Division of Compensation Analysis and Support	Document Number: DCAS-PR-012 Effective Date: 12/14/2012 Revision No. 01
Worker Outreach Program	Page 1 of 32
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RECORD OF ISSUE/REVISIONS

ISSUE AUTHORIZATION DATE	EFFECTIVE DATE	REV. NO.	DESCRIPTION
12/14/2012	12/14/2012	1	Changes address actions from the Outreach Working Group and include discussion of minutes and notes, announcements at the beginning of a meeting, processing of meeting minutes, action item identification and processing, etc.

1.0 **PURPOSE**

The purpose of this procedure is to provide the process for the conduct and documentation of outreach meetings conducted by the Division of Compensation Analysis and Support (DCAS). This process provides current and former Department of Energy (DOE) and Atomic Weapons Employer (AWE) employees with the opportunity to obtain information about the Special Exposure Cohort (SEC) program and site profiles and to provide information for consideration and possible use in dose reconstructions and site profiles.

2.0 **SCOPE**

This procedure applies to DCAS personnel and contractors involved in conducting outreach meetings. This procedure does not address expert interviews. This procedure does not address conduct of meetings held by other agencies or organizations to which NIOSH is invited, CATIs, NIOSH Docket, Web site, E-mails, written forms of correspondence, phone conversations, or action items from Board meetings, invited forums, workshops, or other venues in which NIOSH may participate in other than outreach town hall and focus group meetings.

3.0 **REFERENCES**
      3.1 OCAS-PR-010, Data Access and Interview Procedures
      3.2 OCAS-PR-011, department of Energy Classification Review of Documents
      3.3 OCAS-PLCY-0001, Handling Controlled Unclassified Information.
      3.4 Worker outreach support contract # GS-10F-0092J.

4.0 **Responsibilities**

4.1. DCAS Director – Provides oversight and ensures adequate resources for outreach efforts. Approves outreach activity functions.

4.2. DCAS Team Leader – Provides DCAS resource for the function of outreach program technical monitor.

4.3. Outreach Program Technical Monitor – Facilitates, as applicable, outreach efforts with the DCAS Director in support of project needs and works with DCAS staff and outreach support contractor for coordination of identified needed outreach efforts and services.

4.4. Special Exposure Cohort (SEC) Petition Counselor – Supports SEC outreach efforts and, as required, in coordination with the outreach technical monitor solicits the support of the outreach support contractor for identification of needed outreach services.

4.5. DCAS Staff/Outreach Support Contractor or DCAS representative – Identifies need for outreach efforts at specified DOE/AWE site locations.

4.6. Communication Development Team Leader – Develops informational media and coordinates dissemination to outreach area news media. Coordinates the DCAS web update for outreach meeting minutes.

4.7. DCAS HP Supporting Outreach Efforts – Supports outreach efforts, when needed, and coordinates technical HP support, develops questions/areas of interest for outreach discussion, reviews and concurs on technical HP's presentation, identifies issues (Appendix E) and coordinates resolution of issues, and works with the Outreach Support Writer/Editor to ensure meeting minutes are correct and identified issues are inputted into the Outreach Tracking System (OTS). Conducts interviews with former worker or current worker in accordance with section 5.2 of OCAS-PR-010, Data Access and Interview Procedures. Coordinates with Outreach Support Writer/Editor, interview documentation (as noted in section 5.2.2 of OCAS-PR-010) to be entered into the OTS for the respective facility and meeting.

4.8. Outreach Support Contractor, Outreach Support Contractor Team – Provides support to DCAS for outreach efforts through personnel and/or organizational notification of past and present workers of project activities for outreach efforts of Department of Energy (DOE) and Atomic Weapons Employee (AWE) sites. Coordinates and attend outreach meetings, serves as meeting lead and minute recorder, and maintains the outreach data base in OTS.

Supports and coordinates efforts (as directed) for identified outreach needs, identifies outreach needs based on past outreach efforts and technical basis updates, identifies and schedules SEC outreach efforts for sites involved with the SEC petition process, and supports necessary facility and venue needs for outreach efforts to include facility arrangement and administrative coordination, stake holder research, stake holder contact and notification, chairs meetings, as appropriate.

4.9. Writer/Editor, Outreach Support contractor Team Member – Coordinates update of the Outreach Tracking System such as outreach meeting minutes, outside personnel contacts (other than those in NOCTS), input of issues identified by the DCAS supporting outreach HP, and minute taking of meetings. Additionally, directs as required, un-redacted/redacted minutes for DOE review and internal DCAS review when returned from DOE and inputs into OTS when appropriate. Supports scheduling of outreach efforts, initiates requests for outside stakeholder notification of outreach meetings, updates OTS for stakeholder information (not in NOCTS). Files in OTS any correspondence not generated by DCAS for outreach efforts, material distributed to claimants and stakeholders at outreach meetings, material used in news media

notification, etc. Works with DCAS staff in support of other outreach efforts not otherwise specified.

5.0 **GENERAL**

NIOSH outreach meetings are flexibly structured and will usually be facilitated by a NIOSH member or an Outreach Support Contractor. NIOSH can and will adjust the meeting format to meet the needs of the agency, the Board, and/or the public. Meetings sponsored by the Department of Labor are facilitated by the Department of Labor. See Appendix A and B for NIOSH outreach meeting structure and discussion points, and process activities. Appendix F identifies documents typically placed in OTS for respective events.

Minutes are a written record of worker outreach meetings. Minutes are not taken because of the nature of the meetings at SEC outreach [informational] meetings sponsored by the SEC Petition Counselor and Department of Labor meetings where NIOSH has been invited. For those meetings in which minutes are taken, they are taken to assure pertinent information is captured for later use. Prior to the start of a meeting in which a recording may be used, the meeting facilitator will make an announcement stating that the meeting will be recorded and the recording is for accurate preparation of the meeting minutes. Draft minutes are developed and directed to the DCAS DOE liaison for DOE review. Where notes are taken in lieu of minutes, notes are recapped with the group/individual prior to the close of the meeting to verify accuracy and completeness and then directed to the DCAS DOE liaison for DOE review. Upon return from DOE the minutes/notes go through Privacy Act redaction process if not already completed. Draft meeting minutes may be posted on the NIOSH Web before receipt of leadership or individual meeting attendee corrective comments. Through date of correspondence or Web posting, minutes are provided/posted for participant validation. After sixty days the draft minutes become final. Minutes will not include Privacy Act information when posted on the NIOSH Web site. Notes will not be posted on the Web

Sign-in sheets are utilized for NIOSH outreach meetings so that attendees can be contacted, if needed, with follow-up information or questions. Sign-in sheets are Privacy Act protected and are not published on the NIOSH web site. See Appendix C for an example of a sign-in sheet.

