

# TEMPORARY CHANGE REQUEST

**TCR NO. TCR-O-023,R3-003**

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:** Jerry Levine

**Department Name:** ES&H **Phone Ext:** 3439

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

**Document Title:** Environmental Review Committee Charter

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**Reason for change:** Increase number of members of the committee from 9 to 10. Add a representative "Worker Representative".

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)  
Change TCR O-023, R3-002 to TCR O-023, R3-003.

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

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

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

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**Jerry Levine**  
Department/Division Head Approval

**11/3/06**  
Date

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

**11/3/06**  
Date

Release/Effective date of this TCR: **11/3/06**

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

<b>PPPL</b>	<b>PRINCETON PLASMA PHYSICS LABORATORY</b>	<b>ORGANIZATION/ MISSION</b>	<b>No. O-023 Rev.3 Page 1 of 1</b>			
	<b>Subject: Environmental Review Committee Charter</b>		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Effective Date: Oct. 9, 1998</b></td> <td style="width: 50%;"><b>Initiated by:</b> ES&amp;H Executive Board Chairperson</td> </tr> <tr> <td><b>Supersedes:</b> Revision 2 Dated 9/20/96</td> <td><b>Approved:</b> Director</td> </tr> </table>	<b>Effective Date: Oct. 9, 1998</b>	<b>Initiated by:</b> ES&H Executive Board Chairperson	<b>Supersedes:</b> Revision 2 Dated 9/20/96
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**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, including conceptual and preliminary design reviews, when environmental issues are of concern, and for providing information on Laboratory environmental aspects and impacts to the ES&H Executive Board.

**Members (10)**

- Head, Environmental Compliance (Chair)
- Head, Materiel & Environmental Services Division
- Head, Environment, Safety and Health Division
- Maintenance and Operations Division representative
- Quality Assurance Division representative
- Plasma Science and Technology Department representative
- Industrial Hygienist
- Engineering and Technical Infrastructure Department representative
- Pollution Prevention Coordinator
- Worker Representative (one year assignment)

Six (6) 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:

- Overseeing the development, implementation, and continuous improvement of PPPL’s Environmental Management System (EMS) in accordance with DOE Order 450.1.
- Developing on an annual basis, with input from Laboratory organizations, lab-wide environmental performance goals and targets for adoption by the ES&H Executive Board.
- 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
- DOE Order 450.1, Environmental Protection Program