

**Camp Lejeune Community Assistance Panel and Agency for Toxic Substances and Disease
Registry: General Charter Procedures
Date: May 4, 2015**

Background:

On June 22, 1992, a Federal Register notice entitled the “Development of a Community Assistance Panel (CAP)” announced the development and formation of CAPs at selected Superfund sites (Appendix A; for more information on the Superfund Program see: <http://www.epa.gov/superfund/>). ATSDR may establish and decide to continue a Panel while it is conducting public health activities at a site and the Panel continues to provide mutual benefit.

Purpose:

The purpose of this document is to provide general guidance that will facilitate the effective functioning of the Agency for Toxic Substances and Disease Registry (ATSDR) Camp Lejeune Community Assistance Panel (CAP). This charter is in accordance with the previously published Federal Register Announcement (Vol. 57, No. 120; June 22, 1992; see Appendix A) and supersedes any previous guidance documents produced by ATSDR. The Camp Lejeune CAP and ATSDR will meet annually to review and make changes to this document as needed.

Objectives and Functions:

ATSDR Community Assistance Panels are non-statutory groups that provide a mechanism to exchange information with the affected community and to obtain input on the community, its public health needs and concerns, and exposure issues. The Panels establish an avenue for ATSDR to inform the community of site-specific scientific findings as they become available. In addition they provide a means for community participation in ATSDR activities. Specifically, CAPs function to:

1. Facilitate effective communication between ATSDR, local officials, and the community.
2. Convey community health and environmental concerns from the community to ATSDR regarding site-specific activities being conducted or contemplated; and, share their local knowledge.
3. Ensure that ATSDR documents accurately reflect community knowledge and concern about the site under investigation.
4. Provide an opportunity for seeking community involvement and understanding regarding scientific findings through active communication.
5. Encourage community participation in ATSDR site-specific public health activities.

Responsibilities:

ATSDR is responsible for the creation, administration, and dissolution of CAPs. ATSDR will consult with CAP members to ensure the CAP meetings address the informational needs of the community.

CAP members are responsible to serve as a voice for the affected community.

Joint Responsibilities:

ATSDR and the Camp Lejeune CAP will work together when determining meeting agendas, venues, publicity, and extent of media presence (such as filming at meetings). One month prior to a CAP meeting, the draft CAP agenda will be reviewed by both the CAP and ATSDR during the scheduled monthly call. (These calls are currently set for the 3rd Monday of each month between 11:30AM EST and 12:30 EST).

Scope:

The Camp Lejeune CAP provides advice and input to the NCEH/ATSDR Director. The CAP is not a federal advisory committee and, as such, is not subject to the Federal Advisory Committee Act (FACA). The CAP does not provide consensus advice to ATSDR in carrying out its activities. CAP members do not speak for or represent ATSDR, and are not special government employees, consultants, or experts to ATSDR.

Camp Lejeune CAP Membership:

Camp Lejeune CAP members may include representatives of the community affected by the site and other interested stakeholders in the affected community, as well as other government officials or scientific technical advisors, as appropriate by the NCEH/ATSDR Director. If scientific technical advisors are deemed necessary, their expertise is determined by the CAP in consultation with the NCEH/ATSDR Director.

Camp Lejeune CAP Membership recruitment and selection:

The initial selection of general CAP members was described in the 1992 Federal Register Notice (Appendix A). The panel is generally composed of 12 to 15 individuals. Members of the CAP must be at least 18 years of age; reflect area residents' various viewpoints as ATSDR understands them; have understanding or knowledge of the site, the contaminants of concern, or community health concerns; or have been residents of the affected area at some time when exposures occurred.

The following guidance describes the process for recruitment of Camp Lejeune CAP members (community members and technical advisors):

1. Nomination: Self-nomination of candidate or nomination by current Camp Lejeune CAP member.
2. Nominee provides resume.
3. Nominee provides written statement with the following information:
 - Information about your background and affiliation with Camp Lejeune.
 - Why you want to join the CAP?
 - What you feel you can contribute to the CAP?
4. Nominee receives a copy of the Camp Lejeune CAP Charter.
5. Nominee provides a written statement that they have read the charter and understand their responsibilities.
6. Nominee package sent to CAP for 1-week review
7. CAP votes on nominee. The nominee will be selected based on majority vote.
8. CAP notifies nominee within 1 week of vote results.

