



# PORTSMOUTH EM SITE SPECIFIC ADVISORY BOARD

•OSU Endeavor Center• 1862 Shyville Road • Piketon, Ohio 45661 • (740) 289-5249 •

## Proposed Agenda for the June 2, 2022, Board Meeting

### Chair

Robert Berry

### Co-Vice Chair

Carlton Cave

### Board Members

Dr. Todd Burkitt

Jody Crabtree

Bryan Davis

Amy Hawk

Turman Helton

Herman Potter

Wayne McLaughlin

Jimmy Smalley

Matt Setters

Beckie Thomas-Kent

Beth Workman

**6:00 pm**

Call to order, introductions

Review of agenda

**DDFO Comments**

**Federal Coordinator Comments**

**Liaison Comments**

**Election of Chair and Vice Chair**

**Administrative Issues**

• **Spring 2022 EM SSAB Chairs Meeting Review**

**EM SSAB Chairs Draft Recommendations**

**SSAB Charge 1 Draft Public Outreach Committee**

- Public Comments on Recommendation
- Board Comments on Recommendation
- Vote on Recommendation

### Deputy Designated

### Federal Official

Jeremy Davis

**SSAB Charge 2 Draft SV Best Practices Committee**

- Public Comments on Recommendation
- Board Comments on Recommendation
- Vote on Recommendation

### DOE Federal Coordinator

Greg Simonton

**Rec 370 - Revise Member Appointment Process**

- Public Comments on Recommendation
- Board Comments on Recommendation
- Vote on Recommendation

**Public Comments**

**Final Comments**

**Adjourn**

### Support Services

EHI Consultants, Inc.

1862 Shyville Road

Piketon, OH 45661

Phone 740.289.5249

Fax 740.289.1578



**PORTSMOUTH EM  
SITE SPECIFIC ADVISORY BOARD**

MINUTES OF THE THURSDAY, JUNE 2, 2022, SSAB MEETING • 6:00 P.M.

**Location:** The Ohio State University Endeavor Center, Room 160, Piketon, Ohio

**Site Specific Advisory Board (SSAB) Members Present:** Chair, Bob Berry; Vice-Chair, Carlton Cave; Jody Crabtree, Jimmy Smalley, Amy Hawk, Herman Potter, Matt Setters, Beth Workman

**SSAB Members Absent:** Dr. Todd Burkitt, Bryan Davis, Turman Helton, Wayne Mclaughlin, Beckie Thomas-Kent

**U.S. Department of Energy (DOE) and Contractors:** Jeremy Davis, Greg Simonton, DOE; Charles Love, ETAS; Julie Galloway, Cindy Lewis, EHI Consultants (EHI)

**Liaisons:** Attended Virtual

**Facilitator:** Eric Roberts, EHI

**Public:** Attended Virtual

Approved by Jody Crabtree, Board Chair

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Jody Crabtree

**Call to Order:**

**Berry:** I would like to call the meeting to order.

**Roberts:** I would like to welcome everyone, and I will be facilitating the meeting. There will be a public comment period after the presentations. The board should stay within its defined scope and follow the meeting ground rules adopted. This is our first in-person meeting in about 18 months. We are operating tonight's meeting under DOE's COVID-19 protocol. Because of that, it is the board members and support staff only. You can submit public comments in writing to [eric@pgdpcab.org](mailto:eric@pgdpcab.org), and they will be included on the website.

**June Agenda:**

**Roberts:** We would like to make one change to the agenda; we are going to move the Election of Chair and Vice Chair up after the liaison comments. Any other changes to the agenda that we need to make?

**Minutes:**

**Roberts:** We don't have a copy of the minutes, the last meeting we had was 18 months ago, but they will be posted to the website.

**DDFO comments provided by Jeremy Davis, Deputy Designated Federal Official:**

- **Portsmouth Leadership**
- **Portsmouth Site: History**
- **Deactivation, Demolition, Disposal and Clean-up**
- **Portsmouth Contractor Partners**
- **X-326 Process Building Demolition**
- **Demolition Safety Planning**
- **Air Monitoring Network**
- **On-Site Waste Disposal Facility**
- **Contaminated Plume Excavation**
- **X-333 Process Building Deactivation**
- **Depleted Uranium Hexafluoride Conversion**
- **Future of Portsmouth Site**
- **Community Commitment Plan**
- **Questions?**

*A copy of the DDFO presentation is available on the SSAB website  
([www.ports-ssab.energy.gov](http://www.ports-ssab.energy.gov))*

<b>Question/Comment:</b>	<b>Answer:</b>
<p><b>Smalley:</b> How does the infrastructure look for anything to come in here? Railroad, water, etc.?</p> <p>Is there temporary fencing up now, correct? I hear the 330 has a lot of material in it.</p> <p>With all the rain, how is the water treatment doing?</p> <p>Do you still have your radiologic monitors? I know every building used to have them.</p> <p>Does all the transit all go into the cell?</p> <p>You don't cut them up first?          You would get more airborne if you did.</p>	<p><b>Davis:</b> Yes, we are still maintaining rail. The on-site rail is maintained as we need it.</p> <p>There is temporary fencing around the 326 area where we are working. Much of the material from the 326 has been moved to the 330.</p> <p>There is a berm that captures not only the water that comes in due to the rain but also the water we spray on. So right now, we have yet to approach any thresholds for treatment capacity. That system is designed to capture back-to-back rain. One of the most extensive rainfalls we have had was in February. We did see some water in that brim for about 18 hours, but they were able to get that pumped out.</p> <p>Yes, the 326 would have been all removed during the deactivation, but every other facility would have them.</p> <p><b>Davis:</b> Yes, the panels go in first and make a nice base for putting in the debris. No, you can't cut them up. Right.</p>
<p><b>Workman:</b> OEPA and ODH get monitoring reports right from some machinery reading, and you guys don't get it before it goes to them?</p> <p>What does ODH monitor?</p> <p>Will you reuse the components?</p>	<p><b>Davis:</b> No, they have their own laboratory and get their own data feed. We don't look at the data until we do that comparison analysis.</p> <p>ODH is the radiologic air monitoring, and they own that program, and OEPA monitors things like metals, fluoride, things like that.</p> <p>That is a possibility.</p> <p><b>Simonton:</b> Recycle the nickel, not use them for their current use.</p>



	<b>Davis:</b> The nickel is too valuable to dispose of right now, so everyone is holding on to their nickel.
<b>Potter:</b> Is there any guidance through DOE on the community commitment Plan? Has the department given any plans or direction for reindustrialization?	<b>Davis:</b> It must be drafted and submitted to the department, and they review it. I am not sure what the criteria are. I do not know the exact answer; I will have to look into that.

