

# Deactivation & Decommissioning and Facility Engineering (DD/FE) Working Group Charter

(Revision 1, December 7, 2007)

## PURPOSE

The Deactivation & Decommissioning (D&D) and Facility Engineering (DD/FE) Working Group is a working committee whose intent is to facilitate the objectives of the Energy Facility Contractors Group (EFCOG) to partner with the Office of Deactivation & Decommissioning and Facility Engineering in the U.S. Department of Energy (DOE) Office of Environmental Management (EM) in identifying and addressing key opportunities for improved performance in D&D safety and project execution across the DOE complex through application of experience and technology transfer.

## OBJECTIVES

- Promote, coordinate, and facilitate the active exchange of successful D&D programs, practices, procedures, technology and other pertinent information of common interest which have been effectively utilized by contractors and subcontractors for DOE facilities as well as in nuclear power plant decommissioning and other environmental cleanup scenarios.
- Identify, analyze and produce for distribution through EM Headquarters important lessons learned that could in a safe manner reduce life cycle costs of EM's D&D Program.
- Develop D&D case studies for future workshops / training courses.
- Explore the desire and need for expansion of the Working Group's focus to soil and groundwater remediation.

## SCOPE

- The DD/FE Working Group will operate within the scope of EFCOG.
- The area to be addressed by the DD/FE Working Group is facility D&D, with exploration of expanding to the closely related area of soil and groundwater remediation.
- The DD/FE Working Group will facilitate interaction with outside agencies and organizations regarding application of D&D principles and methods in the DOE complex.
- The DD/FE Working Group will communicate with other EFCOG groups to avoid duplication of effort.
- Facilities will be covered from the point of ceasing their operating mission through their final declaration of cleanup status. However, activities during the operating mission that prepare for efficient and safe D&D when the mission ceases will be also be within the scope.
- The DD/FE Working Group will not lobby, advocate independent positions, or try to change DOE policy. However, D&D practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

## ORGANIZATION

- A Management Steering Committee, chaired by the DD/FE Working Group Chair and consisting further of the Sponsoring Director, the DOE Sponsor, and at least one other person with substantial EFCOG leadership experience, will provide feedback and guidance on DD/FE Working Group direction and deliverables.
- The Chair of the DD/FE Working Group will initially be designated by the Sponsoring Director for a term of approximately one to two years.
- The Vice-chair and a Secretary will be elected by majority vote of the Working Group's membership, with the term of office normally being one year. The Vice-chair will normally

# Deactivation & Decommissioning and Facility Engineering (DD/FE) Working Group Charter

(Revision 1, December 7, 2007)

succeed the Chair. The Secretary may be re-elected to the position from year to year. If for any reason the Chair position is vacated, and the Vice-Chair is unable to assume the duties as Chair, the Working Group's membership may elect an interim Chair by majority vote.

- The Chair and Vice-Chair will direct the overall activities of the DD/FE Working Group.
- Membership in the DD/FE Working Group is open to current EFCOG members and associate members, and one or more DOE sponsor representatives. Non-EFCOG member companies, providing services to the DOE, may designate participants (non-voting) who serve on the Working Group with the Chair's approval.
- The DD/FE Working Group will maintain a balance in membership, to the degree possible, with individuals representing the full spectrum of DOE Facility D&D activities. Annually, membership of the Working Group will be reviewed by the Steering Committee to ensure appropriate representation is being maintained.
- A roster shall be prepared and maintained to include each member and participant's name, organization, contact information, and member/participant status.
- The DD/FE Working Group Chair, in conjunction with the Group's DOE Sponsor, may identify DOE headquarters and field office points of contact.
- The DD/FE Working Group Chair may identify and establish liaison points of contact with external organizations (e.g., INPO, ASME, ANS, EPRI) to further the objectives of the Working Group.

## **PROCESS (including Deliverables, Duration, and Effectiveness)**

- Original approval of the DD/FE Working Group Charter and changes to the charter require majority concurrence of the membership. The Steering Committee shall review the charter, and the Board is the final approval authority for the charter.
- The DD/FE Working Group will follow the DD/FE Working Group and EFCOG Charters, abide by the EFCOG Executive Council and Working Group Manual, and operate under the guidance of its Steering Committee.
- The DD/FE Working Group shall create and operate per an annual plan that focuses on producing tangible products or results and is pursued with project management-type discipline.
- DD/FE Working Group meetings will be held as determined necessary by the DD/FE Working Group Chair.
- The DD/FE Working Group may hold workshops, seminars or other meetings to execute their stated objectives. Reimbursement for costs associated with the above shall be in accordance with approved EFCOG guidelines.
- The DD/FE Working Group Chair will annually report to the EFCOG Board of Directors on the group's achievements and cost savings or other benefits for members resulting from sharing information or participating in DOE's order implementation studies. The Board of Directors will determine whether the group should continue, disband, or be reconstituted.
- The DD/FE Working Group Chair is designated as the single point of contact for official EFCOG DD/FE Working Group communications.