is charged with, on behalf of the citizens of Nevada.

1. The Board seeks a free and open two way exchange of information and views between Board members and EM, where all are invited to speak and to listen.

2. Board members may request access to independent technical advice, staff, and training.

3. The Board will conduct business according to these specific operating procedures and undergo requisite training (any training necessary for participation in CAB activities, including Orientation) to ensure that all members will hear a wide-range of views and use constructive methods for resolving conflict, making decisions, and dealing with the differing viewpoints.

4. The Board will always remain accountable to the public and EM, and seek to promote diverse community involvement. The Board will develop culturally appropriate procedures to invite public participation in EM's decision-making processes.

5. In compliance with the Federal Advisory Committee Act (FACA), Board meetings will be open to the public. Meetings of the Full Board will be published in the Federal Register to provide a minimum of 15-days advance notice. In addition, notification of any committee meetings (including ad-hoc), work groups, and any other CAB-sponsored function will be posted on the CAB website (www.ntscab.com) no later than five days in advance of the activity to ensure stakeholder awareness. Board meetings will be held at regular times in publicly-accessible locations to encourage maximum public and Board participation.

6. EM will always remain mindful of the various stakeholder interests represented on the Board. It will seek to ensure that all interested parties and stakeholders continue to be adequately and equitably represented.

7. The Board members will send all requests to the EM Deputy Designated Federal Officer (DDFO) or designee to ensure a prompt response. The DDFO is responsible for tracking DOE responses to requests from the Board and ensuring the completeness of those responses.

8. The Board is part of the Environmental Management Site-Specific Advisory Board which is chartered pursuant to the Federal Advisory Committee Act. The Board is thereby subject to the requirements of the Environmental Management Site Specific Advisory Board Charter, the Federal Advisory Committee Act (5 USC Appendix), and Federal Advisory Committee Management requirements (41 CFR 101-6).

III. MEMBERSHIP

A. SSAB Member Appointment / Removal: Pursuant to delegated authority, the Assistant Secretary for Environmental Management is authorized to appoint and remove EM SSAB members.

1. 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. In areas where the member pool is limited, a request for an exception may be made by the Assistant Manager for Environmental Management to the Assistant Secretary.

2. In addition, membership appointments are usually staggered so that at least one-third of the Board is retained for continuity.

3. 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.

4. Members may include, but are not limited to, interested stakeholders from local governments; Tribal nations; environmental, civic, and religious groups; labor organizations; ethnic minorities; academia; women's groups; and other interested individuals.

5. Selection and nomination of Board members shall be accomplished using procedures designed to ensure a diverse Board membership and a balance of representative viewpoints.

6. The Board will typically consist of 15 to 20 members; however, during recruitment activity periods, the total membership may fluctuate due to transition and orientation time for incoming and outgoing members.

7. Members serve at the pleasure of the Assistant Secretary and may be removed at any time during their tenure.

8. The Assistant Secretary or Assistant Manager for Environmental Management may request that other Federal, State, local entities, 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 vote and shall not be included in the quorum count.

B. Vacancies: The Board may recommend to the Deputy Designated Federal Official (DDFO) individuals to fill vacancies on the Board and may participate in interviews as requested by the DDFO. The DDFO shall interview nominees and forward recommendations, as appropriate, to the Assistant Manager for Environmental Management. After review and approval, the Assistant Manager will formally propose the slate of members to the Office of Environmental Management at DOE Headquarters for appointment.

IV. MEMBERSHIP RESPONSIBILITIES

A. Board Commitments: Board members make the following commitments:

1. To attend regular meetings and receive training;
2. To review and comment on EM and other documents within their purview that come before the Board, and submit timely recommendations to EM;
3. To be available for Committee work between Board meetings, and to participate fully in the affairs of the Board;

4. To work collaboratively and respectfully with other Board members and liaisons in the best interests of both the Board and the public;

5. To represent accurately all matters before the Board;

6. To handle in a responsible manner information and materials provided by the agencies, particularly drafts developed for an agency's in-house use, that might have significant future revisions as part of the agency's working practices;

7. To share all written communication about or for Board activities with the Board as a whole and with the DDFO;

8. To act for the Board or as its representative only with the majority vote of the Board;

9. To serve on at least one Committee during any given six month period as appointed by the Chair;

10. To abide by the terms and conditions of the EM SSAB Charter and these operating procedures.

11. Members must attend at least 50% of all Full Board meetings. Any member who fails to attend two (2) full board meetings without an excused absence, or does not attend a minimum of 50% of the regularly scheduled meetings in a calendar year (regardless of excused or unexcused status), shall be removed from the Board. An absence is excused if notice is provided to the CAB administrative support personnel prior to the scheduled meeting. This notice of absence must be provided each month that an excused absence is needed. A member must attend at least two-thirds of any meeting in order to be considered present for that meeting.

