

Interagency Performance and Risk Assessment Community of Practice (P&RA CoP) Charter

Goal:

The goal of the Performance and Risk Assessment (P&RA) Community of Practice (CoP) is to foster the exchange of information regarding preparation of P&RAs across agencies and practitioners; enhance consistency in the preparation of P&RAs; and to develop appropriate peer guidance and/or recommendations for P&RAs such that they are based on sound science and are defensible.

Objectives:

1. Develop and organize a community of P&RA practitioners with extensive technical expertise that can support topics such as environmental transport, dose modeling, waste management and closure needs.
2. Consolidate and expand the body of knowledge relating to preparation and application of P&RAs and build on lessons learned across the DOE complex and elsewhere.
3. Conduct technical exchanges, continuing education, and training sessions as appropriate to accomplish the goals of the charter.
4. Draft guidance based on member experiences and lessons learned to enable continuous improvement for the preparation, review, and implementation of P&RAs.
5. Maintain a repository of P&RAs and risk-based modeling tools, data, and supporting technical information.

Functions/Methods:

The P&RA CoP shall operate within the direction of this Charter but shall be otherwise self-directing.

1. The P&RA CoP should review documents from the existing literature from international, departmental, and non-departmental governmental agencies, which may benefit P&RA preparation methodologies. The use of lessons learned from these, and other organizations is strongly encouraged.
2. Guidance available from international, federal, and state agencies and stakeholders should be sought. Consideration should be given on agencies' policies of handling publicly released information.
3. The P&RA CoP should develop a process to create, maintain, and publicize consensus-driven guidance documents that can be employed by the stakeholder community.

Membership Structure

1. The P&RA CoP shall be initially co-chaired by representatives from the DOE Office of Environmental Management (EM), Office of Subsurface Closure, as a Permanent Chair with an Alternate Permanent Chair. The second and third Co-chairs will be representatives from DOE EM or another federal agency and an organization from outside of DOE and serve three-year terms. When making decisions an effort should be

made between co-chairs to come to a consensus, but a majority vote for action can be taken if necessary. The co-chairs will be referred to in the singular, as the Chair.

2. The P&RA CoP shall have a Steering Committee and Technical Advisors.
 - a. Steering Committee members are volunteers selected by Chair from the major DOE sites (e.g., Savannah River and Hanford), affected federal and state regulators, and other stakeholders to form a representative group. The co-Chairs should strive to ensure that representation on the steering committee is balanced amongst different stakeholders.
 - i. A 50% quorum shall be required for decision-making. Decisions will be made by a majority vote of those present at a meeting at which a quorum is present. The Chair may vote in the case of ties.
 - ii. The Steering Committee will provide recommendations to the Chair and the Chair will take Steering Committee's recommendations under strong consideration. Final decision-making authority for the P&RA COP rests with the Chair.
 - b. Technical Advisors may be designated by the Steering Committee and shall be selected from academia, national laboratories, site contractors, and other federal and state sources of expertise. Technical advisors will serve as subject matter experts on the topics the P&RA CoP is covering.
3. All meetings of the P&RA CoP, except those of the Steering Committee, shall be open to all interested parties.

Responsibilities:

1. The primary duty of the Chair shall be leadership of the P&RA CoP and vision for the P&RA CoP. Additional responsibilities include calling meetings, preparing agendas, conducting meetings, and other leadership responsibilities that ensure the continued success of the P&RA CoP.
2. The Steering Committee shall meet at least once annually in person, providing resources are available to support travel and meeting facilities. Additional meetings will be conducted by electronic media, e.g., teleconference, webinar.
3. Written notice of meetings stating the place, day, and hour of the meeting and the purpose or purposes for which the meeting is called shall be provided by the P&RA CoP Chair no less than 10 days prior to the meeting.
4. The P&RA CoP shall maintain appropriate coordination with the other interested boards and CoPs (e.g., Low-Level Waste Disposal Facility Federal Review Group; Conference of Radiation Control Program Directors; Comprehensive Environmental Response, Compensation, and Liability Act P&RA CoP; Waste Management, Low-Level Waste/Mixed Low-Level Waste; U.S. Nuclear Regulatory Commission; U.S. Department of Defense).
5. Meeting minutes or other similar documents shall be created and maintained to document P&RA CoP activities.

P&RA CoP Initial Agency Support:

The DOE EM will initially take responsibility for providing planning and support to the P&RA CoP Annual Meeting. There will be no direct or indirect funding provided for stakeholders outside of DOE (e.g., travel cost, wages, office supplies, technology support).

Document Review and Approval:

The P&RA CoP Steering Committee members shall review and comment on draft documents produced within the P&RA CoP. A vote for approval or disapproval will be held prior to documents being distributed outside the committee following the voting rules as discussed above. Such documents will be issued for information only under the auspices of the P&RA CoP and will not represent or interfere with documents or policies required or preferred by states or other organizations that participate in the P&RA CoP.

Definitions & Background:

Performance Assessments (PAs) provide a demonstration of compliance and important technical inputs to meet regulatory requirements for:

- 1) Waste form development and implementation.
- 2) Tank closure activities.
- 3) Waste site closure activities (e.g., cribs and trenches).
- 4) In-situ Decontamination and Decommissioning.
- 5) Soil and groundwater remediation.
- 6) Management of disposal facilities (e.g., landfills or near surface disposal facilities).

Performance assessments provide a snap-shot site conceptual model of a disposal facility and the features, events, and processes associated with it.

Risk assessment (RAs) use outputs of performance assessments and other information to evaluate the impact of a proposed action on human health and the environment. With proper quantification of process and parameter uncertainties, RAs provide salient information for cleanup or closure decisions.

The DOE P&RAs become public documents upon completion. As such, DOE needs to ensure that P&RAs continue to be performed and documented consistently and to high standards. Robust risk assessments are critically needed for risk-informed, performance-based environmental management decisions and are in-use by other Federal and State agencies. Continued improvements in the consistency of P&RAs and reductions in their underlying uncertainty will provide a sound foundation for future decision making.