9. Nominee, if selected, is passed to ATSDR for in-processing.

Members are invited to serve for an unlimited term. Members must agree to participate in CAP meetings and conference calls. CAP members should be available to attend meetings in person whenever possible. CAP members may be replaced, for lack of participation in CAP activities or for failure to comply with the Rules of Conduct (see below).

Members must meet the following attendance rules:

1. Cannot miss more than 2 consecutive in-person CAP meetings; or
2. Cannot miss 3 meetings total

Meetings

In-person CAP Meetings will be held quarterly. As needed, offsite meeting locations for CAP meetings will be determined by both the CAP and ATSDR. Agendas are developed by ATSDR with input from CAP members. CAP meetings are chaired by an ATSDR Division representative. A protocol for planning of the CAP meetings is provided in Appendix B. An agenda will be provided in advance of the meeting (see Appendix C for an example of an agenda template).

Meetings will be led by a trained facilitator when needed. The role of the facilitator is to acknowledge the speakers; to make sure that all agenda items are addressed and that discussions are in accordance with the objectives stated in the governance and on the agenda; to summarize or otherwise clarify remarks for understanding; and to be a time manager. The facilitator will be responsible to enforce the Rules of Conduct (see below, “Rules of Conduct” section).

Meetings will be open to the public and appropriately advertised on the ATSDR CAP web page. The meeting will be streamed live on the web. Representatives from other federal, state, local and tribal agencies and governments may be invited to attend.

In addition, monthly conference calls with ATSDR officials and CAP members will be conducted the third Monday of every month to provide the CAP members regular updates on ATSDR’s activities. Agendas for the conference call will be sent prior to the meetings.

Rules of Conduct for CAP meetings

In order to ensure that CAP meetings are effective and useful to ATSDR, the participants, and the public, it is necessary for all attendees to adhere to established codes of conduct, codes of professional practice, and business ethics during the meetings.

The Rules of Conduct are as follows and apply to all members and participants of CAP meetings, including the audience. All participants will:

- Be courteous and respectful of other participants at the meeting.
- Comply with any time limits established for speaking.
- Refrain from profanity or personal attacks on other CAP members, members of other federal agencies, members of the audience, or staff of ATSDR.
- Adhere to the meeting agenda.

If meeting order is not maintained, ATSDR will intervene as appropriate. Meeting participants and the members of the audience who violate the rules of conduct will be warned on the first occurrence. Subsequent violations may result in dismissal from the meeting, or, for repeated violations, removal from the CAP.

CAP meetings are open to the public. However, the audience may not participate during the CAP meeting. The members of the audience are observers; however, they may respond if a CAP member poses a question to the audience and they are recognized by the facilitator.

Agency Responsible

ATSDR facilitates and provides logistical support for CAP meetings.

Record Keeping

Proceedings of the meetings will be transcribed and will be available on the ATSDR CAP specific website in approximately 8 weeks after the meeting.

Funding

All members of the CAP are reimbursed for travel expenses. Service on the CAP is a voluntary, unpaid activity except for the scientific technical advisors which receive an honorarium from ATSDR.

Appendix A. Federal Register Notice published in 1992 that established Community Assistance Panels.

Thursday, July 9 and Friday, July 10, 1992 from 9 a.m. to 4 p.m. in room 7313 of the General Accounting Office, 441 G St., NW., Washington, DC.

The agenda for the meeting will consist of a review of the minutes of the May 28-29 meeting, a review of the Roundtable proceedings of June 30, a discussion of Uses and Objectives of Federal Accounting, a discussion of Liabilities and Other Commitments, and a discussion of inventory and related standards. We advise that other items may be added to the agenda; interested parties should contact the Staff Director for more specific information and to confirm the date of the meeting.

