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*Northern New Mexico Citizens' Advisory Board to the
Department of Energy/Los Alamos National Lab
c/o Northern New Mexico Community College
1002 North Oñate Street
Española, NM 87532*

MEMORANDUM

TO: NNM CAB Members
FROM: Brenda Karlstrum, SCIENTECH, Inc.
DATE: July 2, 1996

The next meeting for the NNM CAB is Tuesday, July 9, 1996. Please mark your calendar if you haven't already. I will contact you on Monday prior to the meeting to remind you.

The attached information includes: (Action items are bolded.)

July 9th Agenda, meeting materials include:

Roberta Shaw Proposal

Proposed Amendment to Operating Procedures

Meeting Minutes from May 15, for your records

Meeting Minutes from June 4, **for approval at meeting**

Meeting Minutes from June 18, for approval at meeting

Meeting Minutes from June 29, for your information

Land Transfer Recommendation, for your information

Current Mission Statement and Operating Procedures, for your records

Upcoming Meetings include:

Workshop, Saturday, July 13, 9:00 a.m., Location: NNMCC

Public Participation/Science Education Subcommittee, Monday, July 15, 6:00-7:30 p.m., Location: NNMCC, Small Conference Room

ER/WM Subcommittee, Tuesday, July 16, 6:00 - 7:30 p.m., Location: Hank Daneman's Office, 1304 Calle Ramon, Santa Fe

Thanks!



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**Northern New Mexico Citizens' Advisory Board
to the
Department of Energy/Los Alamos National Laboratory
Agenda**

**July 9, 1996
6:30 to 9:30 PM**

Northern New Mexico Community College

- I. Call to Order - Antonio Delgado, Ph. D
 - 1. Welcome
 - 2. Approval of Agenda
 - 3. Approval of Minutes June 18 CAB Meetings.
- II. Public Comments*
- III. Break
- IV. Old Business
 - A. Review of Code of Conduct
- V. New Business
 - 1. New business from members
 - A. Roberta Shaw Unsolicited Proposal
 - B. Proposed Amendment to Operating Procedure, Glenn Lockhart
 - 2. Subcommittee Reports
 - A. Environmental Management Hank Daneman
 - B. Individual Issues Robert Castille
 - C. Executive Committee Carl Tsosie
 - D. Science Education/Public Participation Dolores Salazar
- VI. Adjourn

*** IF YOU WOULD LIKE TO MAKE A PUBLIC COMMENT, PLEASE SIGN UP AND THE CHAIRPERSON WILL CALL YOU IN ORDER.**

The information contained within this proposal and the research related to this proposal is of a proprietary nature. The proposal is being made available to members of the Northern New Mexico Citizens' Advisory Board for the sole purpose of their evaluation. Any other use or disclosure to other parties without prior written permission from the author, Roberta J. Shaw, is prohibited.

RJS

Robert J. Johnson
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**Proposal for Northern New Mexico
Citizens' Advisory Board**

June 26, 1996

Background

- Publications and research related to models for including social values in technical decision making.

- Risk Analysis
- Cost-Benefit Analysis
- System Studies
- Health and Safety
- ➡ • Social Value Assessment

Understanding of Needs

- Clarification of expectation and purpose.
- Prioritization of and focus on issue topics.
- Decision making process that is structured and produces a roadmap for future reference.

Discussion of Phase I

- See Table I: Summary Description of Phase I, page 2.

- Deliverables:**
- Constraint Definition.
 - Abbreviated Policy Analysis/Impact.
 - Perceptions of Purpose and Expectation.
 - Issue List.
 - Ranking of Issues.
 - Recommendations.

Approach, Time and Costs

- See Table II: Description, Activity, and Time Estimates, page 4.
- Estimate 190 to 303 hours @ \$50.00/hr.

Follow-on Phases

- See Table III: Follow-on Phase II and Phase III, page 6.
- Separate proposals will be submitted upon request.

Section II: Discussion of Phase I

The following table summarizes the description of Phase I work. Discussion follows the table.

Table I: Summary Description of Phase I

Stage	Description
Phase I	<ul style="list-style-type: none">• Data Gathering: Ascertain all files and relevant papers.• Define constraints such as budget, federal guidelines, time restraints of membership, expertise and process integration with DOE.• Perform abbreviated policy analysis of PL-92-463, as amended in January 1996, to clarify effect of possible changes.• Clarify changes and effects of changes of policy with DOE.• Interview each member and ex-officio members for:<ol style="list-style-type: none">1. Clarification of expectations and purpose.2. "Wish list" of issues and ranking.3. Perceived needs for success.• Write individual interview reports and value trees clarifying perception of purpose, issues and needs for success.• Rank issues.• Review results with individuals for subsequent modification, if desired.• Write composite interview report and value tree.• Analyze data and recommend a decision tool approach.• Workshop to present results from Phase I.

Some data has been acquired from a CAB member and other data will be sought from DOE/LAAO, other CAB members, and the support service contractor, Scientech. Congressional revisions of PL-92-463, in January 1996, might have an effect on the local CAB. An abbreviated policy analysis of the revisions and their interpretations by DOE would be beneficial for the CAB.

Constraints related to time, approximately 10 hours a month per member, requires a streamlined decision process for the group. Much written and oral information has been presented to the CAB in a "blue ribbon panel," and expert-viewgraph style. This form of information gathering is commonly used with citizens' advisory committees when consensus is desirable by the technical institutions presenting the information. This can result in distrust or disbelief. DOE/LAAO has provided information to the CAB with the intent of enhancing informed decision-making. However, the amount of information and format is not conducive to that end. First, the CAB needs to establish its values related to a specific issue, and then, secondly, request information from experts. The number of hours dedicated to CAB activities by the membership would not be sufficient for review of all expert information, therefore, specific issues will have to be selected.

The literature suggests that the major cause of failure with citizen advisory groups is the lack of a well defined purpose for the group. In the case of DOE CABs, the groups appear to increase the credibility of the DOE. However, case studies indicate that it is difficult to tell how the advice of the CABs has been used by DOE or its

contractors. The CABs judged successful in terms of actual contributions to decision-making operated somewhat independently and free from DOE influence.

Remaining independent of DOE influence and at the same time focusing on problems that are of interest to the DOE area office is problematic for the CAB and for DOE. DOE/LAAO can present to the CAB a ranking of their desired focus areas. This would spell out an expectation and run the risk of the CAB membership becoming resentful. Ultimately, however, the effectiveness of a CAB is determined by its sponsor and is reflected in how the membership was originally selected, how agendas are composed, and on the resources given to the CAB. Leaving the CAB to determine its own focus might lead to a defunct group because of time obstacles, the size of the group, and conflicting membership expectations. The dynamics require a facilitation that is iterative and often one-on-one with CAB individuals and DOE so integration of the CAB recommendations into the agencies decision process is successful.

Interviewing all members, including ex-officios, for individual perspectives is a necessary first step. The interviews are performed one-on-one with the facilitator and the member. A list of questions will be developed and asked of each participant. The questions relate to:

1. What do you think is the purpose of the CAB?
2. Why did you want to be on the CAB?
3. What does the CAB need in order to succeed?
4. What issues do you want to work on?
5. Please rank the issues in the order you want to work on them.

Interview results will be compiled into an interview report for each member and the results presented in a "value tree" format. If changes are desired, they are made before a composite result is developed for the entire group. The value tree format makes review of the material easier and quicker than textual format and will introduce the CAB to a decision tool method. Value trees display information, they do not characterize the people dynamics or political dynamics of the group.

The list of issues will be ranked by tabulation. The tabulation will be discussed with the members at the time of the workshop.

A recommendation regarding a decision tool approach will be made based on what is learned during Phase I. Usually the methods are applied in small representative groups of people, say four or five. Since the CAB has decided to operate through their subcommittees, those groups can potentially become the decision making unit. A decision method for the group that will work effectively and efficiently in light of the constraints will be recommended and presented at a workshop for all members.

Section III: Proposed Approach, Time and Costing for Phase I

Table II describes the activity and time estimates for achieving Phase I objectives and deliverables. The table follows on the next two pages.

Table II Description, Activity, and Time Estimates

Description	Activity	Time Estimate (Hours)
<ul style="list-style-type: none"> Data Gathering: Ascertain all files and relevant papers. 	Meet with DOE/LAAO to ascertain documents. The documents to include: a) All Formation Committee information and logic of membership selection, b) Minutes of meetings; c) Budget, workplans, proposed calendars; d) Subcommittee files and recommendations; e) Recommendations made to DOE and follow through of the recommendations; and, f) Any other appropriate files.	2.0-3.0
<ul style="list-style-type: none"> Define constraints such as budget, federal guidelines, time restraints of membership, expertise and process integration with DOE. 	<ol style="list-style-type: none"> Review documents and identify constraints. Verify constraints with the Executive Committee. Verify process integration with DOE. 	<p>6.0-8.0</p> <p>4.0-5.0</p> <p>4.0-5.0</p>
<ul style="list-style-type: none"> Perform abbreviated policy analysis of PL-92-463, as amended in January 1996, to clarify effect of possible changes. Clarify changes and effects of changes with DOE. 	<ol style="list-style-type: none"> Review the Federal Advisory Committee Act, Pub. L. 92-463, as amended, perform abbreviated policy analysis to assess impact. Phone calls and meetings with DOE/LAAO to clarify effect of revisions on the CAB. 	<p>5.0-8.0</p> <p>3.0-4.0</p>
<ul style="list-style-type: none"> Interview each member and ex-officio members for: <ol style="list-style-type: none"> Clarification of expectations and purpose. "Wish list" of issues and ranking. Perceived needs for success. 	<ol style="list-style-type: none"> Develop interview questions and format. Work with Kimberly Roybal of Scientech to set up interview schedule. Cluster individuals into geographical locations in order to minimize travel time and schedule up to three a day. Conduct interviews with each member and ex-officio members. Estimated travel time based on 3 hours/day. Range based on two or three interviews a day. 	<p>4.0-5.0</p> <p>2.0-3.0</p> <p>44.0-66.0</p> <p>22.0-33.0</p>

Table II [continued]. Description, Activity, and Time Estimates

Description	Activity	Time Estimate (Hours)
<ul style="list-style-type: none"> Develop individual and composite interview results. Review results with individuals for subsequent modification, if necessary. 	<ol style="list-style-type: none"> Write interview report for each individual and value tree. Rank issues. Review results with interviewees for modification, if desired. Write composite report and value tree. 	<p>40.0-80.0</p> <p>3.0-4.0</p> <p>10.0-20.0</p> <p>15.0-20.0</p>
<ul style="list-style-type: none"> Analyze data and recommend a decision tool approach. 	Analyze possible candidate decision analysis methods, review and consider streamlining, if possible.	10.0-15.0
<ul style="list-style-type: none"> Workshop to present deliverables. 	Prepare deliverables for presentation: Constraint Definition; Policy Analysis/Impact; Perceptions of Purpose; Issue List; Ranking of Issues; and Recommendations.	16.0-24.0

Based on the activities listed in Table II, the effort will take approximately 190 to 303 hours, to be charged at the hourly rate of \$50.00. The total cost will depend upon the length of time required to complete the effort. If additional effort is required, a new estimate will be provided and work will continue after receiving written authorization from the CAB. Should the effort require less time than originally estimated, the CAB will be invoiced only for those hours worked.

