

# OAK RIDGE SITE SPECIFIC ADVISORY BOARD



## FY 2014 WORK PLAN

OCTOBER 1, 2013 – SEPTEMBER 30, 2014

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January 15, 2014  
Date

Dave Hemelright, Chair  
Oak Ridge Site Specific Advisory Board

January 15, 2014  
Date

## 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 2014 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 2014 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 2014 organizational structure is shown in Figure 1. It includes an Executive Committee, three standing committees, Budget & Process, Environmental Management & Stewardship, and Public Outreach (The Budget & Process Committee was renamed from Finance & Process in March 2014). As allowed by ORSSAB Bylaws, other committees may be formed as needed during the year to address specific issues.



**Figure 1. FY 2014 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 Board’s annual meeting 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 annual meeting. 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.

**Environmental Management & Stewardship Committee  
FY 2014 Work Plan Tracking Chart**

This committee evaluates and makes recommendations on DOE’s planning and implementation of Oak Ridge Reservation environmental restoration projects and on treatment, storage, disposal and transportation of wastes and materials for which the DOE Environmental Management Program is responsible. In cases where radioactive or hazardous waste is remediated in place, the committee works to ensure that long-term surveillance, maintenance, and protection procedures are in place to protect human health and environment from accidental exposure.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Oct.16	ORSSAB – DOE – BJC – EPA –	Long-term Groundwater Strategy for the Oak Ridge Reservation (ORR) meeting cancelled; moved to November	Possible recommendation	Meeting postponed because of government shutdown
Nov. 20	ORSSAB – Jennifer Kasten, issue manager; Carmen DeLong, asst. issue manager. DOE – BJC – EPA –	<del>East Tennessee Technology Park Zone 1 Final Soil and Stewardship Requirements postponed</del>  Long-term Groundwater Strategy for the Oak Ridge Reservation (ORR)  Committee reviewed response to recommendation on permanent stewardship point of contact.	Possible recommendation  Possible recommendation	The committee discussed possible recommendations based on Dan Goode’s suggestions. Jennifer Kasten and Carmen DeLong will act as issue manager and asst. issue manager to draft a recommendation on an off-site groundwater quality assessment project.  Committee accepted response.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Dec.		No meeting		
Jan. 15	ORSSAB – Alfreda Cook, issue manager  DOE –  BJC –  EPA –	<del>Operation of Environmental Management Waste Management Facility and Additional Waste Disposal Capacity on the ORR.</del>	Possible recommendation	Rescheduled for February.
	EM&S Committee - Steve Stow	Enhancing the Acquisition, Storage, and Retention of EM Data for Future Use	Possible recommendation based on Dan Goode suggestion to archive records related to hydrofracture	Committee determined that not enough was known about the processes for archiving information to make a recommendation. A sub-group consisting of Ellen Smith, Dale, Bignell, and Alfreda Cook was formed to learn more about the process a various facilities.
	ORSSAB – Jennifer Kasten, issue manager; Carmen DeLong, asst. issue manager.	Review draft recommendation on off-site groundwater quality assessment project.  Review DOE response to Recommendation 218 on Development of a Fact Sheet on Site Transition at Ongoing Mission Sites.	The committee discussed various points of the recommendation and decided more revisions were necessary. Committee members will provide additional comments to staff for incorporation into the recommendation.	The committee accepted the response.

Month	Issue Manager	Issue/Activities	Expected Output	Status
Feb. 19	ORSSAB – Alfreda Cook, issue manager	<p>Operation of Environmental Management Waste Management Facility and Additional Waste Disposal Capacity on the ORR.</p> <p>Discussion of EM Budget Priorities/FY 2016 Budget Planning</p>	Possible recommendation.	<p>Presentation provided. Committee members, Alfreda Cook, Ellen Smith and Susan Gawarecki will work to draft a recommendation on the proposed EM Disposal Facility.</p> <p>Returned to work plan as a combined meeting with Budget &amp; Prioritization Committee in March</p>
	ORSSAB – Jennifer Kasten, issue manager; Carmen DeLong, asst. issue manager.	<p>Review revised draft recommendation on off-site groundwater quality assessment project.</p>		<p>A significant number of comments were made on the revised recommendation. Co-Chair Hatcher asked that committee members submit comments/suggestions in writing to staff for compilation and re-writing the recommendation.</p>
		<p>Topics for Top Three Issues, Board Accomplishment, Major Board Activity for Spring Chairs' meeting</p>		<p>Time did not allow for discussion. Co-Chair Hatcher asked that committee members email suggestions to staff for compilation to send to Executive Committee.</p>

Month	Issue Manager	Issue/Activities	Expected Output	Status
March 19	Jennifer Kasten, issue manager Carmen DeLong, asst. issue manager	Discussion of EM Budget Priorities/FY 2016 Budget Planning  Review revised draft recommendation on off-site groundwater quality assessment project.	Recommendation	Discussed in a combined meeting with Budget & Prioritization From comments made at the meeting, a draft recommendation was written. It will be circulated among members for concurrence.  Committee approved revised recommendation.
	Alfreda Cook, issue manager	Review draft recommendation on Additional Waste Disposal Capacity on the ORR: Status of EM Disposal Facility		Committee approved draft recommendation
		<del>Update on the Geographical Information System and the Land Use Manager</del>		Postponed. Reschedule for May.

