To: Lianne Sheppard[sheppard@uw.edu]
Cc: Bailey, Laura[Bailey.Laura@epa.gov]; Wood, Donald[Wood.Donald@epa.gov]; Gibson, Tamue[Gibson.Tamue@epa.gov]
From: Knott, Steven
Sent: Mon 11/7/2016 9:58:27 PM
Subject: YOU HAVE BEEN SELECTED RE: US EPA FIFRA Scientific Advisory Panel Meeting on Glyphosate
EPA-HQ-OPP-2016-0385-0094.pdf
EPA-HQ-OPP-2016-0385-0093.pdf

Dr. Sheppard,

Thank you for agreeing to serve as an ad hoc member of the US EPA FIFRA Scientific Advisory Panel for its meeting to consider and review the EPA's evaluation of the carcinogenic potential of glyphosate, a non-selective, phosphonomethyl amino acid herbicide registered to control weeds in various agricultural and non-agricultural settings. The meeting is tentatively scheduled for **December 13-16, 2016** and will be held at Potomac Yard South (One Potomac Yard), 2777 S. Crystal Drive, (Crystal City), Arlington, VA 22202. The purpose of this e-mail is to notify you that **you have been selected to serve as an ad hoc member** on the Panel for this meeting**.** In addition, this e-mail provides an update on the administrative and functional procedures of the FIFRA SAP and a description of your role as a participant at the meeting and in the preparation of the Panel's report (also referred to as the meeting minutes). We look forward to working with you toward a successful meeting on this challenging topic.

As you prepare for this meeting, you may see some materials with meeting dates of October 18-21, 2016. These were the original meeting dates. However, on October 13th, EPA postponed this meeting due to the availability of experts for the peer review panel. Given the importance of epidemiology in the review of glyphosate's carcinogenic potential, the Agency believed that additional expertise in epidemiology would benefit the panel and allow for a more robust review of the data. As a result, the SAP meeting on glyphosate was postponed and is now tentatively rescheduled for **December 13-16, 2016**. We anticipate confirming these dates within the next week.

Other EPA Staff supporting the FIFRA SAP include Laura Bailey, Tamue Gibson, Donald Wood, Joyce Coates, and Barbara Ewell. Laura is the Executive Secretary of the FIFRA SAP. I will be the Designated Federal Official (DFO) for this meeting and Tamue Gibson will be assisting me. Don, Joyce, Barbara, and Shirley are our administrative support staff for the FIFRA SAP. Travel arrangements for this meeting will be handled by EnDyna, Inc., an EPA contractor, in coordination with Don. A representative of EnDyna will be contacting you shortly by email concerning your travel arrangements. The FIFRA SAP staff main office phone number is (202) 564-8450.

Please note that an orientation meeting is scheduled on the first day of the meeting (Tuesday, December 13) at 8:00 AM to meet fellow Panel members and to discuss the format of the meeting, the report preparation process, and administrative issues such as travel reimbursement and compensation. You will be compensated for time spent preparing for the meeting, attending the meeting, and assisting with the development of the meeting report. Therefore, as you begin your work, please remember to keep track of the time you devote to this activity. During the orientation session, you will receive instructions on how to report the time you spent on this review.

While you are free to respond to inquiries from the press and others in your capacity as a private citizen, we ask that you do not discuss the specifics of the FIFRA SAP's deliberations with anyone except other FIFRA SAP members until the Panel has completed its work, reached agreement on the meeting report, and released the report to the public. After the report is released, members may discuss the final recommendations with outside parties. You may refer any inquiries you receive to me (202-564-0103) or other members of the FIFRA SAP staff (202-564-8450).

Additional details on your roles and responsibilities as an ad hoc member of the FIFRA SAP for this meeting are provided below.

If you have any questions about the meeting, please call me at (202)564-0103.

Thank you again for agreeing to serve as an ad hoc member of the FIFRA SAP for this session.

Sincerely,

Steven M. Knott, M.S.

Senior Designated Federal Official

FIFRA Scientific Advisory Panel and

Chemical Safety Advisory Panel

U.S. EPA Office of Science Coordination and Policy

Knott.steven@epa.gov

(202) 564-0103

I. Initial Responsibilities Prior to the FIFRA SAP Meeting: Receipt and Review of Background Documents

The Agency position paper and charge questions are attached to this message. These documents, as well as additional Agency supporting documents and public comments, are located in the public docket for this meeting at https://www.regulations.gov/docket?D=EPA-HQ-OPP-2016-0385. Please review these materials as you prepare for the meeting. In addition, you will be receiving a copy of the meeting agenda, the full list of Panel members, and other meeting related materials.

