



## CHARTER

### PURPOSE

The U.S. Department of Energy (DOE) National Transportation Stakeholders Forum (NTSF) is the mechanism through which DOE engages at a national level with states, tribes, federal agencies and other interested stakeholders about the Department’s shipments of radioactive waste and materials, as well as occasional high- visibility shipments that are nonradioactive. The purpose of the NTSF is to bring transparency, openness, and accountability to DOE’s offsite transportation activities through collaboration with state and tribal governments. DOE will work through existing agreements and networks to ensure Federal, state, and tribal government participation. The NTSF meetings and webinars will be particularly relevant for personnel with responsibilities in packaging and transportation, emergency management, security, inspection and enforcement, and radiation protection.

### GOALS & OBJECTIVES

The NTSF will bring DOE and its transportation stakeholders together to accomplish three main goals:

Goal	Objective
<p>Inform states and tribes about ongoing, upcoming, or tentatively planned DOE shipments or shipping campaigns that may have an impact on their jurisdictions.</p>	<ol style="list-style-type: none"> <li>1. DOE will provide information about high visibility shipment campaigns, ongoing or planned, through the NTSF at annual meetings and semi-annual briefings (e.g. webinars, regional meetings, STGWG).</li> <li>2. Information on DOE shipment activities will be shared electronically with stakeholders through mechanisms like DOE’s semi-annual Projected Shipment Report (PSR) and Waste Information Management System (WIMS).</li> <li>3. The information to be provided to stakeholders will include, at a minimum, the 14 topics identified in DOE M 460.2-1A as suitable content for transportation plans.</li> </ol>

Goal	Objective
Obtain input from states and tribes about concerns, needs, or logistics that is relevant to shipment planning and execution.	<ol style="list-style-type: none"> <li>1. Annual meetings and webinars will include a session during which DOE shipping programs will solicit specific input from participants.</li> <li>2. In the interim between meetings and webinars, stakeholders may provide input to DOE (through the Office of Packaging and Transportation, EM-45) directly or through regional cooperative agreement groups or other coordinating elements.</li> </ol>
Identify emerging issues for DOE and its transportation stakeholders that may affect shipment planning, preparedness, and execution, including intergovernmental consultation and cooperation.	<ol style="list-style-type: none"> <li>1. Annual meetings and webinars will include a session during which stakeholders and DOE personnel have an opportunity to raise issues of concern for discussion.</li> <li>2. Throughout the year, as issues, concerns, or stakeholder needs arise, participants are encouraged to contact the DOE chairperson to relay information. Identified issues will be brought to the attention of the Planning Committee for potential action.</li> <li>3. As issues are identified, the Planning Committee will determine the priority for establishing an ad hoc working group within one (1) month. Once convened, the ad hoc working group will develop a task statement, and develop a timeline for resolution of the issue at its first meeting.</li> </ol>

## ORGANIZATION

A DOE chairperson will lead the NTSF and will be responsible for overall operation of the group. A Planning Committee will assist the chairperson with developing the agenda for annual meetings and webinars and prioritizing issues for ad hoc working groups. Ad hoc working groups will form as necessary to work on specific tasks when issues are identified. Planning Committee and ad hoc working group participation is open only to state, tribal, and federal officials. The NTSF and its committees may engage other stakeholder organizations for the purpose of receiving information from such stakeholders or when those stakeholders are presenting their individual advice and recommendations to DOE. Other stakeholders may include, but are not limited to, organizations such as science and academic institutions, labor, industry, and citizen groups.

## RESPONSIBILITIES

*DOE chairperson:* The chairperson is responsible for providing feedback from the NTSF to the Assistant Secretary for Environmental Management and various DOE elements such as the Environmental Management Advisory Board and corporate boards. The chairperson is also responsible for designating the members of the Planning Committee and the ad hoc working groups, organizing annual meetings and webinars, following up on action items, and coordinating participation by other DOE Program Offices and other elements.

*DOE representatives:* DOE Program Offices with ongoing or upcoming shipments will attend annual meetings and webinars, provide comprehensive information regarding their shipping plans, identify a single point of contact for information on shipments, serve on ad hoc working groups as requested, and respond to stakeholder requests for information in a timely manner.

*State and tribal participants:* State and Tribal representatives who participate in the NTSF are encouraged to attend meetings and webinars, provide feedback on DOE's shipping campaigns, respond to requests for information in a timely manner, coordinate with other agencies in their jurisdictions, serve on ad hoc working groups, and act as conduits for information between DOE and their respective states and tribes.

*Planning Committee members:* The Planning Committee will consist of designees representing Federal, state, and tribal governments. The Planning Committee members will serve on a rotational basis. Participants that serve on the Planning Committee will solicit input from other NTSF participants, participate in regularly scheduled conference calls, assist with the development of the agenda for annual meetings/webinars, and monitor the progress made by DOE and its stakeholders in resolving emerging issues related to transportation.

Adopted February 2010; revised November 2011.