Generally, there are four types of NIOSH outreach meetings. These include Worker Outreach Focus Group meetings, SEC Worker Outreach Focus Group meetings, Worker Outreach Town Hall meetings, and SEC Outreach meetings.

Worker Outreach Focus Group meetings typically consist of a small group of current and/or former workers from a specific facility or from a process-level operation within a facility. A target audience of no more than 7 to 9 individuals who have expressed an interest in gathering feedback or providing information on a specific issue and/or set of questions, and/or the site profile document is assembled. A written record of the meeting will be generated. Minutes are taken, but notes may be taken in lieu of minutes for smaller groups (or one-on-one) and/or if

classified/sensitive material is to be discussed. For those meetings in which notes are taken, they are taken to assure pertinent information is captured for later use. Where notes are taken in lieu of minutes, notes are recapped with the group/individual prior to the close of the meeting to verify accuracy and completeness. Minutes and notes are directed for DOE review. Usually there is no public announcement for this type of meeting.

SEC Worker Outreach Focus Group meetings are similar to Worker Outreach Focus Group meeting, but could be somewhat larger. These meetings focus specifically on SEC issues that arise during the SEC petition evaluation process. These meetings are initiated by NIOSH when there is information needed to complete the petition evaluation report that is not available from other sources already obtained by NIOSH. A written record of the meeting will be generated. Minutes are taken, but notes may be taken in lieu of minutes for smaller groups (or one-on-one) and/or if classified/sensitive material is to be discussed. For those meetings in which notes are taken, they are taken to assure pertinent information is captured for later use. Where notes are taken in lieu of minutes, notes are recapped with the group/individual prior to the close of the meeting to verify accuracy and completeness. Minutes and notes are directed for DOE review. Usually there is no public announcement for this type of meeting.

Worker Outreach Town Hall Meetings are general public meetings with the targeted audience being the affected claimant population. These meetings are held to discuss program or policy issues, or to disseminate information to a large audience. For example, when a site profile is revised and a worker outreach meeting has already been held, NIOSH might hold a follow-up Town Hall meeting to announce the site profile changes to the general public. Typically NIOSH may not be seeking any new information from the audience in a Town Hall meeting; however, comments or new information may be obtained. Minutes of the meeting are taken. Worker Outreach Town Hall Meetings can include a public media/press release and contact with local unions and claimants.

SEC Outreach meetings are coordinated by the NIOSH SEC petition Counselor and the NIOSH Ombudsman. SEC Outreach meetings are typically limited to discussion and informing individuals of the SEC process. The meetings are held at the request of the public and may include press releases, and contact with DOL, local unions, claimants and petitioner. Minutes of the meeting are not taken.

Other forms of meetings with NIOSH participation include dose reconstruction workshops and meeting sponsored by the Department of Energy. The NIOSH sponsored dose reconstruction workshops are held to educate members of the public about the dose reconstruction process. Activist and individuals from union and advocacy groups are invited to attend. Minutes are not taken. There is no public media announcement for this type of meeting.

As requested, NIOSH will often participate in meetings held by the Department of Labor. In such meetings sponsored by the Department of Labor, NIOSH's role is to answer questions related to the activities that NIOSH performs in support of EEOICPA. Minutes are not taken.

6.0 **PROCEDURE**

6.1. Identifying the need for outreach efforts

Because outreach efforts may vary as noted in section 5.0 above, the timing or scheduling is not rigidly structured. The timing for scheduling an outreach effort should be guided by:

6.1.1. Substantive changes made to site profile,

6.1.2. The need to identify and inform stakeholders of the SEC petition process or status,

6.1.3. The need to gather additional information from stakeholders to address areas of interest for support of SEC evaluations and or site profile,

6.1.4. Invitation from another agency for NIOSH participation,

6.1.5. As otherwise deemed appropriate for an outreach effort.

Note: SEC outreach informational meetings (conducted by the SEC Petition Counselor and NIOSH Ombudsman) are generally coordinated by the SEC Petition Counselor and the NIOSH Ombudsman, but, as needed may be supported by the OSC Writer/Editor/OSC Team. On occasion, when the DCAS HP needs additional information to support the SEC Petition Evaluation, support in arranging necessary meeting venues and contacting the appropriate personnel to attend is coordinated through the OSC Team.

6.2. Identifying the need for OSC Team support for outreach efforts

The outreach support contractor team provides outreach assistance to NIOSH to improve the outreach effectiveness through collaboration with past and present energy workers, stakeholders, and union and professional groups that represent workers at Department of Energy (DOE) and Atomic Weapons Employer (AWE) sites. Additionally, the OSC Team provides the necessary infrastructure for arranging and facilitating meetings, taking and developing meeting minutes, and filing of strategic meeting documents. Generally, such OSC Team support may be requested for the following needs:

6.2.1. Gathering additional information in support of an SEC petition evaluation or site profile as requested by DCAS.

6.2.2. Gathering additional information and or providing feedback to stakeholders on new or updated site profile as requested by DCAS HP, DCAS Management or as may be identified by the OSC Team.

6.2.3. Informing stakeholders of SEC petitions and petition status as requested by DCAS HP, SEC Petition Counselor, DCAS Management, or as may be identified by the OSC Team.

6.2.4. Informing the public of the SEC process as requested by the SEC Petition Counselor.

6.2.5. Establishing workshops focused to inform present and past energy workers, stakeholders, union and advocacy groups of the dose reconstruction and SEC process as requested by DCAS Management or as may be identified by the OSC Team.