Any interested person may attend the meeting as an observer. Board discussions and reviews are open to the public.

FOR FURTHER INFORMATION CONTACT: Ronald S. Young, Staff Director, 401 F St., NW., room 302, Washington, DC 20001, or call (202) 504-3336.

Authority: Federal Advisory Committee Act, Pub. L. No. 92-463, section 10(a)(2), 86 Stat. 770, 774 (1972) [current version at 5 U.S.C. app. section 10(a)(2) (1988); 41 CFR 101-6.1015 (1990)].

Dated: June 17, 1992.

Jimmie Brown,
Deputy Director.

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DEPARTMENT OF HEALTH AND HUMAN SERVICES

Agency for Toxic Substances and Disease Registry

[ATSDR-53]

Development of Community Assistance Panels

AGENCY: Agency for Toxic Substances and Disease Registry (ATSDR), Public Health Service (PHS), Department of Health and Human Services (HHS).

ACTION: Notice.

SUMMARY: This notice announces the development and formation of Community Assistance Panels at selected Superfund sites. The purpose of these panels is to enhance effective communication of environmental health concerns to ATSDR by the public, and to establish an avenue for ATSDR to inform the community of site-specific scientific findings as they become available. In addition they provide a means for community participation in ATSDR activities. The Community Assistance Panel process is subject to change, based on experience gained during implementation.

FOR FURTHER INFORMATION CONTACT: Michael Greenwell, Agency for Toxic Substances and Disease Registry, 1600 Clifton Road, N.E., Mailstop E-28, Atlanta, Georgia 30333, telephone 404-639-0727.

SUPPLEMENTARY INFORMATION: The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, authorizes ATSDR to address the human health effects of exposure to hazardous substances in the environment. This mandate requires ATSDR to conduct various site-specific scientific evaluations within communities nationwide. These communities can provide ATSDR with valuable information about health and environmental factors, and ATSDR can inform the community of scientific knowledge that becomes available.

Information from the community regarding health concerns, health outcomes, and environmental factors is an important component of ATSDR site evaluations. An important characteristic of public health management concerning these sites is communicating risk and health and scientific information to the community. Community involvement activities include public availability sessions, public meetings, small group briefings, and other formal and informal communication. Community Assistance Panels may be established as an additional means to enhance communication avenues and foster information exchange and understanding.

The purposes of a Community Assistance Panel are to:

1. Facilitate effective communication between ATSDR, local officials, and the community.
2. Convey community health and environmental concerns to ATSDR from the community regarding site-specific activities being conducted or contemplated.
3. Ensure that ATSDR documents accurately reflect community knowledge and concern about the site under investigation.
4. Provide an opportunity for community involvement at each phase of a scientific evaluation or study with ATSDR seeking community understanding regarding scientific findings through active communication.
5. Encourage community participation in ATSDR site-specific public health activities.

A community Assistance Panel will be composed of individuals, generally 12 to 15, from the concerned community. Serving on the Community Assistance Panel will be a voluntary, unpaid activity.

Preference will be given to nominees who:

1. Are at least 18 years of age.
2. Reflect area residents' various viewpoints as ATSDR understands them.
3. Have understanding or knowledge of the site, the contaminants of concern, and/or the community health concerns.
4. Are permanent residents of the affected area.

The factors that will influence ATSDR to establish a Community Assistance Panel at a particular site, are the degree of community interest; whether there are varying viewpoints regarding the health issues; and a willingness on the part of the public to actively participate in the process. Community Assistance Panels may not be appropriate for all communities; ATSDR will make that determination on a site-specific basis.

Once it has been determined that a Community Assistance Panel will be established:

1. Written nominations will be requested from the concerned community using various methods of notification. Media releases, mass mailings, distribution of fliers, and communication with community groups are the most common means.
2. ATSDR will accept nominations for 30 days from the date of the announcement.
3. ATSDR will respond in writing to all applicants within approximately 30 days of the last accepted nomination form.
4. ATSDR will make all efforts to create a panel that reflects the community's interests regarding health concerns, varied viewpoints, general knowledge of the site, and demographics.

