

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 Oak Ridge Site Specific Advisory Board (ORSSAB) is to provide informed advice and recommendations concerning site specific issues related to the Department of Energy's (DOE's) Environmental Management (EM) Program at the Oak Ridge Reservation. In order to provide unbiased evaluation and recommendations on the cleanup efforts related to the Oak Ridge site, the Board seeks opportunities for input through collaborative dialogue with the communities surrounding the Oak Ridge Reservation, governmental regulators, and other stakeholders.

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.

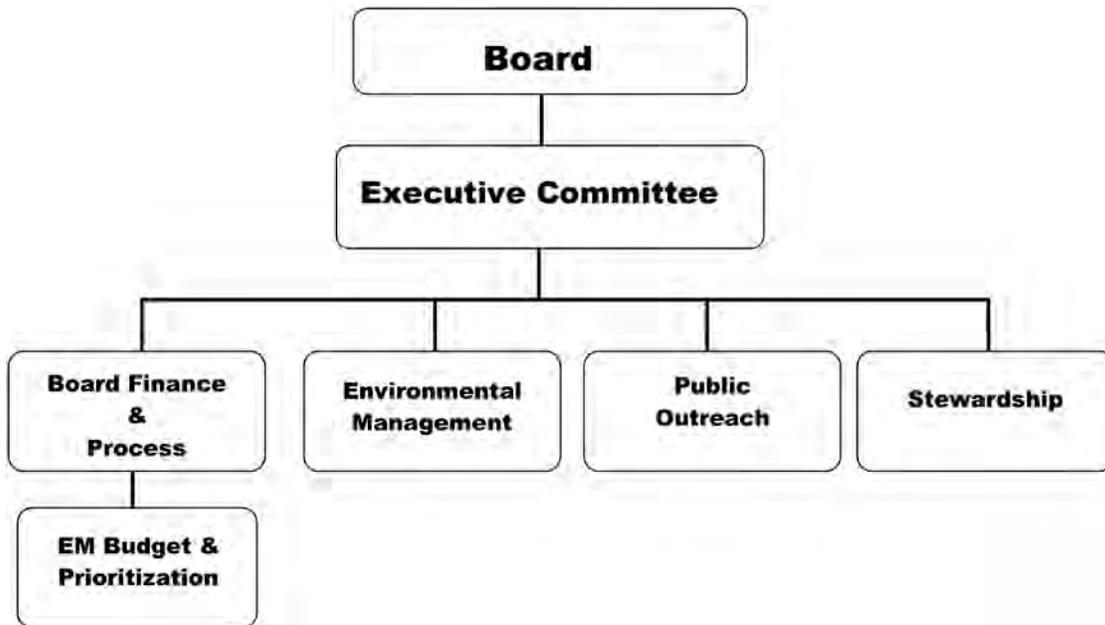


Figure 1. FY 2013 organizational structure.

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.

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.	<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> ▪ 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 	<ul style="list-style-type: none"> ▪ 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.	<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 	<ul style="list-style-type: none"> ▪ The review was completed ▪ No changes were proposed to the Operating Instructions ▪ Suggested additions to the mission statement made by Mr. Paulus and Mr. Hemelright were sent to the Executive Committee
Dec.	<ul style="list-style-type: none"> ▪ Meeting canceled 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Jan.	<ul style="list-style-type: none"> ▪ Monthly expenditures ▪ Review Sections III & IV of the ORSSAB Operating Instructions ▪ Review the DOE markup of the FY 2015 ORSSAB budget request 	<ul style="list-style-type: none"> ▪ Completed expenditures review ▪ Completed review of Sections III & IV ▪ Completed review of the FY 2015 ORSSAB budget request 	<ul style="list-style-type: none"> ▪ The expenditures review was completed; two changes to funding categories were made ▪ No changes were proposed to the Operating Instructions. Further reviews were dropped ▪ The review the DOE markup of the FY 2015 ORSSAB budget request was postponed until April
Feb.	<ul style="list-style-type: none"> ▪ Meeting canceled 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
Mar.	<ul style="list-style-type: none"> ▪ Meet with DOE liaison to discuss EM's FY 2015 priorities, and prepare a draft recommendation on the EM budget request ▪ Monthly expenditures ▪ Annual meeting report ▪ Generate topics for the spring chairs meeting 	<ul style="list-style-type: none"> ▪ Recommendation on the FY 2015 Oak Ridge EM budget request ▪ Completed expenditures review ▪ Completed annual meeting report ▪ Topics for chairs meeting 	<ul style="list-style-type: none"> ▪ Tom Valunas and staff will prepare the budget recommendation, based on committee comments ▪ The expenditures review and annual meeting report were completed ▪ No topics generated
Apr.	<ul style="list-style-type: none"> ▪ Meeting canceled 		
May	<ul style="list-style-type: none"> ▪ Monthly expenditures ▪ Review planning for annual meeting 	<ul style="list-style-type: none"> ▪ Completed expenditures review ▪ Completed report on annual meeting planning 	<ul style="list-style-type: none"> ▪ The expenditures review and annual meeting report were completed
June	<ul style="list-style-type: none"> ▪ Meeting canceled 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
July	<ul style="list-style-type: none"> ▪ Monthly expenditures ▪ Review projected costs for the remainder of the year ▪ Review the DOE markup of the FY 2015 ORSSAB budget request ▪ Review FY 2013 committee accomplishments ▪ Review planning for annual meeting 	<ul style="list-style-type: none"> ▪ Completed reviews of expenditures, projected costs, and FY 2015 markup ▪ List of accomplishments ▪ Completed report on annual meeting planning 	<ul style="list-style-type: none"> ▪ The expenditures, projected costs, DOE markup, and annual meeting reviews were completed ▪ FY 2013 committee accomplishments were generated

