

# OAK RIDGE SITE SPECIFIC ADVISORY BOARD



# FY 2004 WORK PLAN

ADOPTED NOVEMBER 12, 2003  
UPDATED APRIL 1, 2004



## INTRODUCTION

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

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

The Board is composed of up to 20 members, chosen by an independent screening panel to reflect the diversity of gender, race, occupation, views, and interests of persons living near the ORR. Members are appointed by DOE and serve on a voluntary basis, without compensation. The Board currently consists of members from five counties: Anderson, Knox, Loudon, Meigs, 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 2004 are from Oak Ridge and Farragut high schools.

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 2004 ORGANIZATION

ORSSAB generally works to achieve its mission through its committee structure, and each year the Board holds a planning retreat to determine how best to address its mission and what its committee structure should be. This year's retreat was held August 2, 2003, at the DOE Information Center in Oak Ridge. Minutes from the retreat were recorded and are available on the Board's web site at [www.oakridge.doe.gov/em/ssab/minutes.htm](http://www.oakridge.doe.gov/em/ssab/minutes.htm). A video tape recording of the meeting was made and may be viewed by calling the DOE Information Center at (865) 241-4780.

The FY 2004 organizational structure is shown in Figure 1. It includes an Executive Committee, four standing committees (Board Finance, Environmental Management, Public Outreach, and Stewardship), and one ad hoc committee (Board Process). As allowed by ORSSAB Bylaws, other committees may be formed as needed during the year to address specific issues.



**Figure 1. FY 2004 organizational structure.**

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

**Board Finance Committee  
FY 2004 Work Plan Tracking Chart**

<b>Month</b>	<b>Issue and Activities</b>	<b>Expected Output</b>	<b>Status</b>
Sept.	Discuss scope of committee activities	Plan for development of committee scope	Complete
Oct.	Discuss committee mission; review categories of board expenditures, travel procedures, payment of incidental expenses	Path forward for development of committee mission statement and scope, and revised travel procedures	Ongoing
Nov.	Review committee scope and action items from October	Path forward on monthly activities and tasks to meet committee scope	Complete
Dec.	<ul style="list-style-type: none"> <li>▪ Review monthly expenditures</li> <li>▪ Discuss SSAB grant</li> <li>▪ Develop process for developing committees' budgets; make request for their '05 needs</li> <li>▪ Begin letter to Jessie with implementation plan for ORSSAB support</li> </ul>	<ul style="list-style-type: none"> <li>▪ Process for developing committees' budgets</li> <li>▪ Draft letter to Jessie</li> </ul>	<p>Ongoing</p> <p>Deferred to February</p>
Jan.	<ul style="list-style-type: none"> <li>▪ Review monthly expenditures</li> <li>▪ Discuss staffing options, long-term funding options, and FY 2005 budget</li> </ul>	<ul style="list-style-type: none"> <li>▪ Review '05 budgets; discuss submittal to DOE-HQ</li> <li>▪ Recommendation on support mechanism</li> <li>▪ Procedure for expenditure approvals, and approval of two expenditures</li> </ul>	'05 budget and procedure in development. Recommendation on support completed.
Feb.	<ul style="list-style-type: none"> <li>▪ Review monthly expenditures</li> <li>▪ Work on FY 2005 budget request and letter to Jessie; submit draft ORSSAB budget to Executive for review</li> <li>▪ Review draft Procedure for Approval of ORSSAB Expenditures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Draft FY 2005 budget for Executive review</li> <li>▪ Draft Procedure for Approval of ORSSAB Expenditures</li> </ul>	Budget and procedure sent to Executive Committee
Mar.	<ul style="list-style-type: none"> <li>▪ Review monthly expenditures</li> <li>▪ Finalize FY 2005 budget request and letter to Jessie, and submit ORSSAB total budget request to Executive Committee for approval and transmittal to DOE</li> </ul>	<ul style="list-style-type: none"> <li>▪ Finalized FY 2005 budget request and letter to Jessie</li> </ul>	'05 request awaiting 8(a) contractor costs
April	<ul style="list-style-type: none"> <li>▪ Review monthly expenditures</li> <li>▪ Review baseline change proposal</li> </ul>		
May	<ul style="list-style-type: none"> <li>▪ Review monthly expenditures</li> </ul>		

