EFCOG ISM Working Group Fall 2006 Meeting
Decontamination & Decommissioning (D&D) Task Group Meeting Attendance Roster
Building C-1, Room 6375
October 31, 2006

Nr.	Name	Title/Position Site/Facility	Company Address	Phone/Fax	E-mail	Signature
1.	Auble, Mike	Senior Project Manager for D&D Livermore, CA	LLNL 7000 East Ave, L-312 Livermore, CA, 94550	925-422-8158 925-423-1206	auble2@llnl.gov	
2.	Dobbins, Darin, S	Deputy Director ESH&Q Idaho	S. M. Stoller 105 Technology Drive, Suite 190 Broomfield, CO, 80021	208.680.9364 208-525-3364	ddobbins@stoller.com	
3.	Dusek, Lansing G.	Director, Remediation Program Hanford	Fluor Hanford PO Box 1000 MSIN H8-46 Richland, WA 99352	509-438-1756 509-372-9616	lansing_dusek@rl.gov	
4.	Gonsky, John Peter Jr.	Director, DOE and Nuclear Programs	Tetra Tech EC, Inc. 3200 George Washington Way Richland, WA 99354	509-372-5814 509-372-5803	john.gonsky@tteci.com	
5.	Hoovler, Gary	Director, Technical Services BWXT	BWXT Services 2016 Mt. Athos Road Lynchburg, VA 24504	434-522-5598	gshoovler@bwxt.com	
6.	Lackey, Michael B	Vice President, Deactivation & Decommissioning Project Hanford	Fluor PO Box 1000 MSIN H8-46 Richland, WA 99352	509-373-9519 509-372-9616	michael_b_lackey@rl.gov	
7.	Laul J.C.	Technical Staff Member LANL	Los Alamos National Lab PS-4, K489 Los Alamos, NM, 87545	505-665-9791 505-667-3317	jclaul@lanl.gov	Did Not Attend
8.	Martinez, Ricardo	President Germantown	Project Enhancement Corporation 20300 Century Blvd, Suite 175 Germantown, MD	240-686-3059 240-686-3959	rmartinez@pec1.net	
9.	Meincke, Carol L.	D&D Program Manager Sandia National Laboratories	Sandia Corporation P. O. Box 5800 – 0926 Albuquerque, NM 87185-0926	505-844-0197 505-844-8237	clmeinc@sandia.gov	
10.	Melbihess, Carlo D	Program Manager Oak Ridge National Laboratory	UT-Battelle, LLC One Bethel Valley Road Oak Ridge, TN 37831-6336	241-5645 865-~~671-4700~~ 865-241-5814	melbihessc@ornl.gov	
11.	Mellor, Russell A.	Vice President - Closure Sites Energy and Environment	Washington Group International 106 Newberry St., SW Aiken, SC 29801	9940 803-502-~~9795~~	russell.mellor@wgint.com	

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Nr.	Name	Title/Position Site/Facility	Company Address	Phone/Fax	E-mail	Signature
12.	O'Neill, Patrick	D&D Project Director Fernald Closure Project	Fluor Fernald P.O. Box 538704 Cincinnati, OH 45253-8704	513-476-3569 513-648-3601	patrick.oneill@fernald.gov	
13.	Richardella, Robert E	Director, Decommissioning Services Various	Stoller Corp PO Box 775986 Steamboat Springs, CO 80477	303-994-8246 970-871-0733	brichardella@stoller.com	
14.	Stephens, William D.	Sr. Project Manager Savannah River Site	Washington Savannah River Company, LLC 13 Bldg 766-H, Room 2004 Aiken, SC, 29803	803-208-3126 803-208-8234	william.stephens@srs.gov	
15.	Story, Harvey F.	Manager D&D Federal Operations	AREVA NP Inc 7207 IBM Drive, CLT-1D Charlotte NC 28262	704-490-3868 cell 704-805-2652 704-805-2512 Fax	harvey.story@areva.com	
16.	Szilagyi, Andrew	D&D Program Leader DOE HQ EM	US DOE 1000 Independence Ave SW Washington, DC 20585	301-903-4278 301-903-4307	andrew.szilagyi@em.doe.gov	
17.	Trice, Kelly, D	Vice President/Deputy General Manager Oak Ridge ETTP/K25	Bechtel Jacobs LLC PO Box 4699 Oak Ridge, TN 37831-7131	865-241-1153 865-241-1153	kz4@bechteljacobs.org	
18.	Waisley, Sandra	Office Director DOE HQ EM	US DOE 1000 Independence Ave SW Washington, DC 20585	202-586-3087 202-586-4314	sandra.waisley@em.doe.gov	