Aug.	<ul style="list-style-type: none"> ▪ Monthly expenditures ▪ Continue review the DOE markup of the FY 2015 ORSSAB budget request ▪ Review the process for developing the FY 2016 ORSSAB budget request ▪ Review annual meeting results ▪ Discuss chairs meeting topics 	<ul style="list-style-type: none"> ▪ Completed reviews of expenditures, FY 2015 budget request, FY 2016 budget process, and annual meeting results 	<ul style="list-style-type: none"> ▪ The expenditures and 2016 budget process reviews were completed ▪ No decision was reached on the DOE markup of the 2015 budget ▪ The committee questioned the need for an offsite annual meeting next year
Sept.	<ul style="list-style-type: none"> ▪ Monthly expenditures ▪ Generate the FY 2016 Board Finance & Process budget request ▪ Elect FY 2014 officers ▪ Generate FY 2014 committee work plan ▪ Generate topics for fall chairs meeting ▪ Cost analysis of the annual meeting 	<ul style="list-style-type: none"> ▪ Expenditures review ▪ FY 2016 Finance Committee budget request ▪ FY 2014 officers ▪ FY 2014 committee work plan ▪ Topics for fall chairs meeting ▪ Cost analysis of the annual meeting 	<ul style="list-style-type: none"> ▪ The expenditures review was completed ▪ The 2015 committee budget request will be used again as the 2016 request ▪ Mr. Paulus was elected chair; Ms. Prices was elected vice chair ▪ The 2014 work plan, chairs meeting topics, and annual meeting were not discussed

ANNUAL MEETING ACTIVITIES Issue Manager: Scott McKinney

Month	Issue and Activities	Expected Output	Status
Oct.	▪	▪	▪
Nov.	▪	▪	▪
Dec.	<ul style="list-style-type: none"> ▪ Investigate potential facilities for the 2013 annual meeting 	<ul style="list-style-type: none"> ▪ Potential venues 	<ul style="list-style-type: none"> ▪ Pending
Jan.	<ul style="list-style-type: none"> ▪ Investigate potential facilities for the 2013 annual meeting 	<ul style="list-style-type: none"> ▪ Potential venues 	<ul style="list-style-type: none"> ▪ Several potential venues identified
Feb.	<ul style="list-style-type: none"> ▪ Decide on location ▪ Review facilitator contract 	<ul style="list-style-type: none"> ▪ Final venue 	<ul style="list-style-type: none"> ▪ Planning committee selected Holiday Inn Pigeon Forge
Mar.	<ul style="list-style-type: none"> ▪ Sign contracts with facility and facilitator 	<ul style="list-style-type: none"> ▪ Signed contracts 	<ul style="list-style-type: none"> ▪ Facility contract signed ▪ Facilitator contract pending
April	<ul style="list-style-type: none"> ▪ Hold 1st conference call with the facilitator to discuss agenda, member survey, meeting logistics. Create 1st draft agenda 	<ul style="list-style-type: none"> ▪ First conference call ▪ First draft agenda 	<ul style="list-style-type: none"> ▪ First draft agenda created by planning committee ▪ Conference call on hold pending signed facilitation contract
May	<ul style="list-style-type: none"> ▪ Hold 2nd conference call with the facilitator to discuss agenda, member survey, meeting logistics. Create final agenda 	<ul style="list-style-type: none"> ▪ Second conference call ▪ Final agenda 	<ul style="list-style-type: none"> ▪ Second conference call was held ▪ Final agenda was generated
June	<ul style="list-style-type: none"> ▪ Meet internally to discuss logistics and menus 	<ul style="list-style-type: none"> ▪ Internal meeting 	<ul style="list-style-type: none"> ▪ Complete

