

**CHARTER**  
**DEPARTMENT OF ENERGY**  
**NATIONAL LONG-TERM STEWARDSHIP WORKING GROUP**

## **1. Background**

The Department of Energy (DOE) National Long-Term Stewardship Working Group (LTSWG) is a cross-program team established by the Offices of Environmental Management (EM), Legacy Management (LM), and the National Nuclear Security Administration (NNSA) to address national and cross-cutting site-level Long-Term Stewardship (LTS) activities and issues. The Working Group will collaborate on high priority LTS topics of interest, align strategies, share lessons learned, leverage contacts, and make recommendations to resolve issues. The LTSWG will foster communication across DOE offices and with other Federal agencies, States, Tribes, stakeholders, and communities.

## **2. Mission**

The mission of the DOE LTSWG is to develop tools and provide recommendations to DOE leadership to foster a collaborative, consistent approach to LTS planning and execution across the DOE enterprise. This is accomplished through information sharing regarding key programmatic elements such as the status of LTS planning and implementation at individual DOE sites, best management practices, and lessons learned. While the LTSWG may provide recommendations, these recommendations are advisory only and decision-making regarding cleanup strategies and long-term institutional controls rests with the respective DOE offices and sites that hold the requisite authority. DOE sites will remain the primary points of contact with local stakeholders.

## **3. Short-Term Priorities and Long-Term Objectives**

The initial short-term priorities of the LTSWG for the first two years will be to:

- a) Develop a consistent approach for LTS site transfer and stewardship that addresses best practices and lessons learned.
  - i. Review existing LTS documents and practices posted to the LTS Resource Center web page<sup>1</sup> and utilized by DOE program offices. Documents considered in the review should include but are not limited to the Site Transition Framework<sup>2</sup>, the Site Transition Terms and Conditions<sup>3</sup> and documents and agreements between EM<sup>4</sup>, NNSA<sup>5</sup>, Office of Science (SC), and LM related to transition of sites from cleanup to long-term stewardship.

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<sup>1</sup> <https://www.energy.gov/lm/long-term-stewardship-resource-center>

<sup>2</sup> <https://www.energy.gov/sites/prod/files/framework.pdf>

<sup>3</sup> <https://www.energy.gov/sites/prod/files/terms.pdf>

<sup>4</sup> <https://www.energy.gov/sites/prod/files/mou.pdf>

<sup>5</sup> [https://www.energy.gov/sites/prod/files/EM-NNSA-Terms-and-Conditions-for-Site-Transition\\_0.pdf](https://www.energy.gov/sites/prod/files/EM-NNSA-Terms-and-Conditions-for-Site-Transition_0.pdf)

- ii. Identify lessons learned and recommend improvements and updates to align relevant requirements and guidance across DOE offices.
- b) Develop and recommend common approaches to information management with an initial focus on Geospatial Information System (GIS) data collection and platforms for sites transitioning to LTS, including best practices for sharing site-level cleanup information through GIS.
  - i. Survey available information, platforms in use, and internal and public access to information across organizations and recommend actions to better align practices and improve system compatibility.
  - ii. Identify lessons learned related to GIS for site transitions.
- c) Enhance communication related to LTS across DOE offices and programs.
  - i. Develop a Communications Plan for internal and external communications for the LTSWG effort. The LTSWG will request that the DOE Office of the General Counsel review external communications documents.
  - ii. Share best management practices, lessons learned, and recommendations related to LTS.

The longer-term objectives of the LTSWG will be to:

- a) Share best practices and lessons learned related to LTS;
- b) Identify and leverage innovative technologies for LTS;
- c) Identify and leverage knowledge, skills, and technology needed to address emerging issues in LTS and refinements in remedies;
- d) Foster a working environment that encourages communication and collaboration across the Department related to LTS;
- e) Improve the information available for strategic decision making through discussion of critical issues related to LTS;
- f) Provide guidance on incorporating Closure for the Seventh Generation recommendations into LTS planning and implementation; and
- g) Coordinate communication, education, and outreach on DOE LTS status to enable productive exchanges of information with Federal agencies, States, Tribes, stakeholders, and communities. Advice from non-Federal persons or groups will be solicited from individuals and not from any group as whole.

#### **4. Fiscal Year Deliverables**

The LTSWG will identify and provide key deliverables at the beginning of each fiscal year to the participating DOE offices. The LTSWG's activities and accomplishments will be documented and presented to the participating offices at fiscal year-end.

## **5. Authority, Membership, and Supporting Resources**

The LTSWG is jointly organized and led by the DOE Office of Environmental Management (EM-1), Office of Legacy Management (LM-1), and the National Nuclear Security Administration (NA-50). The LTSWG will consist of representatives from the EM Office of Regulatory and Policy Affairs (EM-4), the LM Office of the Deputy Director (LM-2), and NNSA, Office of Environment and Sustainability (NA-533). The LM representative to the LTSWG will chair the LTSWG for the first two years. The LTSWG charter may be renewed every two years by the authorizing DOE offices.