Decontamination & Decommissioning and Facility Engineering (DD/FE) Task Group Kick Off Meeting

Tuesday, October 31, 2006 **Nevada Support Facility Room 6375**

Time	Topic	Lead
8:00 – 8:20	Welcome, Introductions, Role of DD/FE Task Group	Mike Lackey Fluor (Hanford) Sandra Waisley DOE-EM (HQ)
8:20 – 9:45	Discuss Goals / Issues / Deliverables • Bringing the Best Practices of most value to the forefront o How it could work versus how it works today ▪ Best and worst databases and why o Positive Best Practices that reduce baseline cost and schedule versus negative Lessons Learned driven by reporting requirements o Strategic versus contract-period focus o Identifying and addressing barriers to improvements (e.g., proprietary concerns, competitive advantage) • Identifying and Filling Technology Gaps to decrease cost and increase safety o Providing feedback during EM 10-year Technology Roadmap development o Integration with Army Corps of Engrs efforts and National Labs	Mike Lackey Sandra Waisley Andy Szilagyi DOE-EM (HQ)
9:45 – 10:00	**BREAK**	
10:00 – 11:30	Discuss Goals / Issues / Deliverables (continued)	Mike Lackey Sandra Waisley Andy Szilagyi
11:30 – 1:00	**LUNCH**	
1:00 – 2:30	Formulate Deliverables (i.e., annual plan) and Accept Actions	Mike Lackey
2:30 – 2:45	**BREAK**	
2:45 – 4:00	Review and Approve Charter	Lanny Dusek Fluor (Hanford) Mike Lackey
4:00 – 4:30	Elect Leadership: • Vice-chair • Secretary	Mike Lackey
4:30 – 5:00	Wrap Up and Next Steps	Mike Lackey
5:00 – 6:00	Debrief DD/FE Management Steering Committee (tentative)	DD/FE Leadership

D&D Technology Processes

Phase	Sub-Phase	Need
DEACTIVATION	**Surveillance & Maintenance**	
		Portable Beryllium Detection--As former production facilities are transitioning to D&D, there is a continuing need to survey the facilities and equipment for presence of Beryllium. Current techniques require swipes and lengthy analysis periods.
		Monitoring Pool Liner Integrity in the Oak Ridge Research Reactor
		Low Cost/low technical risk equipment used to control temperature and humidity inside of buildings and structures would be beneficial to long-term S&M strategies. Recent HFBR engineering studies did not identify state-of-the-art solutions without significant cost and risk trade-offs.
		RL-D416 Elimination of Intrusive Building Access and Roof Inspections for Surveillance & Maintenance.
		RL-D413 Information Technology Applications to Replace Underground Communication Lines
	Radiological control/engineering	
		Improved Pu-238 contamination control methods (e.g. fixatives) to be used during deactivation and/or in-situ closure. Pu-238 is very susceptible to dispersion, has high thermal energy that prevents water absorption and has high radiological activity. Worker safety may be greatly enhanced and contamination control risk may be reduced with a proven Pu-238 contamination control system.
		Alternative materials of construction for roofing systems and engineered caps could potentially result in performance improvements and/or reduced S&M costs and risks.
		RL-D422 Stand-Alone Powered Environmental Samplers
		RL-D410 Contamination Control while Draining Contaminated Pools/Basins
		Identify, evaluate, and develop technology to remotely remediate TRU contaminated material associated with TRA 613/617 tanks and vaults and material and piping beneath TRA 632. This eliminates requirement for full D&D of facility to access contaminated piping and material underneath that is currently required to be remediated under RCRA voluntary consent order
	Stabilization	
		Canyon Disposition--One plan for the disposition of the Central Plateau Canyons is to

