

**MEMORANDUM OF AGREEMENT BETWEEN
THE OFFICES OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT,
ENVIRONMENTAL RESTORATION AND WASTE MANAGEMENT, AND
DEFENSE PROGRAMS, CONCERNING THE TRANSPORTATION EXTERNAL
COORDINATION WORKING GROUP'S INVOLVEMENT WITH
DOE RADIOACTIVE MATERIALS TRANSPORTATION ACTIVITIES**

Introduction

This Memorandum of Agreement (MOA) establishes the working relationships among the DOE parties for involving stakeholders in the enhancement of the DOE effort to carry out transportation safety and emergency preparedness activities related to radioactive materials shipments.

The DOE Offices who are parties to this MOA are: RW-40, Office of Storage and Transportation, EM-20, Deputy Assistant Secretary for Compliance and Site Integration, EM-30, Office of Waste Management, DP-20, Deputy Assistant Secretary for Military Applications including program offices of each of these departmental elements who are involved with the transportation of radioactive materials and others as appropriate.

Background

In January 1992, EM and RW signed an MOA with the objective of jointly addressing transportation emergency preparedness issues and the requirements of Section 180(c) of the Nuclear Waste Policy Act as amended. A key feature of the MOA was the establishment of the Transportation External Coordination Working Group (TEC/WG). The TEC/WG was comprised of state, tribal, local officials and representatives of industry and professional groups interested in safety and emergency preparedness aspects of radioactive materials transport.

The objective was to solicit the aid of various stakeholder groups in resolving common transportation issues, and focus and coordinate the DOE program efforts. The output of the TEC/WG was intended to be used by the Transportation Emergency Preparedness Program, the Transportation Management Program, the Office of Waste Management, and the Office of Civilian Radioactive Waste Management Program in support of their particular plans.

DOE and the TEC Working Group found a cooperative effort was needed for a broader range of issues than just the implementation of Section 180(c) and transportation emergency response. It was also apparent that the issues affected not only RW and EM but several other DOE shippers. It was determined therefore that DOE and the TEC Working Group will also address all of those activities involved in the safe transportation of radioactive materials and the MOA should be expanded to reflect the current scope of the TEC/WG effort and the additional DOE organizations involved.

Objectives

DOE, through the TEC Working Group, will interact with organizations at the state, tribal, and local level as well as national, regional, professional, and industry organizations to enhance DOE's transportation emergency preparedness and safety activities specifically related to radioactive materials shipments. TEC/WG meetings are convened twice a year.

Responsibilities

The TEC/WG responsibilities of each participating DOE office are outlined below. Detailed DOE responsibilities are included as Appendix A.

- OCRWM
 - co-chair the TEC Working Group
 - fund participation of those TEC members who have cooperative agreements with RW
 - coordinate the internal DOE planning for TEC activities
 - chair the TEC meetings
- EM
 - co-chair the TEC Working Group
 - fund participation of those TEC members, who do not receive funds from RW
 - maintain the TEC Work Plan
 - provide administrative and logistical support for the TEC meetings
- All
 - designate a DOE lead who will attend all TEC meetings
 - designate a contractor lead who will provide support as agreed upon by DOE leads.
 - prepare and implement task plans on tasks agreed to by the TEC and the DOE
 - provide comments on materials submitted for review by the co-chairs.
 - assist in maintaining the Work Plan

Procedures

Internal DOE procedures for implementing the responsibilities outlined above are found in Appendix A to this MOA. Updates of the procedures will be made once a year, if needed.

Revisions

This MOA will be reviewed annually by all parties and revised as required.

SIGNED Ronald A. Milner DATE 12-9-93
Ronald A. Milner
Associate Director
RW-40, Office of Storage and Transportation

SIGNED Randall Scott DATE 2/23/94
Randall Scott
Deputy Assistant Secretary
EM-20, Deputy Assistant Secretary for Compliance and Site Integration

SIGNED Jill E. Lytle DATE 2/2/94
Jill E. Lytle
Deputy Assistant Secretary
EM-30, Office of Waste Management

SIGNED Charles J. Beers, Jr. DATE 3/11/94
Charles J. Beers, Jr., RADM
Deputy Assistant Secretary
DP-20, Deputy Assistant Secretary for Military Application

APPENDIX A

PROCEDURES FOR INTERNAL DOE COORDINATION OF ACTIVITIES ASSOCIATED WITH THE TEC WORKING GROUP

These procedures expand on the commitments made in the Memorandum of Agreement (MOA) between the program offices within DOE establishing the Transportation External Coordination Working Group (TEC/WG).

Responsibilities of the Office of Civilian Radioactive Waste Management (OCRWM)

1. CO-CHAIR THE TEC WORKING GROUP; LEAD CHAIRPERSON
 - Co-signs all TEC/WG letters.
 - Finalizes agenda for each TEC/WG meeting.
 - Briefs senior managers, other Federal agencies, and staff on status of TEC/WG activities.
 - Monitors progress of Task Plans.
 - Acts as point of contact for external parties.