B. Liaisons Commitments: The Board requests that liaisons make the following commitments:

1. To define and communicate clearly to the Board the respective decision making processes of the entities they represent;

2. To provide timely access to information pertinent to EM and associated environmental issues and related decision making;

3. To inform the Board in a timely and proactive manner of entity processes, programs, projects, and activities pertinent to the Board's mission and purpose.

V. BOARD STRUCTURE

A. Chair and Vice Chair: The Board will elect by majority vote, a Chair and Vice Chair, who will ensure that a diversity of viewpoints are considered in all Board discussions. The Chair will support the Board in a balanced and unbiased manner, irrespective of any personal views on a particular issue and see that all Board members have the opportunity to express their views.

1. The election for Chair and Vice Chair will be held before September 30 of each year. The terms of the Chair and Vice Chair will be one year beginning October 1.

2. The Chair, DDFO, and support staff will develop draft agendas, meeting minutes, and other required/requested services.

3. The Chair certifies to the accuracy of all minutes within 90 days.

4. The Chair signs recommendations that the Board has passed by consensus/majority. If consensus/majority is not reached, the Chair may refer the matter back to a committee or sign and send to DOE the majority and minority reports.

5. The Chair serves between regular meetings of the Board as contact for EM, interest groups, and the general public.

6. The Vice Chair serves as Chair in the absence or incapacity of the Chair.

7. The Chair and Vice Chair will have other duties, consistent with applicable statutes, regulations, charters, and operating procedures, as assigned by the Board.

8. In the absence of the Chair and Vice Chair, the immediate past Chair, if that person still serves on the Board, shall serve as Chair of the board meeting. In the absence of the immediate past Chair, the immediate past Vice Chair, if that person still serves on the Board, shall serve as Chair of the Board meeting. If none of these persons is present, those Board members present shall select, with the approval of the DDFO, a chair for the meeting.

B. Committees: The Board will establish its Committees, hereafter referred to as "Standing Committees", prior to the beginning of each fiscal year to reflect the Board's approved work plan for that year. Each Committee so established will submit before October 1 an annual work plan for approval by the Board and DOE.

C. Other Committees: The Board may establish ad-hoc committees, hereafter referred to as "Ad Hoc Committees", as it deems necessary.

D. Structures of Standing Committees and Ad-hoc Committees:

1. Membership on Committees will be on a volunteer basis, and Board members must serve on at least one Standing Committee.

2. Committees may not directly submit recommendations to EM. They are solely responsible for producing draft proposals, recommendations, or information for the full Board. Before presenting a recommendation to the Board, the Committee should have passed the recommendation by majority vote of the members attending the meeting or provided reports as described below.

3. The Committees will meet independently of the Board. Unless the Assistant Secretary for Environmental Management has granted prior approval for a closed session, all Committee meetings are open to the public and must be held in publicly-accessible locations after appropriate notice.

4. Committee meeting minutes will be prepared by support staff and forwarded to the Committee Chair for review and certification. Upon receipt of initial Committee Chair review and certification, support staff will forward the minutes to the full Board for review and final approval for the record.

5. Election of Standing Committee Chairs will occur annually by each Standing Committee, or as necessitated by vacancies. Standing committees may, at their discretion, internally select, elect, appoint, or remove committee Co-Chair or Vice-Chair (either title bearing the same intended meaning), from among only the properly appointed Board members of the committee. Co-Chairs or Vice-Chairs shall serve and act in the temporary absence of the duly elected committee chairperson.

6. Committee chairs shall notify the Board Chair and the DDFO of the selection, election, appointment, or removal of any standing committee Co-Chair or Vice-Chair.

7. Non-Board members may participate and provide input at Committee meetings, but shall not be allowed to vote or hold Committee official positions.

8. Ad-hoc Committees shall be established by the Board for the purpose of investigating special topics. The mission or purpose, Board membership of, and chair of the Ad-hoc Committees shall be established by the Board and approved by the DDFO. The Board shall establish the purpose/mission, term of, and reporting requirements to the Board of each Ad-hoc Committee.