		seal them in place rather than demolish them. This would require modeling and in-situ stabilization, removal, and/or disposal of radionuclide and/or hazardous wastes.
		Stabilization of Tanks and Piping--Application of fixatives to tanks and piping for in-situ stabilization of applicable contaminants.
		RL-DD94 Fixatives for Containing Beryllium
		RL-DD98 Fixatives, Void Space Fillers, and Cutting Techniques for Large Diameter Piping Systems
		RL-IS04 Source Term Encapsulation for High Contamination Areas
	Disposal of hazardous chemicals	
		Development of package or skid mounted treatment units for managing chemicals or radioactive components generated during facility deactivation
		RL-D406 Remote or Semi-remote Removal of Tank Residues
		Waste disposal path for all materials to ensure no orphan waste, specifically unusual combinations. For example, there is not a defined disposal path for the Paper insulated lead cables (PILC) which contain lead, asbestos, PCB, and potentially are radioactively contaminated
		RL-D415 Process Sewer Collection & Disposition
	Isolation of systems & equipment	
		Isolation of the Liquid Gaseous Waste Operations System
		RL-D414 Utility Isolations for Water, Gas, Sewer, Process Sewer
		Non-intrusive tools to detect and locate energized electrical lines or conduits in soils and in concrete
		Development of specialty equipment, including necessary pollution control systems (HEPA filtration, off-gas treatment systems, etc) for draining, venting, purging, and rendering inert systems that still contain hazardous chemicals. Use of the present versus temporary safety systems – Fire systems, Criticality Systems, Buffering systems
	Removal of excess equipment	
		RL-DD96 Removal of Highly Radioactive Tanks and Materials at 107-N Building
		RL-DD97 1303-N Spacer Silo Removal and Sampling
		Removal of Equipment in Difficult and Hazardous Environments - reactors, hot cells, 3517
		RL-D419 Decontamination/Survey of Low-Contamination Items for Salvage

CHARACTERIZATION/ ANALYSIS		
	Radiological, industrial, physical, geophysical	
	Industrial (beryllium)	RL-DD93 Real Time or Near-Real Time Monitoring for Beryllium in the 300 Area
		Beryllium Characterization and Monitoring
	Radiological	RL-D405 Remote or Semi-remote Characterization of Residues in Tanks and Pipes
		Remote sampling equipment for tank wall and bottom residue
		RL-D401Hot Cell Radionuclide Inventory Characterization
		Characterization of Facilities Unsafe for Human Entry - Buildings 3515, reactors, hot cells, and unstable structures
		RL-IS01 Sampling and Characterization of N Basins
		RL-D421 Improved Radiological Survey of Steel Rails
		Non-intrusive Non-Destructive Analysis to identify deposits, hot spots, etc. in process equipment and lines
		Ability to characterize waste for on-site disposal using NDA when waste contains high 99Tc or other difficult to NDA isotopes
	Radiological/chemical	Regulatory approved field characterization technologies and methods that would preclude need to wait for laboratory sample analysis results and would facilitate quicker decision making regarding contaminant removal efforts for concrete pads and/or structures
		RL-D420 Rapid Turnaround Characterization Sample Analysis
		Intrusive or non-intrusive sampling and analytical techniques that provide real time data for characterization of wastes, both radiological and chemical
	Physical/geophysical	RL-D411 Location of Utilities Prior to Demolition/Excavation
	Crosscutting	Research and Development of a Remotely Operated, Multi-purpose Cost Effective Robotic Vehicles – This technology would meet multiple needs involving remote processes at multiple DOE sites, including waste retrieval/removal, long-length size and volume reduction, characterization (sampling, NDA, chemical analysis, detection) of piping, tanks, stacks, structures, terrain, etc., decontamination, drum venting, delineating contamination in buildings, and limited treatment (e.g., chemical, macro-encapsulation)
	Radiological analysis of demolition technologies	
		Development of a field flexible, low cost real time radiography system, to reduce waste handling and improve quality
		NDA and Other Field Screening Methods--Further development of field screening methods (both standing structures/equipment and large containers) to determine waste characterization of hazardous constituents, including TRU

