

NATIONAL TRANSURANIC PROGRAM CHARTER



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U.S. Department of Energy
Carlsbad Area Office
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Approved by:

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NATIONAL TRU PROGRAM CHARTER

1.0 SUPPORTING DOCUMENTS

Documents supporting this charter shall include the National Transuranic (TRU) Program Plan, the CAO/EM-30 Memorandum of Agreement Concerning Management of the National Transuranic Waste Program, the EM-30/40 Memorandum of Understanding, project baselines, implementing plans and procedures, and supplemental guidance issued as required.

2.0 OFFICE OF WASTE MANAGEMENT PROGRAM AUTHORITIES AND RESPONSIBILITIES

The Office of Waste Management (Office of Environmental Restoration and Waste Management [EM-30]) is responsible for assuring that the National TRU Program (NTP) plans and operations are coordinated, integrated, and consistent with U.S. Department of Energy Headquarters (DOE-HQ) programs, policies, and guidance.

Specific TRU waste-related responsibilities include the following activities:

1. Issuing key policy guidelines for U.S. Department of Energy Carlsbad Area Office (DOE-CAO) TRU waste activities.
2. Approving and issuing key policy guidance and priorities for all DOE-wide TRU waste management, in coordination with DOE-CAO.
3. Providing guidance for preparation of budget requests, in coordination with EM-10, and acquiring and providing resources to fund the NTP, consistent with priorities of the EM program.
4. Reviewing proposed policy, guidance, plans, and other documents developed by the NTP and providing policy guidance to ensure consistency with other waste type planning efforts and other DOE programs.
5. Performing integration activities between TRU waste and other waste types, including integration with other DOE-HQ organizations.
6. Co-chairing the TRU Waste Steering Committee, with emphasis on policy, overall strategy, and coordination with other waste type planning efforts.
7. Participating in meetings, working groups, task forces, and annual reviews where there are cross-cutting issues (i.e., storage, characterization, treatment, etc.).

3.0 OFFICE OF ENVIRONMENTAL RESTORATION AUTHORITIES AND RESPONSIBILITIES

The Office of Environmental Restoration (EM-40) has responsibility for managing TRU waste at cleanup sites (both federally and privately owned) where EM-30 has no presence, as detailed in the EM-30/40 Memorandum of Understanding. Responsibilities include the characterization, treatment, packaging, shipping, and interim storage of TRU waste/material removed from cleanup sites.

Specific responsibilities related to the NTP are the following:

1. Serving as a member of the TRU Waste Steering Committee.
2. Reviewing proposed policy and guidance developed by the NTP to ensure consistency with removal and subsequent cleanup action planning efforts related to other waste types.
3. Participating in meetings, working groups, conference calls, and annual reviews where there are cross-cutting issues that may impact removal and cleanup activities.

4.0 ALBUQUERQUE OPERATIONS OFFICE AUTHORITIES AND RESPONSIBILITIES

The U.S. Department of Energy Albuquerque Operations Office (DOE-AL) provides administrative support to CAO. DOE-AL also provides specialized legal, procurement, personnel, and environment, safety and health (ES&H) support, as needed by CAO.

The DOE-AL Manager has the authority and responsibility to perform the following activities:

1. Coordinate and integrate all administrative support to accomplish the Waste Isolation Pilot Plant (WIPP) and NTP missions.
2. Provide independent assessments of ES&H, safeguards and security, OSHA, and nuclear safety program implementation and compliance at WIPP and issue assessment reports.

5.0 CARLSBAD AREA OFFICE AUTHORITIES AND RESPONSIBILITIES

CAO is the lead DOE office for the successful management, planning, and integration of TRU waste program efforts across the DOE complex. As such, DOE-CAO develops the vision, priorities, and program policies to fulfill the TRU waste management program missions for EM-1. CAO has established the National TRU Program Office (NTPO) to manage the systems integration, characterization, transportation, packaging, emergency response, and alternatives planning for TRU Waste. NTPO develops guidance for TRU waste management; defines and implements waste characterization programs; sets overall

priorities; provides evaluation of TRU waste activities of the program participants and generator sites; ascertains TRU waste treatment technology requirements in compliance with environmental regulations; coordinates technology development activities with EM-50; provides management, expert technical advice, and assistance to participants and generator sites; implements strategic planning; and manages system analysis planning and integration of TRU waste.

