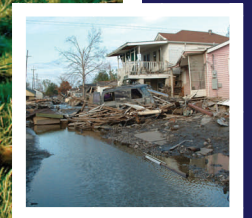


# OFFICE OF COOPERATIVE ENVIRONMENTAL MANAGEMENT

## 2008 ANNUAL REVIEW & ACCOMPLISHMENTS



**PUBLIC INVOLVEMENT  
FOR A BETTER ENVIRONMENT**







## A MESSAGE FROM OUR DIRECTOR

*Rafael DeLeon, Director*

*Office of Cooperative Environmental Management  
(OCEM)*

Under the Federal Advisory Committee Act (FACA) of 1972, the U.S. Environmental Protection Agency (EPA) establishes advisory committees to: (1) ensure public access and citizen involvement, (2) solicit stakeholder input and expert opinions, and (3) receive recommendations on how best to develop and implement our environmental policies and programs. The advisory committee process has proven to be an effective tool for building consensus among the Agency's diverse customers and stakeholders.

Since 1998, the Office of Cooperative Environmental Management (OCEM) has served as the national program manager of the Federal Advisory Committee program for the EPA. This includes policy and oversight responsibility as well as ensuring that EPA's advisory committees are compliant with FACA legislation. OCEM serves several important functions. For example, first we form committees to provide advice to the different offices within EPA. Second, we ensure that the process is open to the public and that the committees reflect diverse points of view. This increases public par-

ticipation in the work of the Agency, improves the decision-making process of EPA, and increases the trust citizens have in their government.

At EPA, there are approximately 50 advisory committees and subcommittees spread throughout HQ's program offices and regions. The work of the committees is important to EPA and the committees are available to every program office and region.

This document is intended for all EPA employees that would like more information about the advisory committee process at EPA, and how OCEM can be your partner in the FAC process. It will also demonstrate the importance of committees' transparency and diverse advice to the Agency.

For further information on the Agency's advisory committees, please contact Tim Sherer at (202) 564-6486. For further information on OCEM, please contact Cynthia Jones-Jackson on 564-2321 or visit our website at [www.epa.gov/ocem](http://www.epa.gov/ocem).

### OCEM GOALS FOR 2009

- \* Reduce the cost of operating committees
- \* Increase public participation
- \* Increase member diversity on committees



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## BACKGROUND AND VISION

The Office of Cooperative Environmental Management (OCEM) was created by the Administrator as a staff office in July, 1988. OCEM serves as the national program manager of the Committee Management Program for EPA. We provide oversight, policy, and training for all of EPA's federal advisory committees managed in other parts of the Agency. OCEM manages five federal advisory committees and one subcommittee. These committees provide the President, Congress, the Administrator and other top EPA decision-makers with broad stakeholder advice during the development



### HOW OCEM CAN HELP YOU

OCEM provides a full array of FACA-related services to all EPA program offices and regions. These include:

- \* Guidance on establishing committees and managing them properly
- \* Training and assistance for Designated Federal Officer's (DFO) across the Agency
- \* Advice on whether FACA requirements apply to any given situation
- \* Assistance with having an existing committee examine your specific issues
- \* Research on any FACA issue
- \* Support on reporting your FACA's activities to GSA

and implementation of national and international environmental policy. This advice is often used by other federal departments and agencies as well, especially those which have employees that serve as active members on a committee. These committees also provide a key benefit to EPA and the citizens of our country by providing a vehicle for an open and on-going exchange of information.

### OCEM HAS PRIORITIZED ITS GOALS AS FOLLOWS:

- \* Explain the benefits of federal advisory committees and the services OCEM can provide so program offices can take advantage of this important tool. OCEM will become a "one-stop-shop" for information and guidance on EPA's federal advisory committees.
- \* Manage its federal advisory committees to ensure efficiency, effectiveness, innovation, and significant contributions to the conduct of the nation's environmental programs and policies.
- \* Provide increased outreach and assistance to the Agency's Designated Federal Officers (DFOs) and program offices and enhance our relationships with our DFO customers.
- \* Provide guidance and training to Agency personnel on FACA laws, regulations, best practices, and procedures.
- \* Measure the outcome and effectiveness of EPA's federal advisory committees.

# BACKGROUND AND VISION

## OCEM has three business operation teams:

Committee Policy and Oversight (CPO)

Committee Management Operations (CMO)

Planning, Technology, & Outreach (PTO)

**Rafael DeLeon, Director**

### Committee Policy & Oversight (CPO) Staff

**Timothy Sherer**  
Associate Director

Training & Development

Membership Process

Technical Assistance

Best Practices

Charter Process

FACA Policy and Guidance

FACA Consultations

FACA Oversight

DFO Network

Performance Measures

FACA Research

Assistance of GSA reporting requirements

### Committee Management Operations (CMO) Staff

**Mark Joyce**  
Associate Director

Good Neighbor  
Environmental Board  
(GNEB)

National Advisory Committee  
(NAC)

Governmental Advisory  
Committee  
(GAC)

National Advisory Council for  
Environmental Policy  
and Technology  
(NACEPT)

Environmental Technology  
Subcommittee

Farm, Ranch, & Rural  
Communities Committee  
(FRRCC)

### Planning, Technology & Outreach (PTO) Staff

**Cynthia Jones-Jackson**  
Associate Director

OCEM Strategic  
Planning Initiatives

OCEM Administrative Services

Communications and Outreach

OCEM Program Evaluation

Information and Technology  
Management

Records Management

Customer Service

Meeting Support

OCEM Resources

Budget

Contracts and Grants

Human Capital

# FEDERAL ADVISORY COMMITTEE ACT (FACA)

## GENERAL DESCRIPTION OF FACA

By enacting the Federal Advisory Committee Act (FACA) of 1972 (Public Law 92-463) the U.S. Congress formally recognized the merits of seeking the advice and assistance of our nation's citizens. At the same time, Congress also sought to ensure that advisory committees would provide advice that is prompt, relevant, objective, and open to public participation, while complying with reasonable cost controls and record keeping requirements. Federal Advisory Committees strengthen the collaborative process and improve EPA decisions because:

- \* Advice is developed by committee members who are experts or informed representatives of various stakeholders
- \* Members of the public are encouraged to provide their input to the committees for consideration
- \* Advice is developed by a committee that is diverse and balanced in its members' points of view.
- \* Committees reflect independent thinking, without being unduly influenced by appointing authorities or special interest groups
- \* The Federal Advisory Committee program is a cost-effective method of reinforcing the Agency's credibility with the public

A Federal Advisory Committee is defined as a committee, board, task force, or other similar group that is: (1) established by statute, or established or utilized by the President or the Agency for the purpose of obtaining advice or recommendations for the President or the Agency, (2) composed of at least one member who is not a federal employee, and (3) provides advice to the President or the Agency. By definition, a federal advisory committee can only provide advice and recommendations. Committees cannot make or implement decisions. There are two types of advisory committees: non-discretionary and discretionary. Non-discretionary advisory committees are specifically required by statute or mandated by the President. Discretionary advisory committees are established at the discre-

tion of the head of a federal agency.

## COMPLYING WITH FACA

Generally, any committee should follow FACA if it is: (1) used or established by EPA, (2) used to obtain group advice, and (3) has at least one member who is not a federal employee. However, there are exceptions.

### FACA APPLICABILITY

Below are the major questions to consider in determining if FACA applies:

- \* Will the group provide collective advice to EPA?
- \* Will the group include any non-Federal employees?
- \* Are all of the non-Federal members elected State, Tribal or local government officials or their employees?
- \* Will the group discuss only issues for which all attending governments have some responsibility as co-regulators?
- \* Was the group formed (established) by EPA?
- \* Does EPA actually manage or control the group through actions such as selecting the members, setting the agenda or providing direct funding?

## ROLE OF FEDERAL ADVISORY COMMITTEES

With expertise from advisory committee members, federal officials and the public have access to information and advice on a broad range of issues, federal policies, and programs. The public is afforded an opportunity to participate actively in the federal government's decision-making process. Under FACA § 10, "interested persons shall be permitted to attend, appear before, or file statements with any advisory committee, subject to reasonable rules or regulations. . . " and "the records, reports, transcripts, minutes, appendixes, working papers, drafts, studies, agenda, or other documents which were made available to or prepared by or for each advisory committee shall be available for public inspection and copying" (5 U.S.C. App. 2).