9. Ad-hoc Committees shall be confirmed by the Board Chair, upon recommendation of the chair of the respective Standing Committee or Ad-hoc Committee. Concurrence by the DDFO is required in all recommendations for participation by non-Board members.

E. Work Sessions: Work sessions are defined as meetings of the Board, including liaisons, at which no official action or decision may be taken. They must, however, be formally posted on the CAB website.

F. Executive Session (Closed Session): Upon approval of the Assistant Secretary for Environmental Management, the Board shall announce fifteen days in advance of the meeting an Executive Session for matters concerning litigation or private personnel matters. Given the sensitivity associated with convening an Executive Session, the Board will explore all alternatives within its discussion and decision-making framework to effectively resolve issues before requesting that an Executive Session be convened.

G. Removal of Board Officers: An officer of the Board (Chair, Vice Chair, or Standing Committee Chair, Vice-Chair or Co-Chair), may be removed from their office for misconduct or neglect of duty by a two-thirds (2/3) vote of the Board upon the recommendation of the Executive Committee, the recommendation of the DDFO, or a duly authorized motion tendered by a Board member at a regularly scheduled Board meeting.

H. Replacement of Officers

1. A Board office vacancy (Chair, Vice Chair, or Standing Committee Chair, Vice-Chair or Co-Chair) that comes into existence will be announced at a regularly scheduled Board Meeting.

2. An election by majority vote of the entire Board will be held at the next regularly scheduled Board meeting after the meeting at which the vacancy was announced. In the event of a removed, resigned, or abandoned vacancy in the Chair or Vice-Chair, the term of office of any interim replacement election for the Chair or Vice Chair shall expire on September 30 and the regularly scheduled annual election shall be held as provided in Article V, Section A, Number 1.

3. If both the Chair and Vice-Chair become vacant at or near the same time, then the Board shall, at the meeting at which the vacancy is announced, elect by majority vote a Chair and Vice-Chair to serve the Board until, and at, the next regularly scheduled Board meeting. To prevent delay in Board work, and in the absence of a timely interim election, the Executive Committee shall appoint, subject to DDFO approval, an Acting Chair and Vice Chair (if Vice Chair is needed), from among the voting members of the Executive Committee, to serve the Board until the next regularly scheduled Board meeting.

VI. DECISION MAKING

A. Quorum: A quorum of the Board consists of a majority (51%) of the members of the Board.

B. Rules of Order:

1. The current edition of "Robert's Rules of Order" governs the Board.
2. All decisions, other than Board decisions on recommendations to EM or changes to the Operating Procedures, are made by majority vote of those members present and voting.
3. Changes to the Operating Procedures shall require a two-thirds majority of the Board membership and concurrence of the DDFO.

C. Requirements for Recommendations to EM:

1. Recommendations shall be approved by consensus/majority at a Board meeting; if consensus/majority cannot be reached, a majority and a minority report(s) shall be written. These reports may be submitted to EM, but must be clearly marked as representing two (or more) points of view.
2. When an issue comes before the Board, the Chair may refer the issue to the appropriate Standing Committee or create an Ad-hoc Committee for that issue. The Standing Committee or Ad-hoc Committee will report progress to the Board at the next meeting.

3. Recommendations to be considered by the Board shall be processed in the following manner:

The Board's work is primarily conducted and accomplished at the committee level. Meetings are held, information and perspectives are discussed and exchanged, and draft recommendations are prepared and approved for review by the full Board. In the process, the committee may hear from outside technical experts, DOE staff, environmental groups, academia, and representatives from other public agencies, or other stakeholders. Differences in viewpoints are generally resolved at the committee level and a consensus position or recommendation is developed. In the event that consensus is not achieved, a minority position paper may be included with the committee recommendation. Ultimately, the committee's recommendations are presented by the Committee Chairperson or designated committee member to the full Board for further action and consideration as a formal CAB recommendation, if appropriate, to EM.

4. Upon passage by the Board, all recommendations will be signed by the Chair and conveyed to EM in writing within fifteen (15) calendar days.

5. The Board requests that EM provide timely response to the Board recommendations and explain the basis for EM's decision and how it will implement any recommendations that are accepted.

6. Consideration of recommendations from other EM SSABs or conferences will be handled in the manner described above.

D. Administrative Decision Making:

1. Administrative functions of the Board may be delegated to the Chair who may assign actions to the support staff.

2. If the Board finds a need to review or affirm specific decisions made under the authority delegated to the Chair such affirmation will be expressed by a majority vote of the Board at the next meeting.

