

Energy Facility Contractors Group
Waste Management Working Group
Packaging and Transportation Subgroup Charter

October 27, 2011

Purpose

The Energy Facility Contractors Group (EFCOG) Waste Management Working Group (WMWG) is chartered to leverage the expertise and experience of contractors to the U.S. Department of Energy (DOE). The WMWG covers a broad set of topics and as a result, has established a Packaging and Transportation Subgroup (PTSG) to focus on a specific area of the working group's approved scope. The purpose of the subgroup is to seek out and promote the best management and operating practices associated with the packaging and transportation activities at DOE and National Nuclear Security Administration (NNSA) facilities. The PTSG will be focused on complex wide integration and experience transfer while supporting cost effective and efficient hazardous and radioactive materials and wastes packaging and transportation options. This will be achieved in a manner that enhances complex wide communication and maintains a priority on safety, security, training and logistical operations in compliance with the Department of Transportation (DOT) and Nuclear Regulatory Commission (NRC) radioactive materials and hazardous materials shipping requirements.

Objectives

- Work with the EFCOG WMWG members and DOE sponsors to focus on issues that have an impact on packaging and transportation of hazardous materials including radioactive materials and wastes throughout the DOE and NNRC complex.
- Coordinate and review of packaging and transportation issues and seek to leverage resources where practical to assist in the implementation of new policies and requirements.
- Promote, coordinate and facilitate the active transfer of best practices, procedures, lessons learned and other salient information that can benefit all contractors in the DOE and NNSA complex.
- Provide assistance through program review and DOE-sponsored exchanges as requested by the site, DOE sponsor or DOT.
- Identify and address common problems and risks that may impact packaging and transportation activities needed to sustain DOE mission requirements for the safe and compliant transportation of radioactive materials and wastes.
- Provide a contractor forum for the identification, analysis and resolution of packaging and transportation/logistics issues in support of the programmatic needs of the DOE and NNSA organizations complex wide.
- Promote integration and effective communication across programmatic and contractor lines as it relates to packaging and transportation issues.
- Work with WMWG and other EFCOG working groups as well as site contractors throughout the DOE and NNSA complex in understanding their specific packaging and transportation needs.
- The PTSG will help to promote cooperation and communications, effective resource utilization as well as consistent application of DOT and NRC requirements related to the transportation of hazardous materials including radioactive materials and wastes complex wide.
- Promote standardization of traffic management and logistical operations in areas such as carrier safety, addressing activities such as but not limited to facilitating a uniform approach to accomplishing transportation security for the transportation of radioactive materials and wastes,

developing carrier safety metrics as well as effective utilization of current and emerging technologies (e.g. automated programs) in day to day logistical operations.

- Utilize a collective pool of expertise to assist the HQ DOE EM 45 Packaging Management Council (PMC) as needed in the standardization of packaging designs, development and procurement of packagings as it relates to the packaging and transportation of radioactive materials and wastes complex wide.
- Provide a uniform approach to meeting DOE Order/regulatory requirements as well as address issues that may impact DOE and or NNSA operations because of new or proposed international or domestic regulations.
- Serve as a consensus building and coordinating body to address DOE/NNSA packaging and transportation needs and strategies across the complex.
- Establish better working relationships with the DOT, NRC and other Federal agencies concerning DOE/NNSA packaging and transportation activities.
- Create an institutional capability to foster DOE/NNSA wide integration and information exchange.
- Promote confidence among state and tribal partners and stakeholders that the DOE/NNSA shipping programs have a strong safety basis and the shipments of radioactive materials and wastes are made in compliance with all applicable federal and state regulations.

Scope

- The PTSG will operate under the guidance of the overall EFCOG WMWG charter and as defined in the EFCOG Executive Council and Working Group Manual (maintained by the Office of the EFCOG Managing Director).
- The PTSG will work closely with the DOE-HQ Office of Packaging and Transportation (EM-45) Packaging Management Council (PMC) and Transportation Management Council (TMC) on current or emerging packaging and transportation issues that affect contractors within the DOE complex. It is not the intent of the PTSG to take the place of the activities of either the PMC or TMC.
- As members of the WMWG, the PTSG will coordinate with other Working Groups (e.g. Integrated Safety Management and Quality Assurance, Safeguards and Security) and other key groups (e.g. Transuranic Waste (TRU), Low Level Waste (LLW) and Tanks/High Level Waste (HLW) Corporate Boards and the QA Corporate Board) to avoid duplication of effort.
- Focus areas will be determined by the PTSG and endorsed by the WMWG using a systematic approach to identify whether any gaps or optimization opportunities exist in the current DOE radioactive materials packaging and transportation strategies.
- The PTSG, with support of the PMC or TMC, will provide subject matter experts through various task teams formed to address central issues affecting multiple sites across the complex as determined collectively by EFCOG membership in conjunction with DOE and NNSA input.
- The PTSG, as a subgroup of the WMWG, will assume no financial, legal, or compliance responsibility for its members. Furthermore, it is not intended that EFCOG preclude or intervene in any way in the direct communication and interaction between any member company and the DOE. Participation in EFCOG-sponsored activities and support are allowable costs under the DOE operating contract of each member, so long as costs are maintained at a reasonable level, receive appropriate management review and approval (consistent with DOE Allowable Contract Expenditures), and are compatible with contract requirements.
- The PTSG will consist of DOE and NNSA contractor packaging and transportation professionals from across the complex who will strive to provide consistent, effective and efficient resolution to current problems as well as to identify potential problems that may impede the future success of the DOE/NNSA mission.

- The PTSG will serve as advisors for the packaging and transportation activities within the EFCOG WMWG charter to assist DOE and NNSA site locations complex wide with site specific logistical and regulatory compliance problems as well as to provide packaging expertise to assist sites as needed in providing compliant packaging for various shipping campaigns.
- The PTSG will coordinate activities and function as the point of contact for other EFCOG committees as it relates to packaging and transportation issues.

Organization

- The Chair for the PTSG is selected by the WMWG Chair to lead the subgroup. The subgroup leader will direct overall activities of the subgroup, and will be responsible for submitting any reports on subgroup performance. The PTSG Chair will report directly to the WMWG Chair or Vice-Chair.
- Members of the PTSG are a subset of the WMWG.

Process

- The PTSG charter is developed by the subgroup, endorsed by the WMWG, and approved by the EFCOG Sponsoring Director.
- The PTSG will follow the PTSG, WMWG, and the EFCOG charters, abide by the EFCOG Executive Council and Task Group Manual, and operate under the guidance of the WMWG Chair or Vice-chair.
- With the exception of distributing workshop proceedings, teleconference and meeting minutes, the WMWG Chair or Vice Chair will approve draft reports, or similar informational documentation, all official transmittals of EFCOG information to non-members or DOE before release.
- Meetings of the PTSG shall be held as determined by the PTSG Chair in coordination with the WMWG Chair or Vice-chair. Locations will be selected to attempt to accommodate the majority of travelers. Advance notice to the extent practical will be provided.
- The WMWG Chair is designated as the single point of contact for official EFCOG PTSG communications.
- PTSG will provide an annual written report of completed and ongoing EFCOG activities to the WMWG Chair for inclusion in the Task Group annual report to the EFCOG Board.
- The WMWG Chair will annually report to the EFCOG Board of Directors on the subgroup's achievements resulting from the sharing of information or other initiatives. The Board of Directors will determine whether the group should continue, disband or be reconstituted.

Approvals

WMWG Chair: WJ Goldsberg Date: 11/2/11

WMWG Sponsoring Director: [Signature] Date: 10-31-11