6.2.6 Support efforts where individuals would like to participate in an outreach meeting but are unable to for some reason. This may include establishing teleconference capabilities at the scheduled meeting, providing phone interview arrangements, directing individuals to the NIOSH Web site for their feedback, or directing individuals to the DCAS HP.

6.3. Arranging Outreach Efforts

This section discusses the basic arrangements needed for the various outreach efforts.

6.3.1. Worker Outreach Meetings (Focus Group – Non SEC)

6.3.1.1.   Initiating support

DCAS HP coordinates with the Outreach Support Contractor (OSC) for support in establishing Focus Group meeting, as needed.

6.3.1.2.   OSC activities

6.3.1.2.1. Identifies organizations (union, professional, retirement) affiliated with the DOE or AWE site and works with these organizations to identify present and past workers interested in the outreach effort.

6.3.1.2.2. Works with DCAS HP and identifies/establishes venue, coordinates supplies, provides or arranges audio visual needs.

6.3.1.2.3. Develops and sends to interested individuals introductory/ confirmatory notices of meeting and appropriate informational material as coordinated with the DCAS HP. Places notification lists, informational material and copy of letter into the OTS system.

Note: In a Focus Group meeting of this sort, public notification is typically not required. If public notification is required the OSC Writer/Editor will work with the Communication Development Team Leader in the development and distribution of the notification.

6.3.1.3. Preparing Meeting Materials (Focus Group – Non SEC)

6.3.1.3.1. The DCAS HP coordinates the development of the presentation (as appropriate) and questions identifying areas of interest with the Site Profile Subject Matter Expert (SPSME). Typically, the SPSME develops the draft presentation (if required) and possible selected questions and works with the DCAS HP till finalized by the DCAS HP.

6.3.1.3.2. The DCAS HP forwards a copy to the OSC Writer/Editor for further processing.

6.3.1.3.3. The OSC Writer/Editor files the presentation and questions into the OTS system. Additionally, as directed by the DCAS HP, the OSC Writher/Editor forwards questions to prospective meeting attendees, and makes appropriate copies of questions/presentation for distribution and use during the meeting.

Note: In a Focus Group meeting, public notification is typically not required. If public notification is required the OSC Writer/Editor will work with the Communication Development Team Leader in the development and distribution of the notification.

6.3.2. Worker Outreach Meetings (SEC Focus Group)

6.3.2.1. Initiating support

DCAS HP coordinates with the Outreach Support Contractor (OSC) for support in establishing an SEC Focus Group meeting, as needed.

6.3.2.2.   OSC activities

6.3.1.2.1. Identifies organizations (union, professional, retirement) affiliated with the DOE or AWE site and works with these organizations to identify present and past workers interested in the SEC outreach effort.

6.3.1.2.2. Works with DCAS HP and identifies/establishes venue, coordinates supplies, provides or arranges audio visual needs.

6.3.1.2.3. Develops and sends (as appropriate) to interested individuals introductory/ confirmatory notices of meeting and appropriate informational material as coordinated with the DCAS HP. Places notification lists, informational material and copy of letter into the OTS system.

Note: In an SEC Focus Group meeting, public notification is typically not required. If public notification is required the OSC Writer/Editor will work with the Communication Development Team Leader in the development and distribution of the notification.

6.3.2.3.   Preparing Meeting Materials (SEC Focus Group)

6.3.2.3.1. The DCAS HP coordinates the development of questions identifying areas of interest with the Site Profile Subject Matter Expert (SPSME) for issues needing clarification in completing the SEC petition evaluation.

6.3.2.3.2. The DCAS HP forwards a copy to the OSC Writer/Editor for further processing.

6.3.2.3.3. The OSC Writer/Editor files the questions into the OTS system. Additionally, as directed by the DCAS HP, the OSC Writher/Editor forwards questions to prospective meeting attendees, and makes appropriate copies of questions for distribution and use during the meeting.

6.3.3. Worker Outreach Meetings (Town Hall)

6.3.3.1. Initiating support

DCAS HP coordinates with the Outreach Support Contractor (OSC) for support in establishing Focus Group meeting.

6.3.3.2. OSC activities

6.3.1.2.1. Identifies organizations (union, professional, retirement) affiliated with the DOE or AWE site and works with these organizations to identify present and past workers interested in the outreach effort.

6.3.1.2.2. Works with DCAS HP and identifies/establishes venue, coordinates supplies, provides or arranges audio visual needs. Because this outreach effort could entail a much larger group of interested individuals (unlike the smaller Focus Groups), a larger venue facility will need to be acquired to accommodate the meeting.

6.3.1.2.3. Develops and sends to interested individuals introductory/ confirmatory notices of meeting and appropriate informational material as coordinated with the DCAS HP. Places notification lists, informational material and copy of letter into the OTS system.

Note: In a Town Hall meeting, public notification may be required. Public news media information is researched by the OSC Team (i.e., newspaper, TV, radio) along with a brief description of the meeting's purpose is provided to the DCAS Communication Development Team Leader for review, editing, and directing to area news media.

6.3.3.3. Preparing Meeting Materials (Town Hall)

6.3.3.3.1. The DCAS HP coordinates the development of the presentation (as appropriate) and possible questions identifying areas of interest with the Site Profile Subject Matter Expert (SPSME). Typically, the SPSME develops the draft presentation and possible selected questions and works with the DCAS HP till finalized by the DCAS HP. This presentation may provide a general overview of the dose reconstruction program, what efforts have been initiated in the past with communicating and obtaining feedback on the site profile,

what changes have been made to the site profile and if the changes were made based on document search, feedback from past meetings, or oversight evaluation.

6.3.3.3.2. The DCAS HP forwards a copy to the OSC Writer/Editor for further processing.

6.3.3.3.3. The OSC Writer/Editor files the presentation and questions into the OTS system. Additionally, as directed by the DCAS HP, the OSC Writher/Editor makes appropriate copies of questions/presentation for distribution and use during the meeting.

6.3.4. Worker Outreach Meetings (Petition Counselor - SEC)

6.3.4.1. Initiating support

The SEC Petition Counselor and the NIOSH Ombudsman independently make the necessary arrangements for the SEC informational outreach meetings. Such arrangements include venue arrangements, media notifications, and material development. As appropriate the OSC Team may be asked to help in these efforts as well as establishing area points of contact (i.e., past/present DOE/AWE workers, unions, and professional organizations).

