

Olin Chlor-Alkali and Arch Water Chemicals
Community Advisory Panel [CAP]

GUIDELINES

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Purpose:

The Community Advisory Panel [CAP] is a small, representative community group of citizens who have committed to meeting with plant management and employees on a regular basis to discuss issues of mutual interest – environment, health and safety as it relates to the chemical manufacturing process. The CAP provides a forum for open and honest dialogue between these citizens and plant management to better understand the risks involved with the chemical manufacturing process and the precautions the plant takes to address safety and health issues of its employees and the plant's operational impact on the greater community. The panel also learns of the plant's community outreach through charitable giving and participation in community activities. Through these discussions and presentations, the opportunity exists for the CAP members and plant management to develop mutual respect and trust and provides CAP members with information that helps them serve in a vital role in community outreach and information exchange. The panel serves as an advisory group and is not a decision-making group for either plant. The plants will not ask the panel to approve or disapprove formally any actions the company may take. However, the plants' leadership team routinely keeps the panel informed about company's performance in the areas of safety, environmental, process; distribution economic forecasts and actual performance and have decision making authority for either industry. The industries participating in this particular CAP are: Arch Chemicals, Inc. [www.archchemicals.com] AND Olin Corporation [www.olin.com/business/chlor.asp]

Membership:

The CAP generally consists of approximately thirty members representing a broad, diverse perspective including but not limited to: near neighbors, local elected officials, law enforcement, emergency management personnel, educators, senior citizens, students, clergy, plant employees and management, and environmentalists. Members are invited to become part of the CAP through invitation of the facilitator or another CAP member, after the CAP has agreed to invite the prospective CAP member.

Compensation:

Members are not compensated for their participation on the panel.

Terms:

Appointments to the CAP are usually three-year terms with an opportunity to be re-appointed.

Vacancies:

Once a vacancy occurs on the CAP due to a resignation or lack of attendance, the facilitator solicits the names of prospective CAP members from the current CAP membership, advising them to keep in the mind the desire to maintain diversity. The prospective member is requested to attend a meeting to determine his/her interest in joining the CAP. If interested, the facilitator contacts the prospect and provides him/her an orientation to CAP membership before the next meeting.

Attendance:

CAP members are expected to attend all meetings so that they will remain conversant with the plant's operation and capable of providing accurate, relevant information in response to any community concern. Members are expected to respond to **all** meeting notices so that appropriate meal arrangements can be made. A member who misses three consecutive meetings without providing a reason will be contacted

by the facilitator to determine the reason for the consecutive absences. If the member wishes to resign, the facilitator will seek nominations for a replacement from the CAP at the next meeting.

Schedule of Meetings:

The Charleston CAP meets **six times annually** and generally on the **fourth Thursday** of the following months: January, March, May, July, September, and November. If there is a change in meeting date or time, a minimum of one-week notice will be provided.

Meeting Format:

The meetings are scheduled to begin at 5:00 p.m. and are guided by a facilitator. A light supper is provided prior to all meetings. Generally, the meetings will not extend beyond two to two and one-half hours. At each meeting, the panel approves the minutes of the previous meeting, hears a report from each plant management team in the form of an *Environmental and Community Report Card*. This report contains the following topics:

- Safety
- Environmental
- Process
- Distribution
- Security
- Business Outlook
- Responsible Care® Update
- Community Outreach
- Manufacturing Update

Meeting Location:

Normally, the CAP meetings are held at the Arch/Olin plant facility in Charleston; however, frequently, the CAP members will suggest other community locations of interest. For example, meeting locations have included: schools, school district

administrative offices, emergency management agency office, museums, country club, chamber of commerce office, parks, etc.

Visitors:

Visitors are invited to panel meetings as observers. Panel members wishing to bring a visitor should notify the facilitator in advance.

Panel Leadership:

Meetings are scheduled and convened by a third-party facilitator. The facilitator collaborates with the CAP in designing the meeting agendas and deciding meeting locations.