Mileage is reimbursed at \$.24/mile. Mileage will be minimized if the interviews take place in three locations (Espanola, Santa Fe and Los Alamos) and at one site. For example, in Espanola the site is Northern New Mexico Community College. Based on two or three interviews per day at the three locations, 300 - 500 miles is estimated. If additional travel is required, then mileage will have to be reestimated. Per diem costs related to travel away from the Northern New Mexico area is not anticipated. However, if travel is required, then a per diem will be charged at an agreed to rate. The time listed in Table II does not cover meetings such as the monthly public meetings and subcommittee meetings and symposiums. Time for meetings and CAB initiated activities not covered in Table II will be considered additional work.

Section IV: Follow-on Phase II and Phase III

A brief overview of Phase II and Phase III is included for follow-on work related to the process facilitation using decision analysis tools. The phases may be modified and will be described in subsequent proposals.

Table III. Follow-on Phase II and Phase III

Stage	Description
Phase II	<ul style="list-style-type: none"> • Select issue ranked #1 in Phase I. • Phrase the issue as a decision problem. • Select four or five representative members. • Characterize the members values related to the decision problem. • Develop value trees (individual and composite). • Assign attributes to values and rank them in importance. • Present the values and attributes to the entire CAB. • After values and attributes are defined, request technical information from experts (EPA, NMED, DOE, LANL, and other appropriate literature). The data to address the values and attributes defined by the CAB. • Evaluate effect of technical data and begin interactive dialogue. • Perform "cross-walks" with DOE and LANL technical staff. This exercise will be the integrating process for including recommendations made by the CAB into DOE and LANL decision making. • Make recommendations.
Phase III	<ul style="list-style-type: none"> • Teach decision process to the CAB for self sufficiency. • Network CAB members on laptop computers and internet connections. • Develop electronic town hall software. • Conduct decision process on-line. • Implement electronic town hall posting of CAB recommendations on DOE/LAAO and LANL home page.

Following the completion of Phase I, Phase II and Phase III proposals will be submitted upon request of the CAB.



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***Attachment to Proposal for Northern New Mexico Citizens' Advisory Board
to the Department of Energy/Los Alamos National Laboratory.***

Experience and Qualifications of Roberta J. Shaw

- Adjunct Research Associate at the NASA University Research Center, the University of New Mexico School of Engineering, Albuquerque, NM. Center is dedicated to education of minority engineers at the M.S. and Ph.D. level.
- Publications and research related to developing process models that couple social values and technical information in risk assessment. The methods developed and applied were adopted from decision theory and multi-attribute utility theory using the *multiple-stakeholder decision analysis* approach. The intent of the research was to find systematic methods for including perceived public risk concern in technological decision making. In the case of regulated technologies, the implication of including social values early in technological development would result in significant cost savings.
- Invited paper for the Waste Management '94, Nuclear and Hazardous Waste Symposium, in Tucson, Arizona. Presented and published Social Value Assessment model for coupling qualitative and quantitative aspects of technology development. The methodology involved the use of an artificial intelligence system for quantifying stakeholder value systems. At the request of Los Alamos National Laboratory program management, applied methodology to hypothetical decision problem of transmutation of high-level nuclear waste.
- Masters in Engineering, Chemical and Nuclear Engineering Department, included Waste Management Education and Research Consortium Certificate from the Department of Energy. Graduate work emphasis in Public Policy that involved work on legal issues, public policy analysis, interviewing techniques, risk perception and communication, and public acceptance issues. Participant in Internet town hall public policy discussion groups in the State of New Mexico.
- Contributing member of core technical team that initially developed the transmutation of waste program at Los Alamos National Laboratory. In this role, researched and formulated public acceptance issues regarding the transmutation of commercial reactor waste for the National Academy of Sciences review of partitioning and transmutation technologies. Collaborated with industries, universities and technical program offices in DOE.
- As a technical staff member at Los Alamos National Laboratory, performed extensive large-scale computer systems analysis, simulation and modeling. Proficient in computer systems ranging from super computers to laptop systems, and a variety of software and operating systems. Proficient in DPL Decision Analysis Software.
- Contributor to Los Alamos National Laboratory's Strategic Plan for Environmental Technologies. Coordinated by ER/WM program office.
- Waste Management Education and Research Consortium representative for Los Alamos National Laboratory. The Consortium members include three New Mexico universities, affiliate Navajo Community College,

and two national laboratories. Member of Technical Advisory Board identifying and developing new opportunities for collaboration among industrial, academic and national laboratory participants in the area of environmentally conscious waste management issues.

- Advisory board member for the Waste Management Education and Research Consortium national video conference series "Environmental Risk Management: Bridging the Gap Between Technical Issues and Social Concerns." The University of New Mexico production.
- Contributor to industry-led national study coordinated by the Microelectronics and Computer Technology Corporation's "Environmental Consciousness: A Strategic Competitiveness Issue for the Electronics and Computer Industry." Albuquerque, NM.
- Participant in University of California, Berkeley, workshops by Gamman and McCreary of CONCUR. Training for Using Principled Negotiation Techniques to Resolve Environmental and Public Policy Disputes. Techniques are applied in Social Value Assessment model created, published and hypothetically applied.
- As an employee of Los Alamos National Laboratory, chaired and facilitated an employee involvement council for the Director of Los Alamos National Laboratory. The council was composed of a diverse mix of fourteen employees from throughout the Laboratory in all job classifications and ethnic backgrounds. The position and membership of the council were director-appointed and employees served a two year term. The council was chartered to give input on issues related to diversity at the Laboratory. In so doing acquired skills in Employee Involvement and Quality Circles.

Education:

M. S. Engineering, 1995, GPA: 3.93
Chemical and Nuclear Engineering Department
Public Policy Emphasis
Waste Management Certificate
University of New Mexico, Albuquerque, NM

B. S. Biology, 1979, GPA: 3.88
Ecology Emphasis
California State Polytechnic University
Pomona, CA

Publications relevant to this proposal:

Shaw, R. J., "Application of Multiple-Stakeholder Decision Analysis to a Nuclear Technology Selection Problem," Thesis, December 1995, University of New Mexico.

Shaw, R. J., "Application of Multiple-Stakeholder Decision Analysis to a Nuclear Facility Decision Problem," LA-UR-95-1849, May 25, 1995.

Shaw, R. J. and Heger, A. S., "Bridging the Gap: A Methodology to Provide Balance between Qualitative and Quantitative Aspects of Technology Development." Conference Proceedings, WM '94 Nuclear and Hazardous Waste Symposium, Tucson, Arizona. LA-UR-94-430, February 17, 1994.

Waste Management Education and Research Consortium (WERC), "Environmental Risk Management: Bridging the Gap Between Technical Issues and Social Concerns." Video series Technical Contributor, The University of New Mexico, Albuquerque. 1993.

References Upon Request

**Proposed Amendment to the Operating Procedures of the
New Mexico Citizens' Advisory Board
to the Department of Energy on Los Alamos National Laboratory
July 9, 1997**

Moved by: Carl Tsosie

Seconded by: _____

Passed: _____

A new paragraph would be added to the OPERATING PROCEDURES under "Ground Rules, Filling Vacancies" that reads:

"A standing subcommittee will be established to generate and maintain a pool of candidates to fill vacancies and recommend candidates to the CAB. The CAB will, by formal action, propose members to DOE for appointment."

The paragraph under OPERATING PROCEDURES under "Membership" would be amended as follows: (Deletion are indicated by [] and additions are bolded.)

The Board's occupational/professional diversity includes the following representation:

- Medical/public health professionals
- Elected or appointed government officials
- Local Tribal members
- Business owners or industry representatives
- LANL employees or labor organization representatives
- [Regional citizen], Environmental, **civic and advocacy** groups
- Teachers
- Students

Agriculture
Retirees/Senior Citizens
Citizens' at large
Women's Organizations
Barrios
County Government
Cultures

Other criteria include: age, geographic area, knowledge of issues, **and occupation or** technical background. All Board members must be team players, with skills and attitudes to work together.

This amendment would also approve moving the above paragraph from its current location under "Ex-officio Membership" to the heading "Diversity".

MEETING MINUTES

Northern New Mexico Citizens' Advisory Board To The Department of Energy on Los Alamos National Laboratory

Wednesday, May 15, 1996

PARTICIPANTS:

Board Members Present:

Bernadette Chavira-Merriman
Orlando Arellano
Hank L. Daneman
Loyda Martinez
Manny Trujillo
Dolores Salazar
Elmer Torres
Glenn Lockhart

Board Members Not Present:

Dr. Antonio Delgado, Co-Chair
Carl Tsosie
Lorenzo Valdez
Sara Atencio
Nick Salazar
Corrine Sanchez
Mike Terrill
Robert Castille

Ex-Officio Members Present:

Herman Le-Doux, DOE, Designated
Federal Officer
Tom Baca, LANL
Janet Archuleta for Benito Garcia, NMED

Ex-Officio Members Not Present:

Barbara Driscoll, EPA

Los Alamos National Laboratory:

Marja Schaner for Carmen Rodriquez, Community Involvement & Outreach

CAB Support Staff:

Kimberly Roybal, SCIENTECH, Inc.

Department of Energy

Tom Todd, Area Manager
Greg Sahd, Public Involvement

The Northern New Mexico Citizens' Advisory Board (CAB) to the Department of Energy on Los Alamos National Laboratory met at the Santa Clara Tribal Council Chambers, Santa Clara, New Mexico on May 15, 1996. Dashno, Lt. Governor of Santa Clara Pueblo, opened the meeting with an invocation. Co-Chair Bernadette Chavira-Merriman called the meeting to order at 6:45 p.m. with 8 voting CAB members present. This did not constitute a quorum.

Elmer Torres made a motion to change the meeting into an information session. The members present agreed. A public comment session was held in lieu of the published agenda.

Walter Dashno, Lt. Governor Santa Clara Pueblo

Walter welcomed everyone. He began his presentation by recognizing the contribution that the Department of Energy (DOE) Los Alamos has made over the past 50 years. He stated that he is pleased to see a relationship between DOE and the communities developing. Santa Clara Pueblo currently has a contract with DOE to concerns that impact their community.

Herman Le-Doux introduced Tom Todd, the new Director of the Los Alamos Area Office.

Ian Aeby

Ian raised a concern that the CAB did not have enough impact on the renewal of the University of California (UC) contract. He believed that the CAB did not exercise the appropriate oversight. He stated that he would like to encourage the CAB to look at and "weigh in" on happenings at LANL. Recognizing that there was not a quorum, he mentioned that he is still waiting for a response to the concerns he presented at the last CAB meeting.

