CHARTER
NATIONAL TOXICOLOGY PROGRAM BOARD OF SCIENTIFIC COUNSELORS

COMMITTEE’S OFFICIAL DESIGNATION
National Toxicology Program Board of Scientific Counselors

AUTHORITY
Authorized by 42 U.S.C. 217a, section 222 of the Public Health Service Act (PHSA), as amended. The National Toxicology Program Board of Scientific Counselors (Board) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

OBJECTIVES AND SCOPE OF ACTIVITIES
The Board will provide advice to the National Toxicology Program (NTP, also referred to as “Program”) Executive Committee and Program Director on matters of scientific program content, to evaluate the scientific merits of the intramural and collaborative programs of the NTP, and to provide external scientific advice on NTP activities.

DESCRIPTION OF DUTIES
The Board will advise the NTP Executive Committee and Program Director on matters of scientific program content, both present and future, as they relate to the Program.

The Board will conduct periodic review of the Program for the purpose of determining and advising on the scientific merit of these activities and the overall scientific quality of the Program. The Board shall also, if requested, undertake peer review of extramural funding applications as required by section 492 of the PHSA, as amended.

AGENCY OR OFFICIAL TO WHOM THE COMMITTEE REPORTS
The Board will advise, assist, consult with and make recommendations to the Director, NTP.

SUPPORT
Management and support services will be provided by the Office of the Associate Director, NTP.

ESTIMATED ANNUAL OPERATING COSTS AND STAFF YEARS
The estimated annual cost for operating the Board, including compensation and travel expenses for members, but excluding staff support, is $43,447. The estimated annual person-years of staff support required is 0.7, at an estimated annual cost of $105,053.
DESIGNATED FEDERAL OFFICER

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

The DFO will approve or call all of the Board’s and subcommittees’ meetings, prepare and approve all meeting agendas, attend all Board and subcommittee meetings, adjourn any meeting when it is determined to be in the public interest, and chair meetings when directed to do so by the Director, NIH or the Director, NTP.

ESTIMATED NUMBER AND FREQUENCY OF MEETINGS

Meetings of the full Board will be held approximately once within a fiscal year. Meetings will be open to the public except as determined otherwise by the Secretary of Health and Human Services (Secretary) in accordance with subsection (c) of section 552b of Title 5 U.S.C. 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, a report will be prepared which will contain, as a minimum, a list of members and their business addresses, the Board’s functions, dates and places of meetings, and a summary of the Board’s activities and recommendations made during the fiscal year. A copy of the report will be provided to the Department Committee Management Officer.

DURATION

Continuing.

TERMINATION

Unless renewed by appropriate action, the National Toxicology Program Board of Scientific Counselors will terminate two years from the date the charter is filed.

MEMBERSHIP AND DESIGNATION

The Board will consist of up to 20 members appointed by the Secretary. Members will be selected from recognized authorities knowledgeable in fields such as toxicology, pharmacology, pathology, biochemistry, epidemiology, risk assessment, mutagenesis, carcinogenesis, immunotoxicology, reproductive/developmental toxicology or teratology, high throughput screening, bioinformatics and biostatistics. Federal employees are not eligible to be members of the Board; all members will serve as Special Government Employees.

Members will be invited to serve for overlapping four-year terms, except that any member appointed to fill a vacancy for an unexpired term will be appointed for the remainder of that term. A member may serve 180 days after the expiration of that member’s term if a successor has not taken office.

The Chair of the Board will be selected by the Director, NTP from among the appointed members. A quorum for the conduct of business by the full Board will consist of a majority of currently appointed members.
SUBCOMMITTEES

As necessary, subcommittees and ad hoc working groups may be established by the DFO within the Board’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.

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. A quorum for a subcommittee will be three members. Ad hoc consultants, are not members, do not count towards the quorum, and may not vote. 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 Board and its subcommittees will be conducted according to the Federal Advisory Committee Act, other applicable laws and Departmental policies. Board 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 the Freedom of Information Act, 5 U.S.C. 552.

