Hanford Advisory Board Member Orientation
February 7, 2013

Jeff Frey, Department of Energy – Richland Operations Office
Tiffany Nguyen, Department of Energy – Richland Operations Office
Dennis Faulk, U.S. Environmental Protection Agency
Jane Hedges, WA State Department of Ecology
Steve Hudson, Hanford Advisory Board Chair
Susan Hayman, EnviroIssues
QUIZ

1. How does the DDFO support the HAB?

2. What does the Federal Coordinator do?
Who We Are...

- **Department of Energy – DOE-RL and DOE-ORP**
  - Jeffrey Frey, Deputy Designated Federal Officer (DDFO)
  - Tiffany Nguyen, Federal Coordinator
    - Support:
      - Barbara Wise, Mission Support Alliance (supports DOE-RL)
      - Sharon Braswell, Mission Support Alliance (support DOE-ORP)
- **Washington State Department of Ecology**
  - Jane Hedges, Nuclear Waste Program Manager
  - Dieter Bohrmann, Communications Manager for Ecology’s Nuclear Waste Program
- **Environmental Protection Agency**
  - Dennis Faulk, Hanford Program Manager
  - Emerald Laija, Environmental Scientist
- **Hanford Advisory Board**
  - Steve Hudson, Chair
  - Susan Leckband, Interim Vice-Chair
Purpose

To provide an overview of the Hanford Advisory Board; its creation, mission, makeup, processes and expectations
Topics Include

• Background
• Mission and framework
• Who the members are and how are they appointed
• Members’ roles and responsibilities
  – Committees, issue managers
  – Board advice process
• Who supports the HAB and how
History

• *Convening Report on the Establishment of an Advisory Board to Address Hanford Cleanup Issues* (1993)

• January 1994, first Hanford Advisory Board meeting

• Environmental Management-Site Specific Advisory Board (EM SSAB) established to directly involve stakeholders in EM decisions (1994)

• EM SSAB is a Federal Advisory Committee Act Board

• Today, eight local advisory boards are chartered under EM SSAB umbrella charter

  Hanford    Oak Ridge (TN)
  Idaho      Paducah (KY)
  Northern New Mexico  Portsmouth (OH)
  Nevada     Savannah River (SC)
Mission of the Board

- Provide advice and recommendations to the Tri-Party Agreement agencies and EM on site-specific major cleanup policy issues
  - Goal is consensus advice and recommendations
- Represent and communicate the diversity of views of members’ constituents
- Keep public informed on key issues, upcoming decisions and Board recommendations
QUIZ

What 3 documents provide the framework for the HAB?
HAB Governance

• EM SSAB Charter (and Guidance)
• Memorandum of Understanding (MOU) among the Environmental Protection Agency, and the Washington State Department of Ecology
• HAB Operating Ground Rules

MOU and Operating Ground Rules and can be found at www.hanford.gov/?page=449
QUIZ

1. How many seats make up the HAB?

2. Which seats are nominated by the TPA agencies?
Make Up of the Board

Member and alternate for each of the 32 seats representing diverse, affected interests

• 7 Local governmental interest
• 1 Business interest from Tri-Cities Area
• 5 Hanford workforce
• 1 Local environmental interest
• 5 Regional citizen, environmental, and public interest organizations
• 2 Local and regional public health concerns
• 3 Tribal government
• 2 State of Oregon
• 2 University
• 4 Public at Large
HAB Membership Appointment and Reappointment Process

• Two-year appointments
• Appointments are staggered – each year half of seats are re-appointed/appointed
• Members and alternates nominated by nominating official of the interest groups or organizations (nomination forms are sent to DOE-RL)
  – Public-at-large and non-union, non-management seats are nominated by the Tri-Party Agreement agencies
• Members and alternates complete applications (applications are sent to DOE-RL)
• Membership package sent to DOE-HQs (DOE-HQ’s process requires 4-6 months)
QUIZ

1. Where can you find the conflict of interest policies that are applicable to the HAB?

2. Is it ok to engage in discussion or contribute to the crafting of advice about something you or your constituent could benefit from?
Conflict of Interest Policy

• Existing rules applicable to HAB:
  – HAB Operating Ground Rules
  – DOE Manual 515.1-1 on the Advisory Committee Management Program
  – EM Site Specific Advisory Board Guidance
    • We will be adding these documents to the HAB webpage
• If you might financially benefit from draft advice, you must recuse yourself from the advice discussion and Board decision-making process.
• If the company, organization, or agency you represent might financially benefit from draft advice, you must recuse yourself from the advice discussion and Board decision-making process.
QUIZ

1. Who do you contact with questions about traveling to attend Board or committee meetings?

2. For members outside of the Tri-Cities area, can you travel to attend HAB meetings, and then submit your travel request?
Travel Authorization

