

Management System: Communications and Public Affairs

Subject Area: Community Relations/Public Involvement

Procedure – Conducting Public Activities

**Issue Date and
Revision Number:**
08/20/13 0

Lead Subject Matter Expert:
Lynette Chafin

Management System Owner:
Ralph Holland

1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) employees including Small Site Federal Project Directors, supporting Public Affairs Officer(s), and any staff involved with the conduct of public meetings, workshops, seminars, comment periods, and all other activities in support of community involvement. These activities are led by the EMCBC Small Site Office, and may be coordinated through contractor technical staff. These activities may or may not be associated with environmental cleanup or National Environmental Policy Act (NEPA) processes. Funding will come from the project or program. The EMCBC Office of the Director is to remain apprised, if not involved in any public activities.

2.0 Required Procedure

Step 1	As appropriate, U.S. Department of Energy (DOE) EMCBC Federal Project Directors and Public Affairs personnel notify the EMCBC Office of the Director/Deputy Director/Public Affairs, and Congressional and Intergovernmental Affairs of the meeting, its purpose, timing, sensitivities, of the need or desire for a public meeting.
Step 2	As appropriate , Community Relations and Site Public Affairs personnel develop a public participation plan detailing meeting planning, preparation, execution, evaluation, and share that plan with the EMCBC Office of the Director.
Step 3	DOE/EMCBC Site Manager and Community Relations and Public Affairs personnel report the content and outcome of the meeting to the EMCBC Office of the Director.
Step 4	The content and outcome of the meeting is included in the Weekly Report to headquarters.

3.0 References – Forms/Attachments/Exhibits

- None

4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

Records Category Code	Records Title	Responsible Organization	QA Classification (Lifetime or Non-Permanent)
ADM 14-42-B	Public Affairs Informational correspondence – Establishing and Developing Relationships with Public and Private Sector	Office of the Director	N/A

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.

EMCBC RECORD OF REVISION

DOCUMENT TITLE: **Conducting Public Activities**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

Rev. No.	Description of Changes	Revision on Pages	Date
0	1 st Edition to meet EMCBC MS needs.	N/A	8/20/13