

Say What?

A step-by-step guide to crafting a comment you can stand by.

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1. What are you commenting on?

The US Department of Energy has issued the **2011 Hanford Lifecycle, Scope, Schedule and Cost Report**. This annually updated report serves as the basis for preparing budget requests and for providing informational briefings. It is also used to support discussion with Hanford regulators, EPA and the Department of Ecology on how and when the Department of Energy will complete cleanup, and how milestone changes will affect cleanup scope, schedule and cost. This is the first year the report has been issued. The next report will be issued in 2012. All comments on the 2011 Lifecycle Report need to be in writing and submitted by November 10, 2011.

2. How will you submit your comment? What are the options?

- **By Mail:** Shannon Ortiz, Lifecycle Report Project Manager
U.S. Department of Energy
Richland Operations Office
P.O. Box 550, MSIN: A5-16
Richland, WA 99352
- **By Email:** LCCSS@rl.gov

3. Is there a deadline?

Yes, November 10, 2011

4. What information is available to learn about the issue?

- [The 2011 Lifecycle Scope, Schedule and Cost Report](#). This is the document your comments will be influencing.
- Department of Energy's [Fact sheet](#)
- Department of Energy [presentation](#) on the report.
- Department of Ecology's [presentation](#) on the report.
- DOE's [website](#) page on the report.
- The [Hanford Advisory Board's Advice on the Report](#). This is a good example of comments.
- [Oregon Department of Energy's comments](#).
- [Hanford Challenge's comments](#).

5. Given what you know at this point, are you ready to say something?

If yes, say it! If no, look to examples for help, or ask an expert!