# FEDERAL ADVISORY COMMITTEE ACT (FACA)

There are several aspects of Federal Advisory Committees that ensure openness of the process to the public, including:

- \* Requirement that meetings are open to the public
- \* Compliance with the Americans with Disabilities Act
- \* Requirement of both oral and written public comment periods
- \* Meetings must be announced 15 days in advance in the Federal Register
- \* Minutes are required and publicly available

Consultation with the CMO should begin early as the CMO provides guidance throughout the entire establishment process. Consultations should specifically include:

- \* Planning the budget
- \* Selecting committee members
- \* Staffing the committee
- \* Selecting a Designated Federal Officer (DFO)
- \* Discussing and developing measures
- \* Drafting a charter

## ESTABLISHING A FEDERAL ADVISORY COMMITTEE (CHARTER PROCESS)

FACA establishes a system that governs the creation and operation of advisory committees in the Executive Branch of the federal government. FACA ensures that: (1) valid needs exist for establishing and continuing advisory committees, (2) committee proceedings are generally as open to the public as is feasible, and (3) Congress is regularly provided with certain information about advisory committees and their activities. FACA § 9 requires EPA to file a charter with Congress and the Library of Congress to establish a committee. Assistant Administrators, Regional Administrators, and heads of staff offices reporting to the Administrator within their functional areas of responsibility may initiate the establishment process. Requests to establish a committee must be sent through EPA's Committee Management Officer (CMO) to the Deputy Administrator.

The CMO provides guidance and consultation on the establishment process and reviews the documents contained in the establishment package. Once the establishment documents are completed, the CMO is responsible for consulting with the GSA Committee Management Secretariat, overseeing the approval process, and ensuring that documents are filed with GSA, the Library of Congress, and Congress, as appropriate.

## FEDERAL AGENCY RESPONSIBILITY

Since 1977, the U.S. General Services Administration (GSA) has had overall responsibility for overseeing the implementation of FACA across all federal departments and agencies. Each federal agency that establishes or utilizes advisory committees must adhere to both FACA requirements and administrative guidelines provided by GSA's Committee Management Secretariat.

## DESIGNATED FEDERAL OFFICERS

FACA § 10 provides that "there shall be designated an officer or employee of the federal government to chair or attend each meeting of each advisory committee" (5 U.S.C. App 2). EPA calls this person the Designated Federal Officer (DFO). FACA further provides that no advisory committee shall conduct any meetings in the absence of that officer or employee. The GSA Final Rule § 102-3.120 states that the DFO "must be a full-time or permanent part-time federal employee" (41 C.F.R. Part 102-3). The DFO calls the meetings to order, approves the agenda and adjourns meetings when it is in the interest of the public to do so.

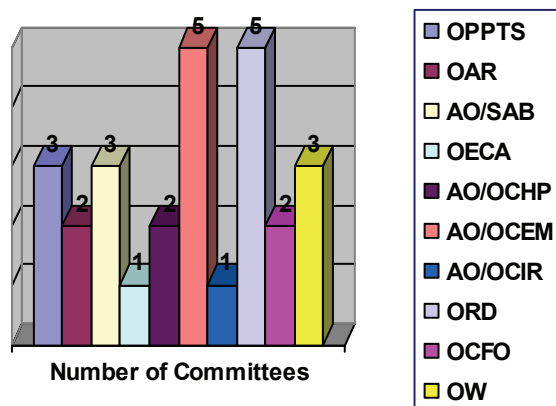
The DFO also serves as staff to the committee, preparing materials, arranging meetings and ensuring that the committee follows all FACA requirements and operates consistently with applicable EPA policy. The DFO is generally appointed by the Assistant Administrator or Regional Administrator.

# FEDERAL ADVISORY COMMITTEE ACT (FACA)

## GSA ANNUAL COMPREHENSIVE REPORTING

GSA has designed and maintains a government-wide shared internet-based system to facilitate collection and use of information required by FACA. Each DFO provides EPA with this information through data filed electronically with GSA on a fiscal year basis. This database is available to the public at [www.fido.gov/facadatabase](http://www.fido.gov/facadatabase).

In 2008, EPA had 27 chartered FACA committees advising more than half of our program offices.



## EPA's FACA REPORTING TIERS

### EPA'S 2008 FACA FACTS

- \* EPA had 27 Tier 1 Chartered FACA Committees in FY 2008
- \* EPA had 33 Tier 2 FACA Subcommittees in FY 2008
- \* EPA had 59 Designated Federal Officers in FY 2008
- \* EPA Tier 1 Committees produced 71 Reports in FY 2008
- \* EPA had 687 FACA Committee Members in FY 2008
- \* EPA spent \$14.5 million on FACA Activities in FY 2008
- \* EPA held 190 **Open** FACA Committee Meetings in FY 2008
- \* 99 percent of EPA's FACA Committee meetings were open to the public versus only 33 government-wide



**FEDERAL  
ADVISORY  
COMMITTEES**

# EPA'S FEDERAL ADVISORY COMMITTEES

## TIER 1 COMMITTEE DESCRIPTIONS WITH PROGRAM OFFICE, DESIGNATED FEDERAL OFFICERS, AND TIER 2 SUBCOMMITTEES

### Adaptation for Climate Sensitive Ecosystems and Resources Advisory Committee (ACSERAC)

Office of Research and Development/The National Center for Environmental Assessment (ORD/NCEA)

**Joanna Foellmer 707-347-8508**

Supports the U.S. Climate Change Science Program by providing a peer review of the first external draft report entitled: *Preliminary Review of Adaptation Options for Climate Sensitive Ecosystems and Resources*.

### Advisory Council on Clean Air Compliance Analysis (ACCACA or Council)

Office of the Administrator/Office of Science Advisory Board (AO/SAB)

**Holly Stallworth 202-343-9867**

Provides independent advice on technical and economic aspects of analyses and reports, which EPA prepares concerning the impacts of the Clean Air Act on the public health, economy, and the environment of the United States.

### Children's Health Protection Advisory Committee (CHPAC)

Office of the Administrator/Office of Children's Health Protection (AO/OCHPEE)

**Carolyn Hubbard 202-564-2189**

Advises, consults with and makes recommendations to EPA on issues associated with the development of regulations to address prevention of adverse health effects to children. The Committee also carries out related functions such as collecting information and data to inform Agency decisions and serves to improve the breadth and depth of analyses related to the rules.

### Clean Air Act Advisory Committee (CAAAC)

Office of Air and Radiation (OAR)

**James (Pat) Childers 202-564-1082**

Provides independent advice and counsel on the development of policy and programs necessary to implement and enforce the requirements of Clean Air Act amendments enacted in 1990. The Advisory Committee is consulted on economic, environmental, technical, scientific, and enforcement policy issues.

### Clean Air Scientific Advisory Committee (CASAC)

Office of the Administrator/Office of Science Advisory Board (AO/SAB)

**Holly Stallworth 202-343-9867**

Provides independent advice on the scientific and technical aspects of issues related to the criteria for air quality standards, research related to air quality, source of air pollution, and the strategies to attain and maintain air quality standards and to prevent significant deterioration of air quality.

### Coastal Elevations and Sea Level Rise Advisory Committee (CESLAC)

Office of Air and Radiation (OAR)

**John (Jack) Fitzgerald 202-343-9336**

Provides advice to the EPA Administrator on a study titled *Coastal Elevations and Sensitivity to Sea Level Rise*, completed as part of the U.S. Climate Change Science Program. Within the context of the basic study plan, CESLAC will advise on the specific issues to be addressed, appropriate technical approaches, the nature of information relevant to decision-makers, the content of the final report, compliance with the Information Quality Act, and other matters important to the successful achievement of the objectives of the study.

# EPA'S FEDERAL ADVISORY COMMITTEES

## TIER 1 COMMITTEE DESCRIPTIONS WITH PROGRAM OFFICE, DESIGNATED FEDERAL OFFICERS, AND TIER 2 SUBCOMMITTEES

### **Environmental Financial Advisory Board (EFAB)**

Office of the Chief Financial Officer (OCFO)

**Stan Meiburg 404-562-8357**

Provides advice and recommendations to EPA on (1) lowering costs by proposing ways of removing financial and programmatic barriers that raise the cost of environmental protection; (2) increasing public and private investment in environmental facilities and services; (3) proposing ways to improve the efficiency of investments; and (4) building the state and local financial capacity necessary to carry out environmental mandates.

### **Environmental Laboratory Advisory Board (ELAB)**

Office of Research and Development (ORD)

**Lara Autry 919-541-5544**

Provides advice and counsel to EPA and other federal agencies, as appropriate, concerning the systems and standards of accreditation for laboratories that provide services to governmental and private sector organizations, in support of activities related and in compliance with federal and state environmental statutes and regulations.

### **EPA Board of Scientific Counselors (EPA BOSC)**

Office of Research and Development (ORD)

Acting DFO **Heather Drumm 202-564-8239**

The mission of the BOSC is to evaluate science and engineering research, programs and plans, laboratories, and research-management practices of ORD and recommend actions to improve their quality and/or strengthen their relevance to EPA's mission; evaluate and provide advice concerning the utilization of peer review within ORD to sustain and enhance the quality of science in EPA; review ORD's program development and progress, ORD's research planning process, and research program balance, including implementation of the ORD Strategic Plan; provide peer review including evaluation of ORD's peer review policies, and reviewing ORD Offices, National Laboratories and Centers, and research plans and products; and provide advice on human resources planning, such as scientist career development and rotational assignment programs, and the appropriate scope and design of training programs for environmental research professionals.