**Federal Project Coordinator comments provided by Greg Simonton, Federal Project Coordinator:**

**Simonton:** None at this time

**Liaison comments:** None at this time.

**Administrative Issues:**

**Election of Chair and Vice Chair, Eric Roberts, EHI:**

**Roberts:** Any nominations for board chair.

- o **Potter:** I nominate Jody Crabtree for board chair.

**Roberts:** Jody, are you willing to serve as board chair?

**Crabtree:** Yes, I am willing to serve as board chair.

**Roberts:** Please show of hands, all in favor of Jody Crabtree serving as chair

***Nomination carried (7 approved, 0 opposed, 1 abstained, 0 recused)***

**Roberts:** Any nominations for vice chair?

- o **Smalley:** I would like to nominate Herman Potter as vice chair.

**Roberts:** Herman, are you willing to serve as board chair?

- o **Potter:** Yes, I am willing to serve as board vice chair.
- o **Roberts:** Please show of hands, all in favor of Herman Potter serving as vice chair

***Nomination carried (7 approved, 0 opposed, 1 abstained, 0 recused)***

**EM SSAB Chairs Draft Recommendations:**

**SSAB Charge 1 Draft Public Outreach Committee**

<b>Question/Comment:</b> <b>Roberts:</b> These recommendations were produced during the National meetings. We put together an excel sheet listing all outreach we have done. The other sites	<b>Answer:</b>
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<p>did the same thing, and the chairs compiled a white paper to send to Ike White. The other seven boards passed this recommendation. At the time, we didn't have an approved board, so this was sent, and actions have been taken. All we need to do is take a vote on if we want our chair Jody Crabtree to sign off on it.</p>	
<p><b>Potter:</b> Is there an evaluation process so we can go back and see if these have been completed?</p>	<p><b>Roberts:</b> That is a great question; sometimes things get lost in the world's bureaucracy. Sometimes it takes years to implement the recommendations.</p>

**Potter:** I would like to make a motion that we approve Charge #1.

**Smalley:** I second the motion.

*Motion carried (7 approved, 0 opposed, 0 abstained, 0 recused)*

#### **SSAB Charge 2 Draft SV Best Practices Committee**

**Potter:** I would like to make a motion that we approve Charge #2.

**Berry:** I second the motion.

*Motion carried (7 approved, 0 opposed, 0 abstained, 0 recused)*

#### **Rec 370 – Revise Member Appointment Process**

**Potter:** I would like to make a motion that we approve Rec-370.

**Workman:** I second the motion.

*Motion carried (7 approved, 0 opposed, 0 abstained, 0 recused)*

#### **Presentation:**

Awards were given to Bob Berry, Carlton Cave, and Jimmy Smalley for seven years of service to the Ports SSAB Board. We want to thank them for their service. You will be missed.

#### **Public Comments:**

None were sent in, but you still have until June 10, 2022, to submit comments to the added to the meeting minutes.

#### **Final Comments from the board:**

None

#### **Action Items:**

- Find out if the department has given any direction to reindustrialization.

United States  
Department  
of Energy



# Portsmouth Site Overview







# Portsmouth Leadership

## Jeremy Davis, Acting Portsmouth Site Lead



- 20 years of experience in the nuclear industry
- Life-long resident of Pike County
- B.S. Natural Sciences of Biology, Chemistry and Geology
- Experience:
  - Project Management
  - Environmental Compliance
  - Hazardous Waste Management
  - Environmental Program Integration and Facility Oversight.
- Certified Hazardous Material Manager and Project Management Professional



# Portsmouth Site: History

- 3,700-acre federal site
- Uranium enrichment operations started in 1954
- DOE cleanup mission began in 1989
- Full-scale D&D began in 2010

