

MARSSIM WORKGROUP CHARTER

This charter provides for the continuance of the Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) Workgroup and describes the mission, scope, vision, values, and processes for the Workgroup's activities and products.

MISSION: The mission of the Workgroup is to provide technical processes and methods, which are accepted and endorsed across the Federal government and State governments, that regulators and users of radioactivity can use to measure radioactivity to demonstrate compliance with regulatory criteria.

SCOPE: "The scope of the Workgroup's work is focused on assessment and disposition of real and personal property".

VALUES: The Workgroup places high value on the following attributes of its activities and products:

1. Technical defensibility and robustness
2. Clarity by the use of simple language and straightforward logic
3. Providing and promoting consistency and compliance with regulatory criteria across the Federal government and State governments
4. Minimization of the duplication of effort by regulators and users
5. Minimization of costs in keeping with the desired quality of the results
6. Wide-spread and consistent dissemination of and training on the Workgroup's products
7. Feed-back from the implementers of the Workgroup's products

VISION: The Workgroup's vision is to build on its successes as an interagency platform to find common resolutions to technical problems and technical issues on the measurement of radioactivity.

MARSSIM WORKGROUP CHARTER

METRICS: The metrics for success of the Workgroup's products are the extent they are used and the degree to which the values above are met.

Since its inception in 1995, the Workgroup has developed two significant products: MARSSIM (Multi-Agency Radiation Survey and Site Investigation Manual) in 1997 and MARSAME (Multi-Agency Survey and Assessment of Materials and Equipment) in 2009. In addition, the Workgroup developed several significant updates to the MARSSIM manual, leading to a revision in the document in 2001.

While statistics on actual usage are not available, usage of the MARSSIM Manual appears widespread across the regulatory spectrum. Scientific peer reviews of both the MARSSIM and MARSAME manuals indicated that the manuals met the first four values, and some literature exists to indicate that the MARSSIM manual meets the fifth value. Member agencies have developed several successful training classes on the MARSSIM manual, resulting in hundreds of trained users across the contributing agencies, to meet the sixth value. Lastly, the Workgroup website offers all users the opportunity to contact the Workgroup and submit comments, and Workgroup meetings are advertised and open to the public, to meet the seventh value.

STRUCTURE: The structure of the Workgroup is as follows:

- The Workgroup members are direct employees of Federal Agencies and may include State co-regulators, who are actively engaged in resolving common technical measurement problems and measurement related issues for demonstrating compliance with regulatory criteria on radioactivity. All Federal Agencies expressing an interest in participation are welcome to join the MARSSIM Workgroup at any time. Alternatively, the MARSSIM Workgroup will coordinate planned activities and share expertise with sister Workgroups built on the MARSSIM Workgroup model, such as the MARLAP Workgroup, which published the MARLAP (Multi-Agency Radiation Laboratory Analytical Protocols) manual in 2005.
- Each Federal agency has a point-of-contact as a regular attendee who presides for his/her agency. Other agency staffs are encouraged to participate as the technical issues or agency interests indicate.
- The Workgroup selects, by consensus, a Chairperson who is a direct employee of a Federal agency and who is not a point of contact. Chairpersons who have served previously, but are no longer serving as Chairperson, may be titled Chairperson Emeritus/Emerita.

MARSSIM WORKGROUP CHARTER

PROCESSES: The systematic planning process is used as the approach to participation and problem solving, and is described in *Guidance for the Data Quality Objectives Process* (EPA 240-B-06/001, EPA QA/G4, 1996) its revisions or its equivalent, [e.g., *Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs*, (American Society for Quality Control, ANSI/ASQC E4-1994, Milwaukee, Wisconsin, 1995)].

- Workgroup meeting agendas, the way the meetings are conducted, and technical decisions for the Workgroup's products are made by consensus: unanimous agreement that the agenda, meeting conduct, or technical decision would be supported and defended by agency representatives in a public forum.
- The Chairperson schedules, conducts, and summarizes Workgroup meetings, and helps keep the Workgroup focused on the task by promoting scheduled milestones.
- For single meetings, the Workgroup Chairperson and the point-of-contact functions may be delegated by the regular Chairperson or the regular point-of-contact, respectively.
- Meetings are announced and generally open to the public. The public has an opportunity to provide information, without expectation of feedback or dialogue, to the Workgroup at least once during a meeting.
- The Workgroup may invite their respective contractors to participate in meetings and provide information as requested by the Workgroup.
- Meetings are facilitated; the facilitator, usually a Workgroup member, is selected by consensus.
- Workgroup products that normally require only workgroup consensus for approval include errata, minor addenda, frequently asked questions, reference citations and website updates. These documents will be made available to users as electronic files and via the MARSSIM Workgroup website postings.
- Workgroup products such as major addenda, supplements, revisions and manual re-writes normally require agency review and approval prior to final publication. These documents will be made available to users as hard-copy publications in addition to electronic files and via the MARSSIM Workgroup website postings.
- Federal agency acceptance and endorsement of the Workgroup's products, as appropriate, is by signature of a manager with authority to

MARSSIM WORKGROUP CHARTER

represent the respective agency for these purposes.

- The Workgroup Chairperson or designee will provide progress and action plans reports to the Interagency Steering Committee on Radiation Standards (ISCORS) as requested by the Chair of ISCORS
- The position of Chairperson Emeritus/Emerita is an honorary entitlement which does not carry any responsibility or authority and which does not require actual participation in the MARSSIM Workgroup. Chairpersons Emeriti/Emeritae may participate as agency points-of-contact or general members with the responsibilities and authorities of those designated positions.


David Albert
U.S. Army


Darrell Liles
U.S. Environmental Protection Agency


Edwin W. Doremus
U.S. Navy


Mark Fuhrmann, acting
U.S. Nuclear Regulatory Commission


Kathryn K. Smart
U.S. Environmental Protection Agency
Workgroup Chairperson

MARSSIM WORKGROUP CHARTER

MARSSIM WORKGROUP CHARTER APPROVAL:



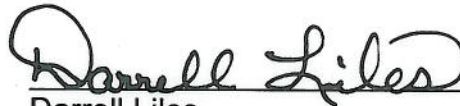
Ramachandra K. Bhat
U.S. Air Force



W. Alexander Williams
U. S. Department of Energy



David Alberth
U.S. Army



Darrell Liles
U.S. Environmental Protection Agency



Steven W. Doremus
U.S. Navy



Mark Fuhrmann, acting
U.S. Nuclear Regulatory Commission



Kathryn K. Snead
U.S. Environmental Protection Agency
Workgroup Chairperson