ATSDR acknowledges that a degree of subjectivity will enter into the selection process. All Community Assistance Panel meetings will be advertised in the media and open to the general public. All attendees will be given the opportunity to comment. Minutes will be completed for each meeting and maintained in at least one local repository for review.

Other Requirements

Data collection initiated by this announcement has been approved by the Office of Management and Budget under number 0923-0007, "Nominations for Community Assistance Panels," April 1995.

Dated: June 15, 1992.
 William L. Roper,
 Administrator, Agency for Toxic Substances
 and Disease Registry.
 [FR Doc. 92-14574 Filed 6-19-92; 8:45 am]
 BILLING CODE 4160-70-M

National Institutes of Health

National Cancer Institute; Meeting (Cancer Clinical Investigation Review Committee)

Pursuant to Public Law 92-463, notice is hereby given of the meeting of the Cancer Clinical Investigation Review Committee, National Cancer Institute, National Institutes of Health, July 1-2 1992, Holiday Inn Chevy Chase, 5520 Wisconsin Avenue, Chevy Chase, MD 20815.

This meeting will be open to the public on July 1 from 11 am to 11:30 am to discuss administrative details. Attendance by the public will be limited to space available.

In accordance with provisions set forth in sections 552b(c)(4) and 552b(c)(6), title 5, U.S.C. and section 10(d) of Public Law 92-463, the meeting will be closed to the public on July 1 from 11:30 am to recess and on July 2 from 8 am to adjournment for the review, discussion, and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material and personal information concerning individuals associated with the proposals, disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Ms. Carole Frank, Committee Management Officer, National Cancer Institute, Building 31, room 10A06, National Institutes of Health, Bethesda, Maryland 20892, (301-496-5708), will provide a summary of meeting and a roster of committee members upon request.

Dr. Manuel Torres-Anjel, Scientific Review Administrator, Cancer Clinical Investigation Review Committee, 5333 Westbard Avenue, room 834, Bethesda, Maryland 20816, (301-496-7481), will furnish substantive program information.

(Catalog of Federal Domestic Assistance Program Numbers: 93.393, Cancer Cause and Prevention Research; 93.394, Cancer Detection and Diagnosis Research; 93.395, Cancer Treatment Research; 93.396, Cancer Biology Research; 93.397, Cancer Centers Support; 93.398, Cancer Research Manpower; 93.399, Cancer Control).

Dated: June 9, 1992.
 Susan K. Feldman,
 Committee Management Officer, NIH.
 [FR Doc. 92-14520 Filed 6-19-92; 8:45 am]
 BILLING CODE 4140-01-M

National Heart, Lung, and Blood Institute; Meeting

Pursuant to Public Law 92-463, notice is hereby given of the meeting of the following Heart, Lung, and Blood Special Emphasis Panel.

This meeting will be open to the public to discuss administrative details relating to Special Emphasis Panel (SEP) business for approximately one half hour at the beginning of the first session of the meeting. Attendance by the public will be limited to space available. This meeting will be closed thereafter in accordance with the provisions set forth in section 552b(c)(4) and 552b(c)(6), title 5, U.S.C. and section 10(d) of Public Law 92-463, for the review, discussion and evaluation of individual contract proposals. These contracts and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the proposals, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

The Office of Committee Management, National Heart, Lung, and Blood Institute, Westwood Building, room 7A15, National Institutes of Health, Bethesda, Maryland 20892, telephone 301-496-7548, will furnish meeting information upon request. Since it is necessary to schedule meetings well in advance, it is suggested that anyone planning to attend the meeting contact the Scientific Review Administrator to confirm the exact date, time, and location.

Name of Panel: NHLBI SEP on RFP for the Atherosclerosis Risk in Community Studies (ARIC)—MRI Reading Center
 Scientific Review Administrator: Dr. Lynn Amende, Telephone 301-496-8818.
 Dates of Meeting: July 7, 1992.

Place of Meeting: Guest Quarters, BWI Airport, Baltimore, Maryland.