Juan Montez

Juan stated he was speaking on behalf of the formation committee and as a member of the public. He noted that the name of the CAB has been changed and he would like it changed back to its original name. Additionally, He was concerned that the CAB is not doing the job it was intended to do. He stated that LANL has the most culturally-diverse CAB in the country. He suggested that if the CAB does a self evaluation it should also perform an evaluation of DOE and LANL. Juan also asked that the CAB be sure to obtain information from diverse sources. He asked them to remember their mission and that they are liaisons to the community for oversight and for education.

Hank Daneman

Hank chose to make his presentation as a member of the public rather than a CAB member. His presentation focused on safety issues at LANL. He stated that one should be concerned about the production of plutonium at LANL. A copy of his presentation is available in the file.

Karla Kuyulaca

Karla echoed Hank's sentiments. She urged the CAB to perform more outreach. She asked the CAB to make any information presented to the CAB available to the public.

Al Shapiola

Al is a former laboratory employee and has been an "anti nuke" for seven years. He suggested that there needs to be an environmental militia to deal with the problems that he believes LANL is causing.

In response to Al's comments, Tom Todd stated that although it is a person's right to form an environmental militia, we all appreciate having a representative form of government. Inherent in that are processes that we all must rely on to make decisions. The problem we face at Los Alamos is that there is a national decision process which affects the Lab. The

Lab is capable of performing activities in a safer and more environmentally-manner, and the Lab and DOE are continually looking for better ways to do that.

Dan Schreck, Chimayo

Dan stated he would like to see socialization of the Lab to bring the surrounding culture into the modern world. He recommended using a civilian approach and expanding the function of the University. The public should be more involved in the public aspects of the Lab. He asked Tom Todd to give provide some insite to the direction he sees the Lab going.

Bernadette responded to the first portion of Dan's comments by stating that DOE has agreed to give students the first opportunity to rent the University of New Mexico Los Alamos Branch (UNMLA) apartments. UNMLA has already done outreach in surrounding counties and is now working on transportation for surrounding communities.

Tom stated that he has been in Washington for most of his professional career. He stated that the nation has given the Lab a great deal of responsibility. His believes that the Lab faces many challenges. Challenges such as long term healththere is a vibrant community around the Lab; the interaction of the Lab and DOE with the Northern New Mexico communities such as how UC, as a contractor, engages in the education of the communities; raising the educational interest of the communities so that individuals pursue professional careers on the hill and obtain the required training; and a degree of hostility from the communities towards the Lab. We need to begin somewhere to ensure that future generations will benefit by our efforts.

Hank commented that he was thrilled to hear Mr. Todd's remarks and also to hear Bernadette's remarks concerning more community involvement by UNMLA. He also suggested that Mr. Schreck attended an Education subcommittee meeting because there is a proposal about gradual implementation of university structures and content at Los Alamos.

Lt. Governor Dashno stated that honesty would end much of the hostility. The public would like their questions answered and to be reassured about the safety of their community. He stated that DOE does not have all the answers. He feels their role should be to facilitate and address community concerns.

Glenn commented on the secrecy of accident reports. He feels a major cause of the hostility is the fear of the unknown. Much of the hostility could be alleviated through honest answers

The consensus of the public was one of gratitude to the CAB for have an open dialogue session.

The meeting adjourned at 8:00pm

Certification:

These minutes are an accurate and complete summary of the matters discussed and conclusions reached at the information session of the Northern New Mexico Citizens' Advisory Board to the Department of Energy/Los Alamos National Laboratory which met at the Santa Clara Tribal Council Chambers, Santa Clara Pueblo, New Mexico.

Certified by:

Semadette Chavis-Merriman

_____, Chair

Date

MEETING MINUTES

Northern New Mexico Citizens Advisory Board To the Department of Energy/Los Alamos National Laboratory June 4, 1996

PARTICIPANTS:

Board Members Present:

Bernadette Chavira-Merriman
Orlando Arellano
Hank L. Daneman
Loyda Martinez
Manny Trujillo
Dolores Salazar
Glenn Lockhart
Antonio Delgado
Mike Terrill
Robert Castille

Board Members Not Present:

Elmer Torres
Carl Tsosie
Lorenzo Valdez
Sarah Atencio
Nick Salazar
Corrine Sanchez

Ex-Officio Members Present:

Herman Le-Doux, DOE, DFO
Tom Baca, LANL

Ex-Officio Members Not Present:

Barbara Driscoll, EPA
Benito Garcia, NMED

Los Alamos National Laboratory: Department of Energy

Carmen Rodriguez, Community
Involvement & Outreach

Tom Todd, Area Manager
Greg Sahd, Public Involvement

CAB Support Staff:

Kimberly Roybal, SCIENTECH, Inc.

Approval of the Agenda

The meeting was called to order at 6:30 p.m. by Dr. Antonio Delgado, Co-Chair. A motion was made to approve the agenda. The motion passed. Minutes from April 9 were distributed for approval. The Board approved the minutes pending grammatical corrections.

Public Comments

The Environmental Stewardship program asked to speak at a future meeting. Antonio recommended that they also make a presentation to the ER/WM Subcommittee.

Old Business

Work Plan Budget

Glenn Lockhart stated that the proposed budget and workplan had been sent to all CAB members. He asked the Board to review and comment by May 15th, however, he had not received any comments. Hank had contacted him regarding the financial reports. Glenn made a

DRAFT

motion that the Board ask DOE for financial reports on a monthly basis. Bob Castille seconded. Later in the meeting, the motion passed.

Hank proposed an amendment to the calendar pertaining to the activities of the Economic Development/Technology Transfer (EDTT) subcommittee. Antonio asked how easily funds could be moved around. Glenn stated that the money can be moved between accounts as long as the total amount allotted by DOE doesn't change.

Hank recommend that the Technology Transfer subcommittee be changed to Economic Development/Technology Transfer. The acquisition of consultants would be included under the listing on the bottom of page 1. It was noted that to change the name of the organization, full action of the board would be required. The changes primarily affect the ER/WM Subcommittee but also include some dates for newsletters. In addition, Hank questioned the workplan organization on page 2. The subcommittee structure is different than now, specifically, the science education and public participation are listed as separate subcommittees.

There has been no official action on committee names since the science education committee was established in January. The CABs workplan and budget review process occurred 2 months ago. The group was reminded that since there is a motion on the floor to approve the workplan and budget that enough time has been provided for review. Glenn proposed an amendment to the budget requiring monthly reports from DOE prior to its approval and motioned that the budget be approved as amended.

Hank suggested adding a paragraph indicating as a footnote on the budget that conformance to the budget will be monitored through monthly statements but the proposed second amendment is withdrawn.

Antonio second the motion for the first amendment (changes in calendar). The motion passed.

Juan Montes asked about the statement beginning the bottom of page 5: What is the rationale for compensating New Mexico Environment Department (NMED)? It was noted that the agreement-in-principle is funded by DOE, the regulatory part of NMED is not funded by DOE. Juan responded that NMED wants to assist the CAB but the evening subcommittee meetings warrant compensation for staff members up to \$9,000.

Antonio asked Herman, if those dollars were removed, would it lessen any of the authority that you have to say that NMED will participate and provide the subcommittees with assistance? Glenn indicated that this matter came up at the last meeting, and moved that on pages 5 and 6, the following text be struck from the workplan and the last paragraph beginning with "At present the New Mexico Environmental Department wants to assist the CAB in the evenings with the subcommittee meeting want compensation for any or all of these staff members (\$9,000.00) subcommittees will also use consultants other than NMED on these regulatory matters (\$6,000.00)." This will remove all reference to NMED and will leave \$15,000 in funds for technical assistance. The motion was seconded. The workplan and budget was approved.

A motion was made to dissolve the Budget and Workplan subcommittee since their work was complete. The motion passed.

A motion was made for recommendation of land transfer. Changes included: (1) rewriting the last sentence of the last paragraph "the CAB also believes that the DOE should comply with the NEPA process any land transfers" (add to last sentence). That DOE hold public forums as soon as possible to discuss the land transfer and in any attempt to allow the Northern New Mexico citizens to voice their concerns and present their information as to ownership". The motion passed. A suggestion was made to request topographical and other information relative to land transfers.

The group discussed that two members of the public were going to the orientation process of the tiger team. Members of the public can go through the process as part of the subcommittee. Glenn agreed to be involved in the basics of the tiger team. The CAB recommended to DOE that they allow 3 to 4 individuals from the public in the tiger team process and that these individuals will be allowed to report their observations to the CAB. The motion passed.

The group discussed land use projections and clean-up levels. DOE and LANL are not aware of any disagreements. The land owners should decide what the land use and the appropriate clean up level. The CAB needs to know what safeguards and procedures will be taken to ensure the safety of the community. The group move to table the issue until NMED is present.

The people who received the final guidelines were Herman Le-Doux, Mike Terrill, Glenn Lockhart, Dolores Salazar, Hank Daneman, Bernadette Chavira-Merriman, and Loyda Martinez.

Certification:

These minutes area an accurate and complete summary of the matters discussed and conclusions reached at the meeting of the Northern New Mexico Citizens' Advisory Board to the Department of Energy/Los Alamos National Laboratory which met at the Northern New Mexico Community College, Espanola, New Mexico.

Certified by:

_____, Chair _____ Date

MEETING MINUTES

**Northern New Mexico Citizens' Advisory Board to the
Department of Energy/Los Alamos National Laboratory
Community Center, Picuris Pueblo
June 18, 1996**

PARTICIPANTS:

Board Members Present:

Bernadette Chavira-Merriman, Co-Chair
Antonio Delgado, Co-Chair
*Ian Aeby
Orlando Arellano
Elmer Torres
Hank Daneman
Glenn Lockhart
Dolores Salazar
Nick Salazar
Corrine Sanchez
Loyda Martinez
Mike Terrill
Carl Tsosie
Manuel Trujillo
*Jim Waber

Board Members Not Present:

Lorenzo Valdez
Sarah Atencio
Nick Salazar
Bob Castille

CAB Support Staff:

Bob Enz, SCIENTECH, Inc.

Ex-Officio Members Present:

Tom Baca, LANL
Benito Garcia
Barbara Driscoll
Herman Le-Doux, DOE, DFO

DOE Staff:

Greg Sahn

*Newly appointed members, pending appointment from DOE.

The meeting was called to order at 6:45 p.m. by Bernadette Chavira-Merriman, Co-Chair, who welcomed everyone and asked everyone to introduce themselves. The agenda was approved with the following changes:

Glenn indicated that the workplan and budget had been approved at last meeting and moved to strike it from the agenda. He also asked to move sub-committee reports to "Old Business". Ian asked to add Pu Production Budget to "New Business". The group added "Terms for the Two New Members" to the agenda.

The question was raised as to whether May 15 minutes need approved since there had not been a quorum at that meeting. A motion was brought to table an approval. The motion passed. Hank Daneman abstained.

