

ATTACHMENT D: SAMPLE PROCESS DESIGN

PLUME CLEANUP TEAM (PCT)

MISSION	The PCT provides advice to the AFCEE, EPA, and DEP Remedial Program Managers (RPMs) of the Installation Restoration Program and to the Senior Management Board (SMB). The PCT provides advice on: (1) the cleanup of soils, groundwater, and other resources affected by contaminants from the MMR under the federal Superfund law and other applicable state and federal laws and regulations; and, (2) community involvement issues related to cleanup.
PLANNING GROUP	The PCT draft agenda is developed by the RPMs.
AGENDA PLANNING	See attached PCT Agenda Protocol
MEETING FREQUENCY	Second Wednesday of each month.
SUMMARY FORMAT	A detailed meeting summary and action items
GROUND RULES	General IRP Citizen Advisory Groundrules, see attached
DECISION MAKING	By consensus
STANDARD AGENDA	See attached PCT Agenda Protocol
RESOURCES	IRP's meeting support contractor tracks action items and provides meeting minutes. Facilitator provides meeting facilitation.