<b>Month</b>	<b>Issue Manager</b>	<b>Issue/Activities</b>	<b>Expected Output</b>	<b>Status</b>
April 16	Alfreda Cook, issue manager	<p>Presentation on the Annual Remediation Effectiveness Report</p> <p>Report on Enhancing the Acquisition, Storage, and Retention of EM Data for Future Use, From Jan. meeting</p>	<p>Possible recommendation or comments</p> <p>Possible recommendation</p>	
May 21		<p>National Priorities List Boundary Definition Changes</p> <p>Update on the Geographical Information System and the Land-Use Manager</p>	Information update	
June 18		<p>Long-term Groundwater Contamination Stewardship and Management Strategy at Y-12</p> <p>Committee accomplishments for FY 2014</p>	Possible recommendation	
July 16		<p>Update on Legacy Waste Disposition on Oak Ridge Reservation. Include discussion on Y-12 East End Organic Plume and three remaining waste streams with no path for disposal.</p>	Information update	

Month	Issue Manager	Issue/Activities	Expected Output	Status
Aug. 20		Topics for Top Three Issues, Board Accomplishment, Major Board Activity for Fall Chairs meeting		
Sept. 17		FY 2015 Work plan development Develop committee budget request for FY 2017  Elect committee officers FY 2015		

### Ongoing Topics

Issue Manager	Issue/Activities
	Disposition of transuranic waste
	Disposition of uranium-233
	Disposition of radioactive/hazardous materials in long-term storage, including nickel
	East End Organic Compound Plume at Y-12
	Toxic Substances Control Act Incinerator Shutdown
	Treatment of chromium contaminated groundwater at Central Neutralization Facility - Information presentation for better understanding
	Molten Salt Reactor Experiment

## Budget & Process Committee FY 2014 Work Plan

Goal 1—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 2—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	Status
October	<ul style="list-style-type: none"> <li>▪ Meeting canceled</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
November	<ul style="list-style-type: none"> <li>▪ Monthly expenditures</li> <li>▪ Review 2013 carryover and 2014 ORSSAB budget allocation</li> <li>▪ Generate the FY 2016 ORSSAB budget request (based on the standing committee requests) and transmit it to Executive Committee for approval</li> </ul>	<ul style="list-style-type: none"> <li>▪ The expenditures review was completed</li> <li>▪ The 2014 ORSSAB budget was set at \$65K, and Mr. Paulus and Mr. Hemelright assigned recommended funding for each cost category in the 2014 budget (see meeting minutes). Items that have been zeroed out are to be funded as special requests are made</li> <li>▪ The same budget strategy will be adopted for FYs 2015 and 2016</li> </ul>
December	<ul style="list-style-type: none"> <li>▪ Monthly expenditures</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>Meeting canceled</i></li> </ul>
January	<ul style="list-style-type: none"> <li>▪ Monthly expenditures</li> <li>▪ Discuss HQ revisions to ORSSAB bylaws</li> </ul>	<ul style="list-style-type: none"> <li>▪ The expenditures review was completed</li> <li>▪ The committee concurred with a request from Mary (Hatcher) Smalling for travel to the National Environmental Justice Conference &amp; Training</li> <li>▪ Mr. Adler discussed changes to the scope of the Finance and Process Committee and how ORSSAB allows members of the public to vote in committees</li> <li>▪ Staff will make the minor bylaws changes that Headquarters wants made and then present them to the committee</li> </ul>
February	<ul style="list-style-type: none"> <li>▪ Monthly expenditures</li> <li>▪ Discuss HQ revisions to ORSSAB bylaws</li> <li>▪ Suggested topics for the spring chairs meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪ The expenditures review was completed</li> <li>▪ HQ bylaws changes were put on hold pending further input from HQ</li> <li>▪ DOE affirmed the need to eliminate the board’s role in making decisions on expenditures and limiting the scope of the committee to the annual meeting and recommendations on EM budget requests</li> </ul>

March	<ul style="list-style-type: none"> <li>▪ Discuss EM's FY 2016 priorities, and prepare a draft recommendation on the EM budget request</li> </ul>	<ul style="list-style-type: none"> <li>▪ The committee held a joint meeting with the EM/Stewardship Committee to develop the recommendation</li> </ul>
April	No meeting	
May	<ul style="list-style-type: none"> <li>▪ Planning for the annual meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
June	No meeting	
July	<ul style="list-style-type: none"> <li>▪ Planning for annual the meeting</li> <li>▪ Review FY 2014 committee accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
August	No meeting	
September	<ul style="list-style-type: none"> <li>▪ Review annual meeting results</li> <li>▪ Elect FY 2015 officers</li> <li>▪ Generate the FY 2015 committee work plan</li> <li>▪ Generate topics for the fall chairs meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>

