

# **Office of Environmental Management High-Level Waste Corporate Board Charter**

## **Purpose**

This Charter establishes the High-Level Waste (HLW) Corporate Board, (hereinafter referred to as the 'Board') within the Office of Environmental Management (EM). The Board will serve as a consensus building body to integrate the Department of Energy (DOE) HLW management and disposition activities across the EM program and, with the coordination and cooperation of other program offices, across the DOE complex. The Board will identify the need for and develop policies, planning, standards and guidance and provide the integration necessary to implement an effective and efficient national HLW program. The Board will also evaluate the implications of HLW issues and their potential impact across the DOE complex and recommend solutions to senior EM management. The types of activities that the Board will consider include, but are not limited to: tank closure plans; technical reviews to support the project management process; waste determination technical issues; strategies for ensuring disposal paths; policy for interacting with the Office of Civilian Radioactive Waste Management, the Environmental Protection Agency, and the Nuclear Regulatory Commission; and acceptable methodology for ensuring consistency in the preparation of performance assessments, technology and technical issues reviews. The Board advises and provides actionable recommendations to senior EM management.

## **Membership**

The following are standing Members of the Board:

- Deputy Assistant Secretary (DAS) for Engineering and Technology, EM-20 (Chair)
- Director for the Office of Waste Processing, EM-21 (Deputy Chair and Executive Secretary)
- Deputy Assistant Secretary (DAS) for Regulatory Compliance, EM-10 (Member)
- Deputy Assistant Secretary (DAS) for the Office of Safety Management and Operations, EM-60 (Member)
- A person from the Office of River Protection (ORP), Savannah River, Idaho, and Richland and who has approval of the respective Deputy Site Manager. (Members, as appropriate to the issue)
- Senior Representative from the Chief Operations Office, EM-3 (Member)
- Senior Representatives from Savannah River (SRNL), Pacific Northwest (PNNL), Idaho (INL) and Oak Ridge National (ORNL) Laboratories (Advisors)

- Senior Contractor Representatives from each of the field offices described above, as appropriate (Advisors).
- Senior Representative from Office of Civilian Radioactive Waste Management (RW) (Advisor).
- Senior Representative from the Office of Nuclear Energy (Advisor)

Core technical support for Board activities will be managed by the Executive Secretary, who will coordinate national laboratory and other resources to perform the reviews, analyses, and assessments that provide the technical rationale to support Board recommendations.

Members of the Board are expected to be competent in the technical evaluation of the documentation to be reviewed, possess expertise in policy analysis, and hold positions that authorize them to act on behalf of their respective organizations.

Other advisory participants may be included as the need arises, such as representatives from the Oak Ridge Office, Consolidated Business Center, West Valley, and General Counsel, for applicable issues.

### **Process for Membership and Advisor Selection**

The Chair may add or remove positions on the Board as program activities warrant. Membership will be changed by the Chair to reflect such changes.

1. Filling Vacancies: The Chair will contact the site's senior EM Field Office Manager for recommendations for a DOE and Contractor representative. The EM Field Office Manager (or senior EM official) will recommend a replacement Member on the Board to the Chair. Upon agreement, the new Member of the Board will be seated. The DOE Board Member for the site also may recommend a contractor advisor to the Chair.
2. Resignations: No Board Member or Advisor may resign without providing written notice to the Executive Secretary. The resignation will take effect upon receipt by the Members of a resignation notice, or at such later time as shall be specified in the notice.

### **Officers and Duties**

1. Chair
  - a. Establishes, implements, and maintains the EM HLW Corporate Board vision, mission, goals, and objectives.
  - b. Has final approval on all actions the Board undertakes.

- c. Directs the work of the Executive Secretary to ensure that operations of the Board are consistent with the needs and requirements of the Board.
  - d. Serves as the Board spokesperson.
2. Deputy Chair and Executive Secretary
    - a. Monitors the performance against approved goals and objectives and makes appropriate recommendations to the Board.
    - b. Serves as Chairperson of the Board in the absence of the Chair.
    - c. Sets up Board meetings.
    - d. Notifies participants of Board meetings.
    - e. Assists Chair in Board meeting agenda development and approval by the Chair.
    - f. Prepares a 3- to 12-month “look ahead” and presents it at each meeting to define major upcoming issues, decisions, and actions to foster more proactive planning and integration across site HLW programs.
    - g. Maintains Board records, and prepares and issues Board meeting notes.
    - h. Tracks issues and work of Board committees.
    - i. Tracks integrated schedule changes.
    - j. Provides progress report of the work of the Board.
    - k. Provides facilitation and logistic support for the Board.
    - l. Establishes the necessary team of technical experts to develop the technical rationale for Board recommendations.