Herman Le-Doux brought up the issue of seeking dedicated CAB secretarial support. Elmer asked that this issue be added to the agenda. Tom suggested that a motion be brought to amend

agenda and add this issue to "New Business". Hank objected to this motion because the Executive Committee had already discussed the matter. Glenn Lockhart concurred and seconded Hank's objection. After some discussion, Ian called the question of adding staff issues and calendar to the evening's agenda. The motion failed. Corrine motioned to discuss the calendar. Orlando seconded the motion. The motion passed by voice vote. Hank abstained.

Public Comments

Jeanne Marie Crockett announced that a public meeting for DOE Oversight Bureau and Environmental will be held on July 24, 6 p.m. at the H. Runnels Building.

B. Jean Nichols voiced her concerns about health and safety studies of Northern New Mexico.

Old Business

Land use

Glenn proposed to remove from the table (open for discussion). Hank seconded. The CAB wants NMED to inform board if there are disagreements with LANL and DOE on land use. Ian suggested that under potential disagreements/agreements the CAB be added to EPA/NMED/DOE list. The group moved to amend.

Benito Garcia noted that NMED doesn't regulate land use. NMED can disagree with cleanup plans, closure plans, and permits to ensure safety. NMED asked for input from CAB before reaching a "count system". They indicated that the wording should address cleanup level, not land use.

Ian moved to re-table land use. Manuel indicated that he expected some remediation and that public forums should be held for how the land should be used. Hank recommended that the CAB learn more about NMED's activities.

Benito noted that, currently, 2,000 sites are considered regulatory sites at LANL. NMED cannot provide information on each site at this time. Glenn asked if they would inform the CAB whenever NMED disagrees with DOE on land use/remediation level.

A motion was made to close the discussion, but the motion failed. Hank asked what these agencies feel is the risk to human health.

Jim Waber felt the motion addressed disagreements among three agencies to be effective in these issues, the CAB need to work toward involvement earlier in the process. Manuel indicated he saw no problem with process but only with the ownership of the properties. Planning could be put aside if ownership becomes a problem.

Bernadette indicated that there was a motion on the floor. Dolores moved to amend (WHAT?) to include Benito's recommendation that the CAB get involved at the beginning of the process. Glenn objected to the change and would rather vote it down. Dolores withdrew the motion amendment. The discussion ended by a unanimous voice vote.

The motion was voted on by a show of hands; 4 voted for and 8 against. The motion failed. As a point of order, Ian and Jim are not yet voting members.

Bylaws and Operating Procedures

Carl Tsosie reported on the subcommittee meeting held May 27. The Co-Chairs, Hank, Glenn, Benito and Dolores attended. When asked if there is an executive committee in the bylaws, he answered no. He explained that the group met to give support to chairs. He indicated that Domenici wants the CAB to come together and be successful and, ultimately, to make his programs (LANL/UC) succeed. He discussed the annual evaluation by DOE and asked those that have not to complete and submit their survey. He reiterated the need for better attendance at subcommittee meetings. He then reminded the CAB that DOE will evaluate the Board in September; if nothing is accomplished, the CAB could be dissolved.

Bernadette discussed issues brought up at last meeting including: (1) replacement criteria for vacancies, (2) absentees and (3) support staff

Benito indicated that a regular schedule needs to be established so they can arrange for appropriate staff to attend.

Dolores indicated that her subcommittee meets 1st and 3rd Monday of each month. The Chair reported that the next bylaws committee meeting was scheduled for June 25 or 26 in the Espanola office at 6 p.m. The next CAB meeting is scheduled for July 9, CAB meeting at NNMCC in the Conference Room from 6:30 - 9:30 p.m.

The group briefly discussed excused absences vs. justified absences and agreed that criteria and a procedure should be established for removal and replacement. Glenn suggested that missing 3 consecutive meetings or 5 times in 2 month period, would mean resignation.

Environmental Management

Hank provided a subcommittee report, and provided following recommendation for Board consideration at their next meeting:

"We recommended that the DOE contract for an independence risk assessment analysis based on the techniques recently adopted by ASTM Subcommittee E47-13, ASTM Committee E-50 and proposed for adoption by the ISO (International Standards Organizations). The CAB proposed that a greater weight be assigned to human safety in contrast the LANL assessment emphasizing cost differences between competing sites." He stated that in order to know what contaminants will be involved, the subcommittee will obtain information from Rocky Flats.

Science Education and Public Participation

No report.

Calendar

Juan proposed work sessions for Saturday, June 29, and Saturday, July 13 at the NNMCC. He asked that an ad be placed in the paper. No policy decisions, no formal actions will be made. The session was to be video taped by PAC-8, at a cost of \$25 an hour.

Dolores moved to adjourn and Corrine seconded. Meeting ended at 9:32pm.

Certification

These minutes are an accurate and complete summary of the matters discussed and conclusions reached at the meeting of the New Mexico Citizens' Advisory Board to the Department of Energy/Los Alamos National Laboratory which met at the Community Center at the Picuris Pueblo, New Mexico.

Certified by:

_____, Chair _____ Date

Minutes from Work Session

Northern New Mexico Citizens Advisory Board To the Department of Energy on Los Alamos National Laboratory

Saturday, June 29, 1996

PARTICIPANTS:

Board Members Present:

Bernadette Chavira-Merriman
Orlando Arellano
Loyda Martinez
Dolores Salazar
Glenn Lockhart
Nick Salazar
Robert Castille

Ex-Officio Members Present:

Herman Le-Doux, DOE, Designated
Federal Officer

CAB Support Staff:

Brenda Karlstrum, SCIENTECH, Inc.

Board Members Not Present:

Dr. Antonio Delgado
Carl Tsosie
Lorenzo Valdez
Sara Atencio
Corrine Sanchez
Hank Daneman
Mike Terrill
Elmer Torres
Manny Trujillo
Ian Aeby*
Jim Waber*

* Newly selected members pending approval from DOE

The Northern New Mexico Citizens' Advisory Board (CAB) to the Department of Energy on Los Alamos National Laboratory convened an informal working session at the Northern New Mexico Community College on June 29, 1996. Glenn Lockhart led the meeting at Bernadette's request. He began by explaining that the scheduled session about On and Off Site Contamination at LANL, would not take place because the speakers were notified late and had scheduling conflict. He said that the July 13 Workshop will take place and that he hopes to include representatives from Rocky Flats CAB to participate.

Glenn proposed items for the morning's agenda were:

Reappointment Procedures

Filling CAB Vacancies/Board Replacement Process

Code of Conduct Discussion

Proposal from Roberta Shaw

Removal of Members including Absence Policy

Ian Aeby asked to add the responsibilities and authority of the Executive Committee to the list. The group agreed.

Reappointment Procedures

Glenn Lockhart indicated that, according to the bylaws, the reappointment/replacement of CAB members whose terms are expiring should be made in August. These reappointments are for two-year terms with no member serving more than two consecutive terms. Dolores Salazar recommended that anyone wanting to be reappointed should be able to. Glenn indicated he would like to serve another term. Nick Salazar would like to see how the CAB progresses over the next few months to determine if he wants to continue. He expressed concern that the Board is spending too much time on administrative and ethics issues and not enough time providing guidance to DOE. The group asked SCIENTECH to poll the members whose term is expiring to determine if they want to continue.

Filling CAB Vacancies/Replacement Process

Glenn reported that at the last meeting, the Executive Committee discussed establishing and maintaining a list of candidates to fill vacancies. They also wanted to revisit the criteria established by the Formation Committee to select Board membership. He suggested that the Board recruit individuals and not rely completely on volunteers. Jim Waber recommended seeking the endorsement by a constituency for new members.

The group agreed to draft their own diversity criteria, based on the Formation Committee's criteria and to outline a selection process to present to the CAB at the next meeting. The proposed amendment to the operating procedures stated "A standing subcommittee will be established to generate and maintain a pool of candidates to fill vacancies and recommend candidates to the CAB. The CAB will, by formal action, propose members to DOE for appointment." Glenn will work with SCIENTECH to draft the amendment and present it to the Board.

The group then discussed the appropriate representation. They agreed that the subcommittee should seek candidates who (1) reside in the counties listed and (2) have an endorsement from their community or consistency. The group then listed the some of the recommended categories including: Representatives from Medical Profession/Public Health, Government Officials, Business Owners/Industry, Labor Organizations, Agriculture, Citizen's at large, Age, Geographic Area, Knowledge of Issues, Occupation (Technical Background), Women's Organizations, Barrios, Senior Retirees, County Government, Cultures, Academia including students, LANL employees, Tribal officials/members, and environmental/civic/advocacy groups.

The group discussed several ways in which the list could be whittled down or combined. The final consensus was to leave the list as is in the bylaws and amend it when needed.

Removal of Members including Absence Policy

Dolores reviewed the current wording of the attendance policy which states that if a member misses 3 consecutive meetings or 5 meetings over a one-year period, the member will be deemed to have resigned. The group considered whether to amend that policy. Ian felt that holding meetings where there has not been a quorum had been a major obstacle in the effectiveness of the CAB meeting. Several options were considered including: (1) adding a definition for "emergency" and "compelling circumstances" to the bylaws, (2) striking the exceptions in the bylaws, (3) deleting the entire provision and letting the subcommittee deal with it, (4) employing an official notification process to notify absent members of the attendance requirement, (5) contacting absent members to see if they want to continue, or (6) leaving the policy in the bylaw as written and allowing each member to exercise judgment over their own attendance.

After further discussion and recognizing that this is a volunteer board made up of busy individuals, the group agreed to leave the policy as written. Nick felt that if the CAB begins to focus more on the workplan and issues that affect DOE, the attendance will improve. Bernadette agreed with that sentiment noting that changing bylaws won't make people more interested.

Proposal from Roberta Shaw

Glenn distributed an unsolicited proposal and copies of a presentation given to the Executive Committee by Roberta Shaw. Her background includes research and work with stakeholder groups including CABs. Her services would include taking member surveys, crafting value statements, facilitating session using appropriate process tools, etc. Ian agreed help was needed but added that there may be other consultants in northern New Mexico that could provide this type of service. Glenn asked that a discussion of her proposal be added to the July 9 agenda. The group agreed.

Ian Aeby asked each member to briefly state what they envision an effective CAB process would look like.

He began by saying that issues should be votes on immediately after they are presented at meeting. He stated that resolutions and recommendations will only be considered if they are presented in a timely fashion.

Bernadette felt that the biggest drawback to the CAB's success is the competing interests for limited time. The public at large, special interest groups and LANL representatives all compete for the Board's time. Since it's the Board's job to be responsive to all of these interests, they are continually trying to balance their time. She reiterated that better meeting content would result in better attendance.

Herman said the group would be more effective if it focused on issues that add value and prioritized their work.

Nick felt the Board could be more effective if they (1) focused more on recommendations to DOE, such as, relevant issues and budget priorities, (2) if they obtained outside experts to understand issues, (3) inquired early enough to provide meaningful input on DOE actions, (4) followed-up on actions given to DOE, and (5) keep topics interesting so that people would attend. He has found the workshops helpful and stated that the work is worth doing if you see that your recommendations are making an impact on DOE.