CAO also provides overall direction and management for the WIPP program; directs the activities of the national laboratories in support of the WIPP program long-term compliance; directs the technical and management functions to ensure WIPP facility readiness; directs and supervises all DOE personnel involved in the WIPP program; implements a Total Quality Management (TQM) policy of best management practices; manages program support in the areas of quality assurance (QA), ES&H, budget, scheduling, testing, and performance assessment; and develops, implements, coordinates, integrates and manages an effective and responsive public affairs and government liaison program.

5.1 Responsibilities of the Carlsbad Area Office Manager

The CAO Manager reports to the Assistant Secretary, Office of Environmental Restoration and Waste Management for program and policy direction. The CAO Manager responsibilities and authorities are defined in the CAO/EM-30 Memorandum of Agreement Concerning Management of the National Transuranic Waste Program, signed on February 28, 1994, and AL 1120, *Organization Authorities, and Functions*, Chapter IV, Part 19, and are presented here for informational purposes.

The responsibilities of the CAO Manager include the following:

1. Establishing internal organization, staffing, policies, and authorities required to carry out the responsibilities of CAO.
2. Coordinating with appropriate management staffs at DOE-HQ and other DOE field elements in the development of mission statements and objectives.
3. Providing direction and guidance for the overall management of the WIPP program and overseeing the technical and management functions to assure WIPP facility readiness.
4. Directing WIPP program management support.
5. Establishing WIPP Waste Acceptance Criteria (WAC) and coordinating and ensuring that all TRU and TRU mixed waste accepted at WIPP is in compliance with federal, state, and local laws and regulations and meet the criteria of the TRU Waste Characterization and Certification Program for stored and buried waste.

6. Coordinating efforts of the national laboratories, generator sites, and other program participants in the overall planning of TRU waste disposal, and integrating the systems for waste characterization, transportation, treatment, storage, and disposal.
7. Providing support to the EM Programmatic Environmental Impact Statement (PEIS) in assessing TRU waste inventories, characteristics, systems studies, and engineering and treatment alternatives analyses.
8. Recommending and implementing DOE-HQ policy and overseeing TRU waste storage activities; including QA and ES&H.
9. Providing privatization initiatives guidance.
10. Developing criteria and setting priorities for all TRU waste management and budget planning as agreed with DOE-EM. Ensuring effective interface and integration of all assigned areas, other interim or permanent waste storage facilities, generator sites, and contractors.
11. Establishing program strategy and direction and approving changes as appropriate.
12. Serving as spokesperson for TRU waste integration activities and issues and interacting with intergovernmental and external agencies.
13. Directing the management of TRU stored waste and coordinating with EM-40 on buried waste planning.
14. Procuring and promoting the use of commercial laboratory services for characterization of TRU waste inventories.
15. Directing the development and support of TRU waste minimization programs in coordination with DOE-HQ.
16. Serving as WIPP Contracting Officer Technical Representative for Sandia National Laboratories. Serving as Administrative Contracting Officer for the WIPP Integrated Support Contract, the Westinghouse Waste Isolation Division Contract, and the WIPP Institutional Agreements.
17. Assuring stakeholder involvement in the decision-making process.
18. Reporting program status, plans, and results as required.

5.2 Responsibilities of the National TRU Program Office Manager

The NTPO Manager reports to the DOE-CAO Area Manager.

The responsibilities of the NTPO Manager include the following:

1. Identifying issues that need to be addressed to properly manage TRU waste from a complex-wide basis.
2. Conducting analyses and strategic planning necessary to establish and implement an integrated TRU waste management program through the TRU Waste Steering Committee.
3. Developing options, recommendations, and proposed priorities and guidance regarding TRU waste management at the DOE generator sites for EM-30 review, consideration, and direction.
4. Co-chairing the TRU Waste Steering Committee, with emphasis on development, management, and direction of TRU waste planning activities.
5. Coordinating interface working groups and task forces that address issues to better manage TRU waste.
6. Identifying data collection needs for the TRU waste program.
7. Developing and managing the transportation and packaging systems for TRU waste destined for WIPP.
8. Developing and supporting special studies for more effective and efficient management of TRU waste at DOE sites.
9. Developing, issuing, and approving TRU waste documents, in coordination with DOE-HQ and consistent with DOE-HQ policy guidance.
10. Providing programmatic, technical, and budget direction to NTP contractors.
11. Developing, submitting, managing, and executing the DOE-CAO NTP budget.
12. Developing and managing the planning process for the NTP activities delegated to the CAO.
13. Integrating activities with the WIPP program to assure compatible policies and programs.
14. Ascertaining TRU waste treatment technology requirements and needs to ensure compliance with environmental regulations.