### **Board Member Roles and Responsibilities**

1. Provides solutions, ideas, and suggestions to issues that affect the vision, mission, and goals of EM HLW management.
2. Actively participates in Board activities and regularly attends Board meetings.
3. Assists the Chair to implement and prioritize issues and initiatives.
4. Brings knowledge of and is prepared to discuss site perspectives and plans for HLW management, including use of EM treatment and disposal assets as well as use of commercial facilities, consistent with DOE policy.
5. Monitors, reviews, and recommends appropriate performance metrics that arise from changes to the schedule.

6. Champions and communicates recommendations at their individual sites.

### **Advisors**

Advisors will be recommended by each of the national laboratories and approved by the Chair. Additional advisors may be appointed by the Chair to assist the Board with specific planning and technical activities. Advisors may be Federal or non-Federal persons including, but not limited to, experts in project management, budgeting, waste retrieval, pretreatment and treatment, vitrification, disposal and tank closure activities. Advisors may provide technical advice directly to the Chair or the Board as approved by the Chair.

### **Quorum**

Normally the attendance or participation of regular Members shall constitute a quorum of the Board. Notwithstanding the foregoing, if a Member fails to attend a meeting for which proper notice has been given, and the absence is reasonably excused due to emergency or other critical situations, then a simple majority of Board Members and the Chair or Deputy Chair shall constitute a quorum.

### **Meetings**

1. Board meetings will be open, and commercial firms offering services or technologies relevant to the issues before the Board may be invited by the Board, as appropriate, to participate. While staff personnel may attend meetings, if requested by one of the Board Members, their participation should be limited, and they are not permitted to vote or sign documents for their Member.
2. Special meetings of the Board may be called by the Chair to address specific topics that may apply only to a single site. The Chair will determine the appropriate participation in these cases.
3. Meeting Frequency: The Board meets at least twice annually in person, or as necessary, to provide oversight and strategic planning for the HLW program. Additional meetings may be called by the Chair and may be conducted by electronic media.
4. Notice of Meeting: Written notice of Regular or Special Meetings stating the place, day, and hour of the meeting and the purpose or purposes for which the meeting is called shall be delivered by the Executive Secretary no less than 10 days, but, no more than 30 days before the date of the meeting by electronic or regular mail.

5. Format: Meeting agendas will be designed to encourage interactive discussion and minimize time spent for presentations. Consideration shall be given to breakout sessions for individual site meetings with the Chair and Deputy Chair around the formal meeting time.

### **Issue Resolution and Change Process**

1. An issue may be brought before the Board by a variety of sources including Board Members, Site Managers, EM Managers, Advisors, etc.
2. A request for the Board to consider an issue is submitted to the Executive Secretary. Upon approval of the Chair, issues are placed on the Board agenda.
3. Semi-annually, or more frequently (if required), the Board will prioritize all issues under their consideration.
4. The Board will review an issue and may:
  - a. direct further study;
  - b. ask for more information;
  - c. select technical advisors and/or form a subcommittee to prepare advice for the Board and the Board will establish a point-of-contact from the Board for the subcommittee; and
  - d. make a consensus recommendation (a formal request is prepared by the Executive Secretary documenting the Board's recommendation for submittal to the Chair).
5. Board Members are responsible for ensuring implementation of the change at their respective sites.

### **Board Decision Making and Dispute Resolution Process**

The Board will make consensus recommendations to the Chair. Consensus is defined as general agreement or accord. Simply, this means that each Board Member is comfortable with the recommendation, even if it may not be his or her first choice. For Board purposes, consensus will mean two thirds of the assigned voting Members for a regular meeting. However, from time to time, the Board may not be able to reach consensus. On those rare occasions, the Board will direct the Executive Secretary to prepare a majority and minority report summarizing the Board's concerns and issues.