

CHARTER

NATIONAL TOXICOLOGY PROGRAM SPECIAL EMPHASIS PANEL

COMMITTEE'S OFFICIAL DESIGNATION

National Toxicology Program Special Emphasis Panel

AUTHORITY

Authorized by 42 U.S.C. 217a; section 222 of the Public Health Service Act, as amended. The National Toxicology Program Special Emphasis Panel (Panel) is governed by the Federal Advisory Committee Act, as amended (5 U.S.C. §§ 1001-1014).

OBJECTIVES AND SCOPE OF ACTIVITIES

The Panel will advise the National Toxicology Program (NTP, also referred to as "Program") and its specialized centers on agents of public health concern, new/revised toxicological test methods, or other issues.

DESCRIPTION OF DUTIES

The Panel will provide independent scientific peer review and conduct objective and scientifically rigorous evaluations. The Panel will also provide opinions and recommendations that include, but are not limited to, the strength of the scientific evidence that exposure to an agent is a hazard for human health, the adequacy of new/revised toxicological test methods relative to current toxicological tests for assessing specific toxicities, or the validation status of test methods.

The Panel will advise the Program Director on agents of public health concern, new/revised toxicological test methods, or other issues.

The Panel will advise on the quality, reproducibility, and limitations of scientific findings; identify critical knowledge gaps and data needs; identify areas where improved or new test methods are needed; or advise on the design, conduct, and adequacy of validation studies for new/revised test methods.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS

The Panel will advise, consult with, and make recommendations to the Director, NTP.

SUPPORT

Management and support services will be provided by the Office of Liaison, Policy and Review, NTP, or the specific NTP Center.

ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS

The estimated annual cost for operating the Panel, including compensation and travel expenses for members, but excluding staff support, is \$23,910. The estimated annual person-years of staff support required are 0.3, at an estimated annual cost of \$38,581.

DESIGNATED FEDERAL OFFICER

The Director, NTP, will assign a full-time or permanent part-time NTP employee to serve as the Designated Federal Officer (DFO) of the Panel. In the event that the DFO cannot fulfill the assigned duties, one or more full-time or permanent part-time NTP employee will be assigned these duties on a temporary basis.

The DFO will approve all of the Panel's meetings, prepare and approve all meeting agendas, attend all Panel meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the official to whom the committee reports.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings are held approximately 3-4 times each fiscal year. Meetings will be open to the public except as determined by the Secretary of Health and Human Services (Secretary) at the request of the DFO in accordance with 5 U.S.C. 552b(c) and 41 C.F.R. 1023.155 including specifying the specific exception(s) that justifies closure. Notice of all meetings will be given to the public. In the event a portion of a meeting is closed to the public, as determined by the Secretary, in accordance with the Government in the Sunshine Act (5 U.S.C. 552b(c)) and the Federal Advisory Committee Act, an annual report of closed or partially-closed meetings will be prepared which will contain, at a minimum, a list of members and their business addresses, the Panel's functions, dates and places of meetings, and a summary of the Panel's activities and recommendations made during the fiscal year.

DURATION

Continuing.

TERMINATION

Unless renewed by appropriate action prior to its expiration, the Charter for the National Toxicology Program Special Emphasis Panel will expire two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

Members and Chairs shall be selected on an "as needed" basis in response to specific issues or areas to be considered. Members and Chairs will be selected from outstanding authorities knowledgeable in the various scientific disciplines pertinent to the specific issues or areas being considered. Federal members will serve as Regular Government Employees. All non-Federal members shall serve as NIH Peer Review Consultants.

SUBCOMMITTEES

As necessary, standing and ad hoc subcommittees/working groups composed of members drawn in whole

or in part from the parent committee may be established by the DFO to perform specific functions within the Panel’s jurisdiction. The advice/recommendations of a subcommittee/working group must be deliberated by the parent advisory committee. A subcommittee/working group may not report directly to a Federal official unless there is statutory authority to do so.

The Department Committee Management Officer will be notified upon establishment of each standing subcommittee and will be provided information on its name, membership, function, and estimated frequency of meetings.

RECORDKEEPING

Meetings of the committee and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Committee and subcommittee records will be handled in accordance with General Records Schedule 6.2, Federal Advisory Committee Records, or other approved agency records disposition schedule. These records will be available for public inspection and copying, subject to any applicable exemptions under the Freedom of Information Act, 5 U.S.C. 552(b) and 41 C.F.R. 102-3.170.

FILING DATE: January 7, 2023

APPROVED:

January 6, 2023
Date


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