### **EPA Science Advisory Board (EPA SAB)**

Office of the Administrator/Office of Science Advisory Board (AO/SAB)

**Thomas (Tom) Miller 202-343-9982**

Provides independent advice to the Administrator and specified Congressional Committees on the technical aspects of the science that supports Agency positions.

### **EPA-USDA Committee to Advise on Reassessment and Transition (CARAT)**

Office of Prevention, Pesticides, and Toxic Substances (OPPTS)

**Margie Fehrenbach 703-308-4775**

CARAT provides advice to EPA and USDA to ensure smooth implementation of the Food Quality Protection Act of 1996, through development of strategic approaches for pest management planning, development of recommendations for better utilization of existing programs and authorities to alleviate crop/pest management problems, and tolerance reassessment of pesticides.

# EPA'S FEDERAL ADVISORY COMMITTEES

## TIER 1 COMMITTEE DESCRIPTIONS WITH PROGRAM OFFICE, DESIGNATED FEDERAL OFFICERS, AND TIER 2 SUBCOMMITTEES

### **Farm, Ranch, and Rural Communities Committee (FRRCC)**

Office of the Administrator/Office of Cooperative Environmental Management (AO/OCEM)

**Alicia Kaiser 202-564-7273 and Christopher Ashcraft 202-564-2432**

The Committee advises the Administrator on environmental policy issues impacting farms, ranches, and rural communities and operates under the rules of the Federal Advisory Committee Act, (FACA).

### **Federal Insecticide, Fungicide, and Rodenticide Act Scientific Advisory Panel (FIFRA SAP)**

Office of Prevention, Pesticides, and Toxic Substances (OPPTS)

**Steven (Steve) Knott 202-564-0103**

Provides independent scientific advice on pesticides and pesticide-related issues and analyzes the impacts of EPA's pesticide-related regulatory actions.

### **Good Neighbor Environmental Board (GNEB)**

Office of the Administrator/Office of Cooperative Environmental Management (AO/OCEM)

*Acting DFO Mark Joyce 202-564-2130*

Provides advice to the President and the Congress on the need for environmental and infrastructure projects (including projects that affect agriculture, rural development, and human nutrition) within the states of the United States contiguous to Mexico, in order to improve the quality of life of persons residing on the United States side of the border.

### **Governmental Advisory Committee (GAC)**

Office of the Administrator/Office of Cooperative Environmental Management (AO/OCEM)

**Oscar Carrillo 202-564-0347**

Provides advice to the United States Representative (the Administrator of EPA) to the North American Commission on Environmental Cooperation on implementation and further elaboration of the North American Agreement on Environmental Cooperation (the environmental side accord to the North American Free Trade Agreement.)

### **Gulf of Mexico Program Policy Review Board (GMPPRB)**

Region 4 Gulf of Mexico Program Office/Office of Water (R4/OW)

**Gloria Car 228-688-2421**

Assess and oversee the implementation and coordination of plans to improve and protect the water quality and living resources of the Gulf of Mexico.

### **Human Impacts on Climate Change Advisory Committee (HICAAC)**

Office of Research and Development/The National Center for Environmental Assessment (ORD/NCEA)

**Joanna Foellmer 707-347-8508**

Provides advice on a study entitled: Analysis of the Effects of Global Change on Human Health and Welfare and Human Systems in collaboration with the U.S. Climate Change Science Program.

### **Human Studies Review Board (HSRB)**

Office of Prevention, Pesticides, and Toxic Substances/Office of Research and Development (OPPTS/ORD)

**Paul Lewis 202-564-8381**

Provides advice, information, and recommendations on issues related to scientific and ethical aspects of human subjects' research. The main objectives are to provide advice and recommendations on: (1) research proposals and protocols, (2) reports of completed research with human subjects, and (3) how to strengthen EPA's programs for protection of human subjects of research.

# EPA'S FEDERAL ADVISORY COMMITTEES

## TIER 1 COMMITTEE DESCRIPTIONS WITH PROGRAM OFFICE, DESIGNATED FEDERAL OFFICERS, AND TIER 2 SUBCOMMITTEES

### **Local Government Advisory Committee (LGAC)**

Office of the Administrator/Office of Congressional and Intergovernmental Relations (AO/OCIR)

**Frances Eargle 202-564-3115**

Advises, consults with, and makes recommendations to EPA on matters related to the implementation of federal environmental requirements by local governments.

### **National Advisory Committee for Acute Exposure Guideline Levels for Hazardous Substances (NAC/AEGL)**

Office of Prevention, Pesticides, and Toxic Substances (OPPTS)

**Paul Tobin 202-564-8557**

Develops and recommends airborne guideline levels for short-term exposures to hazardous substances to EPA. The Acute Exposure Guideline Levels used by federal, state, and local agencies and the private sector for emergency planning response and prevention activities related to the accidental release of hazardous substances.

### **National Advisory Committee to the United States Representative to the North American Commission for Environmental Cooperation (NAC)**

Office of the Administrator/Office of Cooperative Environmental Management (AO/OCEM)

**Oscar Carrillo 202-564-0347**

Provides advice to the United States Representative (the Administrator of EPA) to the North American Commission on Environmental Cooperation on implementation and further elaboration of the North American Agreement on Environmental Cooperation (the environmental side accord to the North American Free Trade Agreement.)

### **National Advisory Council for Environmental Policy and Technology (NACEPT)**

Office of the Administrator/Office of Cooperative Environmental Management (AO/OCEM)

**Sonia Altieri 202-564-0243 and Megan Moreau 202-564-5320**

Provides advice to the EPA administrator on a broad range of environmental policy, technology, and management issues.

### **National Drinking Water Advisory Council (NDWAC)**

Office of Water (OW)

**Veronica Blette 202-564-4094**

Advises, consults with, and makes recommendations to EPA on matters related to activities, functions, and policies of the Agency under the Safe Drinking Water Act as amended.

### **National Environmental Education Advisory Council (NEEAC)**

Office of the Administrator/Office of Public Affairs (AO/OCHPEE)

**Ginger Potter 202-564-0453**

Advises, consults with, and makes recommendations to EPA on matters relating to activities, functions, and policies of EPA under the National Environmental Education Act.

### **National Environmental Justice Advisory Council (NEJAC)**

Office of Enforcement and Compliance Assurance (OECA)

**Victoria Robinson 202-564-6349**

Advises, consults with, and makes recommendations to EPA on matters relating to environmental justice, and integrating environmental justice into EPA policies, programs, and activities.

# EPA'S FEDERAL ADVISORY COMMITTEES

## TIER 1 COMMITTEE DESCRIPTIONS WITH PROGRAM OFFICE, DESIGNATED FEDERAL OFFICERS, AND TIER 2 SUBCOMMITTEES

### **Pesticide Program Dialogue Committee (PPDC)**

Office of Prevention, Pesticides, and Toxic Substances (OPPTS)

**Margie Fehrenbach 703-308-4775**

Provides advice and guidance to EPA on regulatory development and reform initiatives, evolving public policy and program implementation issues, and science issues associated with evaluating and reducing risks from use of pesticides.

**Charter (DOC)** (3 pp, 14K)

### **Total Coliform Rule Distribution System Advisory Committee (TCRDSAC)**

Office of Water (OW)

**Acting DFO Jini Mohanty 202-564-5269**

Advises and makes recommendations to EPA on revisions to the Total Coliform Rule (TCR), and its public health impact.

# OCEM-Managed Federal Advisory Committees



# OCEM-MANAGED FEDERAL ADVISORY COMMITTEES



Now, more than ever, the fragile environment along the U.S. border with Mexico needs stronger protection and federal policies to protect it, along with the input of community and experts from all sectors. The Good Neighbor Environmental Board (GNEB) was created to fulfill this critical role.

The GNEB advises the President and Congress on how the U.S. federal government can effectively promote good neighbor practices in environmental and infrastructure projects along the border with Mexico.

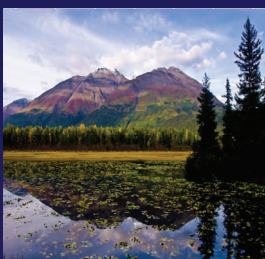
## Expertise

One of the greatest strengths of the Board is the diversity of its membership. Many members live in U.S. - Mexico border states and experience the impact of current environmental policies and practices in their communities. Their collective expertise spans all levels of government, the private sector, non-profit groups, tribes, and academic institutions.

Border-region members work with representatives of eight U.S. federal government agencies. Agency members' understanding of federal funding processes, experience in federal policy development, and their knowledge of their agencies' border region programs bring an added dimension to the Board's deliberations. Included are the Departments of Agriculture; Commerce; Health and Human Services; Housing and Urban Development, Interior; State; Transportation; and the Environmental Protection Agency. In addition, the U.S. Commissioner of the International Boundary and Water Commission also serves on the Board.