15. Providing TRU waste systems planning in compliance with the National Environmental Policy Act (NEPA).
16. Providing technical expertise, guidance, and support to effectively define and implement a waste characterization program, which includes the data requirements necessary to demonstrate compliance with applicable regulations.
17. Certifying that the quality of waste characterization information generated by programs and processes at the generator sites is sufficient to demonstrate that the waste meets the final WIPP WAC and is acceptable under the WIPP RCRA permit.

6.0 TRU WASTE GENERATOR/STORAGE SITES AND SMALL-QUANTITY HOLDERS AUTHORITIES AND RESPONSIBILITIES

The DOE field elements responsible for DOE facilities and privately owned sites holding DOE-owned TRU material/waste are responsible for the management of all TRU waste/material at that site in accordance with federal, state, and local regulations. Sites must plan and implement programs to minimize, characterize, package, treat, store, and ship all TRU waste, including waste that is not planned for disposal at WIPP; support national initiatives to develop disposal capabilities; construct required waste management facilities and equipment; obtain permits; perform site-specific NEPA analysis; conduct environmental studies; perform laboratory analyses; certify that waste destined for WIPP meets the WIPP WAC; and assure that waste shipped to other facilities meets the facility WAC.

Specific responsibilities include:

1. Establishing internal organization, staffing, policies, and authorities required to carry out the site mission. This includes implementing programs addressing QA and ES&H requirements.
2. Preparing site budgets, schedules, plans, and reports.
3. Serving as interface with state and federal regulatory agencies regarding TRU waste-related activities and issues and satisfying regulatory requirements, agreements, and permit conditions.
4. Providing information to DOE-HQ and NTPO addressing waste characteristics, inventories, issues, and plans.
5. Supporting the development and implementation of national TRU waste strategies and initiatives.
6. Planning and managing line item, general plant project, and capital equipment construction projects at the site.
7. Managing waste in full compliance with regulatory requirements.

8. Managing TRU waste destined for WIPP in accordance with WIPP-related requirements.
9. Reporting to DOE-HQ and NTPO all issues identified through the efforts described above that may affect current planning and schedules for operations at WIPP.
10. Communicating potentially precedent-setting regulatory activities (e.g., permit conditions, treatment requirements, compliance agreements, etc.) to NTPO so that the system-wide impacts may be analyzed.

7.0 TRU WASTE STEERING COMMITTEE AUTHORITIES AND RESPONSIBILITIES

The TRU Waste Steering Committee, with members from all the DOE generator/storage sites, will join with CAO and DOE-HQ to provide leadership, vision, and support in developing a strong systematic approach for managing the NTP by focusing on cross-cutting and complex-wide strategies and plans that provide the link between the high-level DOE strategies and the individual site plans. The TRU Waste Steering Committee will operate in accordance with the approved charter.

Specific responsibilities of the TRU Waste Steering Committee include the following:

1. Developing complex-wide integrated strategic and implementation plans that reconcile national and site-specific priorities.
2. Supporting planning and program management activities by assisting the NTPO in identifying key (as defined by the committee) risks and issues and ways to manage them.
3. Monitoring site-specific and complex-wide program progress and adjusting the plans as needed in a timely fashion; progress toward achieving the NTP milestones will be reviewed at least annually.
4. Supporting stakeholder participation in the CAO Intergovernmental and External Affairs Outreach Program by providing technical and political background, ideas, and advice to CAO and by sharing information from site-specific advisory committees and stakeholder interactions from across the complex, especially lessons learned.
5. Reviewing and commenting on key NTPO products designed to support the NTP management efforts and support the TRU Waste Steering Committee in fulfilling its charter.

8.0 INTERFACE WORKING GROUP AUTHORITIES AND RESPONSIBILITIES

Interface Working Groups (IWGs) may be formed at the direction of the NTPO Manager or the TRU Waste Steering Committee to address cross-cutting issues facing the NTP. IWGs

provide technical advice; review and evaluate policies, plans, and alternatives; provide recommendations; and facilitate communication among technical experts within DOE, private industry, and universities.

Specific responsibilities will include the following:

1. Developing an IWG charter that establishes the mission, goals, organization, activities, and reporting requirements. Charters will be renewed annually and will include specific milestones for the upcoming year.
2. Holding meetings, conducting analyses, and investigating issues, as necessary to perform the mission of the IWG.
3. Periodically documenting results of meetings and analyses.
4. Providing technical advice to the NTPO Manager.

9.0 REPORTING

Reporting will be performed in accordance with a modified Uniform Reporting System, as described in DOE Order 1324.2A.