

**REVISED**

**STEERING COMMITTEE FOR STANDARDS  
IN EMERGENCY RESPONSE, REMEDIATION, RESTORATION, AND  
DEMILITARIZATION OF CHEMICAL WARFARE MATERIEL**

1. **NAME OF COMMITTEE.** Steering Committee (SC) for Standards in Emergency Response, Remediation, Restoration, and Demilitarization of Chemical Warfare Materiel.
2. **DATE ESTABLISHED.** 1 July 1995.
3. **DATE TO BE TERMINATED. 1 July 1999.** Early termination or extension is the responsibility of the Deputy Assistant Secretary of the Army (Environment, Safety and Occupational Health).
4. **CATEGORY AND TYPE OF COMMITTEE.** Headquarters, Department of the Army, Interagency.
5. **Mission.**
  - a. **PURPOSE.** Identify, prioritize, and recommend establishment of critical standards for health, safety, environment, monitoring and personal protective equipment (PPE) that protect workers, the surrounding community, and the environment for Army activities in emergency response, restoration, remediation, demilitarization, or treaty/agreement **implementation and** compliance.
  - b. **OBJECTIVES:**
    - (1) Identify Army programs and activities associated with chemical demilitarization, remediation, and restoration where data gaps or standards are not comprehensive or do not exist;
    - (2) Provide guidance and/or facilitate resolution on differences between federal, state, local and service rules and regulations;
    - (3) Identify the requirements for standards or limits that should be used during activities or operations, as required;
    - (4) Solicit input from organizations involved in chemical matters during the planning and development of standards, monitors, and PPE as well as the approach to investigation/remediation, and provide a forum for Army coordination;
    - (5) Recommend establishment of uniform standards for Army operations involving emergency response, remediation, restoration, demilitarization or treaty **implementation and** compliance where a variety of competing standards may apply or where no standards exist; and
    - (6) Provide a forum for the exchange of information and liaison with federal, state, and local regulatory agencies.
6. **DIRECTION AND CONTROL.** The SC will be chaired by the DASA(ESOH), Office of the Assistant Secretary of the Army (Installations, Logistics and Environment). (OASA (I,L&E)).
7. **AUTHORITY.** AR15-1, Committee Management.

**8. ADMINISTRATIVE SUPPORT AND STAFF ARRANGEMENTS.**

- a. The SC will be supported by no full-time officers or clerical personnel. Routine administrative support between meetings will be provided by DASA(ESOH) on an as-needed basis.
- b. Each Organization will fund travel for its members. Administration support (clerical personnel and equipment) for the meetings will be provided by the chair, the organization hosting a meeting, or as determined by designation as a sub-committee or by SC agreement.
- c. A recorder of meeting minutes will be provided by DASA(ESOH).

**9. COMPOSITION AND ORGANIZATION. The SC will be comprised of members from the following organizations or their designated representatives.**

**RESPONSE: INCLUDE CHANGE**

- a. Chairperson: DASA(ESOH).
- b. A Vice-chairperson and secretary will be provided by the office of DASA(ESOH) to act in the absence of the Chair person and conduct administrative activities.
- c. The SC will be comprised of members from the following organizations:
  - OASA(I,L&E)
  - OASA(R,D&A)
  - Office of the Director of Army Safety
  - Office of the Chief of Engineers
  - Office of the Deputy Chief of Staff for Operations and Plans
  - Office of the Deputy Chief of Staff for Installation Management (Director of Environmental Programs)
  - Office of the Surgeon General
  - US Army Chemical and Biological Defense Command
  - **Program Manager for Chemical Demilitarization**

**RESPONSE: INCLUDE AS CHANGE**

- d. Other Agencies may be tasked to provide matrix support
- e. Representatives from other organizations will be invited to participate in an advisory capacity, as needed.
- f. Participation by agencies outside the Army will be by invitation of the Chairperson.

**10. STEERING COMMITTEE OPERATIONS.**

- a. The SC will be supported by working groups, as determined by the Chairperson.
- b. The working groups will meet as often as deemed necessary by the respective chairpersons or SC chairperson in order to accomplish assigned tasks and to address urgent situations as they arise.

- c. Working group chairpersons will provide briefings and progress reports on all working issues to the SC. Emergency issues can be raised to the SC chairperson at any time by any board member.
- d. The SC as a whole will convene ~~quarterly~~ **semiannually**, at a minimum, or more frequently at the call of the SC chairperson.
- e. Recommendations for proposed issues will be discussed and a decision will be reached concerning responsibility, objectives, procedures, duration, funding, and dissemination of results. Decisions for further or follow-on actions will be made by a majority of members only after a formal report has been submitted to the SC.
- f. The SC, based on a majority decision, will recommend development of approaches for methodologies, standards, and/or guidelines that takes into account the data and knowledge gaps. This approach will be such that it can be used by the Army while the knowledge and data gaps are being addressed.
- g. A record of the proceedings of each meeting, the decisions made and the studies recommended will be prepared and forwarded to the participating organizations. The official copy of the proceedings will be kept by the SC chairperson.
- h. SC duties.
  - (1) Chairperson. Responsible for convening the meetings and setting up the agenda. The Chairperson will operate as the discussion leader for each session.
  - (2) Vice-chairperson. Will act as Chairperson in the absence of the Chairperson.
  - (3) Secretary. Responsible for keeping the minutes of each session, sending out meeting notices and minutes, and helping with the preparation of the agenda and meeting read-ahead packages for each session.
  - (4) Member. ~~Responsible for attending each session, helping resolve funding issues, and for providing insight on the various issues that are discussed each session.~~ **Responsible for attending each session, for providing insight on the various issues that are discussed at each session, for accepting and completing taskers that are the responsibility of the member's organization, and for helping resolve funding issues.**
- i. The SC will ensure that policy and adequate guidance is available to establish parameters for operating agencies to develop monitoring plans affecting non-stockpile activities.

## 11. CORRESPONDENCE

- a. Subgroups will elevate issues to the SC Board through the Chairperson.
- b. Issues and taskings will be assigned to subgroups during SC meetings. Emergency issues can be tasked at any time by the SC Chairperson.
- c. Subgroups will provide information copies of correspondence concerning subgroup meetings and copies of meeting minutes to the SC Chairperson.

## 12. DATE CHARTER FILED. 1 July 1997.