Operation of this group is delegated as follows:

- a) Environmental Management EM-4.1;
- b) Legacy Management LM-2 staff; and
- c) National Nuclear Security Administration NA-533.

These delegates also make up the Steering Committee for LTSWG. Details of how representatives are chosen, how long members serve, limits on membership, length of membership, and other organizational structural details will be developed by the Steering Committee and documented in by-laws after this charter is approved.

The LTSWG members will be federal employees. The LTSWG will include site and subject matter representatives to reflect implementation experience and encourage cross-Departmental collaboration. DOE offices will identify site and subject matter representatives, who may change over time, as various topics and issues become the focus of LTSWG efforts. At least one site representative from each DOE program office will be a member of the LTSWG. Additional site representatives and subject matter experts will be expected to participate in the LTSWG, or Committees, as appropriate.

Initial nominations for LTSWG members will be submitted to the Steering Committee for review and approval. After the initial year of operating, new members shall be nominated by their respective organizations at the request of the LTSWG Chair, with approval by the LTSWG by a simple majority vote. LTSWG members who do not participate in meetings, teleconferences, or other LTSWG activities for a period of 12-months without a reasonable explanation may be removed from the LTSWG by a two-thirds majority vote. LTSWG members are expected to serve as Officers or active members of at least one LTSWG Committee. If a LTSWG member resigns, the nominating office may submit the name of a replacement. Further, the Office of Science, the Office of Nuclear Energy, the DOE and/or NNSA Offices of the General Counsel, and other Department offices may be engaged in the LTSWG, as appropriate.

The LTSWG may draw upon additional federal staff to assist with setting priorities and achieving objectives. For example, the LTSWG may call upon relevant federal technical and subject matter experts (e.g., hydrologists, geologists, modeling experts, health physicists, budget analysts, site managers, etc.) to inform LTSWG information sharing and recommendations.

Further, LTSWG anticipates gathering information from individual stakeholders, such as members of the State and Tribal Government Working Group (STGWG), who have an interest in these issues.

## **6. Committees**

The LTSWG may create temporary Committees of federal employees to research specific issues and make recommendations to the LTSWG. These Committees will focus on the short-term priorities and may be disbanded once their contributions are no longer germane to the issues being considered by the LTSWG. The LTSWG may also create permanent or standing Committees that will focus on long-term objectives. Nominations for Committee members will be submitted to the Steering Committee for review and approved by a simple majority vote of the LTSWG. Each Committees will have a Chair, Vice-Chair and Secretary. These offices shall function similar to corresponding LTSWG roles, including issuing of meeting minutes. On an annual basis, LTSWG will review the Committees. The LTSWG may disband any Committee by a simple majority vote.

## **7. Meetings**

The LTSWG may meet in person, via conference calls, or video calls, at least quarterly. The goal of the LTSWG is to hold one in-person meeting per year once restrictions associated with the COVID-19 pandemic have been rescinded. Meetings may rotate between Washington, D.C., and DOE sites. Other in-person meetings may be held as the need arises and conditions permit. LTSWG Committee meetings should generally follow any guidance prepared for the conduct of the LTSWG meetings.


The Chair will develop the agenda for each LTSWG meeting and will solicit agenda topics from other members. Meetings notices, agendas and meetings minutes will be distributed via email. A simple majority of the voting members shall constitute a quorum. LTSWG recommendations will be based on a two thirds majority vote; the minority may memorialize its position for the record. If a quorum is not present, the Steering Committee may act on behalf of the LTSWG. In such circumstances, any decisions by the Steering Committee will be documented as having been made by the Steering Committee. The Office Directors will be consulted if a consensus cannot be reached by the LTSWG on a particular issue.

## **8. Amendments to Charter**

This charter will be reviewed bi-annually, and changes made in accordance with a two-thirds majority vote of the members of the LTSWG.

This charter shall become effective after the last office signs below and will remain in effect until such time as it is dissolved. The LTWSG will be dissolved on the 30<sup>th</sup> day after two or more of heads of the participating offices notify the LTSWG Chair in writing that their respective offices will be withdrawing from participation in LTSWG activities.

Approved:

  
Carmelo Melendez  
Director  
Office of Legacy Management

Digitally signed by Carmelo Melendez  
Date: 2020.12.23 08:39:28 -05'00'

Approved:

  
William I. White  
Senior Advisor for Environmental Management to the Under Secretary for Science  
Office of Environmental Management

Approved:

James J. McConnell  
James J. McConnell  
Associate Administrator for Safety, Infrastructure, and Operations  
National Nuclear Security Administration

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