Jim stated that he would like to know if the recommendation or actions provided to DOE by the CAB are being considered.

Glenn echoed Ian's sentiments and added that in order to make timely comments you have to be aware of the issues. He stated that the current workplan/calendar commits to DOE that the CAB is going to be productive. He added that the Board can and should decline to review issues when there isn't time for meaningful input.

Dolores agreed with comments and added that much of the Board's time has been spent on administrative issues. She felt that, compared to similar organizations including other CABs, the start-up time has not been excessive. She added that it is time for the CAB to start reducing the amount of time spent on administrative issues in Board meetings. She stated that a member retreat might be an effective mechanism for getting organized. She stated that the CAB may want to consider hearing presentations and/or public comments in a different forum than their regular meeting such as working sessions. This would leave the regular CAB meetings for official actions.

Orlando felt that the problems had been clearly stated by others around the table.

Bob read a portion of the R. Shaw proposal which stated that the major cause of failure of a CAB is a lack of agreement of purpose. He stated that he personally is not a scientist, as many CAB members aren't, and stated that they should focus on issues to which they can add meaningful input. He asked if DOE could provide a prioritized list.

Herman indicated that his staff had prepared and presented a prioritized list of issues last September but that the list had not been accepted by the CAB at that time. Glenn indicated that the list was incorporated into the current workplan.

Loyda felt the group would be more effective if they quit placing blame and stayed focused .

Responsibilities and Authority of the Executive Committee

Glenn began by explaining that the Executive Committee is an unofficial name for the Bylaws and Operation Procedures Committee. So the Chairs of the subcommittee got together to handle tasks such as meeting schedules and agendas, Carl Tsosie invited the

Chairs to the meetings. Several members of the group indicated that this is not an exclusive group and anyone who wants to be involved is welcome. Dolores added that Executive Committee cannot and does not make decisions on behalf of the CAB.

The group briefly discussed passing the responsibility of compiling agendas and leading meetings to different CAB members each month. This would give Bernadette and Antonio opportunities to more fully participate in meetings and shift some of the burden of managing meetings to other Board members. Bernadette asked Herman if he had any objections and he did not. The group agreed even if one or two members compile the agenda, every member still has the opportunity to add agenda items.

Code of Conduct Discussion

Glenn asked that the Code of Conduct adopted by the CAB in March be distributed at the next meeting. He asked that members be reminded that it is enforceable and that there are consequences if violated. The group agreed to add it to the July 9 meeting agenda.

The group adjourned at 12:25 p.m.

**NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD
TO THE
DEPARTMENT OF ENERGY/LOS ALAMOS NATIONAL LABORATORY**

June 26, 1996

Herman Le-Doux
Designated Federal Officer
Northern New Mexico Citizens' Advisory Board to DOE/LANL
Deputy Area Manager
U.S. Department of Energy
Los Alamos Area Office
528 35th Street
Los Alamos, NM

Dear Mr. Le-Doux:

The Northern New Mexico Citizens' Advisory Board (CAB) to the Department of Energy (DOE) operating the Los Alamos National Laboratory (LANL) met on June 4, 1996. At this meeting, the CAB deliberated and took action on the matter of the land transfer.

The CAB has received input from citizens of northern New Mexico regarding the planned transfer of land in Los Alamos County. The CAB believes that these citizens have legitimate concerns that need to be heard and addressed. Several communities could be impacted as a result of these transfers. We feel the citizens of northern New Mexico have the right to hear directly from DOE how these transfers will take place and what is planned for the property in question. The CAB also believes that the DOE should comply with the National Environmental Protection Act process.

Based on the information above and in order to respond to the citizens of northern New Mexico, the CAB recommends that:

- DOE hold public forums as soon as possible to discuss the land transfer and allow citizens to voice their concerns and present their information;
- these forums be held throughout Northern New Mexico, including Espanola (including the pueblos), Los Alamos, Mora, Santa Fe, Taos, and any other area that could potentially be affected by these transfers;
- DOE present viable information to the citizens and should be available to answer questions at these forums; and

*c/o Northern New Mexico Community College
1002N. Oñate Street
Española, NM 87532
Phone: In-State 800/753-8970 Out-of-State 505/753-8970
Fax: 505/753-4679*

**NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD
TO THE
DEPARTMENT OF ENERGY/LOS ALAMOS NATIONAL LABORATORY**

- DOE should provide the CAB with any documentation available or that is obtainable regarding the land transfer or how lands were acquired, the economic value of the property in question, proposals for the use of the property and who the land will be transferred to, the process that will be followed with timelines, and any other pertinent information that might not be mentioned in this memo. This information should be furnished as soon as possible.

Sincerely,



Dr. Antonio Delgado
Co-Chair



Bernadette Chavira-Merriman
Co-Chair

AD:lr

Cy: Tom Todd, U.S. DOE/LAAO
Thomas Grumbly, Office of Environmental Management, U.S. DOE
CAB & Ex-officio Members
File CAB 96-03

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Mission Statement and Operating Procedures

Northern New Mexico Citizens' Advisory Board to the Department of Energy/ Los Alamos National Laboratory

MISSION STATEMENT:

The Northern New Mexico Citizens' Advisory Board to the Department of Energy/Los Alamos National Laboratory shall be a nonpartisan, advisory group representing the diverse interests of Northern New Mexico, pertaining to the past, present, and future activities at the Los Alamos National Laboratory (LANL). The primary mission of this Board is to provide community comments and informed recommendations to the Department of Energy (DOE), the U. S. Environmental Protection Agency (EPA) and the New Mexico Environment Department (NMED). Both direct and indirect outcomes of LANL activities on the history, culture and heritage of the area will also be considered. The goal of the Board will be to provide high quality and timely recommendations for consideration by the DOE.

The Board shall represent the demographics and ethnicity of the area and addresses regional, site-specific interests, rather than national issues. The Citizens' Advisory Board will be composed of residents of northern New Mexico, who are representative of the concerns and interests of the citizens who reside in Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe, and Taos counties and the Native American communities within those counties.

Scope:

Advice from the Citizens' Advisory Board will be provided on a variety of issues in the areas of health, safety, environmental management and defense programs of LANL activities. The Board may advise on all issues including budgetary, planning, and scheduling of environmental restoration, waste management and other activities which affect the health and safety of the community, including, but not limited to the following:

Environmental Restoration

- Program and budget prioritization
- Cleanup prioritization, based upon risk
- Future land use associated with environmental restoration

Waste Management

- Long term waste management strategic planning
- Transportation of wastes and hazardous materials to and from the laboratory
- Waste minimization opportunities, stressing pollution prevention over pollution control

Defense Programs

- The maintenance, restart, or decommissioning and decontamination of contaminated facilities
- Emergency management planning

Other

- LANL operations and proposed changes in operations and their impact on other existing or proposed laboratory activities
- Protecting worker and local/regional public health and safety
- Environmental monitoring program prioritization

- Technology applications to environmental programs
- Protection and preservation of traditional culture of the area

Purposes:

The Board's purposes are to:

1. Review issues and provide constructive comments and recommendations to the DOE, EPA, and NMED on issues within the scope of the Board. These recommendations should be provided in a timely manner for use in DOE decision-making.
2. Act in its own right and be independent of other organizations, both governmental and non-governmental. The Board is non-partisan and apolitical. Board members speak as individuals and not for any group or government with which they may be associated; individual Board members will abstain from discussion and decisions on topics which may present a potential, personal conflict of interest.
3. Provide an opportunity for the public to comment on subjects of interest. The Board identifies community concerns and provides a focal point for the public to voice questions and concerns to the appropriate DOE and regulatory offices. This Board augments (not replaces) other public participation programs and groups, and ongoing Inter-Governmental relationships with local and tribal governments.
4. Serve the need for public involvement by recommending that DOE, EPA, and NMED or other appropriate entities conduct public information meetings and/or hearings as the Board deems relevant. The Board will draft a public information and education plan for the affected communities. This plan should include regular public meetings to solicit input.
5. Provide educational information and resources to the public. This may include newsletters, press releases, public meetings, or another appropriate means.
6. Be responsive to the public and seek to promote community involvement in this advisory process.

OPERATING PROCEDURES:

Membership:

The Board will be composed of 18 members, (including the Co-Chairpersons) who are residents of New Mexico, who represent and can speak for the concerns and interests of the citizens who reside in Los Alamos, Mora, Rio Arriba, Sandoval, San Miguel, Santa Fe, and Taos counties. The members were nominated initially by the Formation Committee for staggered one- or two-year terms, and appointed by the DOE. The Board shall select individuals for replacement of members leaving the Board, maintaining the broad community representation goals established herein. Subsequent terms shall be for two years; continuity and new input shall be realized by replacing no more than half of the Board each year. No individual shall be eligible for more than two consecutive terms on the Board. The Board will establish a membership replacement and adjustment process in its bylaws that fully implements the principle of balanced citizen interest representation, including gender, ethnic and economic diversity.

Removal of Members:

Any member of the Board may, for good cause shown, be expelled from membership in the Board upon a vote of two-thirds of the total membership at a meeting called for such purpose.

Conflict of Interest:

The Board will identify and avoid or mitigate conflicts of interests before considering issues. Each Board member must affirm that he/she is not biased because of past, present, or currently planned interests (financial, contractual, organizational or otherwise) which relate to discussions and recommendations by the Citizens' Advisory Board; and will not gain an unfair competitive advantage over other parties by virtue of performance on the Board. When an issue is discussed, any Board member with a potential conflict of interest, will be excused from the discussion and decision-making by the Board.

No Board member will use his/her Board membership to gain advantage in any business dealing, or to influence any legislative or administrative decision, except when authorized to act for the Board by an affirmative action of the Board or when authorized by these Operating Procedures.

Diversity

It shall be the goal of the Citizens' Advisory Board to remain a broadly diversified group, representing the interests of Northern New Mexico by providing representatives of the stakeholders, who match the demographics and ethnicity of the seven county area. There should be a reasonable gender mix: a

minimum of five males and five females. There should be a diversity of personal economic situations represented.

Ex-officio Membership:

All Board meetings are attended by non-voting, ex-officio members, who assist the Board by providing background information and technical expertise. Ex-officio members shall include responsible senior management representatives of the DOE, LANL, EPA, and NMED, who in their daily work have the authority to carry out their agencies' commitments. Senior representatives of both regulated and regulating agencies will serve as ex-officio members for their organizations. Because the comments and recommendations of the Board may be directed at their agencies, these ex-officio members shall not take part in decisions of the Board.

The Board's occupational/professional diversity includes the following representation:

- Medical/public health professionals
- Elected or appointed government officials
- Local Tribal members
- Business owners or industry representatives
- LANL employees or labor organization representatives
- Regional citizen, environmental or public interest organizations
- Teachers
- Students
- Retirees/Senior citizens
- Agriculture
- Citizens at Large

Other criteria include: age, geographic area, knowledge of issues, and technical background. All Board members must be team players, with skills and attitudes to work together.