<b>Month</b>	<b>Issue and Activities</b>	<b>Expected Output</b>	<b>Status</b>
June	▪ Review monthly expenditures		
July	▪ Review monthly expenditures		
Aug.	▪ Review monthly expenditures		

**Environmental Management Committee  
FY 2004 Work Plan Tracking Chart**

Month	Issue Manager	Issue and Activities	Expected Output	Status
Sept	G-water Subcmte: McLeod, Cothron, Trammell DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Dick Ketelle, 574-57632 ketellerh@bechteljacobs.org	Groundwater Subcommittee Report  RER Status Report (Dick Ketelle)	Prioritization of specific ground water issues for further study; understanding of Remediation Effectiveness Report content and purpose	Subcommittee topics prioritized; topic mgrs will be assigned to each  Members encouraged to study summary portion of RER on their own
Oct	Mulvenon, McLeod DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov BJC – Dick Ketelle, 574-57632 ketellerh@bechteljacobs.org	Monitored Natural Attenuation	Understanding of applicability of MNA on ORR in eventual ground water RODs; potential recommendation	Informational presentation – Ground Water Subcmte report; will be followed as necessary
Nov	DeMint DOE – John Michael Japp, 241-6344  jappjm@oro.doe.gov BJC – Joe Williams, 241-1268 Williamsmj@bechteljacobs.org	Environmental Management Waste Management Facility (CERCLA waste facility)  TSCA Incinerator delay of closure to support Homeland Security and other continuing missions	Understanding project status, expansion of facility, and achieved utilization against facility limits derived from waste acceptance criteria and performance assessment; potential recommendations	Informational presentation on EMWMF – generated questions on under-drain, project cost, and flow calculations  Informational presentation on proposal by Jim Cudahy & Tom Busmann of Focus Environmental – intrigued committee while raising questions about purview within ORSSAB mission
Dec	EM Committee DOE – Ralph Skinner, 576-7403 Skinnerm@oro.doe.gov BJC – Dan Sloan, 241-3819 sloandp@bechteljacobs.org	Melton Valley Closure Project Updates	Understanding project status; consider recommendation on outstanding technology issues	Other updates initiated preparation of recommendat-ions on ORR groundwater strategy and draft EISs for UF <sub>6</sub> conversion facilities
Jan	Norman Mulvenon DOE – Elizabeth Phillips, 241-6172 phillipsec@oro.doe.gov BJC – Charlie Mansfield, 576-1777 mansfieldcw@bechteljacobs.org	Corehole 8 Excavation	Understanding of groundwater impact and potentially revised or reaffirmed recommendation on removal of contaminant source material	Expected recommendation

