**To:** EFCOG Startup & Commissioning Task Team

**From:** Leah Stanley, Team Secretary

**Participants included:**

Chip Lagdon

Leah Stanley

Rick Runnels

Bob Lowrie

Jeff Buczek

Susan Stiger

Cherri Defigh Price

John Raulston

Mike Hicks (DOE)

Autar Rampertaap (DOE)

John Moon (DOE)

Craig Welling (DOE)

Wilfred Figueroa (DOE)

1. **Section 4 Update**

Chip – About a month ago, the document was revised to include the SMP matrix which has since been reformatted and includes CD1-4 guidelines for each area. The section was also revised to include Lessons Leasrned from SWPF and other peer review reports. Last week a draft was delivered to DOE (Tony and Wilfred) for comments. These are scheduled to be incorporated and uploaded to the website by COB Monday 4/30.

1. **Section 5 Update**

Chip – Frank, Rick Runnels and Bob Lowrie have revised and the latest version will be available on the website by COB Monday 4/30.

**Note:** Overall, we will need to ensure that Best Practices are included in the final document. We are not planning to address Major Modifications in the document at this time; only Start Up and Commissioning of Nuclear facilities.

1. **Next Meetings**

* Regular monthly call will not be held in May but the team is being asked to review section 4 and 5 from the website in preparation for the June face to face.
* EFCOG face to face meeting is scheduled for 6/5-6/7 at the AECOM K street office in DC. More details to come.