DECONTAMINATION		
	Ex-situ and In-situ removal of contamination	
	Tanks	Removal of Pu Bearing Solutions from Legacy Tank Heels--As significant quantities of Plutonium rich solutions are discovered, low energy technologies are needed to stabilize and remove the liquid. In facilities without robust safety envelopes standard pumping/sluicing techniques create safety analysis complications
		Removal of Hazardous Solutions from Tanks
		Removal and Final Disposition of Tanks and Piping
		Removal of contamination from elevated regions of underground tanks
	Hot cells, etc.	RL-D412 Hot Cell/Equipment Cleaning
		Decontamination of High Risk Facilities - 9201-4, 3517, unstable structures, reactors, and hot cells
		RL-IS02 Decontamination or Scabbling of N Basin Surfaces
		Develop new technology to treat sodium contaminated process components and equipment to support site treatment plan backlog milestones, EBR-II closure, and SPF closure. Current technologies are inefficiently slow (SCMS) or not currently functional (ARF). New technology development is necessary to support a more cost and schedule efficient process to D&D SPF and EBR-II and site treatment plan backlog. This new technology will also support GNEP
	General/crosscutting	Improved Personnel Protective Clothing Technologies--Current impermeable clothing worn in single or multiple layers create significant heat stress issues
		RL-D402 Decontamination of Material Under Fixatives
		Identification and proof of process of effective decontamination processes for large surface area applications to facilitate decon of structures prior to the structural demolition of structures and buildings
		Separation of massive equipment laden with radioactive material
	Management of secondary wastes	
		Development of package or skid mounted treatment units for managing/treating to inert status chemicals or radioactive components generated during facility deactivation or demolition
DEMOLITION		
	Cutting, reducing and removal	
	Cutting	RL-D423 Cutting High-Density Polyethylene Liners
		RL-D417 Techniques for Cutting Radioactive Material Where Torch Cutting is Discouraged
		Underwater Cutting, Retrieval, and Packaging

	Removal	RL-D404 Removal of Heavy Equipment in Elevated Locations
		RL-D407 Removal and Transportation of Heavy Monoliths
		RL-D408 Heavy Structural Concrete and Equipment Removal/Demolition
		RL-IS03 Demolition Techniques in High Radiation Area
		Demolition of Off-Gas Stacks and Associated Facilities
		Improved Methods for Transite Removal
	Waste management of effluents	
		Demolition Technologies for Contaminated Heavy Sections--Further evaluation and development of technologies for demolition of heavy sections (>3 ft.) of contaminated structure. Would include dust suppression technologies for standard demolition processes such as explosive cracking followed by shearing.
		RL-DD99 Dust/Water Control During Demolition
		RL-D409 Stack Demolition Techniques for Contamination Control and Dust Suppression
		Improved methods for dust suppression during demolition. Elaborate and effective systems such as tents and foggers can be set up to contain dust. Simple systems such as water spraying can knock down dust but is sometimes contradictory to radiological control practices due to waste generation and contamination spread. The challenge is developing a system that is both simple and effective
		Release of Contaminants During D&D
		RL-D403 Void Space Fillers for Ducts, Tanks, Gloveboxes and Equipment
		RL-D418 Fixatives for Substrates With Corroded Surfaces or Degraded Coatings
	Dispersion modeling	
		Release of Contaminants During D&D
	Loading and packaging	
		Development of effective material handling and demolition equipment and or processes to be integrated into waste management and disposition to prevent double handling of materials while ensuring a compliant waste management program
	Crosscutting	D&D versus Characterization (cost effectiveness)
		Aggressiveness versus contamination spread (cost avoidance)
CLOSURE		
	Characterization	
		Large area radiological and hazardous material survey techniques with real time survey