Month	Issue and Activities	Expected Output	Status
July	<ul style="list-style-type: none"> ▪ Hold 3rd conference call with the facilitator to review their member survey results presentation 	<ul style="list-style-type: none"> ▪ Review 	<ul style="list-style-type: none"> ▪ Complete
Aug. 17	ANNUAL MEETING	<ul style="list-style-type: none"> ▪ Review of FY 2013 and start of FY 2014 work plan 	<ul style="list-style-type: none"> ▪ Complete
Aug. 28	<ul style="list-style-type: none"> ▪ Meet with facilitator and Executive Cmte to review end-of-day evaluations, facilitator's summary, and lessons learned 	<ul style="list-style-type: none"> ▪ Review of annual meeting outcomes 	<ul style="list-style-type: none"> ▪ Complete
Sept.	<ul style="list-style-type: none"> ▪ Review costs 	<ul style="list-style-type: none"> ▪ Costs review 	<ul style="list-style-type: none"> ▪ Complete

**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.	<p>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.</p> <p>D. Martin and D. Hemelright took the task of drafting a recommendation.</p>
Feb. 20	<p>DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov</p> <p>ORSSAB – David Martin and Dave Hemelright</p>	<p>Committee will consider a draft recommendation on criteria for setting disposition priorities and input on near-term actions regarding legacy material disposition.</p> <p>Topics for Top Three Issues, Board Accomplishment, Major Board Activity for Spring Chairs meeting</p>	Recommendation.	<p>Committee worked on and approved a recommendation to send to the Executive Committee for consideration.</p> <p>Note: this recommendation was sent back to committee for revision by the board at its March meeting.</p> <p>Committee suggested long-term stewardship at on-going mission sites as a board issue; for a major board activity; working with a fractured rock expert to study groundwater flow patterns on the Oak Ridge Reservation.</p>

Month	Issue Manager	Issue/Activities	Expected Output	Status
March 20	DOE – Joy Sager, 574-9157 Sagerjl@oro.doe.gov	Update on Molten Salt Reactor Experiment strategy planning document Revise Recommendation on Remaining Legacy Materials on the Oak Ridge Reservation Letter from EPA to DOE-ORO EM concerning change of practice of handling leachate from EMWMF. Update on groundwater workshops	Possible recommendation	No recommendation suggested. Committee revised and approved recommendation. Forwarded to Executive Committee for placement on April ORSSAB agenda. Dave Adler explained that DOE proposes not sending leachate for treatment since data indicate leachate can be directly discharged into Bear Creek. Dave Adler provided status update on groundwater workshop.
April 17	EM Committee – Gloria Mei, 574-0188 meigt@ornl.gov	Uranium-233 Disposition Project Nickel in long-term storage Discussion extra committee meeting on April 29 with Dan Goode, USGS on groundwater strategy workshops		Committee received an update on status of U-233 Project. No recommendation suggested. Board chair David Martin will try to bring topic up at EM SSAB chairs' webinar on April 25. Issue of mutual interest with Portsmouth/Paducah
May 15		Tour of Transuranic Waste Processing Center		

Month	Issue Manager	Issue/Activities	Expected Output	Status
June 19	DOE – Dave Adler, 576-4094 adlerdg@oro.doe.gov	Debriefing on progress of groundwater strategy development workshops –	information	
July 17		(combined meeting with Stewardship) Discussion of merging Stewardship and EM committees FY 2013 Committee accomplishments for annual planning meeting	Possible merger of committees Develop committee accomplishments	Discussion will continue at August meeting Accomplishments compiled for annual meeting.
Aug. 21		(combined meeting with Stewardship) Continued discussion of merging Stewardship and EM committees Topics for Top Three Issues, Board Accomplishment, Major Board Activity for Fall Chairs meeting	Possible merger of committees Development of issues/accomplishments for chairs' meeting	Committees voted to merge. Committee members to provide suggestions via email to staff to forward to Executive Committee

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept. 17	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	Information/ opportunity to provide recommendation in FY 2014	Postponed.
		FY 2014 Work plan development Develop committee budget request for FY 2016	Development of combined EM & Stewardship Committee work plan	Draft work plan developed.
		Elect committee chair and vice chair for FY 2014	Election of committee officers.	Bob Hatcher and Corkie Staley elected co-chairs.