Designated Federal Officer:

A DOE employee, who has been appointed to be the Designated Federal Officer (DFO), will work closely with the Board to support attainment of the Board's goals. It will be the DFO's responsibility to ascertain that Federal Advisory Committee Act requirements are met. The DFO shall ensure the timely provision of requested necessary background material to the Board and arranges for the responsible senior DOE and LANL management staff to attend Board meetings to listen to the views of the Board and provide additional information on topics being considered. The DFO will be the liaison between the Board and DOE

offices in Los Alamos, Albuquerque, and Washington. Under the Federal Advisory Committee Act, the DFO is required to: call, attend, and adjourn meetings; approve agendas; and maintain required records on cost and membership. The DFO may elect to share or relinquish these responsibilities with the Co-Chairpersons, as well as other responsibilities herein outlined. The DFO will provide for publication of meeting announcements in the Federal Register and in the local media, at least 15 days prior to meetings, and assures compliance with the New Mexico Open Meetings Act.

Board Member Responsibilities:

The Board and each of its members agree to:

1. Devote the time necessary, not expected to exceed 10 hours per month to attend all regular meetings, and be available for work between formal meetings (e.g., special meetings, conference calls, etc.), review materials, receive training and orientation (including team building and consensus decision making) and fully participate in Board matters.
2. Respond to concerns and questions raised by the public about Board activities and reflect concerns and questions about federal facility activities to facility representatives, as appropriate.
3. Handle in a responsible manner, information and materials provided, particularly early drafts which were developed for in-house reviews and are expected to require significant revision.
4. Represent matters of the Board accurately and appropriately, consult with their constituents, and to keep their constituents well informed.
5. Work toward consensus decision-making.
6. Be responsive to the public and promote community involvement in this advisory process. The principle mechanism for community involvement will be the open meetings and public information process. Everyone interested must be aware of the meetings and their agenda, and be encouraged to contribute their views. While not everyone will agree with all actions of the Board, opportunity will exist for voicing other opinions.

DOE, LANL, EPA, and NMED Responsibilities:

Responsible senior representatives agree to:

1. Devote the time necessary to attend all regular meetings and be available for work between formal meetings (e.g., special meetings, conference calls, etc.), review materials, receive training and fully participate in Board matters.
2. Define and clearly communicate to the Board, their respective decision-making processes. Senior technical staff who attend Board meetings shall act as liaisons to upper management, present Board recommendations to decision-making managers and carry out Department and Agency commitments.
3. Promote and facilitate access to information pertinent to topics selected for consideration within the scope of the Board.
4. Provide all information required by the Board, including unclassified portions of necessary classified documents.
5. Inform the Board of processes, projects, and activities pertinent to the Board's mission and purpose.
6. Review Board recommendations within 30 days, or other reasonable time period requested by the Board. Explain the basis for respective decisions and how recommendations will be implemented or the basis for rejection of recommendations not accepted.
7. In addition to the DFO, designate a DOE employee and one alternate who will serve as a consistent point of contact for providing information and to assist the Board in administering its operations.
8. Agree to a mechanism for recourse or conflict resolution if advice or needs of the Board are not met or responded to within 30 days, or other reasonable time as specified by the Board.

Funding:

Funding for the Board will be provided by the DOE for reimbursement of travel and other Board member expenses, meeting facilities, administrative support, and technical assistance, and (if the DOE determines that a particular individual's participation is necessary to ensure a balanced board) individual compensation. For budget purposes, the Board shall develop and submit to the DOE, an annual workplan, which identifies selected consideration topics, and expected resources required.

Board members will be reimbursed for approved travel, including per diem, but are generally not compensated for time devoted to this service. This is consistent with the DOE's general policy of no compensation for advisory board members except on a case-by-case basis, based upon the need to ensure a balanced board.

The Board will have the authority to contract for technical assistance services, including independent scientific review, and independent advisors, as determined by the Board, subject to the annual budget approved in advance by the DOE.

The DFO shall retain the fiscal responsibility for this contract. The Board will not operate as a fiscal agent for any expenditures.

Selection of Topics:

A list of potential consideration topics will be prepared from subjects within the scope of the Board, which are recommended by Board members, the DFO, and other non-voting participants. The criteria for selection and prioritization of topics shall be made by the Board and the DFO based upon: opportunity for timely advice on current and anticipated major projects, public comment needs which are not being met by other public groups, and the interests of the Board members.

Ground Rules:

Background:

This Citizens' Advisory Board provides a valuable service to the DOE and LANL by timely considering and commenting on critical DOE/LANL topics. Realizing that the Board does not provide the unique role and responsibilities of local governments, it can not usurp or diminish ongoing Inter-Governmental relationships with local and Tribal governments, or the activities of other public groups. In addition to ongoing or projected activities by other public, community, or regulatory entities, this Board provides information to interested citizens.

Information Access:

The Board shall have access to all information relevant to its work, within the bounds of existing law. The Board reserves the right to request information in the form of presentations and/or documents from any members of the staff of DOE, LANL, or other contractors and subcontractors, EPA, or NMED.

Filling Vacancies:

The Board shall continuously attempt to identify stakeholders and views not represented on the Board. The Board shall endeavor to have all local views represented by filling vacancies on the Board with individual representing these interests.

Consensus:

The Board will consider issues and work toward consensus recommendations; however, when consensus can not be achieved, majority and minority recommendations will be submitted to DOE.

Board Recommendation Process:

All comments and recommendations to the DOE shall be in writing, directed to the DFO and should receive timely and complete consideration. DOE responses shall be prompt (always within 30 days) and should contain a fair evaluation of the recommendation, scheduling implementation or explaining why the changes can not be made, as recommended. However, it is recognized that the DOE maintains the ultimate responsibility and decision-making authority at the LANL and that the Board shall have no liability for comments and recommendations rendered.

Personal Membership:

While membership on the Board is intended to represent a variety of stakeholders with respect to LANL activities, Board membership is personal and not representative. Members may not vote by proxy, and must be present to vote on Board decisions; substitutes may not replace Board members at meetings.

Meeting Attendance:

Attendance at all meetings (regular and special) is required of Board and Ex-officio members. Except for emergencies, or other compelling circumstances, a member who misses either three consecutive meetings, or five meetings over a twelve-month period, shall be deemed to have resigned from the Board, and shall be replaced by the Board.

Annual Evaluation:

The Board, in cooperation with the DFO, shall develop a process to annually evaluate the Board's effectiveness and shall publicly discuss the results.

Board Termination:

The Board will be terminated by DOE two years after it is established, unless it is determined by the Secretary of Energy that renewal is essential and in the public interest.

Meetings:**Regular and Special Meetings:**

The Board shall make efforts to conduct regular public meetings every month, but minimally, at least every two months. Regular meetings will be limited to 3

hours duration, as a maximum. Meetings should be conducted throughout the target areas of northern New Mexico.

Meeting Agenda:

An agenda which reflects issues and concerns, including but not limited to subcommittee reports and/or actions shall be developed. Each agenda will include a section for public comment. Final agenda development shall be the responsibility of the Co-Chairpersons.

Co-Chairperson Responsibilities:

The two Co-Chairpersons will run meetings efficiently and consistent with agreed upon ground rules, maintain focus on selected issues, and ensure Board maintenance through additions, replacements and removal of members. The Co-Chairpersons will act as official spokespersons for the Board. Members present at a meeting where neither Co-Chairperson is present, may elect a temporary Chair for the meeting.

Meeting Notices:

All regular and special meetings of the Board at which official action will be taken must be effectively posted and advertised to the public except for work sessions. All meetings, including work sessions, will be open to the public and public comments are encouraged. All regular and special meetings will be announced to the public by publication in the Federal Register and in local newspapers with significant circulation in the region, in compliance with the New Mexico Open Meetings Act. Meeting announcement in other media (e.g., radio, flyer posting, etc.) will be done in the context of a public information plan necessary to reach the interested public.

Work sessions are defined as meetings of all or a portion of the Board (including ex-officio members) at which no official action is taken. Work sessions may include subcommittee meetings which develop recommendations for official approval by the full Board (including discussing issues and developing priorities); meetings to inform Board members or collect information; and meetings to discuss internal administrative procedures.

Public Participation:

Rigorous efforts will be made to encourage public participation from both formal and informal public groups. All public comments shall be treated in an unbiased, objective manner, without regard to socio-economic status, or special public interest stature.

Quorum:

A quorum for Board business requires the presence of more than half of the members. Board decisions, majority reports and administrative actions require the approval of more than half of the members present. Policy statements and contractual actions require the agreement of at least 10 of the voting members present.

Records:

The Board will document its activities, and those of its subcommittees, and ensures that these records are maintained in repositories conveniently available to the public. Said records shall be regularly disseminated to reading rooms or public libraries in Los Alamos, Española, Taos, and Santa Fe, New Mexico.

✚ NORTHERN NEW MEXICO ✚

CITIZENS' ADVISORY BOARD

to the

DEPARTMENT OF ENERGY/LOS ALAMOS NATIONAL LABORATORY

Calendar, Budget, and WorkPlan

Fiscal Years 1996 - 1998

Northern New Mexico Citizens' Advisory Board

FY 1996- 1998 Calendar

FY 1996

July	Approve Evaluation Process
	Approve Member Replacement Process
	Land Transfer Symposium
August	WM-Waste Management Symposium on Plutonium Processing and Pit Production Waste Minimization
	Land Transfer Report
	ER-Review of Prioritization Criteria
	ER-Recommendations to CAB/DOE
	WM-Preliminary Recommendations on Plutonium Production
	Newsletter Issue I (Summer 1996)
September	CAB Work Session presentation on Land Transfer
	Proposed List of CAB Appointments
	WM-Preliminary Recommendations on Plutonium Production
	Land Transfer Recommendation to CAB
	Distribute Evaluation Survey
	Re-appointment of Present Members for Second Term
	ER- Study of Hazardous Waste Storage
	ER-Review of Radioactive Emission Incidents and Monitoring
	WM - Recommendations to CAB/Plutonium Production

FY 1997

October	Evaluation Survey returned
	Approve List of Prioritized Issues
	WM-Evaluation of Storage Sites and Natural Hazards
	WM-Review of Transportation Safety
November	Science Education Symposium
	Evaluation Report to CAB
	WM-Symposium on Storage of Hazardous Materials
December	WM-Recommendations to CAB/DOE on Relocation vs Permanent Storage of Hazardous Materials
December-January	Executive Subcommittee works on FY 1997 - 2000 Budget and Workplan
December-January	CAB Work Session presentation on Science Education
January-February	Science Education Recommendation to CAB
	Newsletter - Issue 3 (Winter Issue)
February	Budget and Workplan presentation to CAB Work Session
	FY 1999-2003 ER/WM presentation to CAB Work Session
March	Approval of FY 1997-1999 Budget and Workplan
	Recommendation on FY 1999-2003 ER/WM to CAB
	ER/WM Recommendations to CAB/DOE
March - April	Tech Transfer Symposium
	Newsletter - Issue 4 (Spring Issue)
April - May	Economic Development (ED) Report
	Tech Transfer Report
May-June	CAB Work Session on Tech Transfer
June - July	Tech Transfer Recommendation to CAB
July - August	National Conference Report
August	Proposed List of CAB Appointments
September	Distribute Evaluation Survey
	Appointment of CAB Members

NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD
FY 1996 - 1998 Calendar

FY 1996

October	Approved Operating Procedures/Bylaws
November	Approved Interim FY 1996 Workplan
December	Approved Interim FY 1996 Budget
January	Approved M&O "good citizen" recommendation
	Approved issue development process
February	Approved Code of Conduct
	Held first work session
March	FY 1998 ER/WM briefing at second work session
April	Recommendation on FY 1998 ER and WM priorities and budgets
	Held Round Table Discussion on Educational Issues
	Began work on FY 1999 - 2003 ER/WM priorities and budgets
May - June	Round Table Discussion Report
May	Approve FY 1996 - 1998 Budget and Workplan
June	Present Proposed Evaluation Process to CAB, DOE
	Present Proposed Member Replacement Process to CAB
July	Approve Evaluation Process
	Approve Member Replacement Process
	Land Transfer Symposium
August	Land Transfer Report
	CAB Work Session presentation on Land Transfer
	Proposed List of CAB Appointments
September	Land Transfer Recommendation to CAB
	Distribute Evaluation Survey
	Re-appointment of Present Members for Second Term

FY 1997

October	Evaluation Survey returned
	Approve List of Prioritized Issues
October - November	Science Education Symposium
October - December	Subcommittees work on FY 1997 - 1999 Budget and Workplan
November	Evaluation Report to CAB
November - December	Science Education Report
December - January	Executive Subcommittee works on FY 1997 - 2000 Budget and Workplan
December - January	CAB Work Session presentation on Science Education
January - February	Science Education Recommendation to CAB
February	Budget and Workplan presentation to CAB Work Session
	FY 1999 - 2003 ER/WM presentation to CAB Work Session
March	Approval of FY 1997 - 1999 Budget and Workplan
	Recommendation on FY 1999 - 2003 ER/WM to CAB
March - April	Tech Transfer Symposium
April - May	Tech Transfer Report
May - June	CAB Work Session on Tech Transfer
May - June	National Conference on Science Education
June - July	Tech Transfer Recommendation to CAB
July - August	National Conference Report
August	Proposed List of CAB Appointments
September	Distribute Evaluation Survey
	Appointment of CAB Members

NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD
FY 1996 - 1998 Calendar

FY 1998

October	Evaluation Survey returned
October - November	Waste Management Symposium
October - December	Subcommittees work on FY 1998 - 2000 Budget and Workplan
November	Evaluation Report to CAB
November - December	Waste Management Symposium Report
December	Final M & O Contract
December - January	Waste Management Recommendation to CAB
December - January	Executive Subcommittee works on FY 1998 - 2001 Budget and Workplan
January	
February	Budget and Workplan presentation to CAB Work Session
	FY 2000 - 2004 ER/WM presentation to CAB Work Session
March	Approval of FY 1998 - 2000 Budget and Workplan
	Recommendation on FY 2000 - 2004 ER/WM to CAB
April	
May - June	National Conference on Science Education
June	
July - August	National Conference Report
August	Proposed List of CAB Appointments
August - September	Follow-up Science Education Symposium
September	Distribute Evaluation Survey
	Appointment of CAB Members
September - October	Recommendation to CAB from National Conference
September - October	Education Symposium Report

FY 1999

October	Evaluation Survey returned
October - November	CAB Work Session presentation on Science Education
November	Evaluation Report to CAB
November - December	Science Education Recommendation to CAB

Northern New Mexico Citizen's Advisory Board
FY 1996, 1997, 1998 Proposed Budget

	Present FY 1996	Proposed FY 1996	Proposed FY 1997	Proposed FY 1998	
Personnel Payments:					
Non-Federal Members	\$2,940	\$2,940	\$3,000	\$3,000	2 members @ 12hrs/mo x 12 mo x \$10.21
Federal Staff Salaries	14,000	8,440	14,000	14,000	
Non-Member Consultants:					
Work Session Facilitator		3,500	14,400	14,400	24 days @ \$600
On Regulatory Matters (Issues)			9,000	9,000	15 days @ \$600
Technical Advice (Issues)			6,000	6,000	10 days @ \$600
Technical Advice (Education)			9,000	9,000	18 days @ \$500
Round Table Facilitators (Education)		5,000			10 days @ \$500
Roundtable Speaker		200			
Symposium Facilitators (Education)			5,000	5,000	10 days @ \$500
Symposium Facilitators (Tech Transfer)			5,000		10 days @ \$500
Symposium Facilitators (Land Transfers)		5,000			10 days @ \$500
Symposium Facilitators (Waste Management)				5,000	10 days @ \$500
Symposium Speakers		200	400	400	\$200 / speaker
Speakers to CAB (Education)			3,000	3,000	6 @ \$500
ER/WM Technical Assistance			10,000	10,000	Includes provision for travel
All Other	33,040	2,000	13,600	13,600	Misc. Fees for Technical, Cultural & Outreach Support
Public Relations Part Time Staff		11,000	35,200	35,200	PAO staff or contractor
Fed. Contr. Staff (Budget & Workplan)			5,000	5,000	Preparation of annual Workplan
Federal Contractor Staff	61,800	61,800	66,550	66,550	Communication, Coordination, CAB Office, Liaison
Total Personnel Payments	\$111,780	\$100,080	\$199,150	\$199,150	
Travel & Per Diem:					
Non-Federal Members:					
Meeting Per Diem	\$5,220	\$5,220	\$5,220	\$5,220	\$87/day x 5 members x 12 meetings
Meeting Travel	9,080	9,080	9,080	9,080	\$.30 x 70 miles x 18 members x 24 meetings
DC trip	5,000	5,000	5,000	5,000	Travel & 5 days Per Diem for 2 Co-Chairs (Annual Trip)
Federal Staff	3,800	3,800	3,800	3,800	
Travel to Other Sites	0	10,000			Travel by 2 members to 2 sites @ \$2,500 = 4 trips of 5 days
Travel to Other Sites			25,000	25,000	Travel by 5 members to 2 sites @ \$2,500 = 10 trips of 5 days
Federal Contract Staff	2,800	2,800	2,800	2,800	per Scientec
Non-Member Consultants, Misc.	7,000	7,000	15,000	15,000	Travel for Consultants, Misc. Travel
Total Travel & Per Diem	\$32,900	\$42,900	\$65,900	\$65,900	
Outreach & Education:					
Newsletter Printing & Postage		\$6,000	\$13,000	\$13,000	
Other Expenses:					
Roundtable		2,400			
Symposia		6,500	13,000	13,000	\$6,500 per Symposium
National Conference on Science Education			5,000	5,000	Co-sponsor w/Santa Fe Institute
Other Workshops & Supplies	\$30,000		6,000	6,000	Supplies, rooms, Misc Expense
Total Outreach & Educ	\$30,000	\$14,900	\$37,000	\$37,000	
Other Costs:					
Office Rent/utilities	\$9,000	\$9,000	\$9,000	\$9,000	300sf x \$30 per year
Telephone(office)	4,800	4,800	4,800	4,800	\$400/mo x 12 mo
Telephone(members)	4,320	4,320	4,320	4,320	\$20/mo x 12 mo x 18 members
Meeting room rental	2,400	2,400	2,400	2,400	\$200/mo x 12 mo
Printing/Copying	1,200	1,200	1,200	1,200	\$100/mo x 12 mo
Postage and Lab Handling	1,200	18,000	18,000	18,000	\$1,500/mo x 12 mo (increase due to meeting notifications)
Misc (supplies,maint)	2,400	2,400	8,230	8,230	\$200/mo x 12 mo
Total Other Costs	\$25,320	\$42,120	\$47,950	\$47,950	
Total CAB (in FY 1996 \$)	\$200,000	\$200,000	\$350,000	\$350,000	
Escalation			3.0%	3.0%	
Escalated Request			\$360,000	\$370,000	FY 1996 \$ Escalated and Rounded to nearest \$10k

**NORTHERN NEW MEXICO CITIZENS' ADVISORY BOARD
to the Department of Energy and Los Alamos National Laboratory**

**ACTIVITIES AND PROCESS WORKPLAN
May, 1996**

OVERVIEW

The Northern New Mexico Citizen's Advisory Board (CAB) to the Department of Energy (DOE)/Los Alamos National Laboratory (LANL) is a nonpartisan, advisory group representing the diverse interests of Northern New Mexico, particularly pertaining to the past, present, and future activities at the Los Alamos National Laboratory. **The goal of the CAB is to advise the Department of Energy on policy issues which impact the citizens of North Central New Mexico or the environment through activities of LANL.**

The CAB provides policy information, advice, and recommendations concerning environmental restoration, waste management, and technology development activities. The CAB also provides input and recommendations on Environmental Management strategic decisions that impact future use, risk management, economic development, and budget prioritization as well as advice on other projects which are assigned to the CAB for review and advice.

ACTIVITIES

The CAB achieves the goal as stated in the Overview by performing reviews of past, present, and potential activities of DOE and LANL. These reviews incorporate technical policy, cultural impact, environmental impact, budgetary and regulatory considerations, and other factors or considerations which the CAB may consider relevant. The Board advises DOE on the process, content, public participation, and other policy aspects of DOE's environmental management activities; issues reports and recommendations; and recommends options to resolve difficult issues, including site specific clean-up criteria and risk assessment, land use, priority setting, management effectiveness, cost vs. benefit analyses, and strategies for site waste management and disposal facilities.

IMPLEMENTATION

Any advice or recommendation made to the DOE incorporates a public involvement. The CAB incorporates a public outreach and public involvement component into as many of the CAB activities as the CAB can practically accommodate based on time, budget, or other constraints. The CAB is requesting \$48,200 for a part-time Public Relations staff in FY 1997 and FY 1998. Reviews of activities or documents which require technical expertise may require the CAB to secure the services of consultants in specific areas of technical competence such as hydrology, geohydrology, risk assessment, radiation, hazardous waste, document development and assessment, facilitation of public meetings, and other areas of expertise (see Phase III discussion for a description of requested technical assistance).

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The full CAB normally has at least one meeting per month, with frequent work sessions for education on and discussion of site issues. No formal actions are taken at the work sessions. Subcommittees meet on an as needed basis, but subcommittees may schedule regular meetings.

Implementation is divided into three (3) phases: Organization, Identification of Critical Site Issues, and Addressing Prioritized Site Issues. These three phases, with their associated schedules are discussed in the remainder of this Workplan.