6.3.4.2. Department of Labor notification

The SEC Petition counselor or the NIOSH Ombudsman typically notify and invite the Department of Labor for their information and support. This notification is a courtesy notification in the event DOL would like to attend the meeting and address possible questions related to their program.

6.3.4.3. Preparing Meeting Materials (Petition Counselor - SEC)

Meeting materials are canned and may be modified to suit the site and the available site specific SEC statistics. Meeting materials, handouts, sign-in sheets, and possibly news media notifications may be kept in OTS.

6.3.5. NIOSH Dose Reconstruction Workshops

Dose reconstruction workshops are by invitation and are held by NIOSH to educate members of the public and government about the dose reconstruction and SEC process. Members of the public who may be invited include activist, individuals from union and advocacy groups, and Department of Labor personnel.

Preparing of training material are performed in house, developed and modified to the audience, reviewed by the Health Science Administrator and the Communication Development Team Leader, and approved by the DCAS Office of Director.

6.3.6. Department of Labor Meetings

The Department of Labor holds meetings at various site locations in which NIOSH will often participate, as requested. NIOSH participation is in support of activities performed by NIOSH under the EEOICPA. Pre-developed handouts and informational material may be provided along with professional feedback on questions related to the NIOSH role in the program.

6.4. Outreach Tracking System (OTS)

The Outreach Tracking System provides for tracking of information associated with outreach efforts. This information includes, but is not limited to; location of the outreach effort, type of outreach effort, minutes of outreach meetings, sign-in sheets, informational handouts, correspondence, points of contact, calendar of scheduled meetings, issue tracking, etc. The OTS system is used for outreach meetings except for dose reconstruction workshop and Department of Labor meetings. Although OTS is not intended for the tracking of information from these two types of meetings, their events may be placed on the calendar of scheduled meetings for distribution for informational purposes to respective recipients. See Appendix D and E for additional guidance on the Outreach Tracking System.

7.0 **RECORDS**
The following records are generated as applicable.

7.1. Meeting minutes or notes

7.2. Sign-In Sheets

7.3. Formal letters to claimants and stakeholders

8.0 **APPLICABLE DOCUMENTS**

None

Appendix A, General Meeting Structure & Discussion Points

Focus Group Meeting -Outreach and SEC

- OSC – OSC Team facilitator makes introduction and introduces the NIOSH and OSC staff, and facilitates meeting, as appropriate.

  Makes announcements addressing *recording of the meeting, **addresses discussion of classified/sensitive material, and requests that each NIOSH, Board member, Board Contractor, ORAU staff, Outreach Support Contractor staff and other NIOSH support personnel state whether they are conflicted or not.

  Additionally, announces that the meeting minutes (if taken) will be posted on the NIOSH Web for their validation for 60 day (following internal review, DOE review, and PA redaction).

  Note: If the OSC facilitator is not present announcements will be addressed by the DCAS HP.

  When available, the OSC Writer/Editor coordinates sign-in sheets, provides handout materials, and records and takes notes during the meeting. In the absence of the OSC Writer/Editor no recording would likely take place and the DCAS HP would coordinate sign-in sheets, handout materials, and take notes.

- NIOSH Staff – The DCAS HP along with the Site Profile Subject Matter Expert discusses the purpose of the meeting

  Discusses areas of interest (i.e., time periods, work practices radiological conditions, working environments, facilities, operational conditions, etc.) for which information is desired in the TBD or petition evaluation.

  Address areas of interest through a discussion forum or through the re-addressing of questions.

  Open discussion – field questions

  NIOSH/ORAU participants should be attentive to discussions in which issues or discussions are appropriate for documenting and tracking in accordance with Appendix E.

Worker Outreach Town Hall Meeting

- OSC - OSC Team facilitator makes introduction and introduces the NIOSH and OSC staff, and facilitates meeting, as appropriate.

Makes announcements addressing *recording of the meeting,** addresses discussion of classified/sensitive material, and requests that each NIOSH, Board member, Board Contractor, ORAU staff, Outreach Support Contractor staff and other NIOSH support personnel state whether they are conflicted or not.

> **Additionally,** announces that the meeting minutes will be posted on the NIOSH Web for their validation for 60 day (following internal review, DOE review, and PA redaction).

> The OSC Writer/Editor coordinates sign-in sheets, provides handout materials, and records and takes notes during the meeting.

- NIOSH Staff – The Site Profile Subject Matter Expert makes the presentation with the DCAS HP supporting discussions. The following are typical areas which may be addressed:

> Overview of the dose reconstruction program

> Summarization of site profile information and asks for comments on its accuracy and completeness

> Discuss what site profile changes have been initiated from past meetings and feedback

> Discuss what site profile changes have been initiated based on document search

> Discuss what types of information and records that is useful to develop the site profile

> Discuss and request records or information with which DOE or AWE workers or claimants might be familiar with

Asks for additional information to fill in gaps or identify issues related to the accuracy of the site profile

Solicit any information that the attendees think could be important to the dose reconstruction process

Open discussion – field questions

NIOSH/ORAU participants should be attentive to discussions in which issues or discussions are appropriate for documenting and tracking in accordance with Appendix E.

SEC Outreach Meeting

●SEC Petition Counselor or Ombudsman – introduces the presiding meeting personnel

Possible discussion topics may include –

The SEC petitioning process such as agency responsibilities under EEOICPA

Dose reconstruction process and the differences between it and the SEC process

Overview of the SEC eligibility and key process events

SEC statistics (as appropriate)

Open discussion – field questions

NIOSH participants should be attentive to discussions in which issues or discussions are appropriate for documenting and tracking in accordance with Appendix E.

NIOSH Dose Reconstruction Workshops

Generally, brief opening remarks are provided by NIOSH senior management which may address the high lights of the EEOICPA program, the purpose of the training, topics covered in the training, and an introduction to the presenters.

The individual presentations are tailored to the audience and their needs.

Handouts are typically provided.

NIOSH participants should be attentive to discussions in which issues or discussions are appropriate for documenting and tracking in accordance with Appendix E.

