CSLM Charter
Annual Review

March 17, 2015

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Vice Chair, CSLM
Purpose

The purpose of the Chemical Safety and Lifecycle Management Subgroup (CSLM SG) is to support the objectives of the Energy Facility Contractors Group (EFCOG) Environmental Safety and Health Working Group (ES&H WG) by promoting operational excellence and efficiency within the Department of Energy (DOE) in all aspects to chemical safety and lifecycle management. The CSLM accomplishes its purpose by gathering, evaluating, and sharing performance measures, best management practices, and lessons learned consistent with the principles and functions of Integrated Safety Management.
Objectives

The objectives of the CSLM SG are to partner efforts with the other ES&H WG Subgroups to:

• Promote continual improvement of chemical safety and lifecycle management to minimize impacts to workers, community, and environment.

• Support a productive exchange of ideas and other chemical lifecycle management information among participating members, EFCOG ES&H subgroups, and related partners through periodic conference calls, workshops, presentations, written materials, peer-reviewed publications and collaborations.

• Evaluate and/or recommend chemical management performance measures relevant to member companies, to identify new and emerging requirements, and assess their potential impacts to members.

• Share lessons learned and disseminate best practices, tools and techniques to enhance the effectiveness of chemical safety and lifecycle management among EFCOG member companies and the DOE complex at-large.

• Foster technical development, mentoring, and leadership opportunities among participating CSLM SG members.
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Scope

The CSLM SG will not lobby, advocate independent positions, or try to change DOE policy. However, at the request of DOE, the CSLM SG may provide input on draft policy statements, guidance, etc. The CSLM SG will operate within the scope of the ES&H WG.

Specific focus areas of the CSLM SG may include, but are not limited to:

• Chemical safety for the protection of the workers, community, and environment

• Using the Integrated Safety Management process, chemical safety lifecycle management is focused on managing chemicals, from initial identification to disposition, so that all aspects of chemical management (such as planning, acquisition, storage, transportation, use, and disposition) are addressed and coordinated.

The CSLM SG Chair may add or delete focus areas, in consultation with the DOE liaison.
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Organization

The CSLM SG Steering Committee, consisting of the Chair, Vice Chair, and Secretary

- The CSLM SG Steering Committee directs the overall actions of the CSLM SG, and accepts direction from the ES&H WG Chair and/or the EFCOG Board of Directors.

- The ES&H WG Chair and the CSLM SG Steering Committee will select a new Vice Chair at least every three years, or as needed to fill vacancies in the CSLM SG Leadership. Selection will be from the EFCOG member company CSLM SG representatives. The CSLM SG Vice Chair will serve three years, and then assume the CSLM SG Chair position for another three years. The ES&H WG Chair and CSLM SG Steering Committee will work to maintain a balance between companies and sites for those serving in CSLM SG leadership positions. The ES&H WG Chair and CSLM SG Steering Committee will consider past participation, willingness to serve, company support, ability to attend biannual meeting, etc. when selecting the new Vice Chair. The CSLM SG Chair and Vice Chair will seek a volunteer from the CSLM SG membership to serve as secretary to the CSLM SG.
Organization (cont.)

- EFCOG member companies may identify one contact to facilitate communication; however, EFCOG member companies are not limited in the number of employees that may participate in the workings of the CSLM SG. Member companies operating multiple sites may elect to have multiple representatives to address specific site needs/issues.

- Only employees of EFCOG Member Companies, with current EFCOG members, can be members of the CSLM SG. Other members may participate with approval from the ES&H WG Chair.
Organization (cont.)

- The CSLM SG will maintain a balance in membership, to the degree possible, of member company representatives. The steering committee will review the company representation at least annually.

- The CSLM SG Chair may request and appoint volunteers to lead Task Groups within the CSLM SG to manage specific projects/deliverables. The CSLM SG may identify specific Task Groups to develop and produce specific deliverables in areas of interest such as those listed in the "Scope" section of this Charter. Task Groups will apply principles of project management to their functions to identify specific objectives, deliverables, and schedules.
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Process

• The CSLM SG Chair will hold meetings and conference calls as needed to accomplish the purpose and objectives of the CSLM SG.

• The CSLM SG Steering Committee will review accomplishment of the objectives, Task Group progress, and benefits of the CSLM SG annually and document the review in the CSLM SG Annual Report to the ES&H WG Chair.

• A change to this charter requires approval from the ES&H WG Chair.

• The ES&H WG Chair or EFCOG Board of Directors may direct changes to this Charter and/or revoke this Charter if it determines that the group is no longer providing a value-added service.
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Thank you
Jeff Hieb, ATL-Hanford