## Information Partners

Information is the lifeblood of the Good Neighbor Environmental Board. Each board member is connected to networks of experts on different border-region issues. These networks include border institutions and programs such as the Border Environmental Cooperation Commission, North American Development Bank, Binational Health Commission, the Southwest Consortium for Environmental Research and Policy, and EPA's Border 2012 Program.



Through these networks, board members stay informed about the developments of issues like maquiladora plant waste management, infrastructure in colonia communities, trade policy, transportation technology, security, emergency response, farming and grazing practices, ecosystem health, state environmental law, and others. Maintaining close contact with these information partners helps to ensure that the Board's recommendations remain timely and incorporate strategic planning for emerging trends.

Members regularly discuss with local or regional private and public groups the environmental conditions affecting the border region. The Board also maintains contact with Mexican Governmental Officials and Mexican counterpart groups, Consejos, which advise the Mexican Ministry of Environment and Natural Resources.

### Unique Role

The Good Neighbor Environmental Board is EPA's only Presidential advisory committee. It is charged with analyzing environmental conditions along the U.S. southern border and it recommends how the federal government can best apply its resources in the region. The Board offers an independent policy perspective on complex environmental matters. It does not carry out individual programs or projects. Past recommendations cover broad ground: to fully include states and tribes, replicate successful infrastructure models, leverage federal resources, share information, encourage bilateral cooperation, and other timely advice.

### Accomplishments

The Board's recommendations are published annually in reports and distributed throughout the border region to communities and policymakers throughout the nation and Mexico. Recommendations are also published in newspapers and magazine articles across the region and in Spanish language media in Mexico and the U.S.. As a result, the public is more informed and the federal government receives advice on federal policies that reflect the concerns of border region residents on environmental practices and infrastructure projects.

### Contact:

Mark Joyce, Acting Designated Federal Officer on (202) 564-2130 or at [www.epa.gov/ocem/gneb](http://www.epa.gov/ocem/gneb)

# OCEM-MANAGED FEDERAL ADVISORY COMMITTEES



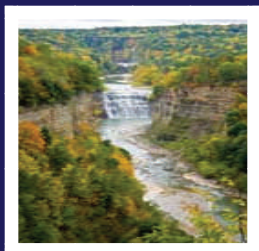
As environmental issues continue to be at the forefront of the North American integration process, the U.S. National Advisory Committee (NAC) provides a valuable avenue for public input. Arising from the North American Free Trade Agreement (NAFTA), the NAC is charged with providing advice on a broad range of environmental and economic issues. The Committee helps shape U.S. policies that improve the environment and health conditions of the United States, Canada, and Mexico. The NAC is composed of 12 members selected from environmental groups, business and academia. For more information, visit the NAC site at [www.epa.gov/ocem/nac](http://www.epa.gov/ocem/nac).

## Origin

The U.S. NAC was created in 1994 by executive order, as part of the United States *Federal Implementation of the North American Agreement on Environmental Cooperation* (NAAEC). Article 17 of the NAAEC authorizes the U.S., Canada, and Mexico to each convene a national advisory committee. Since its inception, the Committee has proven to be a valuable asset in the development of U.S. policies on trade and environment. The Committee produces letters of advice and reports on a periodic basis.

## Accomplishments

The NAC has been instrumental in advising the U.S. government on how to organize and lead the Commission for Environmental Cooperation (CEC). The Committee contributes to the development of the CEC's Program Plan and Budget. The NAC also assists the U.S. in developing outcomes for the annual CEC Council meetings and serves as an integral partner in the tri-national efforts to further sustainable development in North America.



**I**n North America, 425 million people share a rich natural environment ranging from tropical rain forests to deserts and wetlands, oceans and rivers. Since 1994, Canada, Mexico and the United States have collaborated in protecting North America's environment through the North American Agreement on Environmental Cooperation (NAAEC).

### **NAAEC**

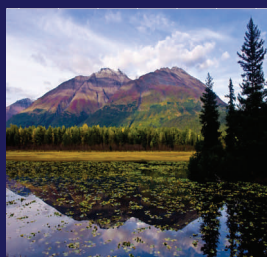
The North American Agreement on Environmental Cooperation seeks to build bridges among the three countries to promote environmental collaboration. The NAAEC is the first international agreement to link environmental cooperation with trade relations and the first to embed public engagement at the heart of its operations. The NAAEC establishes the CEC to facilitate effective cooperation on the conservation, protection, and enhancement of the North American environment.

### **CEC**

The Commission for Environmental Cooperation is an international organization created by Canada, Mexico, and the United States under the NAAEC. The CEC was established to address regional environmental concerns, help prevent potential trade and environmental conflicts, and to promote the effective enforcement of environmental law. The Council reinforces the environmental provisions of NAFTA. For more information visit the CEC website at [www.cec.org](http://www.cec.org).

### **Contact**

Oscar Carrillo, Designated Federal Officer on (202) 564-0347 or at [www.epa.gov/ocem/nac](http://www.epa.gov/ocem/nac)



# OCEM-MANAGED FEDERAL ADVISORY COMMITTEES



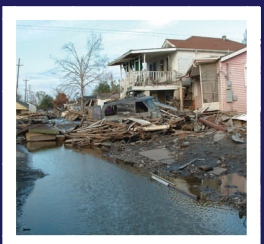
As environmental issues continue to be at the forefront of the North American integration process, the U.S. Governmental Advisory Committee (GAC) provides a valuable avenue for the public input. Arising from the North American Free Trade Agreement (NAFTA), the GAC is charged with providing advice on a broad range of environmental and economic issues. The Committee helps shape U.S. policies that improve the environment and health conditions of the United States, Canada, and Mexico. The GAC is composed of 12 members selected from state, local and Tribal governments. For more information, visit the GAC site at [www.epa.gov/gac](http://www.epa.gov/ocem/gac).

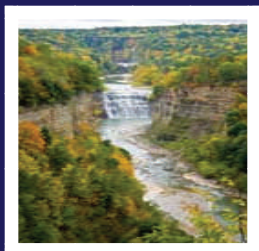
## Origin

The U.S. GAC was created in 1994 by executive order, as part of the United States *Federal Implementation of the North American Agreement on Environmental Cooperation* (NAAEC). Article 18 of the NAAEC authorizes the U.S., Canada, and Mexico to each convene a national advisory committee. Since its inception, the Committee has proven to be a valuable asset in the development of U.S. policies on trade and environment. The Committee produces letters of advice and reports on a periodic basis.

## Accomplishments

The GAC has been instrumental in advising the U.S. government on how to organize and lead the Commission for Environmental Cooperation (CEC). The Committee contributes to the development of the CEC's Program Plan and Budget. The GAC also assists the U.S. in developing outcomes for the annual CEC Council meetings and serves as an integral partner in the tri-national efforts to further sustainable development in North America.





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### NAAEC

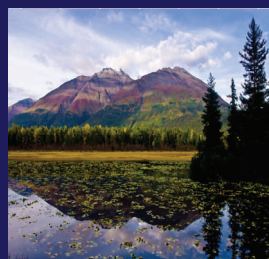
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## OCEM-MANAGED FEDERAL ADVISORY COMMITTEES



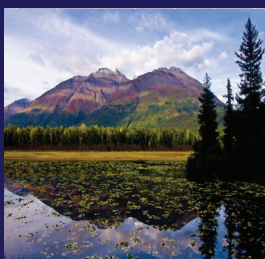
The U.S. Environmental Protection Agency established the National Advisory Council for Environmental Policy and Technology (NACEPT) in 1988 to provide independent advice to the EPA Administrator on a broad range of environmental policy, technology and management issues. The Council is a balanced panel of outside advisors who represent diverse interests from academia, industry, non-governmental organizations, and state, local, and Tribal governments.

### Structure

The NACEPT Council is comprised of a Chair and Vice Chair, the NACEPT Designated Federal Officer (DFO), and committee members as identified by the Administrator or Deputy Administrator. Council members may serve on at least one NACEPT subcommittee and often serve as members of other ad hoc work groups. Subcommittees formed under NACEPT auspices operate by the rules of NACEPT, and may not function or report recommendations independently of the Council.

### Value

NACEPT provides a cost-effective and flexible forum that can quickly respond to continually evolving policy challenges. The Council provides valuable advice on broad, cross-media issues and specific priority programmatic topics. Over the years, several of NACEPT's committees have become independent EPA advisory committees, including the Environmental Financial Advisory Board, the Local Government Advisory Committee, and the EPA-USDA Committee to Advise on Reassessment and Transition.



### Accomplishments

**N**ACEPT has provided recommendations on a variety of issues, including environmental technology, compliance assistance, human capital, Superfund, EPA's Draft Report on the Environment, and EPA's Draft Strategic Architecture and Plan. The Council has also played a strategic and visionary advisory role. NACEPT identified emerging trends and issues in its 2002 report, *The Environmental Future: Emerging Challenges and Opportunities for EPA*.

