

## C H A R T E R

### NATIONAL TOXICOLOGY PROGRAM SPECIAL EMPHASIS PANEL

- 1. Advisory Committee's Official Designation.** National Toxicology Program Special Emphasis Panel.
- 2. 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 (FACA), as amended (5 U.S.C. §§ 1001-1014).
- 3. 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.
- 4. 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.
- 5. Agency or Federal Officer Receiving the Advisory Committee's Advice/ Recommendations.** The Panel will advise, consult with, and make recommendations to the Director, NTP.
- 6. Support.** Management and support services will be provided by the Office of Liaison, Policy and Review, NTP, or the specific NTP Center.
- 7. 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 \$22,797. The estimated annual person-years of staff support required are 30%, at an estimated annual cost of \$44,844.
- 8. Designated Federal Officer (DFO).** The Director, NTP, will assign a full-time or permanent part-time NTP employee as the Designated Federal Officer (DFO) of the committee. In the event that the DFO cannot fulfill the assigned duties of the committee,

one or more full-time or permanent part-time NTP or NIH employees will be assigned as DFO and carry out these duties on a temporary basis. In carrying out these duties, the DFO will:

- A. Ensure the committee's activities comply with the FACA, the FACA Final Rule, agency administrative procedures, and any other applicable laws and regulations;
- B. Approve or call all of the committee's and subcommittees' meetings;
- C. Approve the agenda;
- D. Attend all of the committee's and subcommittees' meetings for their duration;
- E. Fulfill the requirements under § 10(b) of FACA (codified at 5 U.S.C. § 1009(b));
- F. Adjourn any meeting when the DFO determines it to be in the public interest;
- G. Chair any meeting when so directed by the agency head;
- H. Maintain information on committee activities and provide such information to the public, as applicable; and
- I. Ensure committee and subcommittee members, as applicable, receive the appropriate training for efficient operation and compliance with the FACA and FACA Final Rule.

**9. Estimated Number and Frequency of Meetings.** The committee will meet 3-4 times each fiscal year. Meetings will be open to the public except as determined by the Secretary at the request of the DFO in accordance with 5 U.S.C. 552b(c) and 41 C.F.R. 102-3.155 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 committee's functions, dates and places of meetings, and a summary of the committee's activities and recommendations made during the fiscal year.

**10. Duration.** The duration of the committee is continuing, subject to the Termination section below.

**11. Termination.** Unless renewed by appropriate action, the National Toxicology Program Special Emphasis Panel will terminate two years from the date the charter is filed.

**12. 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.

**13. Subcommittees.** As necessary, subcommittees and ad hoc working groups may be established by the DFO within the committee'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 the agency or any Federal officer.


Subcommittee membership may be drawn in whole or in part from the parent advisory committee. All subcommittee members may vote on subcommittee actions and all subcommittee members count towards the quorum for a subcommittee meeting. Ad hoc consultants are not considered subcommittee members, do not count towards the quorum and may not vote. A quorum for a subcommittee will be three members. 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.

**14. Recordkeeping.** Committee and subcommittee records will be handled in accordance with General Records Schedule 6.2, 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.

**15. Filing Date.** January 7, 2025

**APPROVED:**

December 31, 2024  
Date

  
Secretary