Time of Meeting: 1 p.m.
 (Catalog of Federal Domestic Assistance Program Nos: 93.837, Heart and Vascular Diseases Research; 93.838, Lung Diseases Research; and 93.839, Blood Diseases and Resources Research, National Institutes of Health.)

Dated: June 9, 1992.
 Susan K. Feldman,
 Committee Management Officer, NIH.
 [FR Doc. 92-14521 Filed 6-19-92; 8:45 am]
 BILLING CODE 4140-01-M

Social Security Administration

[Social Security Ruling SSR 92-6c]

Disability Insurance Benefits— Reduction Due to Receipt of Lump Sum Workers' Compensation Payment—New Hampshire

AGENCY: Social Security Administration, HHS.

ACTION: Notice of Social Security ruling.

SUMMARY: In accordance with 20 CFR 422.406(b)(1), the Commissioner of Social Security gives notice of Social Security ruling 92-6c. This Ruling is based on a decision by the U.S. Court of Appeals for the First Circuit in *Davidson v. Sullivan*, which reversed the U.S. district court decision. The First Circuit's decision upholds the Secretary's policy that workers' compensation payments for loss of bodily function, rather than wage loss, can be used to offset Social Security disability insurance benefits.

EFFECTIVE DATE: June 22, 1992.

FOR FURTHER INFORMATION CONTACT: Joanne K. Castello, Office of Regulations, Social Security Administration, 6401 Security Boulevard, Baltimore, MD 21235, (410) 965-1711.

SUPPLEMENTARY INFORMATION: Although we are not required to do so pursuant to 5 U.S.C. 552(a)(1) and (a)(2), we are publishing this Social Security ruling in accordance with 20 CFR 422.406(b)(1).

Social Security Rulings make available to the public precedential decisions relating to the Federal old-age, survivors, disability, supplemental security income, and black lung benefits programs. Social Security Rulings may be based on case decisions made at all administrative levels of adjudication, Federal court decisions, Commissioner's decisions, opinions of the Office of the General Counsel, and other policy interpretations of the law and regulations.

Although Social Security Rulings do not have the force and effect of the law or regulations, they are binding on all components of the Social Security Administration, in accordance with 20 CFR 422.406(b)(1), and are to be relied upon as precedents in adjudicating other cases.

If this Social Security Ruling is later superseded, modified, or rescinded, we will publish a notice in the *Federal Register* to that effect.

(Catalog of Federal Domestic Assistance Programs Nos. 93.802 Social Security—Disability Insurance; 93.803 Social Security—Retirement Insurance; 93.805 Social Security—Survivor's Insurance; 93.806

Appendix B. Planning the CAP meetings includes the following steps:

1. ATSDR Division Representative will:
 - Check availability of conference rooms, the facilitator, representatives from other federal agencies, ATSDR leadership, and other key staff.
 - Email CAP members the potential dates for next meeting and poll members to select and confirm date of next meeting.
 - Notify all relevant parties (e.g., CAP members and representatives of other federal agencies) of the date of CAP meeting.
 - Create the draft agenda and share with all relevant parties for comment.
 - Set up necessary logistics (travel, transcriber, IPTV, Envision, closed captioning, etc.).
2. One month prior to the meeting, ATSDR will announce the meeting on ATSDR Camp Lejeune specific website, including registration for audience members who wish to attend in person.
3. ATSDR staff will revise the agenda based on comments received, if any, and distribute to all relevant parties.
4. ATSDR will prepare the summary of last CAP meeting (based on the transcript), review for accuracy, and post to the CAP specific web site.
5. ATSDR will inform participants if there are any action items for follow-up.

Appendix C. Agenda template for CAP meetings. Approximate times will be added to each agenda item to keep the meeting on time.

Agenda Item*

- Welcome, Introduction, Announcements
- Action Items from Previous CAP Meeting
- CAP Updates/Community Concerns
- Health Assessment Activities
- Updates on Studies
- Wrap-up
- Adjourn

*Other agenda items added as needed