VII. ROLE OF THE FACILITATOR

A professional facilitator may be hired with the concurrence of the DDFO to help the Board organize its work, prepare an agenda based on consultations with the Board and the Chair, facilitate the Board meetings, and work with the staff to prepare the minutes of the meetings.

VIII. CONDUCT AND FORMAT OF MEETINGS

A. Meeting Format:

1. Public notices will be printed in the Federal Register at least fifteen (15) days before full Board meetings. Announcements may be made via radio, television, local newspapers, or the CAB website.

2. The Board will meet as needed, with the length of meetings determined by the agenda;
3. The Board will submit its agenda for the approval of the DDFO. In preparing the agenda, the Board reviews its work plan and, if appropriate, obtains additional input from its members and committees and the public;
4. Meetings will be open to the public; a section of the meeting room will be set aside for observers, and public comment is invited at appropriate times during a meeting.
 - a. There will be a fixed agenda time for public comment. A non recused Board member may not address the Board during the time set aside for public comment. The public comment period may be extended by the Chair or by consensus of the Board members in attendance.
 - b. If required, at the discretion of the Chair, the fixed time will be divided equally among the members of the public who request to speak.
 - c. Before a decision on a recommendation is made, the Chair may invite members of the public to offer their input. The Board will determine in advance how much time they will allocate for public input.
 - d. Members of the public may offer their comments in writing and give them to the DDFO.
 - e. Time will be set aside for Board member comments during each meeting.
5. Any meeting will be set up in terms of both the physical arrangements and the agenda to facilitate hearing and discussion;
6. Minutes of the meetings will be kept by support staff, distributed to the Board members for their review and made available to the public.
 - a. The Chair and DDFO must certify the accuracy of the minutes within 45 calendar days of the meeting to which they relate. In the absence of the Chair, the Vice-Chair must make such certification.
7. Any product of the Board such as policies, positions, reports, advice or recommendations given to DOE must be reviewed by the Board in final distribution form before distribution.

B. Conduct of Meetings:

1. The Board may utilize a neutral third party facilitator to assist it in accomplishing its mission; in all instances the facilitator will operate in a completely neutral, balanced, and fair manner;

2. Board members will show respect to each other, EM, liaisons, and the public.

IX. BUDGET

A. Authority: The DDFO retains the fiscal responsibility for the Board.

B. Compensation: Board members will serve without compensation but may receive reimbursement for direct expenses related to the work of the Board and meeting attendance.

C. Travel Expense: Board members are required to follow applicable federal travel regulations. All travel expenses must be submitted to the appropriate support staff responsible for travel reimbursement according to Federal guidelines.

The CAB Chairperson or Vice-Chairperson or designee is expected to attend national Site-Specific Advisory Board meetings and/or workshops. Any additional slots available (as determined by the DDFO) shall be offered to a member of a committee whose work is most closely related to the meeting topic. Travel to out-of-town meetings (other than those at which the Chairperson is expected to attend) shall be offered to those CAB members (as determined by the DDFO) who are specifically engaged in topics pertinent to the meeting subject.

Travel for "official" CAB business is conducted under U.S. Government travel order procedures and rules. Thus, certain hotel rates, airline, car rental, and per diem expense restrictions will apply. Travel costs will be reimbursed according to U.S. Government Joint Travel Regulations.

Requests for travel shall be completed on the CAB Request for Travel form. At the completion of the trip, Board members must submit receipts for lodging, transportation (or actual mileage for personal vehicle), and incidental expenses to the appropriate support staff person.

A travel report shall be submitted to the Board within 15 days of travel completion.

X. EVALUATION

The Board shall direct the Administrative support staff to prepare an annual fiscal-year evaluation to assess how adequately it is representing stakeholder interests and completing committee work plans for review of the Board. The Board may also evaluate the responsiveness of EM. After Board review, discussion, and approval, but no later than October 15, the report will be submitted to the DDFO.

XI. CONFLICT OF INTEREST

A. Definition: Board members are prohibited from personally and substantially participating, as a Board member, in any particular matter in which the Board member or the Board member's spouse, minor child, organization in which he or she is serving as an officer, director, trustee, general partner, or employee has a financial interest. This restriction also applies if the Board member is negotiating or has any arrangement concerning prospective employment with any person or organization that has a financial interest in any particular matter before the Board.