DOE-RL Point of Contact:

– Sue Avery (509) 376-4484

• Travel request must be submitted prior to travel date
• Travel must be pre-approved to be reimbursed
HAB Committees

- Committees (HAB Process Manual)
  - Technical committees
    - River and Plateau (RAP)
    - Tank Waste (TWC)
  - Cross-Cutting committees
    - Budget and Contracts (BCC)
    - Health, Safety and Environmental Protection (HSEP)
    - Public Involvement and Communications (PIC)
- Can “officially” be members of two, plus PIC
- Executive Issues Committee (EIC) – Board and committee chairs & vice-chairs
- Committee of the Whole
Issue Manager Roles & Responsibilities

• Work on behalf of the committee with approval from the committee and committee leadership
• Conduct background research and frame topics for committee discussions
• Work with the TPA agency committee liaisons to access agency personnel
Issue Manager R&R (cont’d)

• **Research and track issues** to frame for committee
• Serve as communication **point-of-contact** between agencies and the committee
• **Actively share** issue-related work and information
• **Identify appropriate and knowledgeable individuals** for issue presentations -- agency staff, Board members, or other experts
• **Develop draft advice** for committee review and refinement
Advice Development Process

The Board operates by consensus to determine advice the Board as a whole wishes to convey on selected major policy issues.

- Committee consensus required (generally)
- Silence indicates consent

**Committee**

- Provide advice context and key principles
- Feedback on key principles, new concepts, significant changes
- Issue manager(s) and others work with facilitator to incorporate Thursday's changes into Friday final draft.

**Board -- Thursday**

- Final review and wording changes
- If no consensus within allocated time, advice goes back to committee or Board proceeds with majority/minority process
- Final editing and signature

**Board -- Friday**

HAB Web Resources

• Hanford Advisory Board - DOE Site
  http://www.hanford.gov/page.cfm/hab

• Hanford Advisory Board SharePoint Site
  http://hab.sharepointspace.com
HAB Calendars

- Overview calendar
- HAB Meeting Calendar (DOE Website)
- SharePoint Site Calendar
HAB SharePoint Site

• Internal, collaborative workspace for the Hanford Advisory Board (HAB) members and alternates
  – Select TPA agency representatives will also have access to this password-protected site

• View and track draft meeting agendas and summaries, and share and edit draft advice and other draft HAB products

• Not intended to duplicate material housed on DOE’s HAB website. Final documents posted on the DOE HAB website will be linked on this SharePoint site
Facilitation and Administrative Team

• Contracted services through EnviroIssues (Seattle)

• Team members include:
  – Tammie Gilley, Administrative Assistant (Richland)
  – Susan Hayman, Lead facilitator (Boise)
    • Board; BCC, EIC, HSEP, and PIC Committees
  – Hillary Johnson, Co-Facilitator (Seattle)
    • RAP and TWC Committees
  – Nicole Addington and Abby Chazanow, note takers (Seattle)
EnvirolIssues – Local Office

- Board members can access HAB information and a computer and printer at the local office
- Repository and administrator of HAB files
  - Printed copies of the meeting materials and handouts pre-2011
  - Printed and electronic copies of meeting materials and most handouts/presentations from January 2011 forward
  - HAB advice
  - Any relevant correspondence both incoming and outgoing
BACKGROUND
Where to go for help

- Questions about the Board/agendas = Call Steve Hudson or Susan Hayman
- Questions about committees/agendas = Call Susan Hayman or Hillary Johnson
- Questions about travel = Call Susan Avery
- Questions about materials, meeting locations, any administrative function = Call Tammie Gilley
- Questions about meeting summaries = Email HAB Facilitation Team
- To arrange to talk to agency personnel regarding issue manager work = Call the appropriate agency liaison
Contact Information

- Tifany Nguyen, DOE-RL
  509-376-3361
  tifany.nguyen@rl.doe.gov

- Susan Avery, DOE-RL
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- Dieter Bohrmann, Ecology
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- Emy Laija, EPA
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- Sharon Braswell
  509-376-9292
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- Barbara Wise
  509-372-3269
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- Steve Hudson, HAB Chair
  509.942.1906 (Richland Office)
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- Susan Hayman, EnvirolIssues
  208.385.0128
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- Hillary Johnson, EnvirolIssues
  206.708.2679
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- Tammie Gilley
  Local Project Office (EnvirolIssues)
  713 Jadwin Avenue, Suite 3
  Richland, Washington 99352
  509.942.1906
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- HAB Facilitation Team
  habfacilitationteam@enviroissues.com
HAB “Seasons”

- February – Committee leadership nominations
- April – Committee leadership selection
- May – Annual leadership retreat
- June – Preliminary Board and agency priorities
- September
  - Board leadership selection
  - Annual TPA agency updates
  - Finalize Board and agency priorities