Message

**From:** Wong, Diana [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=48F5DC50E32C4B7F929FF53845705531-WONG, DIANA]
**Sent:** 4/1/2020 2:50:29 PM
**To:** Van Gosen, Bradley S [bvangose@usgs.gov]
**Subject:** Call in number for April 7 Virtual Meeting
**Attachments:** 1_Draft_Risk_Evaluation_for_Asbestos_int.pdf; 2_Draft Charge to the Panel for Asbestos.pdf

Hello Bradley,

As a follow-up to my message sent yesterday, the call-in number and conference ID for the April 7 virtual meeting are as follows:

Call-in Number: 844-231-9061

Conference ID: 5840459

Also, Dr. Todd Peterson will contact you soon to register you for the use of HERO database. The links in the HERO version of the risk evaluation document that I sent out yesterday has links to the HERO database. You can have direct access to the cited references by clicking on the links. But you need to be registered to use HERO first. Thanks.

Best Regards,
Diana

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**From:** Wong, Diana
**Sent:** Tuesday, March 31, 2020 5:18 PM
**To:** Wong, Diana <Wong.Diana-M@epa.gov>
**Subject:** You are Selected to Serve on the April 27-30 TSCA Asbestos Review Panel

Dear TSCA SACC ad hoc Peer Reviewer,

Thank you for agreeing to serve on the April 27-30, 2020, Toxic Substances Control Act (TSCA) Science Advisory Committee on Chemicals (SACC) meeting to peer review EPA's draft risk evaluation of Asbestos. All of us at EPA are grateful for your service and hope you are well during these challenging times. The purpose of this e-mail is to notify you that **you have been selected to serve on the peer review committee for this session.**

In addition, this e-mail provides information relating to the April 7, 2020, preparatory virtual meeting, an update on the administrative and functional procedures of the TSCA SACC, and a description of your role as an ad hoc peer reviewer at the review meeting and in the preparation of the Committee's report (also referred to as the meeting minutes). We look forward to working with you toward a successful meeting on this challenging topic.

On Tuesday, April 7, 2020, we will conduct a preparatory virtual meeting, from 11:30 a.m. to approximately 4:00 p.m. (EDT). This meeting will be held via webcast using Adobe Connect and the telephone.

The Adobe Connect Slides Presentation Login Site is: https://epawebconferencing.acms.com/sciencereview

The phone number and conference ID will be provided to you later this week.

Additional information on this meeting can be found at: **https://www.epa.gov/tsca-peer-review/peer-review-draft-risk-evaluation-asbestos**.

You are not required to register for the preparatory virtual meeting. The phone number and conference ID will directly connect you to the virtual meeting session without registering.

This preparatory virtual meeting on April 7, 2020, will include a closed Administrative session from 11:30 a.m. – 1:00 p.m. (EDT) to orient committee members to the current SACC processes for the preparatory virtual meeting and the peer review virtual meeting.

From 1:00 p.m. to approximately 4:00 p.m. [EDT], the preparatory virtual public meeting will provide an opportunity for the committee to comment and ask questions regarding the ***scope and clarity*** of the draft charge questions (only). There will also be an opportunity for public comments. Timing will depend on the number of pre-registered commenters. The Agency's draft risk evaluation, charge questions, and supplementary documents can be accessed via the OPPT website **https://www.epa.gov/assessing-and-managing-chemicals-under-tsca/draft-risk-evaluation-asbestos**. In addition, on Friday, April 3, 2020, the docket will be available to the general public with the above mentioned documents (including the Federal Register notice announcing the preparatory and peer review meetings) with docket ID number: EPA-HQ-OPPT-2019-0501.

As an ad hoc peer reviewer for this review, you also have access to "HERO" versions of the risk evaluation and some supporting documents. These versions allow you to access full text articles (as needed) for references that have been added to the HERO database. You may access these documents using the following link to a shared, OneDrive folder:

https://usepa-my.sharepoint.com/:f:/g/personal/knott_steven_epa_gov/EkqZMlyyAAFDI0JdY8enBrcBbMGHDR_S_2HTfEdSA63upw?e=OK7rov

Please review these materials as you prepare for the preparatory and peer review meetings.

