

Charter

02/4/10

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 purpose of the WMWG is to seek out and promote the best management and operating practices, cost effective technologies and disposal options for all waste streams generated at DOE facilities whether destined for DOE or commercial facilities. The WMWG will be focused on complex wide integration and technology transfer while supporting cost effective and efficient waste options. This will be achieved in a way that enhances complex wide communication and maintains a priority on safety, environmental stewardship and security.

Objectives

- Work with the EFCOG Board of Directors and DOE sponsors to identify and address issues that have broad impact on waste generators, storage, treatment and disposal facilities throughout the DOE complex.
- 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 complex.
- Through focused subgroups provide for technology exchange and development which will be used to provide "technology based" solutions for cross-cutting waste issues (e.g. waste with no paths to disposal).
- Pursue optimized pricing for waste management supplies (e.g. containers) and services (treatment, transportation) commonly used by DOE waste generators.
- Provide assistance through program review as requested by site or DOE sponsor.

Scope

- The WMWG will operate within the charter and limitations of the overall EFCOG organization as defined in the EFCOG Executive Council and Task Group Manual (maintained by the Office of the EFCOG Managing Director).
- The WMWG will communicate with other Working Groups (e.g. TRU, LLW, and HLW Corporate Boards) to avoid duplication of effort.
- Focus areas will be determined using a systematic approach to identify where gaps or optimization opportunities exist in the current DOE waste management strategies. In consultation with the EFCOG Board of Directors and DOE sponsors, these focus areas will be developed into WM Working actionable items.
- The WMWG will document the results of various member-sponsored efforts in reports and position papers, including the EFCOG web site.
- 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 WMWG will facilitate dialogue between DOE and member organizations for the purpose of understanding issues and initiatives of mutual interest. However, the EFCOG is not a contractor advocacy organization and will not engage in lobbying efforts.

Organization

- The WMWG chair will 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 or the Sponsoring Director can designate the Chair.
- The Chair and Vice-chair will direct the overall activities of the WMWG.
- All DOE prime or subcontractors (EFCOG member companies) are eligible for membership. In addition, active DOE/NNSA staff participation is encouraged, and DOE personnel are welcome to participate in meetings, workshops, conferences etc.
- 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 WMWG reports to the EFCOG Executive Council. An EFCOG Director will be the "Point of Contact" and EFCOG sponsor for the WMWG.

Process

- The original approval of the WMWG Charter and changes to the charter require majority concurrence of the membership.
- The WMWG will follow the 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.
- Meetings of the full WMWG or WM focused or subgroups shall be held as determined by the WM 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.
- With the exception of distributing workshop proceedings, teleconference and meeting minutes, draft reports, or similar informational documentation, all official transmittals of EFCOG information to nonmembers or DOE will be approved by the WMWG Chair or his/her designee before release.
- The WMWG Chair is designated as the single point of contact for official EFCOG WMWG communications.
- All WM Subgroups or Focused groups 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 group's achievements resulting from the sharing information or other focused group initiatives. The Board of Directors will determine whether the group should continue, disband or be reconstituted.