Since 1988, the Council has convened approximately 30 standing committees and involved more than 900 stakeholder representatives. The Council has approved and published over 50 major reports containing over 1,000 recommendations to the EPA Administrator. Many of these recommendations have directly influenced the policy and actions of the EPA as demonstrated by the creation of new programs, such as the Technology Innovation Office. For more information, please refer to the July 1999 report *NACEPT Past and Future: A Decade of Stakeholder Advice*.

### Contact:

Sonia Altieri, Designated Federal Officer on (202) 564-0243 or at [www.epa.gov/ocem/nacept](http://www.epa.gov/ocem/nacept)

or

Megan Moreau, Junior Designated Federal Officer on (202) 564-5320 or at [www.epa.gov/ocem/nacept](http://www.epa.gov/ocem/nacept)

# OCEM-MANAGED FEDERAL ADVISORY COMMITTEES



## FRRCC

Agriculture Producing Solutions



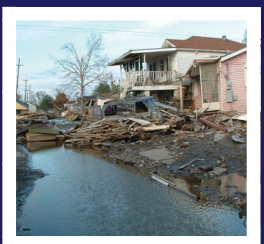
In continuing efforts to strengthen relations with the agriculture community, the EPA announced the establishment of the Farm, Ranch, and Rural Communities Federal Advisory Committee (FRRCC) on October 17, 2007. The Committee was formed under the guidelines of EPA's National Strategy for Agriculture, and will operate under the rules of the Federal Advisory Committee Act (FACA). The Committee will advise the Administrator of the EPA on environmental policy issues impacting farms, ranches, and rural communities.

### Structure



The FRRCC will meet approximately twice annually, and each of its three workgroups will meet approximately twice a year in addition to these committee meetings. The Committee consists of 30 members representing: large and small farmers, ranchers, and rural communities; rural suppliers, marketers, and processors; academics and researchers who study environmental issues impacting agriculture; environmental, conservation, and citizens' groups; and, state, local, and Tribal governments.

### Value



The FRRCC will initially focus on the following three issues: (1) impacts of Agency agriculture-related programs, policies, and regulations regarding climate change and renewable energy; (2) identification and development of a comprehensive environmental strategy for managing waste from livestock operations that considers regulatory and voluntary approaches, and provides tools for producers to attain superior environmental performance; (3) and development of a constructive approach or framework to address areas of common interest between sustainable agriculture and protection of the environment.

FRRCC provides a cost-effective and flexible forum that can strengthen relations between the Agency and the agricultural community in order to protect the environment and promote sustainability. The Committee will provide valuable advice on broad, cross-media issues and programmatic topics of specific priority.



### Accomplishments

The FRRCC held its first meeting in March 2008, where it formed the Climate Change and Renewable Energy Workgroup, the Livestock and Poultry Workgroup, and the Emerging Issues Workgroup. It held a subsequent meeting in September 2008, where the three workgroups met to focus on the various aspects of their aforementioned 3-tiered charge.

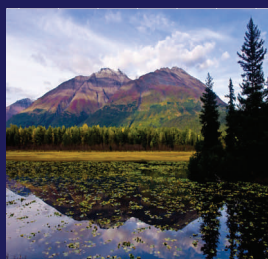
As a result of the September meeting the workgroups refined their charges and built relationships with EPA program offices in order to facilitate their efforts. The workgroups anticipate producing their first set of advice on a wide range of issues to the Agency at their next meeting.

### Contact:

Alicia N. Kaiser, Special Assistant for Agricultural Policy and Designated Federal Officer for FRRCC, on (202) 564-7273 or at [www.epa.gov/ocem/frcc](http://www.epa.gov/ocem/frcc)

or

Christopher Ashcraft, Junior Designated Federal Officer for FRRCC, on (202) 564-2432 or at [www.epa.gov/ocem/frcc](http://www.epa.gov/ocem/frcc)



# OCEM ACCOMPLISHMENTS FOR 2008



## **THE COMMITTEE POLICY AND OVERSIGHT STAFF**

The Committee Policy and Oversight (CPO) staff provides policy, coordination, oversight, consultation, and technical assistance for the EPA-wide committee management program in compliance with the Federal Advisory Committee Act. The CPO staff concluded a productive 2008:

### **COMMITTEE MANAGEMENT OVERSIGHT VISITS**

We continuously improve and operate a comprehensive process to meet the requirements of the Federal Advisory Committee Act (FACA) which states, "Each agency head shall establish uniform administrative guidelines and management controls for advisory committees." The purpose of the oversight visits is to improve committee compliance with laws and regulations, thereby reducing the legal vulnerability of the committee and the Agency. It is the team's goal to provide assistance in the management of EPA's committees, and to share the best practices of the committees with the Designated Federal Officers. We conducted 10 oversight visits in 2008.

### **DESIGNATED FEDERAL OFFICER (DFO) ORIENTATION SESSIONS**

As a way of introducing ourselves to our new customers, we host all new DFOs with an orientation session. During this session, each DFO spends approximately 30 minutes with each member of the CPO Staff to discuss specific topics, such as an introduction to FACA, the role of the CPO Staff, and the points of contact for all of EPA's Federal Advisory Committees. We discuss the process for establishment and renewal of committees and the role and responsibilities of the DFO. We also discuss the committee membership process, the committee management oversight visits, and the GSA Annual Comprehensive Review reporting requirements. The DFO is also provided with documents and information developed by our office on the FACA process and their role in it. The orientations are also given to new Special Assistants from the Office of the Administrator. In addition, all new DFOs are highly encouraged to attend the General Ser-

vice Administration (GSA) FACA two-day training course.

### **MEMBERSHIP GUIDE**

The office provides consultation and training to assist the Designated Federal Officer community with the Agency's membership requirements and policies. The original 2003 guide was rewritten. The new draft includes new template documents that simplify the committee member appointment process. The guide describes how to prepare the official submission folder necessary to appoint members to EPA's advisory committees, provides detailed descriptions of the contents that should be included, and explains the concurrence and approval process to obtain the Administrator's signature. The guide incorporated the Agency's Correspondence Management System.

### **COMMITTEE CHARTERS**

Approximately five months prior to the expiration of each committee charter, the CPO staff initiates a charter renewal process which culminates with forwarding the renewed charter, signed by the EPA Deputy Administrator and approved by the General Services Administration, to the appropriate congressional committee. In 2008, every charter was renewed on time, thereby avoiding the mandatory termination of the committee. In addition, the staff helped create and approved three charters for new committees. These new committees include: (1) Adaptation for Climate Sensitive Ecosystems and Resources Advisory Committee, (2) Total Coliform Rule Distribution Systems Advisory Committee, and (3) Human Impacts of Climate Change Advisory Committee. The CPO staff also assisted in the development of committee bylaws, operating procedures, and performance measures.

### **DESIGNATED FEDERAL OFFICER COMMUNITY**

We provided communication and outreach to the DFO community with quarterly network meetings, conveying current information, topical speakers, and a forum for discussion.

# OCEM ACCOMPLISHMENTS FOR 2008

## CPO AND GSA COSPONSORED THE FIRST GOVERNMENT-WIDE FACA CONFERENCE

The 1.5 day conference, held in Washington DC, provided training, speakers' forums, and an opportunity for the FACA community to exchange ideas, learn from success stories, and develop a sense of "community" among the 225 conference participants. As a result of holding this conference, agencies across the Executive Branch were able to learn from each other, participate in the plenary sessions (which were one of three discussion tracks), share their agency's mission, discuss how their FACs influence the national economy, public health, environmental protection and stewardship, homeland security, and the welfare of our citizens.

## GENERAL SERVICES ADMINISTRATION (GSA) ANNUAL COMPREHENSIVE REVIEW (ACR)

We submitted the annual mandatory data submission on all EPA federal advisory committees to GSA. This FY 2008 data includes information on:

- \* 687 committee members,
- \* 190 committee meetings,
- \* the cost of each committee by category and subcategory,
- \* 71 reports generated by the committees,
- \* the accomplishments of the committees, and
- \* the number of open and closed meetings

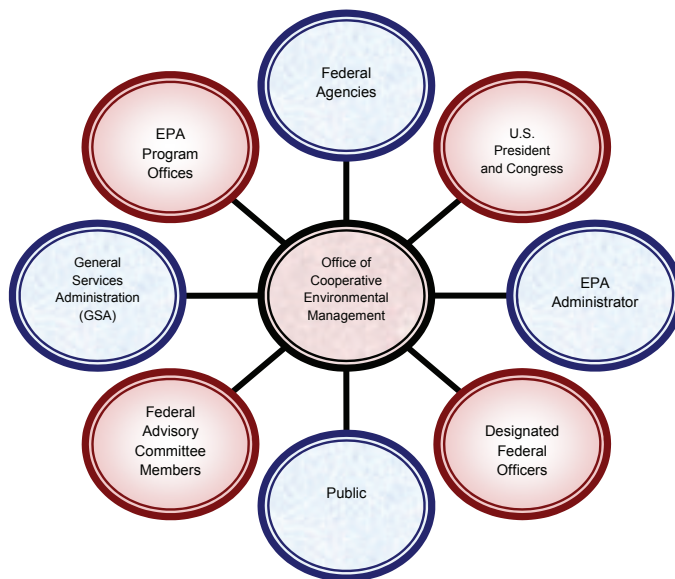
***EPA conducted 99% of their meetings open to the public, compared to the 33% government-wide total open meetings.***

## Government Wide

- \* 65,121 Members
- \* 6,938 Meetings
- \* 915 Committees
- \* 988 Reports

The database is available to the public at [www.fido.gov/facadatabase](http://www.fido.gov/facadatabase).