B. Enforcement of Conflict of Interest Policy: Questions concerning conflict of interest shall be referred to the DDFO, who will seek the advice of legal counsel, for resolution, as required.

C. Recusal: If a Board member is aware of a conflict of interest, as defined above, the member shall immediately inform the DDFO and the Board of the interest and shall refrain from participating in discussions and recommendations in which a conflict or potential for conflict of interest exists.

D. Principles of Conduct: Board members shall abide by the following conflict of interest principles:

1. Members shall refrain from any use of their membership, which is or gives the appearance of being motivated, by the desire for private gain;

2. Members shall not use, either directly or indirectly for private gain, any inside information obtained as a result of Board or Committee service;

3. Members shall not use their positions in any way to coerce, or give the appearance of coercing, another person to provide a financial benefit to the member or any person with whom the member has family, business, or financial ties;

4. Members shall not knowingly receive or solicit from persons having business with the DOE anything of value as a gift, gratuity, loan, or favor while serving on the Board or in connection with such service.

a. **Exceptions:** Members may receive an unsolicited gift from persons having business with or an interest in DOE if:

- 1.) The gift has an aggregate market value of \$20 or less per occasion, provided that the aggregate market value of the individual gift received from any one person under the authority of this paragraph shall not exceed \$50 in a calendar year;
- 2.) The gift is motivated by a family relationship or personal friendship rather than a member's position; and
- 3.) The gift results from the business or employment relationship of a member's spouse or the outside business or employment activities of a member when it is clear that such gifts are not enhanced because of the member's position.

XII. AMENDING THE OPERATING PROCEDURES

A. Policy

The Board shall have the power to alter, amend, and repeal these operating procedures in ways consistent with the Amended Charter of the Environmental Management Site Specific Advisory Board, and other applicable laws, regulations and guidelines. Any member of the

public, the Board, or one of the entities may propose an amendment. However, to be considered by this Board, the proposed amendment must be sponsored by a Board member. The Board may consider and take action on the amendment to the operating procedures at the meeting following the introduction of the proposed amendment. Amendments require the affirmative vote of two-thirds majority of the membership of the Board.

All amendments to these operating procedures must be concurred on by the Designated Federal Official (DFO) in consultation with the Office of General Counsel.

B. Absentee Voting for Amending the Operating Procedures

1). A vote to amend these Standard Operating Procedures may be cast by a Board Member by Absentee Ballot at any regularly scheduled meeting of the Board at which a vote to amend these Standard Operating Procedures is an agenda item.

2). Each Board member shall be entitled to vote in person or by an absentee ballot (duly submitted in writing, or by electronic means, signed or electronically annotated and dated by such member prior to the meeting). The staff shall prepare and make available on request suitable absentee ballots for use in voting on amendments.

3). To be valid, an absentee ballot shall be executed by the Board Member (see 2. above) and submitted to the Boards' offices or Chair not later than 12:00 noon on the day prior to the date of the regularly scheduled Board meeting at which the vote is an agenda item.

4). In the event an absentee ballot cannot be properly filed and a two-thirds quorum is not possible, then absentee members may be contacted to participate by teleconference, provided that all similarly constrained absent members are given the same opportunity.

C. Absentee Voting Prohibition. Except as provided in Section XII.B. above, nothing in this section shall be construed to permit or authorize absentee voting by any Board member on any other Board or committee action.

XIII. ADOPTION OF THE OPERATING PROCEDURES

These operating procedures will be effective:

- upon the affirmative vote of a two-third majority of the Board membership,
- execution by the Chair,
- review and concurrence by the DOE Office of General Counsel, and
- approval of the EM SSAB DFO.

All previous bylaws or procedures are hereby rescinded.

XIV. SUBORDINATION AND SEVERABILITY OF THE OPERATING PROCEDURES

If a conflict arises with respect to any provision of these Operating Procedures, Federal law or regulation shall control. In the event that any provision of these operating procedures is invalid, such invalidity shall not affect the remaining provisions that shall continue in full force and effect.

APPROVED as AMENDED on: Amendment No. 1.

