



**SUBJECT: Portsmouth Site
Sustainability Team Charter**

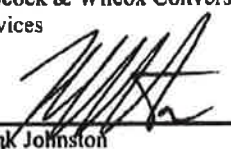
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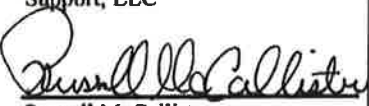
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Portsmouth Site Sustainability Team Charter

Portsmouth Gaseous Diffusion Plant

Issued: April 2015

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PORTS

ACRONYMS

BWCS	Babcock & Wilcox Conversion Services
DOE	U.S. Department of Energy
DUF₆	Depleted Uranium Hexafluoride
FBP	Fluor/Babcock & Wilcox Portsmouth
PORTS	Portsmouth Gaseous Diffusion Plant
SSPP	Strategic Sustainability Performance Plan
SST	Site Sustainability Team
WEMS	Wastren-EnergX Mission Support

1. PURPOSE

This charter establishes the roles and responsibilities of the Portsmouth Gaseous Diffusion Plant (PORTS) Site Sustainability Team (SST) in order to address Executive Orders 13514 and 13423 including energy and water conservation, sustainability, and Environmental Management System (EMS) issues associated with the activities that support the U.S. Department of Energy (DOE) Portsmouth/Paducah Project Office (PPPO) operations at (PORTS).

The SST is intended to be an avenue to facilitate the sharing of common concerns, problems, and lessons learned of all PORTS Site Tenants. This team provides a mechanism to solicit input from a highly knowledgeable group of peers facing similar challenges and working under similar constraints. The SST is a joint team with members representing all of the DOE PORTS prime contractors as well as PPPO. Currently, the prime contractors are:

- Fluor B&W Portsmouth, LLC (FBP)
- Babcock & Wilcox Conversion Services, LLC (BWCS)
- Wastren-EnergyX Mission Support, LLC (WEMS)

2. SCOPE

The SST is sponsored by DOE-PPPO and is jointly supported by the DOE prime contractors at PORTS. Subcontractors at PORTS may be asked to participate on an ad hoc basis as a subject matter expert if the understanding of a particular issue being addressed by the SST would benefit from their involvement. The SST is a voluntary organization and will operate in accordance with the guidance contained in this charter. A Memorandum of Understanding for EMS Implementation has been executed by the prime contractors, and is included as Appendix A.

3. RESPONSIBILITIES

NOTE: PORTS SST decisions are made and based upon a consensus agreement obtained from members of the SST. However, the PORTS SST does not have the ability to direct work, procure resources, and/or require individual member companies to perform a recommended action. The PORTS SST is merely an advisory body.

3.1 SST CHAIRPERSON (FBP MANAGER OF ENVIRONMENTAL PROTECTION)

The SST Chairperson is responsible for the following:

- Facilitating SST meetings;
- Providing leadership and direction to achieve SST functions and goals;
- Ensuring that meeting notices, minutes, and updates are distributed in a timely manner;
- Maintaining a current membership roster;

- Facilitating management-specific (i.e., subcommittee) meetings that arise from issues and concerns apart from regular SST meetings; and
- Representing the SST at various other Site meetings, as necessary.

3.2 SST CO-CHAIRPERSON (FBP SUSTAINABILITY COORDINATOR)

The SST Co-chairperson will be appointed by the SST Chairperson. The SST Co-Chairperson is responsible for the following:

- Participating in SST meetings;
- Providing assistance to the Chairperson in achieving the functions and goals of the SST;
- Provide input to management-specific (i.e., subcommittee) meetings that arise from SST meetings; and
- Serving as chairperson in the absence of the Chairperson.
- Creating and distributing minutes and relevant information of the SST and management-specific (i.e., subcommittee) meetings;
- Preparing the meeting agenda; and
- Maintaining a listing of follow up action items agreed to by members as a result of issue discussions.

3.3 SST REPRESENTATIVE

At least one SST representative will be appointed by each other prime contractor. Each of the SST Representatives is responsible for the following:

- Ensuring that each member company agrees to participate in the SST by obtaining management support and commitment to the SST Charter;
- Participating in SST meetings;
- Participating in discussions on shared energy conservation, sustainability and EMS site issues;
- Participating in SST related activities;
- Communicating information presented at the SST meetings to their respective organizations as appropriate;
- Sharing/presenting on a voluntary basis issues relating to energy conservation and sustainability such as projects, energy and water consumption, and status of efforts to support DOE's sustainability goals for the purpose of sharing lessons learned or soliciting discussion/input for the SST.,

4. PROCEDURE

4.1 SST AUTHORITY

The SST has no direct authority independent of each member's individual company sponsorship and PPPO support. The SST is an advisory body consisting of affected/involved site PORTS community members. SST provides a forum for discussion of energy conservation and sustainability issues of

common interest and may result in participating contractors taking action on those issues based on these discussions. However, the SST cannot direct or control another contractor's action or work.