We will also make assignments of Panel members to serve as either report coordinator or lead or associate discussants for the charge questions (but note that all Panel members are encouraged to participate in all parts of the session and to answer all questions). These assignments are based on expertise and will assist the FIFRA SAP session chair in responding to questions posed by the Agency. The report coordinator and/or lead discussants are responsible for initiating the discussion of Panel response(s) to assigned questions and for coordinating responsibilities in preparing the written Panel responses for each question. We will have at least two Panel members assigned to each question (one lead and one or more associate discussants). You are encouraged to prepare a draft response to assigned questions and to coordinate your comments with the lead and associate discussants and/or report coordinators prior to the meeting. However, the full Panel should not deliberate on the issues under review prior to the meeting (e.g., the Panel should not attempt to develop a draft position before the meeting). At the public meeting, you will be able to present your comments to the Panel for deliberation. At any time prior to and during the meeting, Panel members may revise their comments based on further reflection and the meeting presentations and discussions (we encourage the use of personal laptop computers during the meeting to facilitate making changes). After the close of the meeting, Panel members will provide a final draft of their comments to the report coordinator to be used for the meeting minutes.

Each affected manufacturer, public interest group, consortium, etc., is invited to submit comments to the Agency before the meeting. An announcement in the Federal Register has notified the public of this opportunity to provide comments and includes instructions for providing written comments before the meeting and for making oral presentations during the meeting. As noted above, copies of public comments received prior to the meeting will be forwarded to you when received. This allows you an opportunity to prepare your comments before the meeting and to participate by providing your expert scientific guidance to the Agency and to all interested individuals and groups.

II. Participation at the FIFRA SAP Meeting

Panel members are encouraged to actively participate and impart their expertise in order to assist the Agency in addressing the scientific issues that form the basis for the Agency's regulatory policies. Members should be prepared to respond to questions posed by the Agency as well as to ask specific questions of Agency participants and of any public commenter that has either submitted written comments or delivered oral presentations at the meeting. Your questions and comments are not restricted solely to the questions posed by the Agency at the meeting and can include issues relevant to the topics being presented such as the Agency position paper and public comments. This open discussion of scientific knowledge and data is critical to the exchange of human health and environmental information among the Agency, industry, and the public.

III. Preparation of the FIFRA SAP Report / Meeting Minutes

A. Panel Responsibilities

As noted above, each Panel member is assigned to work with one or more members as either a report coordinator or lead or associate discussant in responding to questions posed by the Agency and preparing the draft report (Meeting Minutes). Lead and associate discussants, in coordination with the report coordinator and other Panel members, are responsible for preparing the Panel's responses to Agency questions.

The FIFRA SAP report constitutes the meeting minutes. In order to include your

comments in the FIFRA SAP report, you must state your comments at the public meeting. To facilitate discussion among Panel members, we ask that you briefly summarize your comments. As discussed above, it is helpful for the Panel members to prepare a draft response to questions posed to the Panel and other responses relevant to the session prior to the meeting. During the meeting, Panel members will revise their comments based on Panel deliberations and provide a final draft of their comments to the report coordinator and lead and associate discussants to be used for the meeting report. Use of your personal laptop computers at the meeting is encouraged.

B. Designated Federal Official Responsibilities

The FIFRA SAP Chairperson and I, are responsible for ensuring the accuracy, thoroughness, completeness, and timeliness of the final FIFRA SAP report (Meeting Minutes). After the meeting, we will distribute a draft report to all Panel participants for comments. A second draft of the report will be circulated for comments only if major changes were required to the first draft. For this meeting, the turnaround time, from the conclusion of the meeting to final report distribution, is approximately 8 to 12 weeks. The report is then made available to the public, the Agency, and Panel participants.

IV. Travel Arrangements

EnDyna Inc. is confirming your travel arrangements. Someone from their office will contact you soon. Please note that we must arrange all airline travel through our Agency travel office/website.

V. Orientation Meeting Prior to the FIFRA SAP Public Meeting

An orientation meeting is scheduled for the first day of the meeting (Tuesday, December 13) at 8:00 AM to meet fellow Panel members, discuss the format of the meeting, report preparation process, and administrative issues such as travel reimbursement and compensation. The planning and orientation session should last approximately 30-45 minutes. If you are unable to attend the orientation meeting, please contact us so we can arrange a time to meet individually before the FIFRA SAP meeting.

VI. Hours Worked In Preparation for a FIFRA SAP Meeting

Those participants who are hired as Special Government Employees and who are eligible to be paid for participation in FIFRA SAP meetings should record the days and hours worked in preparation for the meeting on the form FIFRA SAP staff will provide. Please return the form to the FIFRA SAP before the end of the meeting.

In addition, after you return home, you will spend additional hours writing and reviewing the final report. Please be sure to record those post-meeting days and number of hours worked and email them to FIFRA SAP staff.