## COLD WAR

1954-1989

- Nuclear Defense

## POST COLD WAR

1989-2001

- Commercial Nuclear Power
- Environmental Cleanup

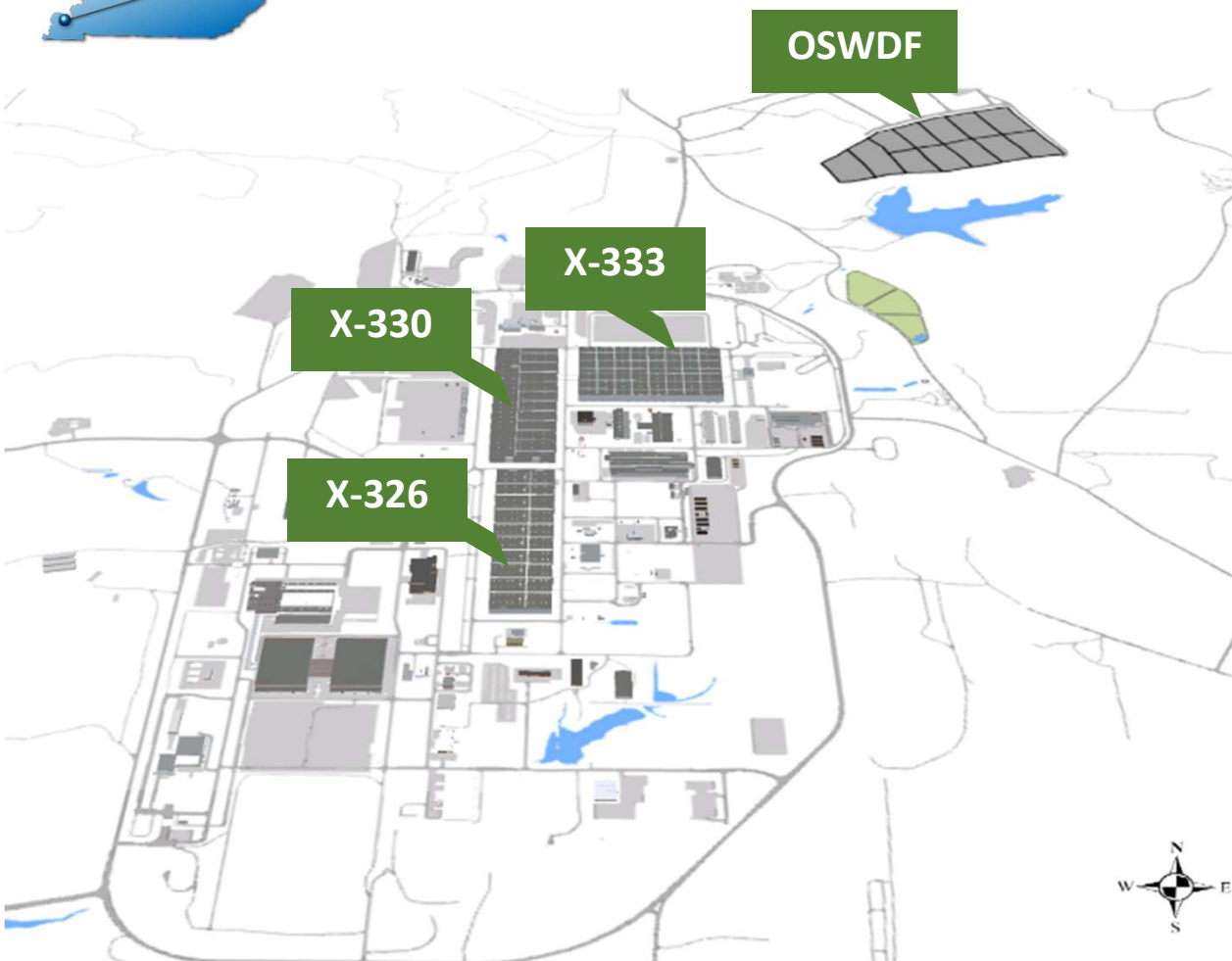
## CLEANUP

2001-Current

- Environmental Cleanup
- Decontamination & Decommissioning
- Property Transfer & Reuse



# Deactivation, Demolition, Disposal and Clean-up



- Complete deactivation and demolition of X-326, X-333 and X-330 Process Buildings.
- Complete construction of On-Site Waste Disposal Facility (OSWDF) cells to support disposal of demolition debris.
- Excavate landfills and plumes within Perimeter Road for OSWDF fill and provide contiguous land for future economic development.
- Transfer land to the Southern Ohio Diversification Initiative (SODI) for reuse.



# Portsmouth Contractor Partners



## Fluor-BWXT Portsmouth, LLC

- Project management
- Facility modification
- Infrastructure optimization
- Decommission/Demolition
- Environmental remediation
- ~1,800 employees (incl. subcontractors)



## North Wind Dynamics, LLC

- Infrastructure (facility and road operations, maintenance)
- Security (classification)
- Records management
- Property & fleet management
- Information technology
- ~200 employees



## Mid-America Conversion Services, LLC

- DUF6 plant construction
- DUF6 plant operation
- Cylinder management
- ~500 employees (3 locations)



## Enterprise Technical Assistance Services, Inc.

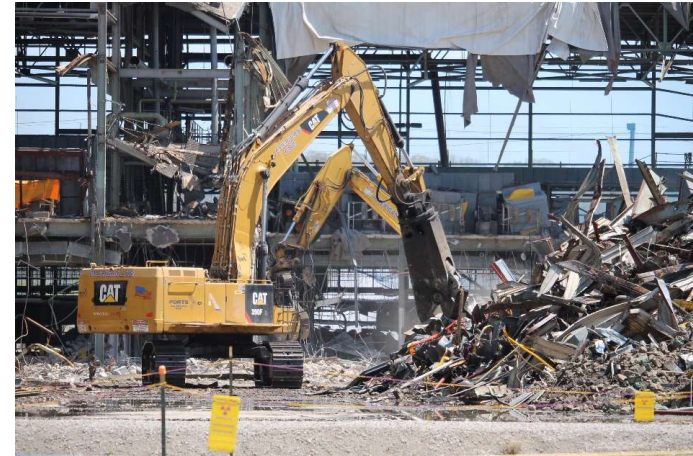
- DOE support and oversight
- Project management
- Project control
- Regulatory support
- Technical support
- Strategy and planning
- ~55 Employees





# X-326 Process Building Demolition

- Demolition began in May 2021
- Demolition on target for completion by July 2022
- Will generate ~135,000 cubic yards of debris, which is size reduced and sent to the OSWDF for disposal

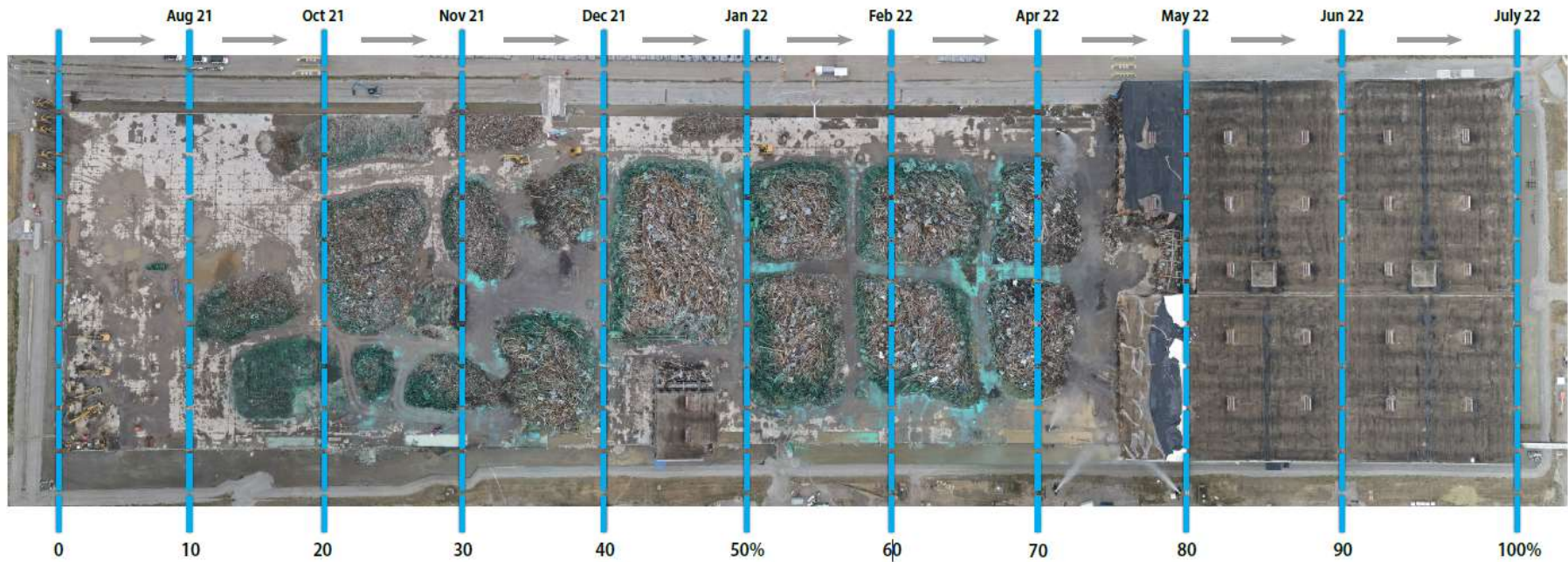






# X-326 Process Building Demolition

- Demolition Schedule





# Demolition Safety Planning

- A safe and methodical demolition plan, approved by Ohio EPA
- Lessons learned from decommissioning experience at DOE projects across the country
- Hazards removed from the building to make it safe for demolition
- Trained, experienced and capable workforce
- Protective measures to minimize disturbance of any residual radiological or chemical contaminants during demolition
- Robust environmental monitoring program