Communication with:

- **CAP members:** The facilitator assigns the recording of minutes to a plant employee chosen by the plant management. The facilitator is responsible for reviewing the meeting minutes and making any needed revisions before sending them to the plant management for any additional corrections. At the next CAP meeting, the CAP approves the minutes of the previous meeting.
- **General Public:** The facilitator summarizes the CAP meetings and submits this summary for publication in the local newspaper – *Cleveland Daily Banner*. The minutes are also available on the Arch Chemical’s website.
- **Media:** No statement spoken on behalf of the panel is to be released to the media by facilitator, Arch representative, or CAP member, without the approval of the CAP. If a statement is deemed necessary, the CAP will designate a spokesperson in collaboration with the Arch management team.

CAP Planning:

The January CAP meeting is designated as the annual planning session. At this meeting, the facilitator works with the CAP on the following:

- Review of last years' topics and meeting locations
- Identify those topics from the previous year that were left uncompleted
- Identify agenda topics and meeting locations for the upcoming year

CAP Evaluation:

The CAP members on a routine basis are expected to participate in a CAP Self-Assessment survey that was developed by Arch/Olin Panel members at an annual conference in 1996. This survey is distributed by Arch's Director of Stakeholder Relations and is mailed to each CAP member's home address. The following topics are included in the survey as panel effectiveness indicators:

- Organizational Structure
- Participation of Members
- Diversity of Representation
- Information Exchange with Site and Community
- Community Outreach

Significant Accomplishments:

Since its inception in 1992, the CAP has enjoyed a vital membership with very active participation in meetings and community activities. Originally, the panel was an Olin Community Advisory Panel; however, with the spin-off and creation of Arch Chemicals in 2002, the panel has represented both plants successfully.

The panel has always enjoyed great attendance at meetings, a large membership role, and excellent two-way dialogue between the members and the plant managerial personnel.

Some of the CAP accomplishments include:

- Participated in the sponsorship of Community Open Houses in 1992 & 1994
- Participated in Super Fund Amendment/Reauthorization Act [SARA] presentation along with emergency responders and local media representative
- Reviewed new team work approach in the Thermal Recovery Unit for mercury
- Participated in Annual Planning Sessions and CAP Self-Assessments

- Evaluated a mock emergency drill simulating a leak on the chlorine pipeline serving the nation's largest newsprint mill
- Participation in an Open House for Environmental Regulations
- Attendance at Award Ceremonies for State performance awards for environmental and safety
- Adopted a roadside area along a major thoroughfare in connection with the Bradley/Cleveland Keep America Beautiful Chapter and picked up roadside litter bi-annually
- Represented the CAP perspective as to Olin's preparedness and safety procedures to the media following a fire in the calcium hypochlorite storage area in 1994
- Hosted a meeting at Charleston Elementary School with area residents after the storage fire incident
- Participated in an emergency response tabletop drill in 1994
- Reviewed cities of Charleston and Calhoun's Community Emergency Response Plans
- Participated in Olin University's future search team to develop Chlor-Alkali Products Division Vision
- Participated in a mock drill on the Hiwassee River
- Published a brochure entitled "What to do in the Case of an Emergency" and mailed it to 2,500 area residents
- Published bi-monthly CAP meeting minutes in the *Cleveland Daily Banner*
- Worked with Bradley/Cleveland Chamber of Commerce in the Summer Teacher Academy
- Hosted SEPTU Teachers' Conference in Cleveland
- Co-sponsored with Cleveland Media Association a political forum at Lee University
- Co-sponsored with Cleveland Media Association and area law enforcement agencies a "Community Methamphetamine Awareness Workshop"
- Prepared information to exchange with a community environmental activist group concerning mercury emissions

- Helped in the development of a DVD entitled “Shelter in Place” and presented this at a fall in-service activity for three school faculties

Confidentiality:

If information shared at panel meetings includes information of a confidential nature, such information shall be so identified and members will agree not to share this information outside the CAP meetings.