

UNREVIEWED SAFETY QUESTION (USQ) SUBGROUP CHARTER
SAFETY ANALYSIS WORKING GROUP (SAWG)
February 20, 2009

PURPOSE

The purpose of the Unreviewed Safety Question (USQ) Subgroup is to facilitate the objectives of the Safety Analysis Working Group (SAWG) as related to the particular area of the Unreviewed Safety Question (USQ) process, including the Potential Inadequacy of the Safety Analysis (PISA) process, Justification for Continued Operations (JCOs), Evaluation of the Safety of the Situation (ESS), and initiation of safety basis amendments in relationship to the USQ process¹. The USQ Subgroup provides a forum for members to promote excellence in Department of Energy (DOE) USQ programs by sharing information and lessons learned, and by facilitating the application of information and techniques to the degree appropriate for their contract/facility.

OBJECTIVES

The objectives of the USQ Subgroup are to:

- A. operate within the EFCOG Charter and the Guidelines for Working Groups of EFCOG.
- B. enable the success of DOE missions in terms of the USQ process that support program and project objectives in a cost effective and safe manner.
- C. provide planning and actions necessary to ensure that the overall objectives of EFCOG are met.
- D. promote, coordinate, and facilitate the active exchange of successful USQ process, practices, procedures, lessons learned, and other pertinent information of common interest to the USQ process which have been effectively utilized by contractors and subcontractors for DOE facilities.
- E. promote USQ process training by sharing management and technical information among contractors through vehicles such as websites, workshops, subgroups, and seminars.
- F. enhance collaboration among DOE contractors and encourage early involvement of complex-wide experts, in order to maximize the probability of success of emergent or unique USQ process initiatives.
- G. serve as a consensus board for emerging the USQ process directives proposed by DOE and for the interpretation and consistent application of existing DOE directives.

SCOPE

The scope of the USQ Subgroup is as follows:

- A. The USQ Subgroup will operate within the scope of EFCOG.
- B. The areas of contractor interest covered by the USQ Subgroup include:
 - Applicability of the USQ Process,

¹ i.e., their role with respect to positive USQDs and JCOs in USQ procedures.

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- USQ Process Entry Conditions,
 - Categorical Exclusions,
 - USQ Screens,
 - USQ Determinations (USQDs),
 - Initiation of Safety Basis Amendments,
 - USQ Review/Self-Assessment processes used by DOE contractors,
 - Interface between the USQ process and institutional procedures,
 - Interface between the USQ process and site-wide DSAs (aka Generic DSAs),
 - Potential Inadequacy of the Safety Analysis (PISA),
 - Justification for Continued Operations (JCOs),
 - Evaluation of the Safety of the Situation (ESS),
 - Training related to the USQ process, including both training itself and training processes and requirements for USQ preparers, reviewers, and approvers,
 - Lessons learned from site-specific USQ procedure development and implementation,
 - Other USQ related lessons learned.
- C. The USQ Subgroup will facilitate interaction with outside agencies and organizations regarding application of the USQ process principles and methods in the DOE complex.
- D. The USQ Subgroup will communicate with other SAWG subgroups to ensure that no duplicative work occurs. There will be close communication with other subgroups.
- E. Activities will be covered throughout their entire life cycles.
- F. Subtopics include: self-assessments, lessons learned, training, environmental, human factors, management, technical, document control, computer codes in which the USQ Subgroup may be involved.
- G. The USQ Subgroup will not lobby, advocate independent positions, or try to change DOE policy. However, USQ process practices as applied to DOE missions may be discussed and suggestions for improvement made to the DOE.

ORGANIZATION

The roles and responsibilities of individuals in the subgroup are defined as follows:

- A. Membership in the USQ Subgroup is open to current EFCOG members or associate members, and one or more DOE sponsor representatives (Points of Contact).
- B. Each participating contractor in the USQ Subgroup will identify a representative to support subgroup activities.