		data processing
	Containment/Entombment	
		Soil Column Drying Technologies--Further investigate technologies for removing liquids from the soil column to minimize potential for driving to groundwater
		Grout/Concrete Stability Studies--Investigate models for long term stability of existing structures (and grout added during D& D) to support waste disposition in existing canyons. Would also include grout cost, flowability, strength, etc. evaluations
		Research and Development of the Permeable Adsorptive Liner (PAL) – This technology could be utilized for onsite disposal of contaminated D&D construction debris, facility waste, small discrete waste sites, and pipelines. PAL is complementary to risk-based end states (RBES) and would provide long-term containment of waste and allow reductions in monitoring frequency and duration. It could be used by other Hanford programs and also by other DOE sites
		Improved Groundwater Transport Modeling Related to Barrier Design--Current models require extensive interpretation by model experts and are not readily interpretable by barrier design engineers. Need better documented approaches to model manipulation. Need improved validation of model codes and user friendly "user guides."
		Detailed Analysis for Determining the Waste Acceptance Criteria for Canyon Buildings at Hanford, Idaho, and Savannah River - Modeling efforts (including some possible model development) must be conducted to determine the worst waste type that can be emplaced in a canyon building (e.g., the 221-U building), grouted in place, and not adversely impact human health or the environment now or long into the future
	Continuous surveillance/ monitoring	
		Improved Barrier Monitoring Technologies--Long term barrier monitoring encourages/requires reliable, long lasting and remote reading monitoring technologies
		Improved Technologies for Detection of Waste Site Composition and Boundaries--As an example, further development of the HRR (High Resolution Resistivity) technology to improve ability to characterize and envelope the waste site
		RL-D416 Elimination of Intrusive Building Access and Roof Inspections for Surveillance & Maintenance
		RL-D422 Stand-Alone Powered Environmental Samplers
		The gaps reported under the Facility Activation category above are also germane to continuous surveillance/monitoring.

Phases

In addition to several cross cutting issues, the group put its need into five different phases of D&D work

Deactivation
Characterization/Analysis
Decontamination
Demolition
Closure

Cross-Cutting Needs

Worker Health and Safety Improvements

Availability of D&D S&T Information

D&D Knowledge Management
Facilitator to effectively mine the data

Contract Incentives to adopt new and improved technologies and technical approaches

Deactivation

1. Balance Reduced S&M vs. Life-cycle Cost
   (decision pathway to allow elimination of water systems [fire systems])
2. Use of Wall Fixative
   Bulk Rad Monitoring
3. Retrieval
   Remote equipment removal-handling

Building Integrity and Safety
Basic Functionality Requirements
Cost-effective Rad Bulk Survey (of garbage removal from building)
Obtaining site history/institutional memory
Down-scaling permits/regs
Ensure cleanup prior to shutdown
Standardized procedures
Remote capabilities for emptying H^+/OH^- lines
Finding underground lines
Packaging
Robotic (remote) size reduction
Monitoring during deactivation
S&M techniques
Waste disposal
Remediate TRU-contaminated material & piping beneath tanks

Characterization

1. Modular platforms-remote systems
2. Rapid Survey (on-the-fly)
   TRU analysis in high neutron background
3. Beryllium real-time monitoring
   Pipeline characterization

Remote communications
In-building navigation-remote systems
Power sources
MEMS – nanotech
Decision tool – cost/benefit characterization vs. demolition
Better NDA for U and Pu
Hg
PCB
Hard-to-analyze rads (Tc,Sr,Ni,Fe-55)
NDA analysis through steel and concrete
Detailed analysis of high-rad components

Decontamination

1. Remote decon (hot cells, tanks)
2. Concrete decon
   Removal of RCRA hazardous material (corrosives, pyrophorics, asbestos/transite removal)
3. Secondary waste minimization
4. Dry decon