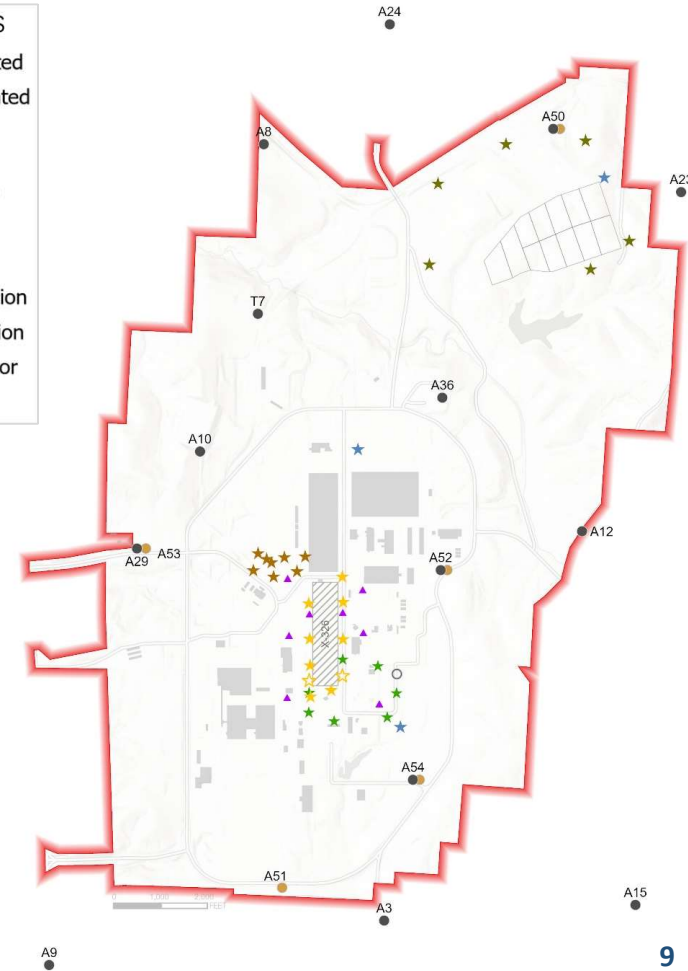


# Air Monitoring Network

- 176 air monitors located on and off site to ensure that the project maintains control of dust generated during demolition and disposal activities
- Monitors measure radiological and non-radiological particulates
- Results are measured at varying intervals, including real time



- PORTS AIR MONITORS
- DOE/ODH Co-located
  - DOE/OEPA Co-located
  - DOE
- PROJECT MONITORS
- ★ X-326 Demolition
  - ★ OSWDF
  - ★ 5-Unit Soil Excavation
  - ★ X-740 Soil Excavation
  - ★ Air Modeling Monitor
  - ▲ Mid-Field Monitor





# Air Monitoring Network

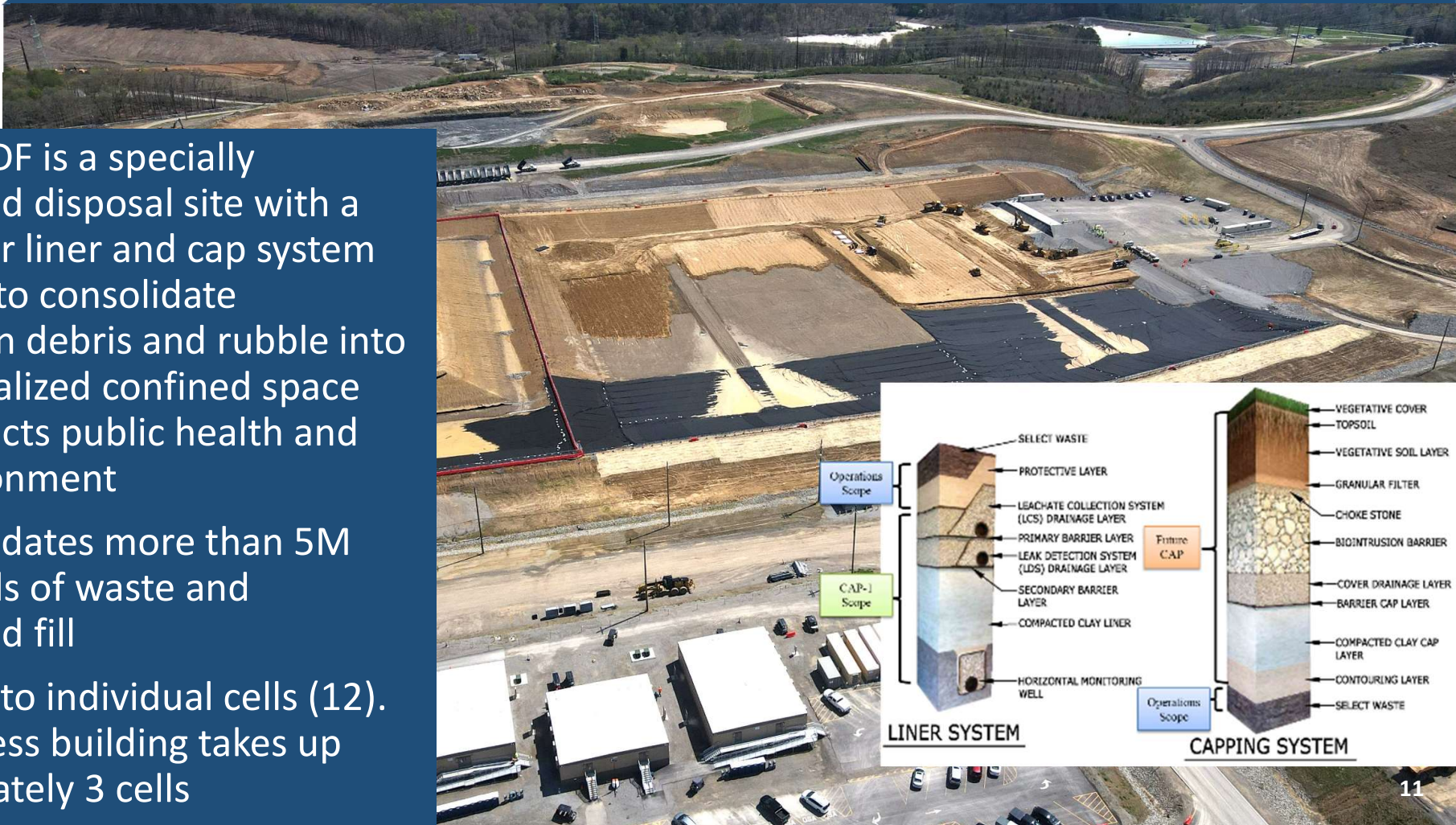
- Results shared with the public:
  - Weekly, Monthly, Quarterly - [www.portsdemo.com](http://www.portsdemo.com)
  - Annually with the Site Environment Report – <http://eic.ports.pppo.gov>
- Independent verification of data from Ohio EPA and Ohio Department of Health



