



Department of Energy
Washington, DC 20585

SEP 09 2004

Mr. David Kipping, Chair
INEEL Citizens Advisory Board

Dear Mr. Kipping:

This is in response to the Environmental Management (EM) Site-Specific Advisory Board (SSAB) Chairs' request for guidance and clarification on the distribution of Board information, advice, and recommendations.

The guidance document is the Department of Energy's (DOE) EMSSAB Charter, which directs the SSABs to provide their information, advice, and recommendations directly to the Assistant Secretary for Environmental Management, the appropriate Site Managers, and any other DOE officials the Assistant Secretary may designate. I have enclosed the Charter and underlined the language that pertains to this issue. However, if the Chairs wish to send advice and recommendations to parties in addition to the federal officials above, I recommend several alternatives for your consideration:

- Requesting the federal officials to provide copies of the Board's advice and recommendation to the third parties.
- Copying third parties on letters being provided me, the Site Manager or other designated DOE officials.

I hope this clarification of Charter language helps the Board Chairs with their future correspondence. If you have any additional questions, please call me, at (202) 586-3087.

Sincerely,

A handwritten signature in cursive script that reads "Sandra L. Waisley".

Sandra L. Waisley
Associate Deputy Assistant Secretary
for Business Operations

Enclosure

Department of Energy
Charter for the Environmental Management
Site-Specific Advisory Board

1. Official Designation:

Environmental Management Site-Specific Advisory Board (EMSSAB or Board)

2. Objective, Scope of Activity and Duties:

The EMSSAB will provide the Assistant Secretary for Environmental Management (EM), the appropriate Site Managers, and any other U.S. Department of Energy (DOE) official the Assistant Secretary shall designate, with information, advice, and recommendations concerning: issues affecting the EM Program at various sites. Specifically, the Board will provide advice and recommendations to DOE concerning the following EM site-specific issues: clean-up standards and environmental restoration; waste management and disposition; stabilization and disposition of non-stockpile nuclear materials; excess facilities; future land use; long-term stewardship; risk assessment and management; and science and technology activities. The Board may also be asked to provide advice and recommendations on any other EM project or issue.

The EMSSAB will have the following duties

Advise on EM projects and issues; and

- 1) Issue reports and recommendations as necessary

3. Time Period Necessary for the Board to Fulfill its Purpose:

Since the Board exists to advise EM on a succession of projects and issues, the time period required to fulfill that purpose is continuing in nature.

4. Official(s) to whom the Board Reports:

The Board will report to the Assistant Secretary for Environmental Management, the appropriate Site Managers, and any other DOE official the Assistant Secretary shall designate.

5. Agency Responsible for Providing Necessary Support for the Board:

United States Department of Energy

6. Description of Duties for Which the Board Is Responsible:

The duties of the Board are solely advisory and are fully stated in Paragraph 2 above.

7. Estimated Annual Operating Expenses in Dollars and Person-Years:

The Department of Energy will provide resources sufficient to conduct EMSSAB business as well as travel and subsistence (per diem) expenses for eligible members. The approximate annual cost is \$2.6 million and approximately 9 person-years.

8. Estimated Number and Frequency of Board Meetings:

The Board will meet approximately six to twelve times per year at each of the sites represented on the Board. In addition, Board members at each site may be asked to designate a member, or members, to participate in national meetings to discuss EMSSAB issues.

9. Termination Date (if less than two years from the date of establishment or renewal):

Continuing.

10. Subcommittees:

To facilitate the functioning of the Board and to promote its effectiveness, subcommittees may be formed for each local EMSSAB. The objective of the subcommittees will be to make recommendations to the local EMSSAB.

11. Members:

1) Pursuant to delegated authority, the Assistant Secretary for EM is authorized to appoint EMSSAB members. The standard term for Board members is two years, and members typically serve no more than three consecutive two-year terms. In addition, their appointments are usually staggered so that at least one-third of the membership is retained for continuity. Board membership shall reflect a full diversity of viewpoints in the affected community and region and will be composed primarily of people who are directly affected by DOE site clean-up activities. Members may include, but are not limited to, interested stakeholders from: local governments; Tribal nations; environmental, civic, and religious groups; labor organizations; ethnic minorities; academia; women's groups and other interested individuals. Representatives from the Department of Energy, the Environmental Protection Agency, and other State governments shall be considered ex officio Board members. By serving in ex officio capacity, these representatives will attend and participate in Board meetings, but will have no voting privileges. Selection and appointment of group members shall be accomplished using procedures designed to ensure a diverse Board membership and a balance of representative viewpoints.

2) Approximate number of members: 200. This number is based on each local EMSSAB having approximately 10 to 30 Board members.

This Charter for the Advisory Board named above is hereby approved on:

Date: 05/17/2004

____ Signed _____
James N. Solit
Advisory Committee Management Officer

Date Filed: 5/17/2004