Waste disposition alternatives
Hot spot cleaning
End state determination
Safety/effectiveness tradeoff
Passive TCE monitoring system
Equipment dismantlement/cutting
Technology for sodium-contaminated equipment

Demolition

1. Personnel reduction techniques/remote demolition/smart tooling/ man-machine interface/flexible manipulators/improved cutting technologies/remote size-reduction/dismantlement
2. Contamination dispersion control and monitoring (dust control)
3. Waste disposal/control (minimization)
   Leaching characteristics of contaminants from concrete

Highly-contaminated facilities in densely populated areas
Cost analysis
Alternatives to bulldozer
Field technologies acceptable to EPA/State
Debris management - transite/hazardous materials

These lists of needs clearly reflect different conceptions of :

When – some technologies, if available, could be used today
but others are for projects planned in the future –
wall fixative and advanced remote handling systems

What - some would allow incremental improvement
while other technologies require more complex engineering
advances that, if developed would be transformational
better dust suppression and contaminant leaching from concrete

Who - we can expect some D&D
technologies to be developed by other entities, but
some must be developed by EM to meet specific facility needs
Worker Personal Protective Equipment (Army)
and real-time beryllium monitoring capability

Some are needed in order to achieve regulatory
compliance, but others could – if developed –
make dramatic change in either safety or in cost reduction
persuasive tank and cell sampling techniques.
and balance reduced S&M vs life-cycle cost

D&D and Facility Engineering (DD/FE) Task Group Charter

(Revision 0, October 31, 2006)

PURPOSE

The Deactivation and Decommissioning (D&D) and Facility Engineering (DD/FE) Task 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 Decontamination & 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. The DD/FE Task Group will operate as a seed group for eventual development of a new Working Group or Subgroup of an existing Working Group.

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 Task Group's focus to soil and groundwater remediation.
- At the appropriate juncture, recommend progression of the DD/FE Task Group to status of its own Working Group or of a Subgroup of an existing Working Group.

SCOPE

- The DD/FE Task Group will operate within the scope of EFCOG.
- The area to be addressed by the DD/FE Task Group is facility D&D, with exploration of expanding to the closely related area of soil and groundwater remediation.
- The DD/FE Task Group will facilitate interaction with outside agencies and organizations regarding application of D&D principles and methods in the DOE complex.
- The DD/FE Task 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 Task 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 Task 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 Task Group direction and deliverables.
- The Chair of the DD/FE Task 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 Task Group's membership, with the term of office normally being one year. The Vice-chair will normally 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 Task 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 Task Group.

D&D and Facility Engineering (DD/FE) Task Group Charter

(Revision 0, October 31, 2006)

- Membership in the DD/FE Task 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 Task Group with the Chair's approval.
- The DD/FE Task 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 Task 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 Task Group Chair, in conjunction with the Group's DOE Sponsor, may identify DOE headquarters and field office points of contact.
- The DD/FE Task 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 Task Group.

PROCESS (including Deliverables, Duration, and Effectiveness)

- Original approval of the DD/FE Task Group Charter and changes to the charter require majority concurrence of the membership. The Steering Committee shall review the charter, and the Sponsoring Director is the final approval authority for the charter.
- The DD/FE Task Group will follow the DD/FE Task 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 Task 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 Task Group meetings will be held as determined necessary by the DD/FE Task Group Chair.
- The DD/FE Task 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 Task 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 Task Group Chair is designated as the single point of contact for official EFCOG DD/FE Task Group communications.

Best Practices Selection Process

The Best Practice Task Group Lead coordinates review of submissions by subject matter experts in the appropriate working group(s).

Following review and acceptance, the best practice is shared with the EFCOG/DOE community through the Best Practices website.

Additionally, best practices are shared during EFCOG-sponsored workshops, conference calls, and ongoing networking among members.

For additional information, visit the Best Practices webpage at http://www.efcog.org/bp/index.htm or contact one of the following:

EFCOG ISM Working Group

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BEST PRACTICES

DD/FE October 31, 2006 Meeting Minutes
Attachment 5

What is a Best Practice

A "Best Practice" is a practice with redeeming qualities and attributes that has been proven through implementation and would be beneficial for others to use. The term does not mean the best of all similar practices.