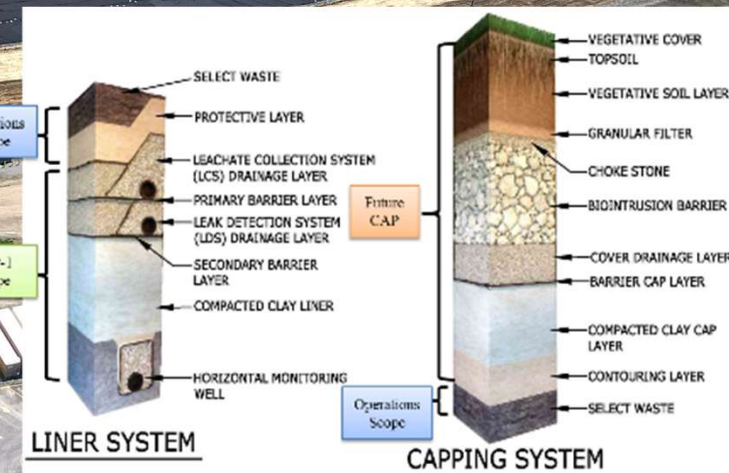




# On-Site Waste Disposal Facility



- The OSWDF is a specially engineered disposal site with a multi-layer liner and cap system designed to consolidate demolition debris and rubble into one centralized confined space that protects public health and the environment
- Accommodates more than 5M cubic yards of waste and engineered fill
- Divided into individual cells (12). One process building takes up approximately 3 cells







# Contaminated Plume Excavation

- Provides compaction fill for debris disposal at OSWDF
- Leaves behind more acreage for site redevelopment

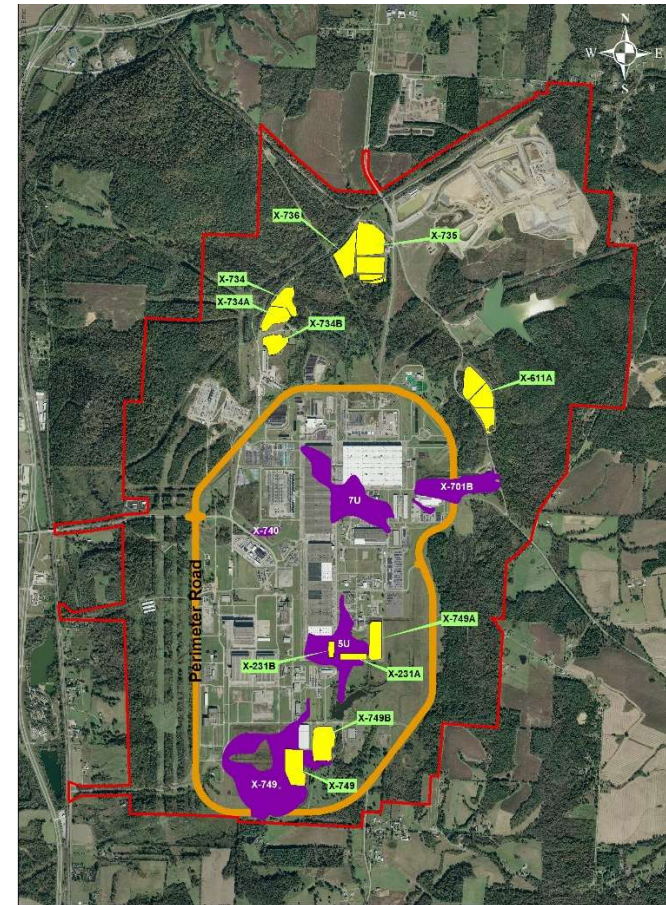


## X-740 Plume Excavation

- Excavation complete
- Delivered 40,000 cubic yards of soil/fill to the OSWDF

## X-231B Plume Excavation

- In progress
- Excavation anticipated to be complete Summer 2022



### Legend

- Lar d'riils
- Groundwater Plumes





# X-333 Process Building Deactivation

- The next building to be demolished, it is the largest of the three process buildings (66 acres of floor space)
- The material sizing area has reached steady-state operations of large component disassembly for safe placement in the OSWDF





# Depleted Uranium Hexafluoride Conversion

## DUF6 Mission

Convert DOE's inventory of DUF<sub>6</sub>, produced during uranium enrichment, into a more stable uranium oxide for:

