

**April 2011 / Revised September 2013**

**CHEMICAL SAFETY AND HAZARD INVESTIGATION BOARD (CSB)**

**PLAN FOR SHUTDOWN IN THE ABSENCE OF AN AVAILABLE APPROPRIATION OR CONTINUING RESOLUTION FOR CSB FACILITIES IN WASHINGTON, DC AND DENVER, CO.**

As required by OMB Circular, A-11, Sec. 124, the CSB hereby provides the following information:

1. Time to complete the shutdown estimated to the nearest half-day: CSB estimates 4 hours;
2. Number of employees on-board before the shutdown: As of September 19, 2013 there are three appointed Board Members (and two vacancies), including the Chairperson, and a professional staff of approximately 40; and
3. Number of employees retained to protect life and/or property: CSB will retain three (3) employees: the Managing Director, the General Counsel, and an Information Technology (IT) Specialist.
4. The CSB will prepare and submit policy statements and legal opinions supporting future estimates provided to OMB if the CSB estimates:
  - a. That more than one-half day would be needed to complete a shutdown, or
  - b. That the number of employees to be retained to protect life and property would exceed five percent of the number of employees on-board at the beginning of a hiatus less those exempted above.
5. Agency employees will be given the earliest possible notice of a shutdown due to the absence of an appropriation or continuing resolution. In accordance with U.S. Office of Personnel Management (OPM) guidance, CSB need not issue written furlough notices to employees when the shutdown is based on the unavailability of an appropriation or a continuing resolution to fund agency operations.<sup>1</sup> However, the CSB will provide all employees with a written notice (either individually or via e-mail) that the agency is shutting down due to absence of an available appropriation or a continuing resolution against which to make further obligations.

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<sup>1</sup> OPM document "Guidance and Information on Furloughs" ([www.opm.gov/furlough/furlough.asp](http://www.opm.gov/furlough/furlough.asp))

6. CSB's priorities during a shutdown are to limit the creation of obligations to the minimum necessary to protect life and property (e.g., agency resources having more than nominal value). During a shutdown, no agency employee shall take any action to disburse Federal funds.
7. When responsible CSB officials are notified by OMB to commence a shutdown, the following will occur:
  - a. On the first regular workday following the absence of an available appropriation or continuing resolution, all agency employees scheduled to report to work will, unless informed otherwise by their supervisors, report to work at their normal start time(s). Agency employees not scheduled to report to the CSB's physical workplace may be asked to report at their supervisor's discretion.
  - b. Agency employees reporting to work will begin the orderly shutdown of agency operations. Normally, this will involve securing the workplace and making sure that critical agency infrastructure and/or working material (e.g., case files, important documents, office equipment, etc.) are secured during the shutdown. Normally, unless directed and approved by a supervisor, all shutdown activities should be completed as quickly as possible, in a period not to exceed four (4) hours (one half-day). Agency employees will record the time expended on shutdown activities to the nearest fifteen (15) minutes. When an employee has finished their assigned shut down activities, they should notify their supervisor. The employees' supervisor will then release the employee until they are notified to report back to work.
  - c. As a practical matter, CSB has no employees who provide direct health care or life saving activities. Therefore, employees excepted from the furlough will be responsible for either maintenance of critical infrastructure, such as the agency's information technology or communications systems, or maintenance of such services as are essential to the functioning of the agency after an appropriation or continuing resolution is enacted. The Chairperson (or designee), in consultation with CSB's General Counsel, may designate up to three individuals to perform these tasks if the shutdown is implemented, one of whom will be an IT

professional, one of who will maintain liaison with OMB, and one of whom will provide legal advice as necessary to the Chairperson and/or Board.

- d. Unless a CSB employee is designated as excepted, the employee should not, following the cessation of their orderly shutdown procedure, conduct any further agency business, whether on a “voluntary basis” or otherwise.
  - e. Contractor personnel: All contractor personnel serving the agency under either a cost-reimbursement or time-and-material/labor hour contract shall be notified that they should cease work until further notice.
  - f. CSB employees in travel status when an appropriation or continuing resolution is due to expire should contact their supervisor. The supervisor will advise the traveler to return to the duty location immediately in accordance with the Federal Travel Regulation, unless the employee volunteers to be furloughed at the travel site, without pay or per diem and the CSB agrees that such arrangement is in the best interest of the Federal Government. The cost of their return trip will be paid.
8. Use of agency IT systems, communications systems, or other resources during period of a shutdown: No agency employee shall use CSB IT, communications systems or other resources during the period of a shutdown unless they are designated as an excepted employee. This does not prohibit agency employees from checking the CSB's web-based e-mail server from their personal computers in order to ascertain the status of the agency's operations (e.g., finding out information concerning when agency operations will commence following enactment of an appropriation or continuing resolution). Non-essential IT usage is prohibited.
9. Presidential appointees confirmed by the Senate (i.e., Board Members) are not subject to furlough. However, unless instructed otherwise by the Chairperson, they should not engage in any activity that would cause the CSB to incur additional obligation liability (including travel expenses, unless it is to return to their assigned duty station after an appropriations lapse). Board Members (and other excepted employees) should avoid speeches, public appearances, or other activities that might convey the impression that the agency is operating normally.