Department Of Labor (DOL) Meetings

DOL sponsors and facilitate meetings.

The information provide by DOL is that which governs their program operations and processes as it relates to EEOICPA.

NIOSH's involvement is at the request of DOL and support of NIOSH efforts as it relates to EEOICPA.

NIOSH participants should be attentive to discussions in which issues or discussions are appropriate for documenting and tracking in accordance with Appendix E.

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*For a meeting with an OSC Team facilitator, the OSC Team facilitator will generally facilitate the meeting and the DCAS HP and the Site Profile Subject Matter Expert will conduct the presentation and discussion. At the beginning of a meeting, when the meeting is to be electronically taped, the OSC Team facilitator or Team Member will make an announcement similar to the following:

"This meeting is being recorded. The recording will not be available for public distribution. The purpose of the recording is to help prepare accurate meeting minutes. Does anyone object?"

Note: If there are no objections, the meeting will be recorded.

If there are objections, the OSC Team facilitator will resolve the issue.

Possible Scenarios
If an individual (s) objects to the recording, the individual (s) may leave and may give written comments through the NOCTS web application or letter, or may be given the opportunity to voice their comments after the meeting provided there is sufficient time or by phone at a later date.

If there is an objection by majority, the meeting will not be recorded and written notes will be used to best capture the essence of the meeting discussions.

_____ _____ _____

**Additionally and as appropriate, at the beginning of the meeting/interview the OSC Team facilitator or a DCAS representative will address discussion of sensitive/classified material. An announcement/statement similar to the following will be made:

The purpose of this meeting is not to discuss sensitive or classified material. If such discussion is necessary a separate meeting will be arranged, in coordination with DOE, in a secure location at a later date.

Additionally, announces that the meeting minutes will be posted on the NIOSH Web for their validation for 60 days (following internal review, DOE review, and PA redaction).

Note:
Special interviews with former worker or current worker (as noted above) are conducted and documented in accordance with section 5.2 of OCAS-PR-010, Data Access and Interview Procedures. Documentation (as noted in section 5.2.2 of OCAS-PR-010) is to be entered into the OTS for the respective facility and meeting if cleared for release.

_____ _____ _____

Appendix B, Outreach Meeting Process Activities

Meeting Need Identified

Town Hall, SEC & Worker Outreach Focus Group

SEC Information Meeting

OCAS

Pre-Meeting Activities

Notify and coordinate meeting with OSC

Develop presentation, as appropriate

Develop questions, as applicable

Develop and transmit news release, as appropriate

Meeting Activities

Provide presentation

Facilitate discussion

Note issues, as appropriate

Post Meeting Activities

Coordinate with OSC identified issues

Track and monitor issues

Review meeting minutes

OSC

Pre-Meeting Activities

Identify and notify stakeholders

Identify news media (TV, radio, newspapers) and transmit news releases, as appropriate

Establish meeting venue and audio/video needs

Update calendar for event notification

Transmit news releases, as appropriate

Meeting Activities

Facilitate meeting

Take minutes

Track attendance (sign-in sheet)

Hand out informational material

Post Meeting Activities

As appropriate, work with OCAS on issues

Develop meeting minutes

Input issues into OTS tracking system

Update OTS notification, information, & minutes

SEC Counselor/Obmn (SEC Info & DOL)

Pre-Meeting Activities

Coordinate activities for meeting

Prepare meeting materials

Coordinate OSC support

Identify news media (TV, radio, newspapers) and Develop & transmit news releases, as appropriate

Update calendar event notification

Meeting Activities

Provide handout material, as appropriate

Facilitate presentation/discussion

Identify issues/needs, as appropriate

Post Meeting Activities

Update OTS notification, information, communications

Input and track issues/needs

Appendix C, Example of Sign-In Sheet

NIOSH
National Institute for Occupational Safety and Health

NIOSH Worker Outreach

OCAS
Office of Compensation Analysis and Support

SIGN-IN SHEET – Idaho National Laboratory, NIOSH Worker Outreach, Idaho Falls, ID
Wednesday, May 28, 2008, 10:00 a.m.

NAME (please print)	ORGANIZATION	ADDRESS (Street, City, State, ZIP)	PHONE	EMAIL ADDRESS

This information is protected by Privacy Act 5 USC § 552a. disclosure to any third party without the written consent of the individual to whom the information pertains is strictly prohibited. Complete contact information is desirable for the purpose of follow up contact only.

Appendix D, Outreach Tracking System Overview

Note: For field trending, ad hoc reports are available through DCAS TST.

To locate the Outreach Tracking System go to "Staff Tools" in NOCTS. The Home Page will look similar to the following **Figure 1**:

Figure 1

The Home Page shows "Selected Site to View Information" and "Scheduled Meetings."

If the arrow for "Selected Site to View Information" is clicked a screen similar to **Figure 2** is viewed:

Figure 2

This popup box is divided into two sections noted as "SITES WITH DATA" and "SITES WITHOUT DATA." Sites without data have no data and if chosen would indicate so.

Sites with data are populated with data and when selected would look similar to **Figure 3**:

Figure 3
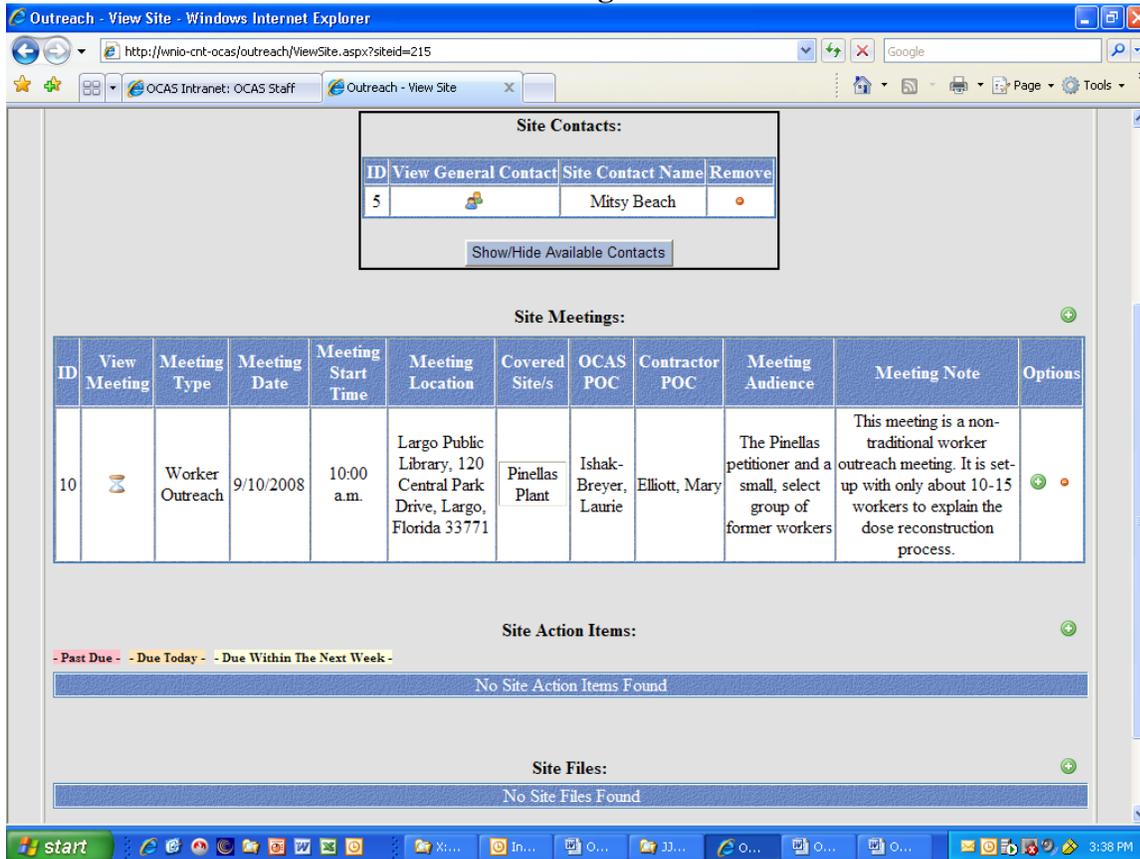
On this page "General Contact" information (clicking on the people icon), meeting information (clicking on the hour glass), and Site Actions and Site Files (clicking on the respective group) can be accessed.

Click on "Back to Home" in the upper left corner of the screen (not seen on the previous screen) and this will bring back the Home Page as shown in **Figure 4**:

Figure 4

To see details of any of the meetings shown on this page click the Hour Glass.

A page similar to the **Figure 5a** and **5b** (one page with slide bar) will be displayed:

Figure 5a
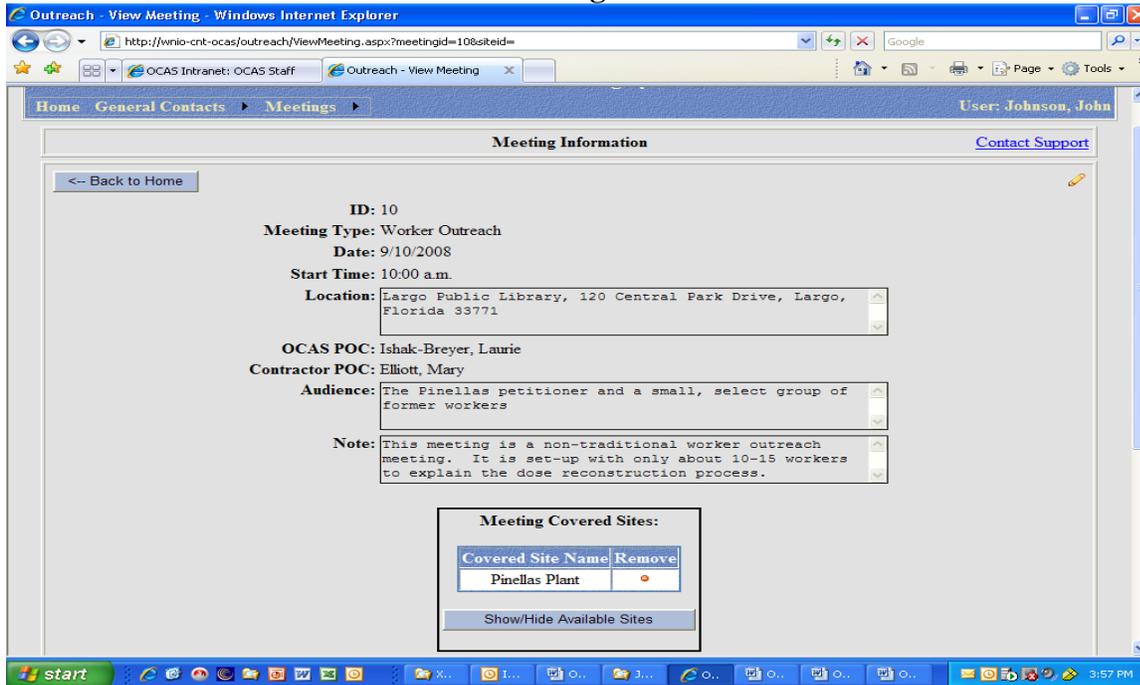
Figure 5b
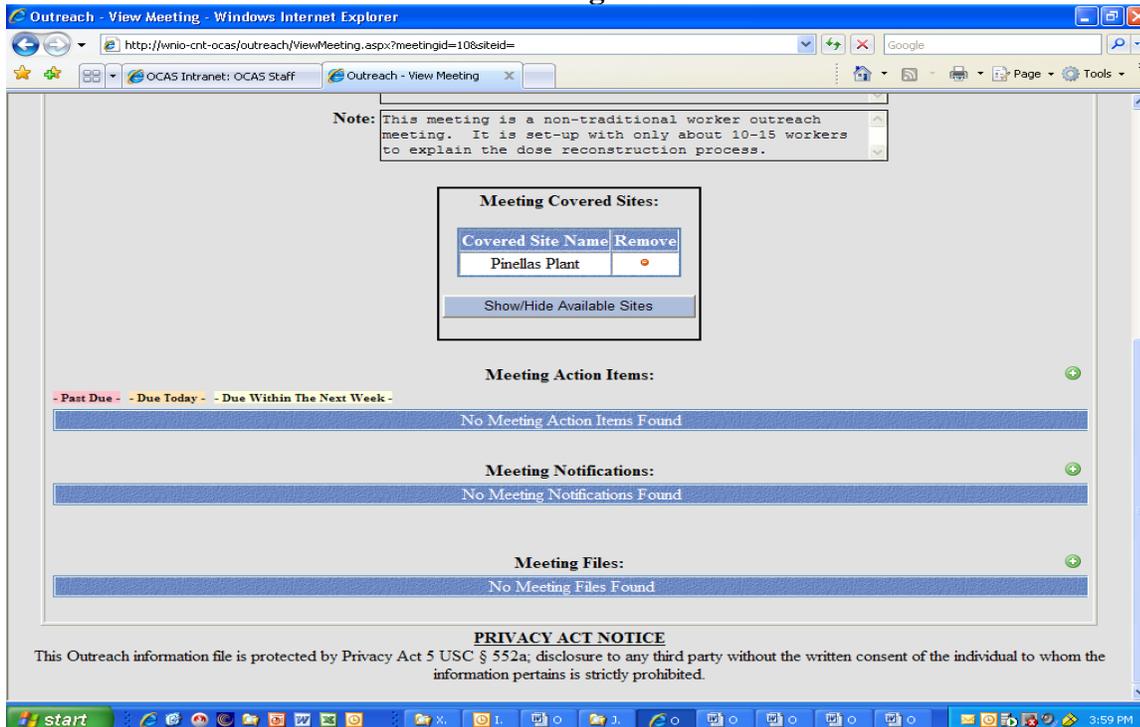
This screen (shown in two pictures above, **Figures 5a** and **5b**) provides details of the scheduled meeting, covered sites involved (will display if more than one site), and displays Meeting Action Items, Meeting Notifications, and Meeting Files.