- Reuse
- Storage
- Transportation
- Disposition



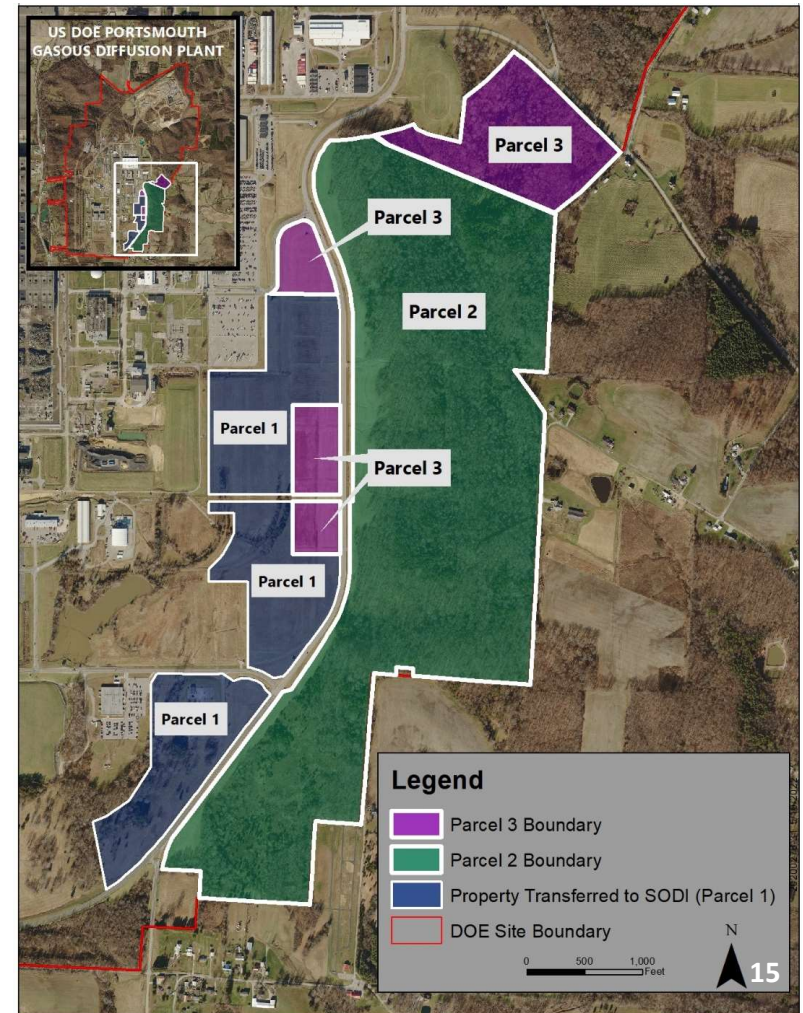




# Future of Portsmouth Site

## Site Reuse

- DOE is implementing a systematic approach to turn over parcels of land from the Portsmouth Site for potential reuse by private industry.
- The parcels are transferred to the Southern Ohio Diversification Initiative (SODI), the recognized Community Reuse Organization
  - Parcel 1 – 80 acres
  - Parcel 2 – 227 acres
  - Parcel 3 – 48 acres
- SODI is working to find industries/companies interested





# Community Commitment Plan

- The Community Commitment Plan (CCP) is part of Fluor-BWXT's D&D contract at Portsmouth.
- Focus on four main areas:
  - Educational Outreach
  - Regional Purchasing
  - Community Giving
  - Economic Development



## CCP Impact\*

- 16,000 students have participated in educational outreach programs.
  - \$550M has been committed to local companies for goods and services.
  - \$2.9M has been donated by Fluor-BWXT and employees to local charitable organizations.
  - \$4.9M has been invested to create or retain jobs.
- \*Since 2011





# QUESTIONS?



## ENVIRONMENTAL MANAGEMENT SITE-SPECIFIC ADVISORY BOARD

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Hanford Idaho Nevada Northern New Mexico  
Oak Ridge Paducah Portsmouth Savannah River

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October XX, 2021

Mr. William “Ike” White  
Acting Assistant Secretary for Environmental Management (EM)  
U.S. Department of Energy (DOE)  
1000 Independence Avenue, SW  
Washington, DC 20585

Dear Mr. White:

On October XX, 2021, the Chairs and Vice-Chairs of the EM Site-Specific Advisory Board (SSAB) passed the following recommendation concerning community engagement at EM sites. This recommendation was subsequently approved by XXXX local boards of the EM SSAB.

### **Background**

The EM SSAB understands that successful completion of the DOE-EM mission must include a significant community, public and stakeholder outreach. While DOE-EM has been engaging in public outreach from the beginning we believe that the effectiveness can be improved by any of several different approaches described in this document taking into consideration the complexity and uniqueness of each of the cleanup sites managed by DOE-EM.

Because of the challenges represented by the complexity and variety of sites with correspondingly different cleanup schedules, we are presenting a suite of potential activities that can be implemented by DOE EM and the SSABs at each of the sites but are applicable to all sites in some form. Individual site-specific advisory boards are in the perfect position to help develop and recommend implementation strategies because of our inherent connections within our respective communities. Advisory board involvement on DOE EM outreach would help by providing advice related to specific targeted areas based on feedback from actual communities and individuals who live near or are potentially impacted by site activities.

Below are observations from the SSABs developed during public outreach committee meetings. These are followed by specific recommendations from this committee.

### **Observations:**

- Some SSABs feel that the relationship between DOE and their communities is top-notch, while others feel that the public stakeholders need greater involvement in the cleanup conversation as decisions are being made.
- SSABs tend to agree that DOE sites are most successful when they host and encourage frank,

transparent conversations with the public and regulators regarding the decisions that are being made and the challenges they face. These are often difficult and complex topics that the public is eager to understand and need to have the opportunity to ask questions and see their concerns addressed.

- Sites are most successful when they get in the “trust zone” with their local and regional stakeholders and partners.
- Frequent sharing of information about cleanup, schedules, and funding with local Chambers of Commerce and economic development organizations as well as city and county governments has been found to be very advantageous for one SSAB.
- Public involvement in shaping decisions is important to project success. In order to accomplish this overarching goal, several areas of the public involvement relationship could be improved. What is legally required is just the start.
- Public stakeholders appreciate when we see their values reflected in the activities, agreements, and products of site managers and regulators. Examples include DOE’s solicitation of board values and incorporation of those values in Federal Facility Agreement Public Involvement Plans, soliciting and incorporating board input on informational materials and effective public meeting designs.
- In-depth informational outreach is highly valued by the different SSABs.
  - This can take the form of monthly newsletters for those who can’t attend meetings, to virtual meetings that give the public access to SMEs on specific topics of interest, to regional in-person “dialogues” that promote a two-way communication between interested stakeholders and site managers from both DOE and the regulatory agencies.
  - Access to information digitally and in an approachable format are also highly valued in order to reach and inform the widest audience.
- Beyond virtual access, the ability to take in-person tours is deemed fundamental to the openness and transparency the public is seeking.
- In general, the SSAB boards are interested and willing to consult with DOE on how meetings and outreach materials are designed and distributed, and we encourage DOE to make use of this resource. New media such as videos, animations, virtual tours, regular newsletters, and digital histories are excellent tools for site outreach and education, and their continued development should be supported.
- Many sites like Paducah have a book on the history of the site.
  - These could be placed in the community, university, and local school libraries, city and county offices, tourism, and Chambers of Commerce offices.
  - These could also be presented to state and federal officials, Congressional delegation, state legislators and others.
- Exhibits on the history of the site and cleanup process placed in appropriate locations, such as area universities and colleges, city and county offices; public meetings regarding the site and cleanup and other appropriate locations.

### **Recommendation**

We recommend that the individual site managers/designees and their advisory boards work together to discuss and determine which activities best suit their circumstances and respond to public needs. The detail, depth, and implementation plan should result from this collaborative effort. The following thematic areas of improvement were agreed upon by the Chair Public Outreach Committee and are offered as recommendations to DOE EM, as well as some specific recommendations within each thematic area. Site-by-site recommendations may be found in the attachments to this letter.

1. Develop an optimal design and platform for virtual and hybrid meetings and make the most of virtual opportunities. Not only does this allow us to make the most of the change that COVID-19 brought to



the world but allows access by members of the public that might not be able to travel to SSAB meetings.