# FY 2014

## 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.

### Core Public Outreach Committee Issues:

- Secret City/Earth Day (Issue Manager: Mary Hatcher)
- Select/identify area groups for speaking about SSAB mission (Issue Managers: McKinney, Hemelright)
- Media outreach (Issue Managers: Scott McKinney and Howard Holmes)
- Work with UT Marketing on ways to better deliver SSAB’s message (Issue Manager: Howard Holmes)
- AMSE liaison (Issue Manager: Alfreda Cook)
- Look for ways to incorporate key historical dates into publications (Issue Manager: Jan Lyons)
- Hosting area ‘VIPs’ including civic leaders and politicians (Issue Managers: Howard Holmes and Scott Stout)

### Collaborative Issues with the Staff:

- Public Environmental Survey
- Advocate newsletter
- Annual report
- Federal Register notice
- Facebook, YouTube, videos and website
- Editorials, newspaper ads and releases

### DOE 2014 Priorities:

- Comprehensive Groundwater Study
- Strategy for addressing mercury contamination at Y-12
- Sufficient waste disposal capacity on the Oak Ridge Reservation
- Completion of the cleanup at East Tennessee Technology Park
- Input into the 2016 budget prioritization effort
- Operation of the Environmental Management Waste Management Facility

Topic	Status
<b>OCTOBER</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> <li>▪ Annual report editorial plan &amp; schedule</li> <li>▪ FY 2014 work plan</li> <li>▪ FY 2016 committee budget request</li> <li>▪ FY 2013 carryover funds</li> <li>▪ FY 2014 Officers</li> </ul>	<ul style="list-style-type: none"> <li>▪ Updates and reports were completed</li> <li>▪ Comments on the 2013 annual report format and editorial plan are due by COB Oct. 29</li> <li>▪ A draft 2014 work plan was developed and will be finalized at the committee’s November meeting</li> <li>▪ Staff made suggested changes to the FY 2016 budget request. Comments are due by COB Oct. 31</li> <li>▪ Staff will add to the Executive Committee discussion Ms. Lyons’ idea to use some of the FY 2013 carryover</li> </ul>

	<p>to run ads in the Knoxville papers and print additional copies of outreach materials. Staff will also get with Ms. Lyons to better define the publications distribution idea in terms of the materials, distribution locations, and distribution methods.</p> <ul style="list-style-type: none"> <li>▪ Mr. McKinney was elected chair; Ms. Lyons vice chair</li> </ul>
<b>NOVEMBER</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> <li>▪ FY 2014 work plan</li> </ul>	<ul style="list-style-type: none"> <li>▪ The 2014 work plan was finalized</li> </ul>
<b>DECEMBER</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> </ul>	<ul style="list-style-type: none"> <li>▪ <i>No meeting</i></li> </ul>
<b>JANUARY</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> <li>▪ Public Environmental Survey</li> </ul>	<ul style="list-style-type: none"> <li>▪ Issue managers were assigned for the various work plan topics</li> <li>▪ Staff is working to implement Jan Lyons' idea to distribute the Advocate in some new locations</li> <li>▪ Staff reported on annual report cost savings and discussed the results of the January board meeting sign-in sheet</li> <li>▪ The committee discussed survey results</li> </ul>
<b>FEBRUARY</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Participation in April Oak Ridge Earth Day</li> <li>▪ Staff report on ongoing activities</li> <li>▪ Suggested topics for the spring chairs meeting</li> <li>▪ New Oak Ridge EM website</li> </ul>	<ul style="list-style-type: none"> <li>▪ Issue managers provided updates (see minutes)</li> <li>▪ Five board members have signed up for Secret City; planning for Earth Day will commence in May</li> <li>▪ Several suggestions were made for chairs meeting topics</li> <li>▪ Mr. Williams did a short walk-through of the new ORSSAB website and will do a more thorough one in March</li> </ul>
<b>MARCH</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>APRIL</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>MAY</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>JUNE</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>JULY</b>	

<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> <li>▪ Review 2014 accomplishments in preparation for annual meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>
<b>AUGUST</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> <li>▪ Generate topics for the fall chairs meeting</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>SEPTEMBER</b>	
<ul style="list-style-type: none"> <li>▪ Issue manager &amp; liaison updates</li> <li>▪ Staff report on ongoing activities</li> <li>▪ Elect FY 2015 officers</li> <li>▪ Generate FY 2015 work plan</li> <li>▪ Generate the FY 2017 committee budget request</li> </ul>	<ul style="list-style-type: none"> <li>▪</li> </ul>