



Many Voices Working for the Community

Oak Ridge Site Specific Advisory Board

February 11, 2010

Mr. John Eschenberg
Assistant Manager for Environmental Management
DOE-Oak Ridge Operations
P.O. Box 2001, EM-90
Oak Ridge, TN 37831

Dear Mr. Eschenberg:

Recommendation 184: Recommendation to Establish a Procedure for Specially Called Public Meetings

At our February 10, 2010, meeting, the Oak Ridge Site Specific Advisory Board approved the enclosed recommendation.

We appreciate your consideration of our recommendation and look forward to receiving your written response by April 14, 2010.

Sincerely,

A handwritten signature in black ink, appearing to read "Ron Murphree".

Ron Murphree, Chair, PE, CPE
Oak Ridge Site Specific Advisory Board

RM/plo

Enclosure

cc/enc:

Dave Adler, DOE-ORO
Cate Brennan, DOE-HQ
Mike Farmer, Roane County Mayor
Susan Gawarecki, LOC
Pat Halsey, DOE-ORO
Connie Jones, EPA Region 4
Rex Lynch, Anderson County Mayor
James O'Connor, Oak Ridge City Manager
Melissa Nielson, DOE-HQ
John Owsley, TDEC



Oak Ridge Site Specific Advisory Board

Recommendation 184:

Recommendation to Establish a Procedure

for Specially Called Public Meetings

BACKGROUND

A concern was raised at the Oak Ridge Site Specific Advisory Board (ORSSAB) August 2009 annual planning retreat that the board should play a more active role when special instances arise related to the Department of Energy (DOE) Oak Ridge Environmental Management (EM) Program. These instances include operational emergencies, such as the strontium-90 spill on Highway 95 in May 2004, but they may include non-emergency issues that arise and become topics of general concern to the communities impacted by DOE activities at the Oak Ridge Reservation.

DISCUSSION

To address this concern, the ORSSAB Public Outreach Committee agreed to formulate a plan for calling special meetings of the board, when appropriate, to provide a forum for public information and input when such instances arise. The procedure developed by the committee is intended only for events or issues related to DOE-Oak Ridge EM activities that have potential impact, short or long term, on the public and are not envisioned as being a frequent undertaking. The board considers DOE to have primary responsibility for notifying the public about the issue that is the subject of any special meeting, and this procedure is not intended to replace that notification. Rather, it is intended as a supplemental process to provide an additional avenue for the public to learn about the issue of concern, ask questions of appropriate DOE personnel, and express their views and opinions.

RECOMMENDATION

We recommend that DOE-Oak Ridge EM partner with ORSSAB in establishing the following procedure:

- 1. Recognition.** Any member of the Board who becomes aware of an event or issue believed to merit a special meeting shall notify the ORSSAB staff. The notification should include a brief statement of justification for holding the meeting. The preferred method is by e-mail, or other written means, but phone conversation is acceptable. It is important that this notification have sufficient detail to allow evaluation and contact information for the person making the report.
- 2. Evaluation and Recommendation.** The ORSSAB staff shall forward this information to the ORSSAB Executive Committee for evaluation. The Chair shall determine whether a special Executive Committee meeting needs to be called or if it can be handled by e-mail and phone conversation. Informal contact with DOE and others may be appropriate for information gathering. It may be useful for the ORSSAB staff to set up a conference call for the Executive Committee. If the Executive Committee determines that a special board meeting may be appropriate, it will recommend it to DOE for concurrence. This may be by e-mail, phone, or face-to-face meeting, as appropriate. The decision shall be documented in minutes prepared by staff.
- 3. Approval/Concurrence.** The ORSSAB Chair shall obtain concurrence from the ORSSAB Deputy Designated Federal Officer.
- 4. Initial Notification.** Initial notification will be made to the entire board and DOE-Oak Ridge EM, Tennessee Department of Environment and Conservation, and Environmental Protection Agency personnel, as appropriate. This would include the basic nature of the event or issue for which the special meeting is being planned and include the information available at that time. In the interest of timeliness this notification should be made as soon as practical after the decision to have the meeting has been made.

5. **Meeting Planning.** The Executive Committee and DOE, in coordination with ORSSAB staff, will:
 - A. Set the date and time.
 - B. Determine and invite speakers/panel members, etc.
 - C. Arrange for an appropriate facility to hold the meeting.
 - D. Develop an agenda and outline for the meeting.
 - E. Identify the ORSSAB spokesperson who will have primary responsibility for the event.
 - F. Arrange for video taping, if possible, to record the meeting.
 - G. Arrange for television, radio, internet, and newspaper advertising.
 - H. Coordinate volunteers from the board to assist with the meeting.
6. **Meeting Execution.** Meeting minutes shall be taken and submitted to the board. The minutes should cover key issues raised, and any pending issues should be documented.
7. **Board Action.** The board shall determine whether follow up action or a formal recommendation should be submitted to DOE. This may include recommending that the video recording of the special meeting be aired on local public access television stations.

All actions associated with the special called meeting must be done well and in a timely, pertinent, and factual manner.