The DCAS HP or SEC Counselor (meeting owners) for the meeting, or the Writer/Editor will have the ability to update the section noted as "Meeting Action Items." Action items are identified by the DCAS HP or the SEC Counselor and inputted into this screen or coordinated with the Writer/Editor for uploading. The Meeting Action Item screen will look similar to **Figure 6**:

Figure 6

Required fields to enable the action item are noted with an asterisk to include action item owner field. These are required fields. Once these fields are populated and the "Submit" clicked on, the item will be an action item associated with this meeting. As feedback is received on the status of the action item, the "Action Item Current Status" field is updated by the meeting owner. Upon closure of the action item, the "Action Item Resolution Detail" is completed by the meeting owner.

The "Meeting Notification" screen, acquired from the "Meeting Information" screen **Figure 5a/b**, is for generation of letters to the respective stakeholders of that meeting. This screen is intended for the selection of specific notification templates and requesting printing from TST. The New Notification screen will look similar to **Figure 7**:

Figure 7

The "Meeting Files" section, acquired from the "Meeting Information" screen **Figure 5a/b**, is for storage and review of presentation material, handout information, meeting minutes, sign-in sheets, news paper articles, news releases, etc. This is a repository and easy access for information associated with the meeting.

Calendar events are initiated by selecting a site as in **Figures 1 through 2**. Once a site has been selected as shown in **Figure 3** a "New Meeting" screen is obtained by clicking on the + at either top right of the Site Meetings box or to the far right within an existing meeting entry. The + outside the box gives an empty meeting display for information entry and the + to the far right within an existing meeting gives a filled meeting display of the meeting in line with the + which can be used to update only those fields which have changed. The New Meeting display is shown in **Figure 8** which is filled and ready to update as appropriate. Once updated click on "Submit" and the meeting is entered into OTS. To E-mail the calendar event, return to the Home Page Figure 1 and select email recipients in the drop down box next to "Send Out Meeting Info Email to." After making recipient selection send by clicking on the "Send Out Meeting Info Email to."

Figure 8

The receipt E-mail notification of calendar events will look similar to **Figure 9**. The E-mail notification identifies **Upcoming Outreach Meetings** and provides a breakdown of each notification by: **Worker Outreach** and site being sponsored, **When** (date), **Where** (venue and time), **Audience** (public, petitioners, etc), **DCAS POC** (DCAS point of contact sponsoring meeting), **Contractor POC** (contractor subject matter expert, outreach support contractor support team member, etc.), and **Note** section (brief description/purpose of meeting).

