

TEMPORARY CHANGE REQUEST -

TCR NO. TCR-O-023,R3-001

(e.g., TCR-ENG-021,R1-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or
2) minor, and do not warrant Department Head review.

Person Requesting Change: V. Finley

Department Name: ES&H/IS **Phone Ext.** 2746

Document Number: O-023 **Revision No.:** 3

Document Title: Environmental Review Committee Charter

Reason for change: Update as result of 3 year review and add the Pollution Prevention Coordinator as a Member.

At present the Pollution Prevention Coordinator, is a resource member.
Due to DOE and other regulatory requirements, Pollution Prevention is an important issue that needs representation on the committee.

Change description: Replace O-023, Revision 3 with TCR-O-023,R3-001. Extend effective date 3 years.

1. Does this TCR significantly alter the intent or scope of the document? **YES:**___ **NO:**

2. Does this TCR significantly impact **ES&H**? **YES:**___ **NO:**

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

Scott Larson
Department/Division Head Approval

4/03/02
Date

J.W. Anderson
Head, ES&H and Infrastructure Support/designee

4/03/02
Date

Release/Effective date of this TCR: 4/03/02-----

Incorporate this TCR into next revision of this document? **Yes** **No** ___

PPPL	PRINCETON PLASMA PHYSICS LABORATORY	ORGANIZATION/ MISSION	No. O-023 Rev 3 page 1 of 1
	Subject: Environmental Review Committee Charter	Effective Date: Oct. 9, 1998	Initiated by: ES&H Executive Board Chairperson
	Supersedes: Revision 2 dated 9/20/96	Approved: Director	

Introduction

The Environmental Review Committee (ERC) is a Resource Subcommittee which supports the ES&H Executive Board. It is responsible for reviewing and approving various documentation, and for providing information on Laboratory environmental concerns to the ES&H Executive Board.

Members (9)

- Environmental Engineer (Chair)
- Maintenance and Operations Division representative
- Head, Environmental Restoration/Waste Management Division
- Head, Environment, Safety and Health Division
- Environmental Restoration Engineer
- Plasma Science and Technology Department representative
- Industrial Hygienist
- Engineering and Technical Infrastructure Department representative
- Pollution Prevention Coordinator

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Five (5) voting members must be present to meet the quorum requirements for a meeting. ERC meetings will be held, at minimum, semiannually. The ERC can request the services of specific Laboratory employees to serve as non-voting Resource Members.

Responsibilities

The ERC is responsible for:

- Reviewing and approving new and revised ES&H Directives (excluding Temporary Change Requests), and reviewing and commenting on Laboratory-wide manuals, plans, and procedures that affect environmental issues.
- Tracking progress of environmental projects at PPPL.
- Reviewing and commenting on draft Environmental Assessments and Environmental Impact Statements before they are formally transmitted to DOE.
- Reviewing copies of spill reports that have been sent to the state. The Chairperson is responsible for reviewing and signing reports prior to their being sent to the state.
- Communicating environmental regulations (and their revisions) which affect PPPL to the Council and the ES&H Executive Board.
- Performing other tasks as requested by ES&H Executive Board Chairperson or ERC Chairperson.
- Maintaining minutes of meetings, including approvals of any documentation.

Reference Documents

O-021 ES&H Executive Board Charter