

## **Best Practices Selection Process**

The Best Practices (BP) Team Leads coordinate review of BP submissions by subject matter experts in the appropriate working groups. The Team Leads serve as final quality reviewers that ensure the BP meets EFCOG guidelines.

Following review and acceptance, the BP is shared with the EFCOG/DOE community through the BP website.

Additionally, BP 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:

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# **BEST PRACTICES**

## 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/guidance.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/guidance.htm>