"Best Practices" typically are a proven and practiced system, process, or program that has been recognized by managers as having positive attributes, would be applicable Complex wide, and is supportive of continuous improvement in a Topical Area.

Currently there are 24 Topical Areas.

Acquisition Management	Material Control & Accountability
Assessments	Nuclear Safety
Cyber Security	Performance Metrics
Energy Efficiency	Personnel Security
Engineering Practices	Physical Security
Environmental	Price-Anderson Amendments Act
Information Management	Project Management
Information Security	S&S Program Planning & Management
Integrated Safeguards & Security Management (ISSM)	Standards & Requirements
Integrated Safety Management	Subcontractor Safety
Maintenance	Work Management
Management	Other

Contacts for the above Topical Areas can be found on the Best Practices Website at URL http://www.efcog.org/bp/index.htm

How to Submit a Best Practice for Consideration

To identify, evaluate and prepare "Best Practices" for dissemination throughout the DOE Complex, the U.S. Department of Energy and EFCOG have established a protocol for processing candidates. The first step in this process is to determine if the proposed Best Practice would be suitable for submission for Complex wide application.

Answer the following questions:

- Is the practice proven through successful implementation and use?
- Does the practice have broad applicability across the Complex, as opposed to being more specific to one site?
- Can the conditions needed for adoption by others be adequately defined?
- Can the benefits and value be clearly and quantitatively defined?
- Can the cost and resource expectations (needs) for adoption be sufficiently defined?
- Can or does the proposing site have senior management support to share the "Best Practice"? Is the proposing site willing to mentor adopting sites?
- Can a recommended implementation scenario and support structure be properly defined?
- Can the "Best Practice" be categorized in one or more of the Integrated Safety Management (ISM) and Integrated Safeguards & Security Management (ISSM) Core Functions and Guiding Principles?

How to Submit a Best Practice for Consideration (continued)

If you answered "YES" to all of the questions, the next step is to prepare an abstract of the candidate "Best Practice" that contains the following information:

- A descriptive title of the "Best Practice," the contractor site where the practice is applied, and the name and position of a personal contact (subject matter expert) who can provide further information on the candidate practice
- The relationship between the "Best Practice" and selected ISM and ISSM Core Functions and Guiding Principles (if applicable)
- The attributes of the "Best Practice," i.e., what is it or what does it do and how well does it perform the features cited
- The implementation experience and status, demonstrating that the "Best Practice" is a proven candidate
- The name and contact information of the person submitting the candidate "Best Practice," if different than the subject matter expert, with evidence of organizational authorization to communicate the Best Practices

Submit your Best Practice to the appropriate Topical Area Contact. Information on Topical Area Contacts can be found on the Best Practices Website at URL http://www.efcog.org/bp/index.htm

Template for developing your Best Practice submittal document

Facility: (Facility/Site Name)

Best Practice Title:

Point of Contact: (Name, Phone, e-mail)

Brief Description of Best Practice: (Provide a short, "abstract-like" description of the best practice)

Why the best practice was used: (Briefly describe the issue/improvement opportunity the best practice was developed to address)

What are the benefits of the best practice: (Briefly describe the benefits derived from implementing the best practice.)

What problems/issues were associated with the best practice: (Briefly describe the problems/issues experienced with the initial deployment of the best practice that, if avoided, would make the deployment of this best practice easier the" next time".)

How the success of the Best Practice was measured: (What data/operating experience is available to document how successful the best practice has been?)

Description of process experience using the Best Practice: (Describe the operating experience with the best practice with particular focus on the evolution of it's development, end user experience, and the role the practice plays in the Integrated Safety Management System or Integrated Safeguards and Security Management System of the Site.