Other EPA Staff supporting the TSCA SACC include Steve Knott, Tamue Gibson, Todd Peterson, Donald Wood, Joyce Coates, and Barbara Ewell. Steve is the Executive Secretary of the TSCA SACC and Tamue and Todd also serve as DFOs for the committee. Don, Joyce, and Barbara are our administrative support staff.

Please note that while you are free to respond to inquiries from the press and others in your capacity as a private citizen and expert, we ask that you do not discuss the specifics of the TSCA SACC deliberations with anyone except other TSCA SACC members until the Committee 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 at wong.diana-m@epa.gov.

Additional details on your roles and responsibilities as an ad hoc peer reviewer for the TSCA SACC for this meeting are provided below.

If you have any questions about the meeting, please send email to me at wong.diana-m@epa.gov.

Thank you again for agreeing to serve on the peer review committee meeting for this session.

**I. Initial Responsibilities Prior to the TSCA SACC Meeting: Receipt and Review of Background Documents**

Again, the Agency draft risk evaluation and charge questions and supplementary documents can be accessed via the OneDrive shared folder we've provided (public versions are on the OPPT website and will soon be available in the public docket with docket ID number: EPA-HQ-OPPT-2019-0501).

Please review these materials as you prepare for the meeting. In addition, **you will be receiving a copy of the meeting agenda, and additional meeting related materials over the next few weeks.**

We will also make assignments of Committee members to serve as either report coordinator or lead discussants or associate discussants for the charge questions (but note that all Committee 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 TSCA SACC session chair in responding to questions posed by the Agency. The report coordinator and/or lead discussants are responsible for initiating the discussion of Committee response(s) to assigned questions and for coordinating responsibilities in preparing the written Committee responses for each question. We will have at least two Committee 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 Committee should not deliberate on the issues under review prior to the public meeting (e.g., the Committee 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 Committee for deliberation. At any time prior to and during the meeting, Committee members may revise their comments based on further reflection and the meeting presentations and discussions. After the close of the meeting, Committee 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 will notify the public of the 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 TSCA SACC Meeting

Committee 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 risk evaluation 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 TSCA SACC Report / Meeting Minutes

### A. Committee Responsibilities

As noted above, each Committee 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 Committee members, are responsible for preparing the Committee's responses to Agency questions.

**The TSCA SACC report constitutes the meeting minutes. In order to include your comments in the TSCA SACC report, you must verbalize your comments at the public meeting.** To facilitate discussion among Committee members, we ask that you briefly summarize your comments. As discussed above, it is helpful for the Committee members to prepare a draft response to questions posed to the Committee and other responses relevant to the session prior to the meeting. During the meeting, Committee members will revise their comments based on Committee 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.

### B. Designated Federal Official Responsibilities

The TSCA SACC Chairperson and I, are responsible for ensuring the accuracy, thoroughness, completeness, and timeliness of the final TSCA SACC report (Meeting Minutes). After the meeting, we will distribute a draft report to all Committee 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 60-days. The report is then made available to the public, the Agency, and Committee participants.

## IV. Administrative Meeting Prior to the TSCA SACC Public Meeting

**An orientation session is scheduled for Tuesday, April 7, 2020 at 11:30 AM to discuss the format of the meeting, report preparation process, and administrative issues such as compensation.** This planning session should last approximately 45 minutes to one hour. If you are unable to attend this session, please contact us, so we can arrange a time to meet individually before the TSCA SACC meeting.

## V. Hours Worked in Preparation for a TSCA SACC Meeting

Those participants who are hired as Special Government Employees and who are eligible to be paid salary for participation in TSCA SACC meetings should record the days and hours worked in preparation for a meeting on the form TSCA SACC staff will provide (Regular Government Employees and others who are not paid salary by EPA should also report the days and hours worked). Please return the form to the TSCA SACC 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 the TSCA SACC staff.

Sincerely,

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