

# Hanford Advisory Board Member Orientation February 7, 2013

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Jane Hedges, WA State Department of Ecology

Steve Hudson, Hanford Advisory Board Chair

Susan Hayman, EnviroIssues



# QUIZ

- 1. How does the DDFFO 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](http://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

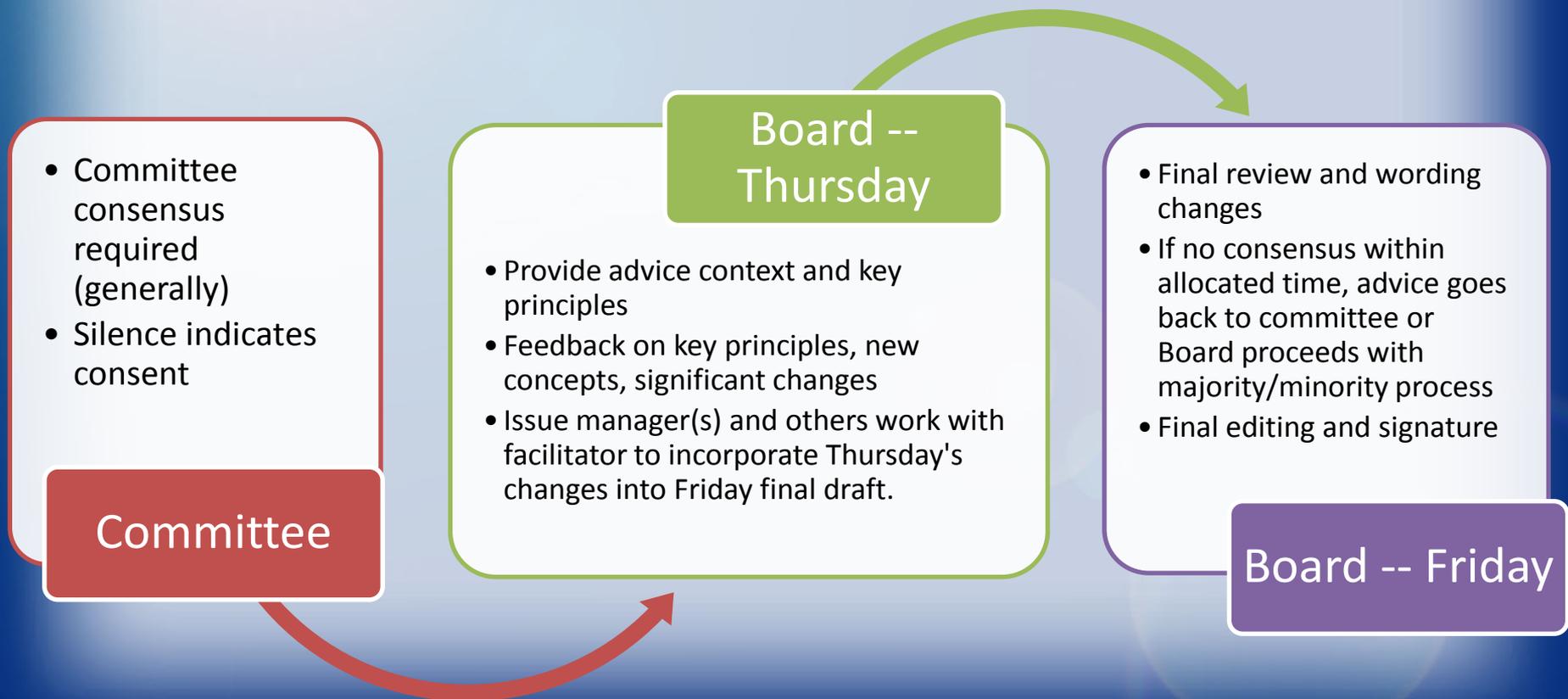
- **Work on behalf of the committee** with approval from the committee and committee leadership
- **Conduct background research and frame topics** for committee discussions
- **Work with the TPA agency committee liaisons** to access agency personnel

# 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.



# 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)

# EnviroIssues – 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

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# 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