- Utilize social media to quickly disseminate important information to the public, State and local governments, and stakeholders.
2. Maintain efforts for in-person outreach.
    - Make site tours for board members a requisite, and include the public, stakeholder groups, and the media whenever possible.
    - Utilize local museums to house displays for preserving site history or virtual museums to tell the story of the site using online format that can be accessed at any time.
  3. Outreach should be a mechanism for effective two-way communication between DOE-EM and the general public. DOE-EM outreach should seek to increase (1) the general public's awareness and understanding of DOE-EM activities as well as (2) actionable feedback from the general public regarding past, current, and future DOE-EM activities.
    - Engage the public early and often. Have interactive conversations with the public that allow the public to ask questions and get answers about complex subjects.
    - Share how public input has shaped or influenced cleanup decisions.
    - Ensure open and transparent decision making.
    - Promote success and planning ahead by incorporating and educating the public on strategic vision plans that cover at least the next 10 years.
  4. Continue to support and improve informational outreach products to engage the public.
    - Utilize existing digital media outlets (i.e., YouTube channels, papers, blogs, and newsletters) to broadcast timely information about current events and upcoming activities at a site. [NOTE: Nevada has their own YouTube channel.]
    - Create videos, animations, and diagrams to use at public presentations or posted on websites to present engaging content the public would be interested in.
    - Create a listing of historical articles and books relevant to each site that could be accessed through each site's website. Consider providing hyperlinks for the public to view these documents. EM sites provide databases or libraries of the technical reports produced for EM cleanup actions. The aforementioned historical articles and books would not duplicate the EM libraries but rather provide information that is less scientifically complex and technical for interested but perhaps less informed members of the public.
    - Messaging regarding the cleanup of environmental impacts from nuclear development and research at the sites should be prioritized and increased relative to other, non-cleanup messaging.
  5. Continue seeking ways to support and improve the impact of DOE's Site Specific Advisory Boards
    - Educate/inform the public, stakeholders, local and state officials and other appropriate entities on the purpose and responsibilities of the SSAB/CAB Boards in each community, including the current leadership and membership, through news releases, speaker presentations, social media, newsletters and other communication methods. When new leadership has been selected or new members have joined the Board, also announce the changes using similar methods as previously mentioned.
    - When DOE/EM officials visit EM sites, plan an opportunity to visit informally with local SSAB / CAB Board members in order to develop a relationship with its membership and to show that they are valued.
  6. Facilitate and support cross-site sharing of activities and public outreach resources. Outreach efforts should be informed and motivated by relevant professional expertise and related quantitative and qualitative metrics. To ensure ongoing progress, outreach efforts should be reviewed periodically by recognized experts in the field of government public outreach, and the outreach efforts should be adjusted as appropriate.

### **Additional Information**

In preparation for this recommendation, the EM SSAB prepared the following three attachments that it believes represents viable activities and opportunities for effective public outreach that EM sites should consider in preparing public outreach plans.

- Attachment #1, *Outreach Activities for DOE EM, contractor, or SSAB*, is a compilation of outreach activities that have been used by SSABs with varying degrees of success. This can be used to develop approaches at Sites.
- Attachment #2, *Improvement Opportunities*, collates public outreach best practices submitted by the SSAB chairs at the Spring 2021 Virtual Chairs Meeting.
- Attachment #3, *Charge Responses Compiled*, contains the PowerPoint slides provided by each SSAB Chair at the Spring 2021 Virtual Chairs Meeting. The slides provide a detailed listing of the improvement opportunities offered by each of the SSAB chairs.

These observations and recommendations are respectfully submitted by the below signed chairs of the respective SSABs.

XXXXXXXX, Chair  
Hanford Advisory Board

XXXXXXXX, Chair  
Nevada SSAB

XXXXXX, Chair  
Oak Ridge SSAB

XXXXXXXX, Chair  
Paducah CAB

XXXXXXXX, Chair  
Savannah River Site CAB

XXXXXXXX, Chair  
Northern New Mexico  
CAB

XXXXXX, Chair  
Portsmouth SSAB

XXXXXXXXXX, Chair  
Idaho Cleanup Project CAB

cc: Kelly Snyder, EM-4.32

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**References**

1. Attachment #1, *Outreach Activities for DOE EM, contractor, or SSAB*
2. Attachment #2, *Improvement Opportunities*
3. Attachment #3, *Charge Responses Compiled*



DRAFT

10 Year Strategic Plan Development:

- 1) DOE should hold 10 year Strategic Vision public meetings every year, at each site, in order to share the next iteration of programmatic goals, including discussions of successes, roadblocks, course changes, new scopes of cleanup and recognition of potential uncertainties. Public tutorial meetings should be held two weeks in advance of the beginning of any formal Public Comment period in order to build a common knowledge base.
- 2) EM Sites have the commonality of specific, near-term, three to five year, plans. These specific site plans should all trigger public involvement campaigns, outlining yearly updates on their next respective, goals. Site near-term plans should be aligned with 10 year Strategic Plan goals such that near-term plans can be used iteratively to benchmark programmatic progress.
- 3) Regarding the Strategic Vision, in addition to reducing jargon and allowing for a quicker means of identifying or getting to information pertinent to a specific site, the document needs a better explanation of how the priorities are established. What criteria are used with regard to public health, environmental risks, local economies, cost to complete, land transfers, etc.? Not details for each site, but an overall explanation of the process. This might help people understand why some sites have larger budgets or seem to be more active. Local SSABs are probably knowledgeable about planning for their sites, but each board should have some education on national priorities.

Communication:

- 1) DOE should put forth a concerted effort to define terminology so that FACA Boards and the public understand what is being considered and asked for, from them, within the decision matrix to be discussed. DOE needs to clearly communicate the boundaries of what is being considered. Additionally, DOE should articulate, in what manner, public policy advice can be successfully received by DOE-EM in order to see it incorporated into DOE's pending decisions. Lastly, DOE must convey how they will respond to public comments.
- 2) Utilize the strength of the SSAB Board's experiences and longevity by having them help to facilitate public meeting design, timing and locations. DOE-EM SSABs are now long-standing. They are formed from broad representation of the communities they represent and as such have the ability to help DOE regionalize presentations.
- 3) Evaluation of SSAB effectiveness should be based on several factors. This should include development of, but not limited to, guidance on when and what types of recommendations are needed. Although less objective, evaluative assessments from community stakeholders, DOE, DOE contractors, regulatory personnel and the SSAB's themselves should be incorporated.
- 4) Activities at some sites are long term and have reached the stage where little change is seen during the tenure of a typical SSAB member. Hence, the need for major decisions and recommendations is less or non-existent. Maintaining SSAB member interest is difficult. In this situation, DOE should consider ways to involve the SSABs in less consequential decisions and public outreach. DOE should

also consider what types of education might provide a better background for recommendations, decisions, community outreach that will occur in the future.

5) Written communication produced by DOE and the SSABs that is intended for the general public should be reviewed by site Public Affairs to verify that the use of jargon or uncommon terminology is understandable to a non-technical audience.

