

DOE Site-Specific Transportation Campaign Fact Sheet DEVELOPMENT GUIDE

USDOE collaborated with state and tribal stakeholders in the *US Department of Energy Transportation Stakeholder Forum (NTSF)*, *Communication Ad Hoc Working Group* in the development of this Fact Sheet Development Guide.

Fact sheets are designed to improve the public perception of the risk of a radiological or nuclear waste transportation campaign in advance of a campaign and to increase the public's confidence in the safety of the shipments. Openness and transparency have become the standard in transportation planning.

This *Development Guide* has been prepared for USDOE Field Offices as a framework for information to be shared in fact sheets for all radiological and nuclear waste transportation campaigns and integrates the 14 transportation practices outlined in the DOE Executive Order M 460.2-1A.

As noted in that Executive Order, there are many types of campaigns where a formal Transportation Plan must be developed. In these cases, fact sheets summarize and compliment that information and may be customized depending upon the target audience. In contrast, there are many more campaigns where formal Transportation Plans are not routinely written. These are situations where the DOE shipping organization is encouraged to provide a more detailed fact sheet in order to provide specific shipment information for targeted audiences such as public officials, media, state and local emergency response personnel, and so forth.

The most successful and well received fact sheets draw upon the following facts and tone:

- Brief history of origin site, including its location, and how and why it generated the waste that will be transported.
- Key messages that are responsive to the needs of the fact sheet audience include statements that:
 - Link transportation to *tangible* benefits to the public.
 - Mention public input as having been utilized in determining campaign decisions.
 - Draw comparisons to other successful radiological transportation campaigns.
 - Link USDOE in a meaningful way to trusted sources of information at the state and local level including endorsements from noted public or elected officials.
- Description of the waste to be transported, including its physical characteristics
- Basic shipping information
 - Total expected number of shipments
 - Frequency of shipments
 - Duration of shipments – including when they will start and end
 - Shipping mode
 - Carrier (if selected)
 - Shipping routes (as much as security will allow you to identify)
 - Destination
 - Anticipated dose rates
 - Description of shipping container – *including photos* – preferably as it will look when it is on the road or rail

- If shipments are to be made by rail, explanation of whether it will be shipped via unit train, dedicated train, or in general commerce, and an explanation of what that means
- Whether the shipments will be escorted, and if yes – who will be the escorts
- Whether the shipments will be placarded

- An explanation of the hazard that will be posed by these shipments
- Whether the shipments will be tracked – and if so, who will have access to that tracking
- Who will conduct the pre-shipment inspections, and the level of inspection that will occur
- Point(s) of contact for non-emergency information about this shipping campaign
- Emergency response information specific to these shipments, including any unique response actions for these shipments
- Emergency contact information number
- Reminder of what the shipping papers include and where they are located
- Author should strive for plain English, avoiding unnecessary and excessive use of acronyms and DOE jargon

A companion document, the "Development Guide Crosswalk" was designed as a resource tool to assist radiological transportation campaign fact sheet developers from USDOE Field Offices. This "Crosswalk" gives developers the ability to score a fact sheet item by item against the criteria established by the state and tribal groups¹ as to whether or not it is satisfactory or if it needs improvement. Likewise, the Development Guide Crosswalk may be used as an outline to develop a new fact sheet in advance of a new transportation campaign. It serves as general guidance and may not be all inclusive.