

October 18, 2007

EPA Science Advisory Board (SAB) Staff Office
Clean Air Scientific Advisory Committee (CASAC)
Report Development and Approval Process

This paper briefly describes the process for development and approval of Clean Air Scientific Advisory Committee reports prior to transmittal to the EPA Administrator. Typically, the CASAC provides its advice to the Agency by means of either a *peer review* or *consultation*. On occasion, the Committee also provides unsolicited advice about a matter that, in its judgment, is important enough to require the Administrator's attention.

The CASAC's *peer review* reports generally consist of a letter that summarizes the major consensus findings and recommendations on the requested subject. Where consensus cannot be reached, the specific areas of agreement and disagreement are described in the letter. Written review comments from individual members of the CASAC panel or subcommittee are provided in the appendices of the report.

For CASAC *consultations*, the panel or subcommittee members provide only individual input on the issue. No group advice is sought or provided. Accordingly, the Committee's consultation letter simply summarizes the individual views of the panel or subcommittee members. As with the CASAC's peer-review reports, written comments from individual panel or subcommittee members are appended to the letter.

As required by the Federal Advisory Committee Act (FACA) and EPA policies, all deliberations must be conducted in public meetings or teleconferences. The drafting of the letter may occur either during or after the public meeting. As the report being developed, members of the panel or subcommittee who are responsible for writing various sections may communicate with each other through the Designated Federal Officer (DFO). The draft report will then be integrated by the chair with the assistance of the DFO. However, the report must be reviewed and approved by the full, chartered Committee at a public meeting. Opportunities for public comment on the draft report must be provided.

Approval Process

1. For *consultative* letters, review and approval by the chartered CASAC is not required. The letter to the Administrator is signed by the Committee member who chairs the consultative panel or subcommittee.
2. *Peer review* reports developed by a panel or subcommittee that does *not* include all members of the Committee must be approved by the chartered CASAC at a separate public meeting or conference call.
3. *Peer review* reports developed by a panel or subcommittee that includes participation by all CASAC members must be approved under one of the following two scenarios:

- *Face-to-face meeting with follow-on public conference call.* In this instance, the chartered CASAC will approve the draft report at a subsequent teleconference. Public comments on the draft report will be made available prior to the conference call, and opportunities for additional public comment on the draft report will be provided during the teleconference.
- *Face-to-face meeting only.* Toward the end of the public meeting, the chair will present a written summary of the major points to be incorporated in the letter to the Administrator and will ask the members of the panel or subcommittee if they have any additional key points that should be included. This will be followed by a second, formal public comment period to provide opportunity for any additional comments on the draft write-up which forms the basis of the CASAC letter. The chair will then summarize the changes to be made in the draft write-up and ask the members of the chartered CASAC to *approve* the write-up with these changes and authorize the chair to draft and sign the final letter based on the write-up. After the meeting, with the assistance from the DFO, the chair will develop the final letter to the Administrator.