## OUR PARTNERS AND CUSTOMERS



## THE COMMITTEE MANAGEMENT OPERATIONS STAFF

The Committee Management Operations (CMO) Staff consists of four Designated Federal Officers who manage the activities of five federal advisory committees and one subcommittee. A summary of the committee accomplishments for 2008 follows:

## OCEM ACCOMPLISHMENTS FOR 2008



EPA established the National Advisory Council for Environmental Policy and Technology (NACEPT) in 1988 to provide independent advice to the EPA Administrator on a broad range of domestic and international environmental policy, technology, and management issues. The Council includes representatives from diverse interests in academia, industry, non-governmental organizations, and state, local, and Tribal governments.

In FY 2008 NACEPT held five full Council meetings and two Environmental Technology Subcommittee meetings. The Council submitted three advice letters and two reports to the EPA Administrator.

**Advice Letters:** NACEPT submitted a third advice letter in November 2007 on expanding EPA's stewardship role in biofuel development. The letter offered the following recommendations: (1) Accelerate research on impacts of expanding biomass and biofuels production and the sustainability of the industry, (2) Provide more public information on biomass and biofuel impacts and sustainability, (3) Help facilitate the commercialization of biofuel-related technologies, (4) Provide economic and scenario analyses to inform public and private sector decision making, and (5) Provide the workforce, resources, and planning to do the job right.

NACEPT submitted comments on (EPA's Draft 2007 Report on the Environment: Highlights of National Trends (ROE/HD)) in January 2008. NACEPT suggested ways to strengthen the Report, including: (1) The Report should be as independent as possible of EPA regulatory activities, and it should not be used as a public relations tool to highlight favorable results or obscure problems, (2) Select scientifically valid indicators that address the most important environmental issues, describe the cause-and-effect relationships to inform those indicators, and maintain the same set of indicators across Reports, (3) Highlight regional examples of environmental conditions and trends and provide available regional data, (4) Draw some con-

clusions from the data presented, (5) Provide information for how individuals can be better stewards in addressing problems the Report identifies, (6) Ensure on-line access to and more frequent updates of the Report's data and trends.

NACEPT provided comments on EPA's White Paper on (Integrated Modeling for Integrated Environmental Decision Making) in September 2008. NACEPT believes EPA should give high priority to the systematic development and deployment of integrated models to inform EPA decision-making. The advice letter also addresses four key themes: (1) identifying multiple perspectives on integrated modeling; (2) automating the process for transporting data from sources to models and between models; (3) managing uncertainty; and (4) building a modeling community of practice.

**Reports:** NACEPT's March 2008 report (*Everyone's Business: Working Towards Sustainability Through Environmental Stewardship and Collaboration*) provides recommendations on how EPA might advance its efforts on environmental stewardship and cooperative conservation. The report advances five key recommendations, supported by specific findings and immediate steps for EPA: (1) EPA should reframe its mission with stewardship as the unifying theme and ethic, (2) EPA should strive to become the world's premier stewardship model and catalyst by integrating regulatory programs, grants, voluntary partnerships, information, in-house operations, and other tools into a common framework, (3) EPA should foster stewardship by providing leadership in collaborative governance and participating in partnerships organized by others, (4) EPA should systematically invest in the skills and competencies necessary for the Agency's domestic and global leadership in environmental stewardship, (5) EPA should drive the ethic and practice of stewardship deep into the culture of the Agency.

The Subcommittee on Environmental Technology submitted its third report in April 2008 (*EPA and the Venture Capital Community: Building Bridges to Commercialize Technology*). The report discusses the importance of stimulating private-sector investment in new environmental technologies.

## OCEM ACCOMPLISHMENTS FOR 2008

The report's findings and recommendations offer several strategies for EPA, including communication of needs, continued verification of effectiveness and acceptability of technology for specific purposes, and a framework of more predictable and consistently enforced regulations.

### Response Letters/Impact of Recommendations:

NACEPT received two response letters from EPA in FY2008.

*Phase I Water Recommendations:* In response to NACEPT's Initial Findings and Recommendations on EPA's Sustainable Infrastructure Watershed Pillar, the Office of Water offered examples of how it is incorporating the Council's recommendations into its efforts, including: (1) working with partners to expand outreach and feedback mechanisms for the Sustainable Infrastructure Initiative, (2) establishing a liaison with the Department of Transportation, and (3) assigning a single person to improve its internal organization of efforts under the Watershed Pillar.

*Environmental Technology:* In response to the NACEPT report *EPA Technology Programs: Engaging the Marketplace*, EPA provided an update on further progress toward enhancing its environmental technology programs, including: (1) an interim Senior Environmental Technology Officer (SETO) has been appointed, and a search committee to select a permanent SETO is being established, (2) the Environmental Technology Council (ETC) has made progress in facilitating the use of technology to address pressing environmental problems, (3) the Regional Environmental Technology Advocacy Network was established and held its first meeting last month in Chicago, (4) the Environmental Technology Assessment, Verification, and Outcomes Staff has been established in the Office of Research and Development and will provide support to the SETO, the Agency, and the public in increasing the availability of technology performance information, (5) the Science Advisor intends to convene the ETC and focus the Council discussion on developing an Agency-wide environmental technology support plan, and (6) EPA will continue to develop strategic domestic and international partnerships to reduce greenhouse gas intensity and promote greenhouse gas-reducing technologies, both through the devel-

opment of novel technologies and by encouraging the adoption of more mature technologies.

The next NACEPT meeting is November 13-14, 2008. Potential topics for discussion include: NACEPT's 20th anniversary study, NACEPT's draft recommendations on Encouraging Regional Solutions to Sustaining Water Sector Utilities, EPA's Information Access Strategy, EPA's Strategic Plan Change Document, and the establishment of NACEPT's Performance Track Subcommittee.



The Good Neighbor Environmental Board (Board) was created by the Enterprise for the Americas Initiative Act of 1992 (7 U.S. Code Section 5404) to advise the President and the Congress concerning environmental and infrastructure issues and needs within the States contiguous to Mexico. Under Executive Order 12916, administrative responsibility for the Board's operations was delegated to the U.S. Environmental Protection Agency. Membership includes a range of sectors and expertise, in keeping with FACA regulation.

The Good Neighbor Environmental Board supports both EPA's mission and its strategic plan. It supports protection of human health and the environment through providing recommendations on how the federal government can most effectively leverage its resources for maximum environmental protection along the U.S. border with Mexico. In addition, by holding meetings in border communities and hearing first-hand the concerns of community residents, the Board supports Goal 4 of the strategic plan, Healthy Communities and Ecosystems. Finally, through the diverse nature of its membership and the networks the members maintain, the Board supports the crosscutting strategies of Partnerships and Information.

The Board meets approximately three times annually at locations along the U.S.-Mexico border and in Washington, DC. During FY 2008, the committee met in Las Cruces, New Mexico, October 3-4, 2008; Washington, D.C., March 19-20,

## OCEM ACCOMPLISHMENTS FOR 2008

2008; Calexico, California, June 18-19, 2008; and El Paso, Texas, September 24-25, 2008. At the first meeting the Board discussed and heard from the public on natural disasters and its impact on the environmental in the Region and in the third and fourth meetings, the Board learned about innovation, including incentives, to prevent/reduce pollution at the U.S.-Mexico Border. In addition, it discussed community concerns and priorities for that portion of the border region by hearing from local experts and via public comment sessions. For the second meeting, in Washington, D.C., the Board heard presentations from national policymakers and had an opportunity to talk with Administration officials about its recommendations. All of the meetings included reports from Board members on activities taking place in their organizations.

The Good Neighbor Environmental Board issued an annual report to the President and Congress on environmental and infrastructure needs along the U.S. border with Mexico. This report incorporates public input from its border-community meetings as well as the expertise of its diverse membership. Environmental issues along the border are greatly complicated by other issues such as immigration, security, cultural diversity, poverty, cross-border trade, and other issues. The Board is uniquely positioned to identify current and emerging issues of concern within this complicated policy arena, and advise the federal government on how best to allocate its resources to address these concerns.

To accomplish its purpose, it maintains a close working relationship with the Chair of the Council on Environmental Quality (CEQ), the President's environmental advisor to fulfill its mission. This relationship includes two-way dialogue on selection of annual report topics and a response from CEQ to each set of recommendations.

Within EPA, the Board maintains a partnership relationship with the Agency's Border 2012 Program, serving as both an information resource and as an objective provider of feedback. Thus, its recommendations have a direct effect on Agency operations.