HANFORD ADVISORY BOARD

A Site Specific Advisory Board, Chartered under the Federal Advisory Committee Act

Advising:

US Dept of Energy
US Environmental
Protection Agency
Washington State Dept
of Ecology

CHAIR:

Susan Leckband

VICE CHAIR:

Rick Jansons

BOARD MEMBERS:

Local Business
Harold Heacock

Labor/Work Force
Mike Keizer
Thomas Carpenter
Susan Leckband
Jeff Luke
Rebecca Holland

Local Environment
Gene Van Liew

Local Government
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Pam Larsen
Rick Jansons
Rob Davis
Julie Jones
Richard Leitz
Bob Parks

Tribal Government
Russell Jim
Gabriel Bohnee

Public Health
Margery Swint
Jim Trombold

University
Doug Mercer
Gene Schreckhise

Public-at-Large
Norma Jean Germond
Keith Smith
Bob Parazin
Bob Suyama

**Regional Environ-
ment/Citizen**
Todd Martin
Greg deBruler
Paige Knight
Gerald Pollet
Susan Kreid

State of Oregon
Larry Clucas
Ken Niles

Ex-Officio
Federated Tribes of
the Umatilla
Washington State
Department of Health

April 4, 2008

James Rispoli
Assistant Secretary for Environmental Management
EM-1/Forestal Building
U.S. Department of Energy
1000 Independence Avenue
Washington, D.C. 20585

Re: Site Coordination Technology Group

Dear Mr. Rispoli,

Convened in the early to mid nineties across the Department of Energy (DOE) complex, Site Technology Coordination Groups (STCGs) worked to communicate technology issues among the site projects, providing a forum for communication between other DOE sites, Environmental Management Headquarters and technology providers.

STCGs were an important forum for regulators, contractors, the public, stakeholders, the States and the Tribes, to participate in the evaluation and possible implementation of technologies. At Hanford, we saw collaborative advocacy for technology deployment. The work of the STCGs collectively addressed the goals of accelerating schedule, enhancing safety and reducing the cost for various site projects.

A couple examples of successful advocacy from this forum include the corrosion probe, utilized in reducing caustic conditions in tanks and better corrosion protection of the double-shelled tanks and focus on vadose zone remediation technologies for protection of groundwater and the Columbia River resources.

When the STCGs were eliminated in 2003, the Board saw a loss of momentum and coordination for addressing the identified needs of the Hanford Site. We also lost the only forum for stakeholders to learn about technology needs and discuss technology priorities for the site. Today, because of stakeholder and tribal insistence with congressional direction, we are currently experiencing a renewed momentum for groundwater cleanup and protection of the Columbia River. Still, there are multiple problems identified in that earlier forum which have not been addressed today.

HAB Consensus Advice #204
Subject: Site Coordination Technology Groups
Adopted: April 4, 2008
Page 1

Envirolssues Hanford Project Office
713 Jadwin, Suite 4
Richland, WA 99352
Phone: (509) 942-1906
Fax: (509) 942-1928

The Office of Science and Technology should champion this renewed effort by funding support staff as an integrated part of the Science and Technology Roadmap, issued February 14, 2008. We suggest that the DOE might work collaboratively with the newly formed Office of Communication to focus these dialogues.

Quarterly meetings focused on local technology needs at each site, rather than the monthly meetings of the past initiative, would be more cost and resource effective. The Pacific Northwest Site Office should be actively engaged in these meetings.

Quarterly site meetings, coupled with twice-yearly programmatic meetings, on various issues could enhance further cross-fertilization of effort from site to site. The meetings should provide an exchange of needs, technologies and approaches to performance predictions among technical experts, regulators, stakeholders and tribal nations. Advancing the state of knowledge and identifying knowledge gaps by sharing lessons learned and case studies throughout the DOE complex will amplify the success of the Science and Technology Roadmap effort.

The STCG forum was also a conduit for a more extensive technology search and has the potential to strengthen cleanup through implementation of multiple technologies. It also was an excellent opportunity for managers from different programs and contractors from different sites to explore multiple uses of the same technology and to identify obstacles to deploying technologies.

The Site Specific Advisory Board Chair's letter dated December 8, 2006, Recommendation to include Public Participation in Technology Development and Deployment at DOE Sites, also spoke to the concerns we are addressing. In a letter of response dated January 4, 2007, you acknowledged the merits of further discussing how best to achieve the objective of public participation in the development and deployment of new remediation technologies. We have yet to see discussion or implementation of a process to achieve this very important objective.