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Guidance for Submitting Best Practices

SUBMITTING A BEST PRACTICE FOR CONSIDERATION

To identify, evaluate and prepare "Best Practices" for dissemination throughout the DOE Complex, the Department of Energy and EFCOG has established a protocol for processing candidates. The first step in this process is to determine if the proposed Best Practice would be suitable for submission for complex wide application.

Answer the following questions:	Yes	No
Is the practice proven through successful implementation and use?		
Does the practice have broad applicability across the Complex as opposed to being more specific to one site?		
Can the conditions needed for adoption by others be adequately defined?		
Can the benefits and value be clearly and quantitatively defined?		
Can the cost and resource expectations (needs) for adoption be sufficiently defined?		
Can or does the proposing site have senior management support to share the "Best Practice"? Is the proposing site willing to mentor adopting sites?		
Can a recommended implementation scenario and support structure be properly defined?		
Can the "Best Practice" be categorized in one or more of the ISM Core Functions and Guiding Principles?		

If you answered "YES" to all of the above questions, the next step is to prepare an abstract of the candidate "Best Practice" that contains the following information:

- A descriptive title of the "Best Practice," the contractor site where the practice is applied, and the name and position of a personal contact (subject matter expert) who can provide further information on the candidate practice;
- The relationship between the "Best Practice" and selected ISM Core Functions and Guiding Principles;
- The attributes of the "Best Practice," i.e., what is it or what does it do and how well does it do the features cited;
- The implementation experience and status, demonstrating the "Best Practice" is a proven candidate; and
- The name and contact information of the person submitting the candidate "Best Practice," if different than the subject matter expert, with evidence of organizational authorization to communicate the "Best Practice."
- Prepared abstracts should be submitted to contacts listed below.

Submit abstracts for candidate "Best Practices" to the below contacts. Addresses and phone numbers for the below contacts are located on the EFCOG website at URL **http://www.efcog.org**.

For Best Practices relating to:	Send abstract to:
Acquisition Management	Gary Zura, Chair, EFCOG Acquisition Management Working Group Senior Manager Sandia National Laboratories PO Box 5800, MS 0180 Albuquerque, NM 87185 Phone: 505-284-4345 Fax: 505-284-4358 E-Mail - gzura@sandia.gov
Assessments	Chair, EFCOG ISM Working Group, Feedback & Improvement Subgroup
Energy Efficiency	Mike Holda, Chair, EFCOG Energy Efficiency Working Group Project Manager UC/Lawrence Berkeley National Laboratory 790 Menay Drive Tracy, CA 95376 Phone: 209-835-8150 Fax: 209-835-8612 E-Mail: maholda@lbl.gov
Engineering	Tobin Oruch, Chair, EFCOG Engineering Standards Working Group Engineering Standards Manager UC/Los Alamos National Laboratory PO Box 1663, MS M-702 Los Alamos, NM 87545 Phone: 505-665-8475 Fax: 505-665-1723 E-Mail: oruch@lanl.gov
Environmental	Susi Jackson,Chair, EFCOG Integrated Safety Management Working Group, Environmental Subgroup
Information Management	Chair, EFCOG Information Management Working Group
Integrated Safety Management	Chair, EFCOG Integrated Safety Management Working Group, Best Practices Subgroup
Maintenance	Chair, EFCOG Maintenance Working Group
Management	Chair, EFCOG Integrated Safety Management Working Group, Best Practices Subgroup

Nuclear Safety	Chair, EFCOG Safety Analysis Working Group
Price-Anderson Amendments Act	Chair, EFCOG Price-Anderson Amendments Act Working Group
Project Management	Chair, EFCOG Integrated Safety Management Working Group, Best Practices Subgroup
Standards & Requirements	Chair, EFCOG Integrated Safety Management Working Group, Best Practices Subgroup
Subcontractor Safety	Chair, EFCOG Integrated Safety Management Working Group, Best Practices Subgroup
Other	Chair, EFCOG Integrated Safety Management Working Group, Best Practices Subgroup

For more information on Best Practices contact:

Meredith Brown, LANL
Lead Best Practices Task Group
Phone: (505) 667-3731
E-mail: meb@lanl.gov