Month	Issue Manager	Issue and Activities	Expected Output	Status
Feb	Kennerly, Revilla, Mulvenon DOE – Wendy Cain, 574-9130 cainwa@oro.doe.gov BJC – Greg Eidam, 576-3393 eidamgr@bechteljacobs.org	K-25/27 Equipment Removal  Historic preservation of K-25/27	Understand project status; potential recommendations on disposition of process equipment and reasonable and feasible historic preservation activities	Issue managers are reviewing architect's report on historical preservation options. Next meeting of consulting parties set for April 20.
Feb	Dave Mosby BJC – Ed Trujillo	ISV use in Melton Valley	Recommendation	A draft recommendation was sent to committee members for review and will be submitted to the board on 4/14
Feb	Dave Mosby DOE – Jim Kopotic  BJC – Julie Pfeffer	Focused Feasibility Study and Proposed Plan for ETTP Zone 2 Soils	Comments on document for approval at 4/14/04 board meeting	DOE gave a presentation at 2/11/04 Board meeting and answered follow-up questions at committee meeting. Committee is developing comments.
Feb	Luther Gibson	Focused Feasibility Study for UEFPC		Document postponed for 3 months per request by EPA
March	Luther Gibson DOE – Gary Riner, 241-3498 rinergi@oro.doe.gov BJC – Bill Zulliger, 241-1187 zulligerwr@bechteljacobs.org	TRU Waste, WIPP issues	Understand status of TRU waste processing facility activities, schedule of Oak Ridge TRU (RH and CH) shipments to WIPP; needed follow-up recommendations	Gary Riner gave update at March meeting
March	Luther Gibson	Vapor Intrusion Pathway	Recommendation	On 3/18 a draft recommendation was sent to committee members for review; it will be submitted to the board on 4/14
April	Trammell DOE – Bill McMillan, 241-6426 mcmillanwg@oro.doe.gov BJC – John Patterson, 241-1231 pattersonje@bechteljacobs.org	CWDP ( <i>on 3/11/04 Patterson e-mailed that CWDP will not be changed; a Capacity Assurance Remedial Action Report will be issued</i> )	Study significant issues and areas where at odds with regulators to determine if comments necessary/appropriate	

<b>Month</b>	<b>Issue Manager</b>	<b>Issue and Activities</b>	<b>Expected Output</b>	<b>Status</b>
May	Gibson DOE – Joy Sager, 576-0850 sagerjl@oro.doe.gov BJC – Courtney Manrod, 576-6828 manrodca@bechteljacobs.org	TSCA Incinerator	Presentation on burn schedule, RCRA Part B permit renewal status, compliance with MACT standards, D&D activity schedule, availability of alternatives for waste generators; potential recommendations	
June	Berry DOE – Elizabeth Phillips 241-6172 phillipsec@oro.doe.gov BJC – John Kubarewicz 241-3844 kbarewiczj1@bechteljacobs.org	Mercury	Presentation on implementation and effectiveness of remedial actions for mercury in Upper East Fork Poplar Creek; potential recommendation	
July		PLANNING		
August		PLANNING		

**Public Outreach Committee  
FY 2004 Work Plan Tracking Chart**

<b>Month</b>	<b>Events and Activities</b>	<b>Activity Manager</b>	<b>Expected Output</b>	<b>Status</b>
Sept	Committee did not meet			
Oct 2	Elect officers; review Advocate editorial plan; review FY 2004 public outreach plan	Adams	Initial organization of committee; approved Advocate editorial plan; approved outreach plan	Complete
Nov	Review Advocate newsletter draft (by mail; no meeting this month)	Campbell	Approved Advocate newsletter	Complete
Dec 2	Review outreach costs, plan for ORSSAB annual report, "Many Voices" information booklet, advertising for 12/10 board meeting,	Cothron	Approved "Many Voices" booklet; recommendations to Board Finance Committee on outreach costs	Complete
Jan 6	Review '04 budget expenditure items; discuss presentations; start work on participation in Anderson Co. Fair; discuss AMSE exhibit and support for revision of Public Involvement Plan (PIP)	Mulvenon	Revised '04 expenditure request; path forward on presentations, fair participation, and AMSE exhibit	Expenditure request approved and sent to Exec. AMSE director invited to next meeting. Mr. Rimel checking on fairs. Staff contacting schools on presentations. Volunteers to review PIP revision will be requested.
Feb 3	Meet with AMSE representatives Discuss ongoing activities Finalize '05 budget request	Rimel	Initial plan for AMSE exhibit Information on activities Finalized budget request	Met with AMSE representatives Cothron, Mulvenon, and staff toured museum on 2/5/04 Stewardship fact sheet distributed '05 budget request finalized Presentation to Oak Ridge High scheduled
Mar 2	Meeting canceled due to lack of quorum			