FILING DATE

November 14, 2020

APPROVED:

[Signature]

Date 10 2020
NOTICE OF RENEWAL
NATIONAL TOXICOLOGY PROGRAM
BOARD OF SCIENTIFIC COUNSELORS

I determine that renewal of the National Toxicology Program Board of Scientific Counselors beyond November 14, 2020, is in the public interest in connection with the performance of duties imposed on the Department by law, and that such duties can best be performed through the advice and counsel of such a group. The Board is continued until November 14, 2022.

I further deem that it is not feasible for the Department or any of its existing committees to perform these duties, and that a satisfactory plan for appropriate balance of Board membership has been submitted.

NOV 10 2020
Date
1. **NAME**

National Toxicology Program Board of Scientific Counselors

2. **AUTHORITY**

Authorized by 42 U.S.C. 217a, section 222 of the Public Health Service Act (PHSA), as amended. The National Toxicology Program Board of Scientific Counselors (NTPBSC) is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C. app.), which sets forth standards for the formation and use of advisory committees.

3. **MISSION/FUNCTION**

The Board will provide advice to the National Toxicology Program (NTP) Executive Committee and Program Director on matters of scientific program content, to evaluate the scientific merits of the intramural and collaborative programs of the NTP, and to provide external scientific advice on NTP activities.

4. **POINTS OF VIEW**

The Board will consist of up to 20 members appointed by the Secretary. Members will be selected from recognized authorities knowledgeable in fields such as toxicology, pharmacology, pathology, biochemistry, epidemiology, risk assessment, mutagenesis, carcinogenesis, immunotoxicology, reproductive/developmental toxicology or teratology, high throughput screening, bioinformatics and biostatistics. Federal employees are not eligible to be members of the Board; all members will serve as Special Government Employees.

5. **OTHER BALANCE FACTORS**

Close attention is given to equitable geographic distribution and to ethnic and gender representation so long as the effectiveness of the Committee in not impaired. Appointments shall be made without discrimination on the basis of age, ethnicity, gender, sexual orientation, disability, cultural, religious, or socioeconomic status.

6. **CANDIDATE IDENTIFICATION PROCESS**

The nomination of members to NTPBSC is a major professional responsibility of the Director, NTP and the Executive Secretary of the committee. The selection process involves long-range planning and obtaining suggestions and information from many different sources. NIH draws upon numerous resources to select suitable nominees for membership, such as recommendations from current and former BSC members; the NTP Executive Committee Points of Contact; NTP leadership including the Associate Director, Deputy Director for Science, Deputy Director for Policy, Director of the Office of Health Assessment and Translation (OHAT), Director of the Office of the Report on Carcinogens (RoC), Director of the Office on Nominations and Selection; and Branch Chiefs of the Biomolecular Screening Branch, Cellular and Molecular Pathology Branch, NTP Laboratory, Program Operations Branch, and Toxicology Branch. The DFO selects nominees from the past members of Special Emphasis Panels and
panels that have peer reviewed NTP technical reports, RoC monographs, and OHAT monographs, that have demonstrated expertise in their fields. The DFO also seeks nominees from professional associations such as the Society of Toxicology and the International Society for Environmental Epidemiology.

The DFO meets with the NTP Associate Director, Deputy Director for Science, and Deputy Director for Policy, reviews the nominees, and selects a slate based on guidance from the Committee Management Officer and on the needs of the NTP. This process identifies individuals with the professional experience and qualifications to provide external advice on NTP activities.

Should vacancies arise on the Board, ad hoc scientists would be invited to provide the needed expertise until the vacancies could be filled on the next slate.

Members are invited to serve for overlapping four-year terms, except that any member appointed to fill a vacancy for an unexpired term are appointed for the remainder of that term. A member may serve 180 days after the expiration of that member’s term if a successor has not taken office. As stated in the charter, all non-Federal members serve as Special Government Employees.

7. SUBCOMMITTEE BALANCE

The process that will be used to determine advisory committee member balance for the parent committee will be used for any subcommittees that may be created.

8. OTHER

No additional information.

9. DATE PREPARED/UPDATED

September 24, 2020