

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-O-023 R5-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Virginia Finley Phone Ext: 2746

Department Name: Environmental Services

Document Number: O-023 Revision No.: 5

Document Title: Environmental Review Committee Charter

## Reason for change:

**ERC does not vote, therefore, there is no need for a quorum of nine member in order to hold a meeting.**

**Change description:** (Summarize and attach changed pages, with changes clearly indicated)

**Delete the sentence: "Nine (9) voting members must be present for a quorum."**

1. Does this TCR significantly alter the intent or scope of the document? YES:        NO:   X  

2. Does this TCR significantly impact **ES&H**? YES:        NO:   X  

If 1 or 2 is **YES**, Explain why the changes should not be routed for Department Head review:

**Jerry Levine**  
Department/Division Head Approval

5/16/14  
Date

**John DeLooper**  
Head, Best Practices and Outreach/designee

5/17/14  
Date

Release/Effective date of this TCR: 5/19/14

Incorporate this TCR into next revision of this document? YES:   X   NO:

<b>Subject:</b> <b>Environmental Review Committee Charter</b>	<b>Effective Date:</b> <b>3/5/2012</b>	<b>Initiated by:</b> ES&H Executive Board Chairperson
	<b>Supersedes:</b> Revision 4, Dated 6/26/09	<b>Approved:</b> Director

**TCR-O-023 R5-001****Introduction**

The Environmental Review Committee (ERC) is the subcommittee of the ES&H Executive Board that focuses on issues of environmental concern.

**Members (14)**

Head, Environmental Compliance (Chair)	Site Protection Division representative
Head, Environmental Services Division	Facilities Division representative
Head, Environment, Safety, Health & Security Department	Communications Office representative
Energy Manager	Plasma Science and Technology Department representative
Head, Safety Division	Engineering and Infrastructure Department representatives (2)
Procurement Division representative	Employee representative (3-year assignment)
Quality Assurance Division representative	

ERC meetings will be held quarterly and may be called more frequently at the discretion of the members. The ERC can request the services of specific Laboratory employees to serve as non-voting Resource Members.

**TCR-O-023 R5-001****Responsibilities**

The ERC will:

- Advise the ES&H Executive Board, Director and/or Deputy Directors of possible environmental issues that may affect PPPL.
- Provide input on PPPL's Environmental Management System (EMS): its development, implementation, effectiveness, and continuous improvement in accordance with ISO14001.
- Review and provide input on the annual, lab-wide environmental performance goals and targets for adoption by the ES&H Executive Board.
- Provide reviews and comments on:
  - ES&H Directives (new or revised),
  - Laboratory-wide environmental manuals, plans, and procedures, and
  - Draft Environmental Assessments and Environmental Impact Statements.
- Maintain awareness of projects that have potential environmental impacts (favorable or unfavorable).

**Reference Documents**

O-021 ES&H Executive Board Charter