<b>Month</b>	<b>Events and Activities</b>	<b>Activity Manager</b>	<b>Expected Output</b>	<b>Status</b>
Apr 6	AMSE exhibit Revision of PIP Presentation possibilities 10 <sup>th</sup> anniversary advertising	Rimel	Path forward on AMSE exhibit Path forward on PIP Completed list of potential presentations Plan for 10 <sup>th</sup> anniversary advertising	
May 4	AMSE exhibit; presentations; Advocate newsletter; annual report	Cothron	Comments on Advocate; completed presentations	
June 1	Participate in Secret City Festival; presentations; review Stakeholder Survey	Mulvenon	Completed participation in Secret City Festival and presentations; comments on Stakeholder Survey	
July 6	Review Advocate editorial plan; presentations	Rimel	Comments on editorial plan; completed presentations	
Aug 3	Presentations; Advocate newsletter draft	Rimel	Comments on Advocate; completed presentations	

**Stewardship Committee  
FY 2004 Work Plan Tracking Chart**

<b>Month</b>	<b>Issue Manager</b>	<b>Issue and Activities</b>	<b>Expected Output</b>	<b>Status</b>
Sept	Al Brooks/ Tyler Johnson DOE – Ralph Skinner 576-7403 skinnerm@oro.doe.gov	LTS Strategic Plan (Ralph Skinner) Records management/long-term public access to information	Recommendation	Preparing for movement to Exec. Cmte
Oct	John Million BJC – Julie Pfeffer 241-1602 pfefferjl@bechteljacobs.org	Stewardship plans & costs: inclusion in decision documents	Presentation, enhanced committee knowledge	DOEIC has provided a list of recent ETPP documents with abstracts. Mr. Million will be checking these over the next few weeks for inclusion of stewardship costs and plans.
Nov	DOE (OUO) – Pat Halsey, 576-4025 halseypj@oro.doe.gov  DOE – Ralph Skinner 576-7403 skinnerm@oro.doe.gov	Official Use Only Documents (OUO) Educational Outreach	Presentation; recommendation  New resource kit	Presentation by Linda Eble, Ken Wingo, and Walter Perry provided information and announced that maps will no longer be OUO, but building contents will not be disclosed.
Dec	Ben Adams DOE – Ralph Skinner 576-7403 skinnerm@oro.doe.gov	Stewardship map	Initial versions of several kinds of maps	Ralph Skinner presented maps that may be useful, and the committee discussed the overall concept. Mr. Adams will continue work on developing the project.
Jan	No issue manager assigned	Reports on ongoing activities	General update	Reports made on Education Subcommittee, costs in decision documents, Stewardship Implementation Plan outline, information management and access, and “the map”
Feb	T. Johnson Mulvenon, Peelle, Sigal DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov	FY 2003 Remediation Effectiveness Report	Recommendation	Committee will review the 2004 document as soon as it’s available on March 28

<b>Month</b>	<b>Issue Manager</b>	<b>Issue and Activities</b>	<b>Expected Output</b>	<b>Status</b>
March	Lorene Sigal DOE – Ralph Skinner 576-7403 skinnerm@oro.doe.gov	Annotated Outline for a Long-Term Stewardship Implementation Plan	Recommendation that DOE adopt outline	Tyler Johnson presented the outline to the committee and asked for comments. Status Team will revise outline and submit to ORSSAB for consideration for transmittal to DOE as a board recommendation.
April		Follow-up meeting with Steve McCracken		Pat Halsey has requested that Mr. McCracken attend. No confirmation as of 3/30/04.  Original April topic (other agencies' approaches to stewardship) was put on hold
May	DOE – Jason Darby, 241-6343 darbyjd@oro.doe.gov	Groundwater		
June		Dynamic verification		
July		Planning		
August		Planning		