4.2 SST MEMBERSHIP AND MEETINGS

- SST membership consists of representatives of the PORTS DOE primary contractors and DOE-PPPO representatives having an interest in or responsibility for meeting their environmental stewardship and compliance needs, including Executive Orders 13514 and 13423, Environmental Compliance, Acquisition, Cleanup, EMS, Energy, Greenhouse Gases, High Performance Buildings, NEPA, Electronics Stewardship, Pollution Prevention, Chemical Management, Sustainability, Transportation, Climate Change Adaptation, Water Efficiency, Natural Resources and development and implementation of the PORTS Site Sustainability Plan. Remediation Services Inc. (RSI) participates as a representative of DOE-PPPO. Representatives of other entities such as the Centrus Energy Corporation American Centrifuge Plant (Centrus ACP), and first-tier subcontractors of the primary contractors may be requested to serve as ad hoc members of the committee if issues being discussed warrant such participation. Representatives are selected by management of their respective organizations. In addition to any Site PPPO representative, the PPPO Site Sustainability Coordinator shall represent the PPPO Office of the Manager. The SST Chairman will maintain a current membership roster.
- Alternates for SST representatives may be designated by their respective organizations. In the event that a representative cannot attend a SST meeting, the alternate should attend in his/her place.
- The SST meets on the second Wednesday of each month at 10:00 a.m. or at a date and time determined at the previous meeting.
- A quorum of the SST shall consist of the Chairperson and/or Co-Chairperson, and a simple majority of members not including the Secretary.
- All minutes and related information from prior meetings will be distributed in electronic format. An agenda will be developed for each meeting and shall be distributed in advance. Questions and comments regarding the agenda should be directed to the Chairperson or designee so that, if necessary, changes may be made prior to the meeting. SST minutes from the previous meeting will be reviewed during SST meetings and approved by majority vote.

4.3 SPECIFIC FUNCTIONS

- SST will provide an open and organized forum for the exchange of information and ideas on energy conservation and sustainability-related topics and efforts by each representative organization to support the achievement of goals included in the DOE Strategic Sustainability Performance Plan and the PORTS Site Sustainability Plan.
- SST will coordinate the respective primary contractor Executive Orders 13514 and 13423 implementation issues, challenges, and annual objectives and targets
- SST will promote personnel awareness of energy conservation, sustainability, and EMS issues
- SST will discuss projects and activities being initiated, opportunities for energy and water conservation measures, and other requests by DOE on site sustainability issues.

- SST will form subcommittees as necessary to ensure the goals and functions of SST are met.

5. RECORDS

The following records are generated by this procedure:

- Approved minutes from each meeting
- Letters submitted from the SST to outside organizations, as applicable
- Subcommittee reports, as applicable

6. REFERENCES

1. Site Sustainability Plan for the Portsmouth Gaseous Diffusion Plant, Piketon, Ohio – Current version
2. Department of Energy Strategic Sustainability Performance Plan – Current version
3. DOE Order 436.1, *Departmental Sustainability*
4. Executive Order 13423, *Strengthening Federal Environmental, Energy, and Transportation Management*
5. Executive Order 13514, *Federal Leadership in Environmental, Energy, and Economic Performance*

Memorandum of Understanding


Environmental Management System Implementation at PORTS

This Memorandum of Understanding (MOU) between the U.S. Department of Energy (DOE) Portsmouth site entities identified below serves to document the establishment of a Portsmouth Site Sustainability Team and recognition of site entities' responsibilities for Environmental Management System (EMS) implementation at the Portsmouth Site. The intent of this MOU is to formally establish a coordinating contractor and foster a cooperative relationship and beneficial exchange of information among the site entities for EMS implementation and sustainability goal achievement. The establishment of this team will also serve as a formal forum for communicating, discussing, and coordinating environmental issues of common concern at the site. ***Nothing within this MOU shall be construed as altering any of the site entities respective contractual requirements with the U.S. Department of Energy in any way.***

1. Each of the site entities will be responsible for the implementation of their own EMS program, as required and the establishment and tracking of their own annual sustainability goals as appropriate.
2. Fluor B&W Portsmouth (FBP) as the remediation contractor, will serve as the coordinating contractor for EMS implementation.
3. FBP will chair a monthly Sustainability Team meeting.
4. Each of the site entities will participate in this monthly Sustainability Team meeting.
5. The first order of business for the site Sustainability Team will be to develop and have approved a Sustainability Team charter that will further define Sustainability Team membership, roles and responsibilities.
6. FBP will coordinate the preparation of the annual Site Sustainability Plan and Consolidated Energy Data Report. The Site entities will provide the necessary input to these reports by due dates established both by consensus and consistent with annual DOE Sustainability Plan Guidance.

 12/22/14

Wastren-EnergyX Mission Support, LLC Date

 12/18/2014

Fluor-B&W Portsmouth, LLC Date

 12/11/2014
JOEL SIEGEL, ENV'D. PROGRAM MANAGER
Babcock & Wilcox Conversion Services Date