Phase I - Organization

Four organizational sub-phases were identified for this phase:

- Develop Operating Procedures and Bylaws
- Develop an initial Budget and Workplan
- Develop Performance Criteria
- Develop Subcommittees

Operating Procedures/Bylaws and a Code of Conduct for the CAB were approved.

An initial Budget and Workplan were approved. The initial Workplan provided for the approval of this Workplan at the April 1996 meeting. Approval of this Workplan in May 1996 completes this sub-phase. The Workplan will be revised annually as needed.

Preliminary Performance Criteria were developed and approved, with an initial target date of April 1996 for development of final Performance Criteria. Work on this sub-phase is on hold by DOE direction. Approval of new Performance Criteria and Evaluation process is scheduled for July 1996.

Subcommittees: The CAB made the decision to operate through subcommittees. Nine subcommittees have been established:

- Executive
- Operating Procedures/Bylaws
- Budget/Workplan
- Public Participation/Education
- Individual Issues
- Environmental Restoration
- Alternative Energy
- Science Education
- Technology Transfer

The first six subcommittees have been staffed and have begun work on identifying and

ACTIVITIES AND PROCESS WORKPLAN, May, 1996

prioritizing site issues.

The remaining subcommittees will be staffed and begin work by June 1996. The CAB is requesting \$5,000 to pay Sciencetech, Inc. to prepare and monitor the budget and workplan for each of FY 1997 and FY 1998.

Process: The CAB approved the process to be followed in developing recommendations on issues at its January 1996 meeting:

1. Focus on one issue
2. Assign the issue to a subcommittee
3. Receive training and briefings on that issue
4. The subcommittee evaluates this information and makes a recommendation to the full CAB (hire private consultants if necessary)
5. Hold public hearings on the recommendation
6. Approval by the full CAB, factoring in public input
7. Submit to DOE in accordance with Operating Procedures/Bylaws

The CAB is requesting \$12,000 for fees and travel costs in each of FY 1997 and FY 1998 to pay outside experts and speakers to inform the CAB on issues being considered for action.

Visits to other Site Specific Advisory Boards: The CAB requests \$25,000 for each of FY 1997 and FY 1998 to provide for visits to other SSABs. The CAB feels isolated and is sure that it is trying to solve problems which other SSABs have already solved. The CAB will benefit from the experience of those SSABs in organization, issue identification, dealings with DOE, and other administrative matters. Visits have not been scheduled, but are anticipated to be to at least two (2) sites per year. Each visit will be followed by a written report and discussion at the next work session.

Phase II - Identification of Critical Site Issues

The CAB has identified the following categories of potential Critical Issues:

"Good Citizen" provisions in the LANL management and operation contract

Environmental restoration:

Risk assessment and cleanup levels at LANL
Future land use as it affects clean up at LANL
Prioritizing environmental restoration (ER) and environmental management activities (EM) based on budget requests and allocations to DOE (FY 1997 Budget Allocation, FY 1998 - 2002 Five Year Plan Submission)

ACTIVITIES AND PROCESS WORKPLAN, May, 1996

Innovative approaches to cleanup of ER sites to include voluntary corrective actions, corrective action management units, temporary units, treatment facilities, etc.

Proposed use of decommissioned facilities at LANL

Waste Management:

Radiological treatment and disposal activities at LANL

Transuranic and transuranic mixed waste treatment and disposal at LANL

Transuranic Waste Shipment to WIPP

Site Treatment Plan - Mixed Waste Treatment

Science Education in North Central New Mexico and its impact on citizens' understanding of LANL operations, effects on LANL recruiting

Technology Transfer from LANL to private industry, its potential for economic development in North Central New Mexico, and the need for educating residents on mechanics and benefits

Potential Land Use and Transfers

Environmental impacts of LANL operations:

Site wide geohydrology assessment and regional water impacts

Air quality impacts based on activities at LANL

Site-Wide Environmental Impact Statement

Alternative Energy activities at LANL, their potential effects on the economy of North Central New Mexico, and potential technology transfer to private industry

Future alternative LANL missions and activities

The subcommittee process of defining new issues and sub-issues is ongoing and continuous.

Phase III - Addressing Prioritized Issues

The initial target for completion of a formal prioritized list of issues was February, 1996. That target is now revised to October, 1996. CAB subcommittees are working on setting priorities and schedules for addressing individual issues. However, by the sequence of seeking information on a category of issues, the CAB has informally established priorities. That ordinal ranking is as listed in Phase II and in the following discussion. Because operations are

ACTIVITIES AND PROCESS WORKPLAN, May, 1996

anticipated at LANL for the foreseeable future, **no final report on CAB issues is anticipated. Individual written recommendations will be made on issues in the priority set by the CAB.** Following is a discussion of categories of issues and the current status of each.

M & O Contract Renewal: Because of the imminence of a decision on whether to compete the LANL management and operation contract, the CAB chose to make its first recommendation to include "good citizen" provisions in the contract to the first priority. Formal action to recommend the provisions was taken in November 1995. A written recommendation was approved and forwarded to DOE in January 1996. The CAB is developing more detailed recommendations on contract provisions for the DOE. Completion of this issue is scheduled for December 1998, since the present contract expires at the end of September 1997 and a one (1) year extension is a possibility.

Environmental Restoration and Waste Management: The CAB was given its first briefing on detailed Environmental Restoration and Waste Management priorities and budget for the FY 1998 budget request in March 1996. The CAB approved two (2) recommendations to DOE HQ on the FY 1997 and FY 1998 ER/WM budgets. Because of time restrictions, no detailed analysis of priorities and budgets was made for the FY 1998 budget request. The Subcommittee is requesting information from DOE/LANL in order to have an impact on FY 1999 priorities and budgets. The Subcommittee has identified earth tremors, lightning protection, and worker safety as potential issues. The Subcommittee is requesting \$10,000 for technical assistance in FY 1997 and FY 1998.

The Public Participation/Education Subcommittee is requesting funding to hold a symposium on Waste Management in FY 1998 (\$11,700) to expand on meetings sponsored by LANL by bringing in experts outside of DOE/LANL and including presentations by participants who do not agree with the DOE/LANL position on issues for full discussion of waste management plans and practices. The result will be a recommendation to DOE on possible changes in waste management strategy and practices.

Activity

Schedule

Symposium	October - November 1997
Symposium Report	November - December 1997
Recommendation to CAB	December 1997 - January 1998

The Individual Issues Subcommittee is requesting \$15,000 for each of FY 1997 and FY 1998 to provide for independent consultants on public safety issues related to Environmental Restoration, Waste Management, and environmental impacts of LANL operations for the Subcommittee and for the CAB. This request may be transferred to the Environmental Restoration/Waste Management Subcommittee. At present, the New Mexico Environment Department wants to assist the CAB but the evening meetings with the Subcommittee warrant

ACTIVITIES AND PROCESS WORKPLAN, May, 1996

compensation for NMED staff members (\$2,000). The Subcommittee will also use consultants other than NMED on these regulatory matters (\$6,000). The result will be recommendations to the DOE to resolve or avoid conflicts with the Environmental Protection Agency and the NMED on Environmental Restoration, Waste Management, and environmental impacts of LANL operations.

<u>Activity</u>	<u>Schedule</u>
Advice to Subcommittee	monthly
Reports to CAB (including recommendations)	monthly

Science Education: Support for science, mathematics, and engineering education is stated in Secretary of Energy Notice 23-90. Raising the level of scientific knowledge in North Central New Mexico will aid in public understanding and acceptance of LANL operations, and will aid LANL in recruiting qualified local residents.

The Public Participation/Education Subcommittee has developed a Round Table Discussion in FY 1996 and a symposium for FY 1997 and FY 1998 (\$11,700 for each year) to identify gaps between needs in North Central New Mexico schools and current support by DOE/LANL. The FY 1998 symposium will be a follow-up on implementation results from the FY 1997 recommendation. The result will be recommendations to DOE on changes in science education support to meet the identified needs.

<u>Activity</u>	<u>Schedule</u>
Round Table Discussion	April 1996
Discussion Report	May - June 1996
Education Symposium	October - November 1996
Symposium Report	November - December 1996
CAB Work Session	December 1996 - January 1996
Recommendation to CAB	January - February 1997
Follow-up Symposium	August - September 1998
Symposium Report	September - October 1998
CAB Work Session	October - November 1998
Recommendation to CAB	November - December 1998

This Subcommittee is requesting funding for a National Conference on Science Education in FY 1997 and FY 1998 (\$5,000 in each year), to be co-sponsored with the Santa Fe Institute on Science and Education. The objective of this conference is to develop recommendations on how DOE can encourage students to enroll in science, math, and engineering courses and to seek technical careers.

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<u>Activity</u>	<u>Schedule</u>
FY 1997 National Conference	May - June 1997
Conference Report	July - August 1997
FY 1998 National Conference	May - June 1998
Conference Report	July - August 1998
Recommendation to CAB	September - October 1998

This Subcommittee is requesting \$6,000 for Miscellaneous Outreach/Educational workshops and supplies in each of FY 1997 and FY 1998.

Technology Transfer: Technology transfer can have a massive economic effect on North Central New Mexico from increased activity at LANL and from increased private industry in the region. The Public Participation/Education Subcommittee is requesting funding for a FY 1997 symposium on technology transfer (\$11,700). The anticipated result is recommendations to DOE on new directions and methods for implementing technical transfers.

<u>Activity</u>	<u>Schedule</u>
Symposium	March - April 1997
Symposium Report	April - May 1997
CAB Work Session	May - June 1997
Recommendation to CAB	June - July 1997

Potential Land Use: The scarcity of usable non-federal land in Los Alamos County is a constraint on the ability of the Los Alamos County government and schools to generate revenue to support the services provided to the citizens and DOE. To soften the termination of assistance payments, DOE has proposed to transfer selected parcels to the County of Los Alamos. The San Ildefonso Pueblo has expressed its desire to be given first preference for the transfer of parcels which presently abut the San Ildefonso Reservation. This issue category overlaps Environmental Restoration, since potential land use is a major factor in cleanup levels and priorities.

The Public Participation/Education Subcommittee is tentatively scheduling a July 1996 symposium on Potential Land Transfers, subject to the approval of the full CAB. This symposium may be needed for the CAB to evaluate the need for a recommendation on cleanup levels for the transferred land and for a policy recommendation to guide DOE in future land transfer transactions.

<u>Activity</u>	<u>Schedule</u>
Symposium	July 1996
Symposium Report	August 1996

April 24, 1996

During the preparation of the FY 1997-1998 Budget Request for the CAB, I came to the conclusion that the Budget/Workplan Subcommittee is not needed. The administrative expenses were estimated by Sciencetech. The various subcommittees submitted their budget requests and related activities. The Executive Subcommittee reviewed and will coordinate the draft budget and workplan. I have provided \$5,000 in the FY 1997-1998 budget request for Sciencetech to perform the preparation and monitoring of the budget and workplan.

I therefore move that the Budget/Workplan Subcommittee be abolished.

Glenn Lockhart

Chair, Budget/Workplan Subcommittee