2. FUND THOSE TEC/WG MEMBERS WHO HAVE COOPERATIVE AGREEMENTS WITH RW
 - Determine the external parties that will be funded to attend.
 - Funding includes travel and per diem.
 - Groups include: Western Interstate Energy Board, Southern States Energy Board, Midwestern Office of the Council of State Governments, National Congress of American Indians, National Conference of State Legislators, Conference of Radiation Control Program Directors, Commercial Vehicle Safety Alliance.

3. COORDINATE INTERNAL DOE PLANNING FOR TEC/WG ACTIVITIES
 - Prepares the TEC/WG Process Plan.
 - Prepares the internal DOE TEC/WG coordination procedures.
 - Prepares and updates the MOA.
 - Prepares and updates the TEC/WG Charter.
 - Chairs the monthly TEC/WG Planning meetings.

4. DESIGNATE DOE PARTICIPANTS WHO WILL ATTEND ALL TEC/WG MEETINGS
 - Chairperson, Susan A. Smith
 - Transportation Branch Chief, Steve Gomberg
 - Transportation Staff Member, Elissa Turner

5. DESIGNATE CONTRACTOR LEADS WHO WILL PROVIDE SUPPORT
 - Scot Mackey, TRW - lead for general support to chairperson
 - Pete Bolton, Weston - senior advisor to chairperson

6. PREPARE AND IMPLEMENT TASK PLANS AS ASSIGNED
 - Develop and revise task plans as needed.
 - Direct contractors and provide funds to implement tasks.
 - Report progress on tasks at monthly TEC/WG planning meetings.

7. ASSIST IN MAINTAINING THE WORK PLAN
 - Review and provide input when requested.
 - Receive input from external parties and assist in incorporating into the plan.
 - Act as the lead in the area of Inspection and Enforcement.
 - Act as the lead in the area of Technical Assistance.

8. MISCELLANEOUS
 - Provide comments on materials submitted for review by the chair or other programs.
 - Provide names, addresses, and phone and fax numbers of DOE and contractor TEC/WG participants to the TEC/WG master participant list.
 - Provide DOE and contractor support for the monthly planning meetings.
 - Provide DOE and contractor support for the TEC Working Group meetings.
 - Provide copies of RW documents needed for meetings.

Responsibilities of Office of Environmental Restoration and Waste Management - Office of Special Programs

1. CO-CHAIR THE TEC WORKING GROUP
 - Co-signs all TEC\WG letters.
 - Assists in finalizing the agenda for each TEC Working Group Meeting.
 - Briefs senior managers, other Federal agencies, and staff on TEC/WG activities.
 - Monitors progress of Task Plans.

2. FUND THOSE TEC MEMBERS, AS NEEDED, WHO DO NOT RECEIVE FUNDS FROM RW
 - Determine the external parties that will be funded to attend.
 - Funding includes travel and per diem.
 - Groups include those not listed for RW.

3. BE THE ADMINISTRATIVE AND LOGISTICAL LEAD FOR THE TEC MEETINGS
 - Be the lead on all TEC/WG meeting arrangements.
 - Determine the location and dates.
 - Coordinate displays, registration materials, and handouts.
 - Maintains the TEC/WG Work Plan and Binder.

4. DESIGNATE A DOE LEAD FROM EACH OFFICE WHO WILL ATTEND ALL TEC WORKING GROUP MEETINGS
 - Co-chairperson, Judy Holm
 - Transportation Management Division, Larry Blalock
 - Emergency Management Division, Wally Weaver

5. DESIGNATE CONTRACTOR LEADS WHO WILL PROVIDE SUPPORT
 - Ron Falkey, BDM
 - Tim Dantoin, Waste Policy Institute
 - Wendy Morgan, Waste Policy Institute
 - Cheryl Lopez, BDM

6. PREPARE AND IMPLEMENT TASK PLANS AS ASSIGNED
 - Develop and revise task plans as needed.

- Direct contractors and provide funds to implement tasks.
- Report progress on tasks at monthly TEC planning meetings.

7. MAINTAIN THE TEC WORK PLAN

- Develop and revise the Work Plan as needed and provide copies to the Working Group members.
- Develop and update TEC binders as needed and provide copies to the Working Group members.
- Incorporate input from external parties when it is determined to utilize the input.
- Act as the lead for tasks under the following areas:
 - Public Information - J. Holm
 - General Planning - J. Holm
 - Safe, Routine Transport - L. Blalock
 - Emergency Management - W. Weaver
 - Training - W. Weaver

Responsibilities of Other Program Office Members

1. DESIGNATE A DOE LEAD WHO WILL ATTEND ALL TEC/WG MEETINGS
2. DESIGNATE A CONTRACTOR LEADS WHO WILL PROVIDE SUPPORT
3. PREPARE AND IMPLEMENT TASK PLANS AS ASSIGNED
 - Develop and revise task plans as needed.
 - Direct contractors and provide funds to implement tasks.
 - Report progress on tasks at monthly TEC/WG planning meetings.
4. MISCELLANEOUS
 - Determine the external parties that will be funded to attend.
 - Provide comments on materials submitted for review by the chair or other programs.
 - Provide names, addresses, phone and fax numbers of DOE and contractor TEC/WG participants to the TEC/WG master participant list.
 - Provide DOE and contractor support to the monthly planning meetings.
 - Provide DOE and contractor support for the TEC Working Group meetings.
 - Provide copies of documents needed for meetings.