

# PORTSMOUTH SITE SPECIFIC ADVISORY BOARD

## ANNUAL WORK PLAN

### Fiscal Year 2024



The attached SSAB Work Plan has been agreed upon by U.S. Department of Energy and the Portsmouth Site Specific Advisory Board on Date X, 2023:

PORTS  
SSAB



U.S. DEPARTMENT OF  
**ENERGY**

Jody Crabtree  
PORTS EM SSAB  
Board Chair  
*Signature on File*

Mr. Jody Crabtree, Board Chair  
Portsmouth SSAB

Jeremy D. Davis  
Portsmouth Site Manager  
Portsmouth/Paducah Project  
Office  
*Signature on File*

Mr. Jeremy Davis, DDFO  
Department of Energy Portsmouth Site

## INTRODUCTION

The Portsmouth Gaseous Diffusion Plant (PORTS) Site Specific Advisory Board (SSAB) is a stakeholders' board, chartered to provide advice and recommendations to the U.S. Department of Energy (DOE) on decontamination and decommissioning, environmental remediation, waste management, and related issues at the Portsmouth Site. The Portsmouth/Paducah Project Office (PPPO) manages the Environmental Management (EM) activities in Portsmouth.

The SSAB is comprised of volunteers, chosen to reflect the diversity of gender, race, occupation, views, and interests of persons living near the Portsmouth Site. The board is committed to reflecting the concerns of the communities impacted by the environmental management of the plant site. Besides DOE, the Ohio Environmental Protection Agency (OEPA) and the Ohio Department of Health (ODH) are represented in an advisory capacity.

The scope of the SSAB is to provide advice and recommendations concerning the following EM site-specific issues: environmental restoration; waste management; recycling; future land use and long-term stewardship. The Board may also be asked to provide advice and recommendations on any other EM projects or issues.

The Board meets to hear presentations by persons working on relevant environmental management topics, listen to and discuss input from citizens, consider recommendations developed by the PORTS SSAB subcommittees, and perform other business. The Board strives for consensus in reaching decisions and conducts business under a set of bylaws, standing rules, and special rules of order, which incorporate the principles of *Robert's Rules of Order*.

This Work Plan addresses the SSAB priorities for the 2024 Fiscal Year. Although the Board intends to structure its activities to focus on the priority projects, it is understood that other topics may present themselves that could result in deviation from the Work Plan. A prescribed process is followed to alter the SSAB work plan with alterations accepted and approved by both the SSAB and DOE.

## SSAB ADMINISTRATIVE BOARD MEETINGS

SSAB administrative meetings are intended to communicate the business of the SSAB and to discuss and vote on recommendations to be submitted to DOE. In addition, Deputy Designated Federal Official (DDFO) comments will be made in the form of a presentation intended to brief SSAB members of recent developments and provide site highlights and accomplishments.

SSAB meetings will also be the forum for educational presentations that complement the working session or site management matters. Examples of suggested topics for presentations may include the annual budget process and risk education.

PORTS SSAB 2023- 2024 Meeting Schedule	
Month	
September 7, 2023 <b>Board Meeting</b>	-Site Update/ Contracting Strategy
October 5, 2023	<b>FALL EM SSAB CHAIRS MEETING</b> – Oak Ridge -Site Strategic Vision/ PBIs
November 2, 2023 <b>Board Meeting</b>	-Chairs Meeting Products -Workplan -Bd Leadership -Site Interns Program -ASER
December 7, 2023	December Educational Session: Contractor Community Involvement Update
January 4, 2024 <b>Board Meeting</b>	<b>DDFO:</b> funding and budgeting update and site spending priorities; baseline projections
February 1, 2024	Budgeting Tabletop Exercises
March 7, 2024 <b>Board Meeting</b>	DOE/OEPA/ODH co-located monitoring overview
April 4, 2024	<b>SPRING EM SSAB CHAIRS MEETING</b> – Portsmouth -DOE Website Activity Review
May 2, 2024 <b>Board Meeting</b>	Chairs Meeting Products SODI Site Master Plan
June 6, 2024	Future Use Panel
July 2024	Site Vision Tour
August 1, 2024	Board Planning Session - <b>DDFO:</b> Site Update -SSAB plans

PORTS SSAB will establish an Executive Committee to help with updating Board Operating Procedures, membership recruitment efforts, and the annual funding request recommendations.

## PORTS SSAB 2023- 2024 Workplan Topics and Deadlines for DOE Recommendations

February 2024	<b>Work Plan Item:</b>	Portsmouth Site Budget, Funding Priorities and Site IPL
	<b>Briefing Provided:</b>	February 2024
	<b>Recommendation/Deadline:</b>	March 2024
		<p><u>Background:</u> DOE submits its budget justification during the month of March. DOE will provide an update on the FY 2026 budget and Integrated Priority Listing for the PORTS site.</p> <p><u>CAB Scope:</u> The SSAB will be asked to provide a budget prioritization recommendation that helps align funding projections with DOE cleanup needs and community interests.</p>
March 2024	<b>Work Plan Item:</b>	Future Use Panel
	<b>Briefing Provided:</b>	June 2024
	<b>Recommendation Deadline:</b>	August 2024
		<p><u>Background:</u> As DOE-PORTS begins making plans for closing out the cleanup mission, the SSAB is asked to provide insight on how to coordinate cleanup priorities with the community's future use plans.</p> <p><u>SSAB Scope:</u> The SSAB will be asked to provide input on the DOE's path forward, D&amp;D and remediation plans, as well as property transfer goals in an effort to coordinate with community future use interests and plans.</p>