SCIENCE REVIEW PROFILE SHEET

FIFRA SCIENTIFIC ADVISORY PANEL (FIFRA SAP)
OR
CHEMICAL SAFETY ADVISORY COMMITTEE (CSAC)
SCHEDULING FORM

SESSION TITLE: title to be used on web sites, in FR notice, and on related meeting documents.

MEETING DATE:

MEETING LOCATION:

LEAD DIVISION/LEAD PRESENTER(s): include contact information.

OTHER AGENCY PARTICIPANTS: include, if appropriate, other Agency program offices or other presenters such as government or research institutions, etc.

BACKGROUND/ABSTRACT: briefly describe the history of the project, draft charge to the Panel and goals of the meeting. The abstract will be used for press releases, Federal Register Notice announcing the meeting and management briefings.

AGENDA OUTLINE FOR SESSION: title of presentations, names/affiliations of presenters, and time requirements. The agenda should also include suggested public comment time requirements based on perceived interest in topic from the public.

RECOMMENDED EXPERTISE: identify the areas of scientific expertise that are recommended for addressing the anticipated charge issues (e.g., toxicology, probabilistic risk assessment, dietary exposure, etc.). Areas of expertise will be used to identify candidate Panel members (e.g., will be published in the FR notice seeking nominations for the Panel).

PRINCIPAL INTERESTED AND AFFECTED PARTIES: these groups will be contacted for recommended ad-hoc Panel members.

RECOMMENDED SUBCOMMITTEE PANEL MEMBERS: recommended Panel members (with affiliation and appropriate contact information) by scientific expertise desired.

SPECIAL MEETING REQUIREMENTS: e.g. LCD projector.

OTHER COMMENTS:

PREPARER: name, contact information of preparer and date prepared.

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MEETING PREPARATION SCHEDULE

Topic identified in consultation with OPP/OPPT and OSCP management

- Meeting Profile form completed
- Meeting title
- Meeting agenda
- Panel nominations
- Abstract

12 Weeks Prior to Meeting

- Federal Register Notice published announcing meeting and if necessary, request for subcommittee Panel member nominations.

7 Weeks Prior to Meeting

- Draft position paper, Charge to the Panel and background documents provided to OCSPP management for review (6 copies).

6 Weeks Prior to Meeting

- Meeting with OCSPP management to review documents/charge to the Panel.
- The meeting is informal and should include a brief outline/summary of the topic(s) to be presented and identification of important science and/or science policy issues.
- OCSPP AA delegated authority to OSCP OD to approve documents and charge.
- A transmittal memo to the FIFRA SAP/CSAC Executive Secretary is needed indicating Division level approval for all documents for subsequent delivery to the Panel and OPP/OPPT Docket.
- Because of copyright laws, all journal articles, books, etc. require approval from the publisher prior to submission to the OPP/OPPT Docket.
- Docket Verification and Certification Form should be completed indicating all document containing copyrighted, CBI or otherwise protected information have been identified to allow for "special" processing by the docket.

4 Weeks Prior to Meeting

- Final copies of all documents/charge to the Panel provided to FIFRA SAP office (2 hard copies required plus electronic copy for subsequent posting to the SAP/CSAC web site).
- Support documents can always be added to the OPP/OPPT Docket, but should include a transmittal memorandum showing Division approval. The transmittal memorandum should provide an explanation what is included with the attached documents.
- Panel member selection process completed.

2 Weeks Prior to Meeting

- OCSPP Management rehearsal - this is a formal rehearsal with slides/overheads prepared for the rehearsal. A person should be identified to advance slides/overheads at both the rehearsal and SAP/CSAC meeting.

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Week of Meeting

Face-to-face Meeting

- All visual presentation materials for the meeting should be available for viewing. Presenters should arrive at least 30 minutes before the beginning of the session for audio visual set-up.
- 5 copies of all presentation materials should be brought to the meeting for subsequent distribution to the Panel and OPP/OPPT Docket. We do not require the presentation material until the meeting day so that presenters have opportunities to revise presentations up to the meeting time.

Public Comments

- Copies of all public comments received before the meeting will be distributed to the lead Division presenter for each session. This person should distribute copies of the comments to other session participants and division management.

After Meeting

SAP/CSAC Report

- The Panel's report is typically available 90 days after the meeting. The meeting DFO will keep you informed on the status and release of the report.

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