Potential Topics

Issue Manager	Issue/Activities
	Strategic Plan for mercury remediation at Y-12

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

Topic	Expected Output	Status
OCTOBER		
<ul style="list-style-type: none"> ▪ Annual report editorial plan & schedule ▪ Revision of the outreach presentation ▪ Clarification of stream postings to the public ▪ Coordination of annual meeting issues with other ORSSAB committees ▪ Distribution of the Advocate by email only ▪ Survey of members’ committee involvement and meeting preferences 	<ul style="list-style-type: none"> ▪ Comments on the annual report plan & schedule ▪ Path forward on updating the outreach presentation ▪ Path forward on clarification of stream postings to the public ▪ Path forward on coordinating annual meeting issues with other ORSSAB committees ▪ Decision on Advocate distribution ▪ Completed survey results 	<ul style="list-style-type: none"> ▪ Comments on the annual report due October 30 ▪ Mr. McKinney will take a first cut at creating a shorter version for the committee to review ▪ Ms. Cook will work on the stream postings as issue manager ▪ 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 ▪ Advocate distribution tabled ▪ Members will supply Mr. McKinney with their completed surveys
NOVEMBER		

<ul style="list-style-type: none"> ▪ Issue manager & liaison updates ▪ Staff report on ongoing activities 	<ul style="list-style-type: none"> ▪ Updates and reports 	<ul style="list-style-type: none"> ▪ 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		
<ul style="list-style-type: none"> ▪ No meeting this month 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
JANUARY		
<ul style="list-style-type: none"> ▪ Issue manager & liaison updates ▪ Staff report on ongoing activities 	<ul style="list-style-type: none"> ▪ Updates and reports 	<ul style="list-style-type: none"> ▪ Updates and reports were completed
FEBRUARY		
<ul style="list-style-type: none"> ▪ Issue manager & liaison updates ▪ Staff report on ongoing activities ▪ Generate topics for the spring chairs meeting ▪ Discuss participation in April Oak Ridge Earth Day 	<ul style="list-style-type: none"> ▪ Updates and reports ▪ Topics for chairs meeting ▪ Earth Day update 	<ul style="list-style-type: none"> ▪ Updates and reports were completed ▪ The topic suggested for the fall chairs meeting was resubmitted for the spring meeting ▪ A sufficient number of board members to staff the Earth Day booth have been found, and planning for the event will proceed
MARCH		
<ul style="list-style-type: none"> ▪ Issue manager & liaison updates ▪ Staff report on ongoing activities 	<ul style="list-style-type: none"> ▪ Updates and reports 	<ul style="list-style-type: none"> ▪ Updates and reports were completed ▪ A decision was made to cut annual report production to 50 copies and poll members for those who want a paper copy rather than automatically distributing a paper copy to them
APRIL		
<ul style="list-style-type: none"> ▪ Meeting canceled 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
MAY		
<ul style="list-style-type: none"> ▪ Stream postings discussion ▪ Issue manager & liaison updates ▪ Staff report on ongoing activities ▪ Discuss participation in June Secret City Festival 	<ul style="list-style-type: none"> ▪ Information update on stream postings ▪ Updates and reports ▪ Decision on Secret City 	<ul style="list-style-type: none"> ▪ A decision was made to discontinue the stream postings task, as DOE EM and the state have addressed the postings as required by CERCLA documentation ▪ Updates and reports were completed
JUNE		
<ul style="list-style-type: none"> ▪ Meeting canceled 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
JULY		
<ul style="list-style-type: none"> ▪ Issue manager & liaison updates 	<ul style="list-style-type: none"> ▪ Updates and reports 	<ul style="list-style-type: none"> ▪ Reports were completed

<ul style="list-style-type: none"> ▪ Staff report on ongoing activities ▪ Review 2013 accomplishments in preparation for annual meeting 	<ul style="list-style-type: none"> ▪ List of accomplishments 	<ul style="list-style-type: none"> ▪ A list of accomplishments was created
AUGUST		
<ul style="list-style-type: none"> ▪ Meeting canceled 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪
SEPTEMBER		
<ul style="list-style-type: none"> ▪ Issue manager & liaison updates ▪ Staff report on ongoing activities ▪ Elect FY 2014 officers ▪ Generate FY 2014 work plan ▪ Generate the FY 2016 committee budget request ▪ Generate topics for the fall chairs meeting 	<ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ Meeting canceled