Figure 9
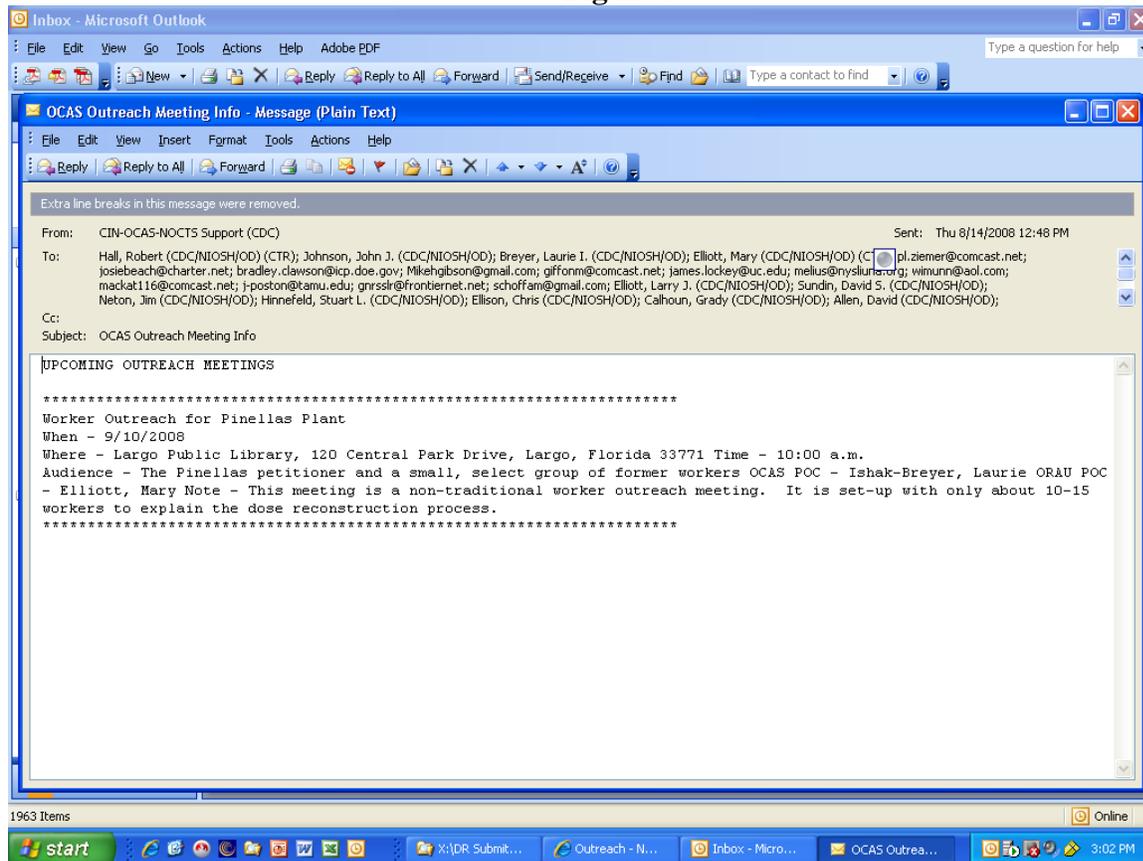
Appendix E

Guidance for the identification and processing of Action Items

Identification of Action Items – Action Items are identified by the DCAS HP/Staff and may be coordinated in house or with ORAU and/or the OSC staff. Based on professional judgment, Action Items are identified and tracked due to their specific nature. At a minimum, one should be sensitive to discussions and Action Items initiated in which **1)** it has been pointed out that the site profile or technical document is incorrect or inadequate, **2)** new information, which has not been considered before, has been identified that may have an impact on the technical document, and **3)** a follow-up is needed to address a question (not immediately or completely addressed), a request, or the possible need to look for additional information. This guidance is not intended to be comprehensive, but awareness for likely sources of Action Items.

Additional guidance in processing Action Items – Action Items are documented and tracked in the Action Item screen as shown in Appendix D, Figure 6. Consideration for processing an effective Action Item takes into account several things including a specified end date, response review, and how the Action Item has been closed out. The Action Items are entered into the Action Item screen identifying and describing the issue and identifying an owner. Along with the above information entries are made for the date the Action Item was initiated and what initiated the Action Item. Through coordination of the DCAS HP and the ORAU subject matter expert an owner is identified and assigned to resolve/address the issue. In conjunction with identifying an owner, a date for completion is entered into the system which has been agreed to based on work schedule, level of effort, and timely need for responsiveness. Along with the above information, Action Item Current Status and Action Item Resolution Details are inputted. The Action Item Current Status addresses the current state of response (may address roadblocks, progress to completion, etc.) while the Action Item Resolution Details addresses the issue as to what was done to resolve the issue and what, if any, impact it may have on a technical document. Once the Action Item Resolution is completed it is reviewed by the DCAS HP for completeness and technical adequacy, notes date of resolution, and indicates in the Action Item Closure Type what it influenced (TBD update, feedback to EE, etc.).

Appendix F
Examples of Likely Outreach Meeting Documents

Focus Groups (Outreach and SEC)
> Meeting Notes*
> *Sign-in-sheets*
> Re-cap/summarization of meeting (may be developed from notes)
> Action Items*

Town Hall Meetings
> Sign-in-sheets
> Minutes
> Action Items*

SEC Outreach Meeting
> Sign-in-sheet
> Minutes
> Action Items*

DOL and Training Events
> No Documents anticipated
> Action Items*

> *As appropriate

Appendix G
Development process for worker outreach minutes

OSC W/E Prepares draft meeting minutes using notes and/or audio recording

            Forwards draft minutes to NIOSH and ORAU attendees for review

            Incorporates responses from all who reviewed draft minutes

            Redacts and forwards draft minutes to DDRC for DOE review

DDRC Forwards minutes to ORAU for direction to DOE reviewer for classification review

ORAU Directs draft minutes to DOE reviewer for classification review

            Provides notification to DDRC/NIOSH that classification review is complete

DDRC Forwards cleared draft minutes to OSC W/E

OSC W/E Redacts and directs to PAR for final review and redaction

PAR Reviews and redacts minutes for PII

            Forwards redacted draft minutes/comments to OSC W/E

OSC W/E Makes changes per PAR and edits header & footer for posting and directs to CDTL for posting on NIOSH Web

CDTL Posts draft redacted minutes on NIOSH Web

OSC W/E Forwards draft minutes for 60 day review to senior official (s) of the host labor organization, to union liaison if a BCTC meeting

            After 60 day review period, incorporates responses from the parties who commented on the draft into the final meeting minutes

            Direct final minutes to CDTL for placing on the NIOSH Web

            Place un-redacted and final redacted minutes in OTS

CDTL Place final minutes on the NIOSH Web

Note: For those meetings where notes are taken in lieu of minutes, notes are recapped with the group/individual interviewed prior to the close of the meeting to verify accuracy and completeness. Notes are then forwarded to DOE for classification, placed into the Outreach Tracking System and stored in the Site Research Data Base (SRDB).

Note: Connectivity of minutes for a specific outreach and associated independent interviews with that outreach will be coupled in the SRDB through a naming convention. The naming convention, as an example for an SEC is "Documented Communication (SEC00192)…" for an SEC outreach meeting minutes placed into OTS. This naming convention will be replicated when placed into the SRDB. Interviews performed in conjunction with this SEC outreach meeting and placed into the SRDB will have the same naming convention "Documented Communication (SEC00192)…" This naming convention will connect the outreach minutes to associated independent interviews when doing a search during SEC evaluations and technical basis document updates.

_____

OSC W/E Outreach Support Contractor Writer/Editor

DDRC Designated DOE Review Coordinator

ORAU Oak Ridge Associated Universities

CDTL Communications Development Team Lead

PAR Privacy Act Redactor

BCTC Building and Construction Trades Council

PII Personally Identifying Information