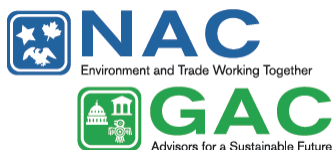
The Board's meetings in border communities are unique opportunities to hear first-hand from border community residents about their concerns and priorities; the border region is extremely varied, and national policies benefit from an in-depth understanding of these variations as well as environmental issues that are common to the entire border region. The Board factors this locale-specific as well as border-wide information into its recommendations.

Recommendations for Fiscal Year 2008 are contained in the Eleventh Report to the President and Congress. The Eleventh Report, called "Natural Disasters and the Environment Along the U.S.-Mexico Border: Eleventh Report of the Good Neighbor Environmental Board to the President and Congress of the United States," published in March of 2008.

To effectively protect human health and the environment within the U.S.-Mexico border region from natural disasters, the Good Neighbor Environmental Board recommended that the federal government work with appropriate authorities to implement the following policy options: (1) Prevent or minimize the impacts of natural disasters through appropriate zoning codes, building codes, landscape requirements, watershed management, and municipal strategic planning. (2) Build capacity at the local, state, regional, and tribal levels to effectively manage natural disasters, including cross-border coordinator. (3) Better integrate current disparate preparedness and responses management systems and practical exercises so as to cover all types of emergencies, including natural disasters. (4) Expand existing domestic and bi-national agreements to incorporate U.S.-Mexico border-specific measures related to natural disasters, including measures tailored to specific natural features and human settlements.

During 2009, the Board plans to meet in Washington, D.C. in March (to release its Twelve report); California in June; and Arizona in September 2009. In partnership with CEQ, it will select the topic for its Thirteenth annual report.

## OCEM ACCOMPLISHMENTS FOR 2008



The National Advisory Committee (NAC) and the Governmental Advisory Committee (GAC) advise the EPA Administrator on trade and environment issues arising from the North American Free Trade Agreement (NAFTA). The NAC and GAC were both created in 1994 by a Presidential Executive Order as part of the United States Federal Implementation Act of the North American Agreement on Environmental Cooperation (NAAEC). The committees are administered by the EPA's Office of Cooperative Environmental Management (OCEM). The NAC is composed of 12 members representing academia, environmental non-governmental organizations, and private industry. The GAC is composed of 12 members representing state, local, and Tribal governments.

The committees serve the EPA Administrator in his capacity as the U.S. Representative to the governing Council of the Commission for Environmental Cooperation (CEC). The CEC Secretariat is the international institution created by the United States, Canada, and Mexico to cooperate on regional environment and trade issues. The governing Council of the CEC is composed of the NAFTA countries Environmental Ministers. Mexico and Canada also have their own national advisory committees advising their respective Ministers.

During fiscal year 2008, the NAC and GAC held two open public meetings in Washington, DC (October 17-18, 2007) and in Alexandria, Virginia (April 16-18, 2008). All meetings included public comment sessions and presentations by high ranking officials in the United States Government, senior officials at the Commission for Environmental Cooperation in Montreal, Canada, and members of the trilateral CEC's Joint Public Advisory Committee. This blend of experts and high ranking officials at meetings engages members in a rigorous dialogue from which to create their advice. During these

meetings, the NAC and GAC meet jointly on the first day and then separately on the second day to develop separate advice letters commensurate with their sector groupings.

The October meeting included experts from the Environmental Defense Fund, the U.S. Department of State, Environmental Law Institute, and both EPA's American Indian Environmental Office and the Office of the Chief Financial Officer. The committees provided advice on issues related to the CEC's Operational Plan for 2008. The Operational Plan sets North American environmental priorities and undergoes trilateral review on an annual basis. The outcome of the October meeting was advice on the following three areas: (1) opportunities to increase the CEC's visibility and communications with U.S. constituencies, 2) emerging trends of concern for environment and human health in North America, such as nanotechnology, food safety, climate change, demographics and by-products of uranium mining, and 3) overarching views on the framework of the draft Operational Plan.

The April meeting included experts from the University of California Paul Merage School of Business, the Office of the U.S. Trade Representative, and four EPA program offices; 1) Enforcement & Compliance Assurance, 2) International Affairs, 3) Air and Radiation, and 4) Pollution Prevention, Pesticides and Toxic Substances. The outcome of the April meeting was advice on four major topics: 1) North American Symposia on Assessing the Environmental Effects of Trade, 2) Economic and Environmental Sustainability, 3) Trade and Enforcement: Import Safety and the CEC, and 4) the Article 13 Report on Green Building in North America.

In addition, in June 2008, several members of the NAC and GAC met with the EPA Administrator at the CEC Annual Environmental Ministers Session in Ottawa, Canada. During this Council Session,

## OCEM ACCOMPLISHMENTS FOR 2008

the NAC and GAC also met with their advisory group counterparts in Mexico to maintain open communication and awareness of their perspectives.

In fiscal year 2009, the committees will meet on October 23-24, 2008 in Somerton, Arizona and April 2009 in Washington, DC. Topics for discussion will include a review of the information for decision-making, and capacity building work of the CEC in the fall, and issues related to the development of the new CEC's 2010-2015 Strategic Plan in the spring of 2009.



Continuing efforts to strengthen relations with the agriculture community, on October 17, 2007, EPA announced the establishment of the Farm, Ranch, and Rural Communities Federal Advisory Committee (FRRCC). The Committee was formed under the guidelines of EPA's National Strategy for Agriculture, and it will advise the Administrator on environmental policy issues impacting farms, ranches, and rural communities and operate under the rules of the Federal Advisory Committee Act (FACA).

The FRRCC held its first meeting in March 2008, where it formed the Climate Change/Renewable Energy Workgroup, the Livestock & Poultry Workgroup, and the Emerging Issues Workgroup. It held a subsequent meeting in September 2008, where the three new workgroups and committee met to focus on: (1) the impacts of Agency agriculture-related programs, policies, and regulations regarding climate change and renewable energy; (2) the development of a comprehensive environmental strategy for managing waste from livestock operations that considers regulatory and voluntary approaches and provides tools for producers to attain environmental performance; and (3) the development of a framework to address areas of common interest between sustainable agriculture and protection of the environment.

As a result of the September meeting the workgroups refined their charges and built relationships with EPA program offices in order to facilitate their efforts. The workgroups anticipate producing their first set of advice on a wide range of issues to the Agency at their next meeting in FY 2009.

# OCEM ACCOMPLISHMENTS FOR 2008

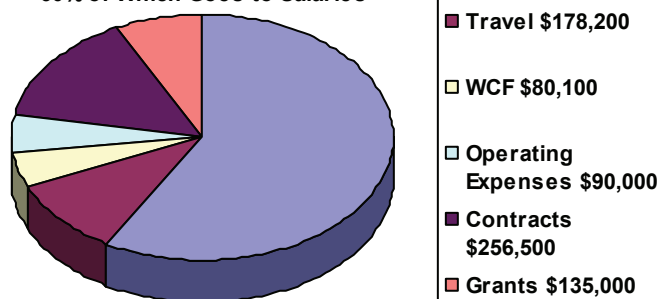
## THE PLANNING, TECHNOLOGY AND OUT-REACH STAFF

The Planning, Technology and Outreach (PTO) Staff has overall responsibility for the Office of Cooperative Environmental Management's strategic planning, communications and outreach. These duties include information management, records management, managing the freedom of information and executive correspondence, program evaluation and customer service processes, and managing contracts, grants, and human capital. As such, PTO played a critical role in the following cross cutting organizational initiatives:

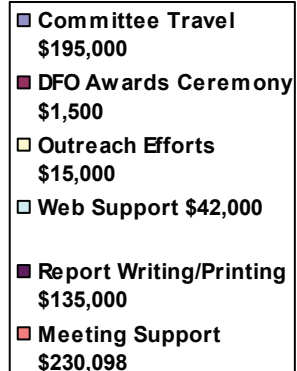
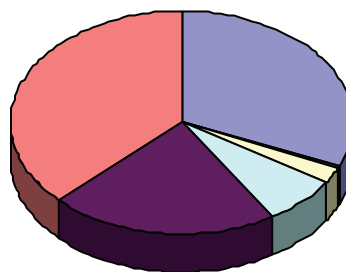
## **BUDGET MANAGEMENT AND CUSTOMER SERVICE**

We managed OCEM's \$1.78 million budget and provided exceptional customer service and support to the OCEM-managed federal advisory committees, subcommittees, and workgroups despite reduced resources. The level of support included, but was not limited to, logistical support and meeting planning, travel, developing additional marketing tools for communications and outreach, surveying to determine the level and extent of customer service for committee management purposes, e-mailing out committee background materials, and maintaining adequate supplies for committee meeting needs.