**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> <hr/> <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="678 216 867 342"><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="678 911 906 1598">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	<p>Stewardship Committee - Norman Mulvenon, 482-3153, Mulvenon@juno.com</p> <p>TDEC – John Owsley, 481-0995 John.owsley@state.tn.us</p>	<p>Comments from TDEC on status of stewardship on the reservation</p> <p>Discussion with Dave Adler on stewardship issues on the ORR/letter to Sue Smiley on Site Transition.</p> <p>Topics for Top Issues, Board Accomplishment, Major Board Activity for Spring Chairs meeting</p> <p>Recommendation on test site transfer case.</p>	Possible recommendation	<p>Dale Rector, TDEC, offered some observations on stewardship.</p> <p>Mr. Adler addressed a number of stewardship issues on the ORR and volunteered to be the ORR Stewardship point of contact for the committee.</p> <p>Regarding the letter to Sue Smiley he suggested simply re-stating an earlier recommendation for a site transition fact sheet.</p> <p>The committee suggested long-term stewardship at on-going mission sites.</p> <p>Ms. Staley re-introduced the topic. Mr. Adler said while the recommendation may be declined in the short term it would be helpful for DOE to know what elements of a site transfer the committee would like to have addressed. Mr. Mulvenon and Ms. Sigal will revise the proposed recommendation.</p>

Month	Issue Manager	Issue/Activities	Expected Output	Status
March 19	<p>ORSSAB - David Martin, 617-0501 Dmartin@ieee.org</p> <p>Stewardship Committee - Norman Mulvenon, 482-3153, Mulvenon@juno.com</p> <p>UCOR - Lynn Sims, 241-1158 Lynn.sims@ettp.doe.gov</p>	<p>RER presentation – Lynn Sims, invite EM</p> <p>Invite to EM committee meeting on March 20.</p> <p>Hazardous and radioactive waste in long term storage</p> <p>Recommendation on a test site transfer.</p> <p>Recommendation on a fact sheet on for site transfer at ongoing mission sites.</p> <p>Recommendation on permanent point of contact for stewardship</p> <p>Comments due on Public Involvement Plan</p>	<p>Possible comments or recommendation</p> <p>Topic moved to January EM Committee meeting.</p> <p>Recommendation.</p> <p>Recommendation.</p> <p>Recommendation.</p>	<p>Consideration of recommendations re-scheduled to April</p>
April 16		<p>Recommendation on a test site transfer.</p> <p>Recommendation on a fact sheet on for site transfer at ongoing mission sites.</p> <p>Recommendation on permanent point of contact for stewardship</p>	<p>Recommendation</p> <p>Recommendation</p> <p>Recommendation</p>	<p>Committee passed all three recommendations and sent to Executive Committee for review.</p>
May 14	<p>ORSSAB - David Martin, 617-0501 Dmartin@ieee.org</p> <p>Stewardship Committee - Norman Mulvenon, 482-3153, Mulvenon@juno.com</p>	<p>Comments due on RER from committee to board</p>		<p>Meeting cancelled.</p>

Month	Issue Manager	Issue/Activities	Expected Output	Status
June 18		<p>FY 2013 committee accomplishments for board's annual meeting</p> <p><i>Invite to EM committee meeting on June 19.</i></p> <p>Debriefing on progress of groundwater strategy development workshops – Dave Adler or workshop facilitator</p>		
July 17		<p>(combined meeting with EM)</p> <p>Discussion of merging Stewardship and EM committees</p> <p>Committee accomplishments for FY 2013 for annual meeting.</p>	<p>Possible merger of committees</p> <p>Development of committee accomplishments</p>	<p>Discussion of merger to continue in August</p> <p>Accomplishments compiled for annual meeting.</p>
Aug. 21		<p>(combined meeting with EM)</p> <p>Continued discussion of merging Stewardship and EM committees</p> <p>Topics for Top Issues, Board Accomplishment, Major Board Activity for Fall Chairs' meeting</p>	<p>Possible merger</p> <p>Development of issues for Chairs' meeting</p>	<p>Committees voted to merge.</p>

Month	Issue Manager	Issue/Activities	Expected Output	Status
Sept. 17		FY 2014 work plan development	Development of combined EM & Stewardship Committee work plan	Draft work plan developed.
		Develop committee budget request for FY 2016	Develop budget request for EM & Stewardship Committee for FY 2016	Committee budget request developed and forwarded to Executive Committee
		Elect officers for FY 2014	Elect committee leadership.	Bob Hatcher and Corkie Staley elected co-chairs.
		<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		Topic postponed.

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