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- C. The USQ Subgroup will strive to maintain a balanced membership of DOE contractor representatives for all key missions from across the DOE complex. A review of representation will be conducted by the membership at least annually.
- D. Initially, the SAWG Steering Committee may assign the Chairperson. If elected from the group membership, the Chairperson position will require a majority vote by the active members. The Chairperson's term of office will be one year. If for any reason the Chairperson is required to terminate prior to the designated time, the USQ Subgroup shall elect a new Chairperson, if no vice-chairperson (chairperson elect) has been designated, or the Steering Committee may appoint a replacement.
- E. The duties of the USQ Subgroup Chairperson include, but are not limited to, the items identified below:
 - 1. Direct the overall actions of the subgroup.
 - 2. Call meetings and establish subcommittees to carry out the objectives of the subgroup.
 - 3. Serve as the single point of contact for official USQ Subgroup communication. This is not intended to restrict other informal communications.
 - 4. Prepare and maintain an up-to-date roster and have it posted on the EFCOG website.
 - 5. Provide guidance to the leader or chairperson of task groups under the cognizance of the subgroup.
 - 6. Serve on the SAWG Steering Committee.
 - 7. Assume other roles as decided by a majority vote, when the need for such arises.
- F. The duties of the USQ Subgroup Vice-Chair include, but are not limited to, the items identified below:
 - 1. Prepare meeting minutes for the teleconferences.
 - 2. Assist in calling teleconferences and meetings
 - 3. Support subcommittees to carry out the objectives of the subgroup.
 - 4. Assist in preparing and maintaining an up-to-date roster and have it posted on the EFCOG website.
- G. The USQ Subgroup Vice-Chair's term of office and method of selection will be the same as for the Chairperson.
- H. The SAWG Steering Committee shall review the charter of any Topic/Task subgroups formed under the direction of the USQ Subgroup.
- I. The USQ Subgroup will operate under the guidance of its established leadership, receive oversight and support from the SAWG Steering Committee, follow the EFCOG Charter, and abide by the EFCOG Executive Council and Working Group Manual. The SAWG Sponsoring Director is the final approval authority for the USQ Subgroup charter. The EFCOG Board of Directors will be advised of the

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creation of this subgroup and provided a copy of the charter, if required, as information.

PROCESS

The USQ Subgroup will meet its objectives by working on contemporary issues of import to the DOE Complex pertaining to the USQ process, contacting interested parties, developing and sharing lessons learned, conducting workshops, seminars, and other information sharing forms of communication.

- A. USQ Subgroup meetings will be held when needed, as determined by the USQ Subgroup Chair or at the request of a minimum of three other members.
- B. Generally, the cost of workshop activities will be covered by a registration fee assessed by a workshop committee. A daily surcharge will be levied to each non-EFCOG member participant.
- C. The goals, objectives, and effectiveness of the USQ Subgroup shall be reviewed annually by the USQ Subgroup Chair and documented in the SAWG Annual Report to the EFCOG Directors.
- D. A change to this charter requires concurrence from two-thirds of the membership and approval by the same level as the original approval authority.

DELIVERABLES (GENERAL DESCRIPTION)

The USQ Subgroup will produce an annual report of activities, including a summary of lessons learned. The USQ Subgroup will conduct monthly teleconferences. Other deliverables will be produced on an as-needed basis as issues arise, including: lessons learned, best practices, position papers, seminars, training, workshop panel discussions, and workshop presentations.

DURATION (SUNSET CLAUSE)

The estimated duration of the USQ Subgroup is intended to be long term, but a provision for annual effectiveness review is incorporated into this charter. It is understood that the Board of Directors will determine on an annual basis whether the group should continue, be disbanded, or reconstituted.

COST BENEFITS (EFFECTIVENESS)

The EFCOG Board of Directors tracks the effectiveness of subgroup activities to determine whether there have been reasonable benefits. The charter of the USQ Subgroup provides that the Annual Report document the achievements and any cost savings or other benefits for members resulting from sharing information or participating in DOE directive implementation impact studies. The USQ Subgroup acknowledges that effectiveness is most readily demonstrated by tangible deliverables that are planned on an annual basis and pursued with project management type discipline. It is understood that effectiveness may also be demonstrated by tangible or intangible cost savings to the DOE.