

Typical Public Involvement and Advisory Board Deliverables/Activities Completed Each Year

Public Involvement

- Compile and submit DOE Headquarters Environmental Management Weekly Report: 52 per year
- Maintain and develop fact sheets: 20 per year
- Develop briefings: approximately 100 presentations, averaging 15 slides each
- Draft articles for distribution/posting as EM News Flash alerts: 15-20 per year
- Produce videos: 1 'full-length' production video (@ ~10 minutes or more); 2-3 feature production videos (@ ~2 minutes) and numerous (+150) video clips and raw video
- Maintain the Public Involvement portion of web-based Environmental Management Information System (includes uploading briefings, displays and fact sheets into database): +120 per year
- Conduct educational outreach events featuring the Operation Clean Desert display, workbook, and interactive computer game: 12-25 per year
- Produce displays/posters: 15-20 per year
- Participate in and support the Joint Information Center (JIC) activation and emergency preparedness activities: 5 per year
- Schedule and set up displays and related informational materials at community locations on a long-term basis: 9 per year
- Create and update public involvement plans (see Appendix V of the FFACO): 3 per year
- Plan and support public meetings, conferences and workshops: 5-6 per year
- Maintain the web-based Public Involvement Resource Database (PIRDy) (includes requesting derivative classifier review, completion of necessary or requested data changes/corrections, and requesting approval to post): 300 per month
- Upload photos and video into PIRDy: 30 per month
- Coordinate with and/or distribute information to/from DOE HQ, the State of Nevada and other Nevada Field Office contractors: *as needed*
- Research, document, and support official responses to the media and other stakeholder requests: *as needed*

Nevada Site Specific Advisory Board

- Coordinate and facilitate meeting logistics for public meetings: 10-12 per year (All meetings are held in accordance with the Federal Advisory Committee Act and various federal guidelines and procedures.)
- Develop and coordinate meeting announcements: 10-12 per year
- Coordinate and conduct member recruitments based on DOE guidelines: 1 per year
- Research, document, and support official responses to the media and other stakeholder requests: *as needed*
- Coordinate and develop presentations: 20-25 per year
- Coordinate/prepare information materials/posters/displays: 3-5 per year
- Provide all administrative support related to NSSAB activities
- Travel to national advisory board meetings: 2 per year
- Coordinate with and distribute information to/from DOE HQ, the State of Nevada and other NFO contractors: *as needed*
- Provide sound system support during Full Board public meetings (sound system must have ability to provide audio projection for 20-25 speakers simultaneously and be audibly recorded): 6-8 per year