Advice:

- The Hanford Advisory Board (Board), once again, urges the reinstatement of the Site Technology Coordination Group (STCG) at Hanford (HAB Advice #156).
- The Board also recommends reinstating STCGs at all DOE sites where there is significant cleanup and remediation work in progress.
- The STCGs should be managed under the auspices of the Office of Engineering and Technology as an integrated part of the Science and Technology Roadmap effort.

- The DOE should fund staffing needs for this forum. We believe that the benefits of the STCG efforts will result in cost savings and/or improved remediation performance for Federal cleanup activities.
- Once the STCG is reinstated, DOE should explore methods to provide incentives to its contractors to consider the deployment of relevant new technologies developed by other sites, agencies, universities and the private sector.

Sincerely,



Susan Leckband, Chair
Hanford Advisory Board

This advice represents HAB consensus for this specific topic. It should not be taken out of context to extrapolate Board agreement on other subject matters.

cc: David Brockman, Manager, U.S. Department of Energy Richland
Operations Office
Shirley Olinger, Manager, U.S. Department of Energy Office of River
Protection
Doug Shoop, Co-Deputy Designated Federal Official, U.S. Department of
Energy, Office of River Protection
Steve Wiegman, Co-Deputy Designated Federal Official, U.S. Department
of Energy, Richland Operations Office
Jay Manning, Washington State Department of Ecology
Nick Ceto, Environmental Protection Agency
Jane Hedges, Washington State Department of Ecology
Doug Frost, U.S. Department of Energy Headquarters
The Oregon and Washington Congressional Delegations
Site Specific Advisory Boards

**Public Notification of Corrective Actions
May 7, 2008
Las Vegas, Nevada**

The Department of Energy (DOE) will be submitting the following Corrective Action Unit (CAU) final Corrective Action Decision Documents (CADDs), CADD/Corrective Action Plans (CAPs), CADD/Closure Reports (CRs), or Streamlined Approach for Environmental Restoration (SAFER) Work Plans, proposing closure-in-place to the Nevada Division of Environmental Protection (NDEP), during the next 60 days. These documents will recommend a closure-in-place strategy in which engineering and/or administrative controls will be used to close the sites although contamination remains.

When submitting these documents to NDEP, copies will be supplied to the Las Vegas and Carson City Public Reading Rooms for review. The Community Advisory Board may request copies of the documents by contacting the CAB office at ntscab@nv.doe.gov. Submit comments regarding a decision document to Tim Murphy (NDEP) at TMurphy@ndep.nv.gov within 30 days of the document's release. Public Reading Room addresses are listed below.

CAU Number	CAU Description	Document	Approximate Submittal Date
134	Aboveground Storage Tanks	SAFER Plan	5/31/08
107	Low Impact Soil Sites	SAFER Plan	6/18/08

Additionally, the following is a list of all documents submitted to the Public Reading Rooms within the last 30 days.

CAU Number	CAU Description	Document	Submittal Date
190	Contaminated Waste Sites	CADD/CR	4/04/08

Southern Nevada Public Reading Facility
c/o Nuclear Testing Archive
775 East Flamingo Road
Las Vegas, NV 89119

Northern Nevada Public Reading Facility
Nevada State Library and Archives
100 N. Stewart Street
Carson City, NV 89701-4285

CAB MEETING ATTENDANCE

Bi-Monthly Full Board Meetings

January 2008 through December 2008

Name	1/10/08	3/11/08	5/14/08	7/9/08	9/00/08	11/00/08
Adras, Paul			RM	RM	RM	RM
Kathleen Bienenstein	N/A	√ N/A	√ N/A			
Joseph Boylan	N/A					
Gatliff, Robert	√	√	√			
Lee Geiser	N/A	√ N/A	√ N/A			
Hermann, David	√	√	√			
Robert Hoving	N/A	√ N/A	√ N/A			
Johnson, Robert	√	√	√			
William Lindsey	N/A	√ N/A	√ N/A			
John McGrail	N/A	√ N/A	√ N/A			
McNeal, Vernell	√		√			
Oom, Theodore	√	√	√			
Ramsey, Jackson		√				
Ronald Salzano	N/A		√ N/A			
Ted Schweitzer	N/A	√ N/A	√ N/A			
Herbert Spiegel	N/A	√ N/A				
Standley, Stacy	√		√			
Sullivan, Harold		√	√			
Weeks, James			√			
Wegst, Walter	√	√	√			
Key: √ = Present						
Blue Cell = Absent						
N/A = Attendance Requirements Not Applicable - New Recruit						
RM = Removed						
RS = Resigned						