**2008 OCEM's BUDGET TOTALS \$1.78 M**  
60% of Which Goes to Salaries



**Most of OCEM's 2008 Non-Salary Budget Goes Toward Managing Our Committees \$618.5 K**



## **ENHANCEMENT OF OCEM'S STRATEGIC ACTION PLAN**

We developed the strategic action agenda and secured facilitators for OCEM's most recent planning workshops, which were held in Crystal City, Virginia on April 3, 2008; and in Queenstowne, Maryland on October 5-8, 2008 at the Aspen Wye River Conference Centers.

The April session focused on OCEM's accomplishments and priorities for the first six months of the fiscal year. The October session allowed staff to celebrate accomplishments for the balance of the fiscal year, identify priorities, discuss gaps for FY-09, discuss EPA benefits and retirement, and team building techniques. Emphasis was also placed on office ethics, diversity, and cultural competency.

## **DEVELOPMENT OF OCEM'S ANNUAL PERFORMANCE PLAN AND ADMINISTRATIVE OFFICE INITIATIVES**

We developed and submitted OCEM's FY 2010 Annual Performance Plan and our 2009 Hiring and Succession Plan in support of the Office of the Administrator's Operating Budget. We also worked closely with the Office of Executive Support and the Agency's Deputy Chief of Staff to address AO's 2008 Organizational Assessments and numerous AO-wide initiatives such as enhancing the utilization of resources and developing its Human Capital Strategy and Action Plan.

We continuously responded to inquiries involving Annual Plans for Executive Agencies' Action to Assist Historically Black Colleges and Universities, Asian American and Pacific Islanders, and Employees with Disabilities.

## OCEM ACCOMPLISHMENTS FOR 2008

### ENHANCEMENT OF OCEM'S COMMUNICATIONS

We worked with the Good Neighbor Environmental Board's Designated Federal Officer to create and distribute the Eleventh Annual GNEB Report to the President, Congress, and the public; and secured a contractor to assist with the layout of the Twelfth Report. We also worked to secure another contractor to assist with the National Advisory Council for Environmental Policy and Technology's Stewardship Report and Subcommittee Report on Venture Capital.

We continued to review and update the existing OCEM websites. The Intranet site provides information concerning OCEM's mission, goals, objectives, and on-going federal advisory committee activities including annual reports and studies. We populated the Intranet site with information specifically focused on best practices and guidance for DFOs, frequently asked questions, and detailed information highlighting all of EPA's federal advisory committees and subcommittees. The site can be accessed at <http://intranet.epa.gov/ocem>

We enhanced an electronic travel log to track FACA committee and in-house expenses. The travel log has been added to the aforementioned Intranet site under "Best Practices" for use by the DFO community.

### PLANNING, TECHNOLOGY & OUTREACH STAFF TOP 3 INITIATIVES FOR 2009

- \* Develop a 'post-marketing' campaign survey to gauge the effectiveness of OCEM's current marketing tools and further determine the level of awareness program offices (or targeted audiences) have about OCEM and FACA.
- \* Complete and implement the hiring strategy for a senior level Designated Federal Officer in OCEM.
- \* Implement and maintain an OCEM-specific events planning and logistical support contract.

## FREQUENTLY ASKED QUESTIONS



### **HOW DOES OCEM'S MISSION RELATE TO EPA'S MISSION?**

EPA's mission is to protect human health and the natural environment. The Agency's strategic plan is built around five goals, centered on air and global climate change, water, land, communities and ecosystems, and compliance and environmental stewardship. The Office of Cooperative Environmental Management serves as the leader of the Agency's advisory committee process and as a catalyst for public participation in national and international policy development, implementation, and decision-making. The advisory committee process is an integral part of EPA's mission because it brings together experts in the environmental, sociological, and technological sciences who are all stakeholders in the issues they address. By utilizing the knowledge of these experts and the public participation process, EPA is better informed. OCEM is instrumental in building and preserving these collaborative relationships by providing efficient operation and oversight of all EPA federal advisory committees and a leadership forum for EPA's DFO community.

### **WHY DID CONGRESS CREATE THE FEDERAL ADVISORY COMMITTEE ACT (FACA)?**

Congress passed the Federal Advisory Committee Act (FACA), 5 U.S.C. App. 2, in 1972, to create an orderly procedure by which federal agencies may seek collective advice. When EPA establishes a group which has one or more members who are not federal government employees to obtain collective advice, the Agency may be required to comply with FACA.

FACA establishes procedures for the management of federal advisory committees, ensures transparency of advisory committee decision-making, and ensures balanced representation on advisory committees. FACA ensures that committees convened to give group advice are accountable to the public by maximizing public access to advisory committee deliberations and minimizing the influence of special interests through balanced committee membership.

### **WHAT IS THE EPA POLICY REGARDING REPRESENTATIVE FEDERAL ADVISORY COMMITTEE MEMBERS MEETING WITH MEMBERS OF CONGRESS OR THEIR STAFF?**

EPA is revising its 1998 policy on FAC members meeting with congressional members. EPA is revising this policy to provide FAC members with more flexibility in meeting with congressional members or their staff, while ensuring that such meetings do not create the appearance of impropriety. EPA's revised policy is that a FAC member may meet with Congress and avoid the appearance of impropriety providing the FAC member follows the guidance below:

To avoid the appearance of impropriety, EPA policy is that representative members may meet with congressional members or their staff on days they are in Washington, D.C., for a FAC meeting, providing: (1) The member is on personal time (that is, the meeting with congressional members or their staff occurs outside of the time the committee is meeting, such as the day before the meeting, the day after the meeting, or the day of the meeting after the meeting is over for the day); (2) The member meets with Congress in his/her personal capacity (that is, not as a member of the FAC); (3) The subjects discussed do not include work the FAC is doing; and (4) If the member is on invitational travel, the member notifies the DFO in advance of the meeting.

## FREQUENTLY ASKED QUESTIONS

### **HOW CAN I GET MEMBERS APPOINTED TO A FEDERAL ADVISORY COMMITTEE?**

OCEM has developed a comprehensive guide along with sample letters and memos to provide step-by-step instructions on how to prepare committee membership nominations for the Administrator or Deputy Administrator's signature. OCEM has also released a Federal Advisory Committee Handbook. Chapter Five of this handbook addresses selecting and appointing members. In addition to these documents, OCEM provides face-to-face training and consultation services on the subject of committee member appointments. Contact Khanna Johnston for more information at (564-1569).

information at (202) 564-1203. You can also find answers to other frequently asked questions about records and reports management, DFO training, and administrative matters on our Intranet site at <http://intranet.epa.gov/ocem/faca>. This site also contains examples of charter by-laws and ground rules and operating procedures for FACA meetings.

### **HOW DO I PREPARE FOR MY NEW ROLE AS A DESIGNATED FEDERAL OFFICER (DFO)?**

OCEM can provide you with a New DFO Orientation. Contact Toni Rousey for more information at (202) 564-5356.

### **AS A MANAGER, HOW DO I KNOW THAT MY FEDERAL ADVISORY COMMITTEE IS COMPLYING WITH THE LAW?**

OCEM can support your committee, through assist visits, to ensure your office complies with applicable laws, regulations, and orders.

### **WHO DO I CONTACT FOR QUESTIONS ABOUT FEDERAL ADVISORY COMMITTEES?**

OCEM can perform research on any subject that deals with federal advisory committees. Contact the Committee Management Officer, Vicki Ellis, for

# CONTACT INFORMATION

## OFFICE ORGANIZATION

Rafael DeLeon	<i>Office Director</i>	(202) 564-2294
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## COMMITTEE POLICY AND OVERSIGHT (CPO) STAFF

Tim Sherer	<i>Associate Director</i>	(202) 564-6486
Marsha Coleman-Adebayo	<i>Senior Program Analyst</i>	(202) 564-1009
Vicki Ellis	<i>Committee Management Officer</i>	(202) 564-4203
Khanna Johnston	<i>Senior Policy Advisor</i>	(202) 564-1569
Toni Rousey	<i>Program Analyst</i>	(202) 564-5356

## COMMITTEE MANAGEMENT OPERATIONS (CMO) STAFF

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Oscar Carrillo	<i>DFO, NAC/GAC</i>	(202) 564-0347
Alicia Kaiser	<i>DFO, FRRCC</i>	(202) 564-7273
Megan Moreau	<i>Junior DFO, NACEPT</i>	(202) 564-5320

## PLANNING, TECHNOLOGY, AND OUTREACH (PTO) STAFF

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Debbie Lake-Hinkle	<i>Contracts, Grants &amp; IT Services</i>	(202) 564-2622
Jannell Young-Ancrum	<i>Events Planning &amp; Contracts</i>	(202) 564-8297

## PTO PROGRAM SUPPORT STAFF (NOWCC)

Nancy Bradley	<i>GNEB Support</i>	(202) 564-0994
Lois Williams	<i>NACEPT/NAC/GAC Support</i>	(202) 564-9085



### **MAILING ADDRESS**

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Website – [www.epa.gov/ocem](http://www.epa.gov/ocem)

Intranet site – <http://intranet.epa.gov/ocem>

### **ON-SITE LOCATION**

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