#### Public Involvement:

1) DOE should embrace the tenet that institutional knowledge and transparency in all aspects of the cleanup program is an essential component of building informed, useful and supportive public policy advice from the SSAB Boards, Tribes and the public. By engaging the public early and often, DOE can utilize the SSAB Boards and their operating structures such that they help prepare future generations of Board members and the public for informed engagement.

2) DOE should support STEM program development for local schools and colleges with curriculum development. Efforts should include supporting development of trained people for trade-focused careers.

3) DOE should actively provide opportunities for informational engagement and coordinate with the EM SSAB meeting schedule to the extent possible.

4) DOE should hold public tutorial meetings in order to share DOE interactions with regulatory bodies and formally convened scientific panels. Building a collective, scientific basis for remediation pathway development that incorporates informed public policy recommendations should be the goal.

5) SSAB membership should be consistent in reflecting community educational levels, proximity, racial and cultural diversity, and income levels. An exact mirror of the community is not necessarily beneficial. Interest and commitment are most important. Including actual stakeholders affected by public health or environmental risks or community economic and political factors is more important than simply looking at the community demographics. Also, having people that can contribute to SSAB decisions because of experience, education, and connections in the community is important. One criterion that should be emphasized is a member's willingness and ability to communicate with the general public.

6) Introductory training for new board members appears to be inconsistent. Site tours and in-person instruction should be required. These should be supplemented by online or other virtual resources. In addition to DOE and/or contractor personnel, current SSAB members should be involved in the tours and training. Introductory training can be spread out over time, but should be separate from SSAB meetings. A more formal schedule of when new SSAB members are added should be established to allow for a better introductory training schedule and to reduce the need for continual repetition of information that has already been addressed by longer term SSAB members.

7) Because of COVID, virtual meetings have become routine. Although these meetings allow for participation of people geographically distant or with health issues, they are not as effective regarding communication within and between SSAB, DOE, regulatory personnel, DOE contractors, and the general public. Virtual meetings allow for a lessened commitment among participants. SSAB in-person meetings should be prioritized, with hybrid meetings as needed.

Risk Communication:

- 1) DOE should address the Boards and the public on how risk assessments affect prioritization and decision making.
- 2) Training should be provided to Board members on communications surrounding high-profile or sensitive issues.

## Charge #2 – SSAB Expectations/ Guiding Principles

- Identify SSAB 10-year expectations and guiding principles that could be used as a complex-wide framework for DOE EM's interaction with stakeholders/communities
  - Utilizing the current EM 10-year Vision\*, each Board will document their expectations for how DOE EM will interact with local stakeholders/communities to reach that 10-year vision (a template will be provided to each board)
    - Each Board will present their results during the Spring 2021 Chairs meeting
  - The Chairs will collaboratively discuss the individual Board results, identify commonalities and develop a complex-wide SSAB expectations and guiding principles framework (Spring 2021 – Fall 2021)
- \* 10-Year Vision can be found at [DOE-Strategic-Vision-LR.pdf \(energy.gov\)](#)

## Next Steps for the EM SSAB Charges

All materials are due to Alyssa Harris by April 5

Step #1 - Complete the Excel spreadsheet templates for each charge (sent on 10/26/20)

- All spreadsheets will be shared with registered meeting attendees prior to the Spring Chairs meeting

Step #2 – Complete the PowerPoint templates for each charge

- For Charge #1:
  - Identify the best practices your site performs and document those on the provided slide
  - Identify improvement opportunities for your site and document those on the provided slide
- For Charge #2
  - Identify the top three suggestions for improving stakeholder interactions during the next 10 years and document those on the provided slide

Step #3 - Day 2 of Chairs Meeting

- The Chair/Vice Chair will present their Charge #1 and Charge #2 slides
- Facilitated group discussion will follow
- A plan will be developed to determine how a draft recommendation(s) will be prepared for the Fall Chairs Meeting (September 2021)

The following charge-related materials are due to Alyssa Harris by April 5

- Charge #1 Excel Spreadsheet
- Charge #2 Excel Spreadsheet
- Charge #1 PowerPoint Slide
- Charge #2 PowerPoint Slide

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## RECOMMENDATION TO REVISE THE MEMBER APPOINTMENT PROCESS

### Background

The work of the DOE-EM Site-Specific Advisory Board (EM SSAB) is in support of Department of Energy (DOE) programmatic missions focused on environmental cleanup of post-war nuclear and chemical contamination. At each of our respective sites, that work has been substantially and adversely impacted over the course of the past few years, in part, because of the length of time it is now taking to get appointment letters approved for individual Board members to participate. It has hamstrung Board abilities, at each site, to fulfill DOE goals for development and incorporation of public policy advice concerning the nature of cleanup and many other issues. For example, often potential members apply and later withdraw their applications due to extended delays in the appointment process. Boards have had to delay providing advice or recommendations due to a lack of membership, coupled with the loss of Board or Committee chair leadership while they wait for appointment approval. Reduced Board membership has also limited the development of institutional knowledge, so necessary at sites whose cleanup missions will extend decades into the future. In some cases, experienced and informed members are handicapped by a year or longer gap between their terms because they lack the special and immediate access to information on emerging issues that active members receive. More significantly, the extended approval process, which has often resulted in depleted Board rosters, has reduced Board legitimacy, and eroded public confidence in the DOE, including attracting complaints from community organizations and negative media coverage.

Examples of negative impacts specific to each site are attached to this recommendation.

### Recommendation

The EM Site-Specific Advisory Board (EM SSAB) believes that the Department of Energy (DOE) should substantially revise the membership approval process to ensure that the continuity of Board and Committee activities is protected and remains intact such that there is no disruption of stakeholder involvement and input as per each Board's respective chartering agreements and operating rules.

While the larger effort to comprehensively revise the SSAB membership approval process is pursued by the Designated Federal Officer for the EM SSAB and in order to further enable stakeholder participation at their respective sites during this endeavor, the EM SSAB recommends:

1. The membership review and approval process should include all reasonable activities necessary to prevent lapsed memberships. A lapsed membership is defined as: a membership held by a member in good standing whose term has expired but has not reached the six-year limit.
2. The site manager should be empowered to temporarily extend the terms of lapsed members in good standing or to temporarily appoint other qualified members to replace lapsed members until a new membership package is approved.<sup>1</sup>
3. The DOE should publish the review and appointment process and then take feedback from the public and EM SSAB members. The published information should identify which elements are required by the Federal Advisory Committee Act, the General Services Administration, and the EM SSAB charter, and which elements are internal to the DOE, as well as where those DOE policies and procedures can be found.

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<sup>1</sup> For a related authority see the DOE EM SSAB Policies and Procedures Desk Reference (June 2013), Section III.C on "Delegated Authority to the Field for Member Appointments."