

## MINUTES OF THE INAUGURAL MEETING OF THE EFCOG STARTUP AND COMMISSIONING TASK TEAM

The inaugural meeting of the EFCOG Startup and Commissioning Task Team was conducted February 28 – March 1, 2017 in accordance with the Agenda delineated in Attachment 1. A quorum of Task Team members were in attendance:

Frank McCoy, AECOM N&E TS, Chair  
Terry Hisson, BNI-WTP, Deputy Chair  
Alan Exley, WRPS, Member  
Brad Smith, BNI, Member  
Jason Hatfield, BNI, Member  
Cherri Defigh-Price, Parsons – SWPF, Member  
Chip Lagdon, AECOM N&E TS, Member  
Chris James, LANS-LANL, Member  
Jim Blankenhorn, NWP-WIPP, Member  
Mark Cox, BEA-INL, Member  
Mark Wright, CHPRC, Member  
Rick Runnels, AECOM N&E TS, Member  
Ross Hamlett, AECOM-WTP, Member  
Rudy Jones, SRR, Member  
Stuart Jensen, BEA-INL, Member

EFCOG Sponsors: Susan Stiger, EFCOG Board and Paul Bosco, DOE-PM were present

DOE Observers: Tony Ermovick, DOE-PM, Wilfred Figueroa, DOE-PM, Rob Stern, DOE-PM, Craig Welling, DOE-NE, Jim Goss, NNSA, John Marra, DOE-EM, John Moon, DOE-EM, and Mike Hillman DOE-AU were in attendance.

Team Members provided presentations which are delineated in Attachment 2.

The Team conducted a workshop to determine priority actions and enterprise approaches for Task Team activities. The results of this workshop are delineated in Attachment 3.

The Task Team accomplished the following;

1. Team members recommended approval of the Task Team Charter which is appended as Attachment 4.
2. Team members approved selection of Leah Stanley, AECOM N&E TS, as Secretary for the Task Team.
3. The following actions were identified for near term action:
  - a. Issue a Compendium of reference documents for information (Guide format, EFCOG Best Practice Guidance, SWPF Lessons Learned, CII Guidance on commissioning, SRP Commissioning, Rand Study on commissioning, SWPF Construction complete contract requirements, etc. – Chip Lagdon (lead) by end of March
  - b. Develop Glossary – Terry Hisson and Mark Wright by end of April for review by Task Team members
  - c. Develop Flowchart – Ross Hamlett by Mid May for review by Task Team members
  - d. Develop Outline for Guidance Document– Chip Lagdon by Mid May for review by Task Team members
  - e. Develop 2017 EFCOG Task Plan – Frank McCoy by end of April
4. The Task Team agreed to conduct a conference call March 17, 2017

Minutes Approved by:

 Date 3-21-2017  
Frank McCoy, Startup and Commissioning Task Team Chair

**ATTACHMENT 1**  
**MEETING AGENDA**  
**EFCOG STARTUP AND COMMISSIONING TASK TEAM**  
**U.S. DEPARTMENT OF ENERGY**  
**JAMES V FORRESTAL BUILDING**  
**1000 INDEPENDENCE AVE, SW, WASHINGTON DC**  
**FEBRUARY 28 – MARCH 01, 2017**

**Tuesday, February 28, 2017**  
**Forrestal Room GH-019**

0800: Call meeting to order, provide safety share, and discuss Agenda: Frank McCoy and Rick Runnels

0830: Opening remarks from Task Team Sponsors: Paul Bosco and Susan Stiger

0930: Member Presentations (5 – 10 minutes each) regarding startup, commissioning, readiness achievement and review experience and identification of gaps, needs, or concerns in these areas

1030: Break

1050: Continuation of Member Presentations (5 – 10 minutes each) regarding startup, commissioning, readiness achievement and review experience and identification of gaps, needs, or concerns in these areas

1220: Lunch

1330: Summary discussion of binned gaps, needs or concerns regarding startup, commissioning, and readiness achievement

1410: Remarks from DOE Observers

1500: Break

1515: Task Team Secretary discussion

1600: Charter discussion and call for approval recommendation

1640: Summarize Day 1 outcomes and discuss plans for day 2 activities: Group discussion facilitated by Frank McCoy

1700: Conclude session

**Wednesday, March 01, 2017**  
**Forrestal Room GH-027**

0800: Call meeting to order, provide safety share, and discuss plans for Day2: Terry Hissong and Frank McCoy

0830: Break up into three work groups to select Group Leads and prioritize crosscutting/common gaps, concerns, and needs

0915: Group Lead Presentations (10 minutes each) regarding results of group's prioritization of crosscutting/common gaps, concerns, needs

0945: Break

1000: Consolidate and reconcile Group Prioritization results and develop a single list of the top common priorities: Team discussion facilitated by Frank McCoy

1045: Reconvene the three work groups to determine need for and propose enterprise approaches to address the top common priority gaps, concerns, and needs

1130: Group Lead Presentations (10 minutes each) regarding results of group's determination of need and recommended proposal for enterprise approaches to address the top common priority gaps, concerns, and needs.

1200: Lunch

1300: Consolidate, integrate, and reconcile the Groups' recommended proposals for enterprise approaches to address the top common priority gaps, concerns, and needs. Develop a single consolidated, integrated enterprise approach: Team discussion facilitated by Frank McCoy.

1345: Summarize the meeting's conclusions and discuss next steps for the Task Team; Frank McCoy

1400: Adjourn the meeting.

## ATTACHMENT 2

### TEAM MEMBER PRESENTATIONS REGARDING MEMBER INTRODUCTIONS AND POTENTIAL NEEDS, GAPS, OR CONCERNS IN THE AREA OF STARTUP AND COMMISSIONING

The presentations were provided by:

Frank McCoy

Rick Runnels

Chip Lagdon

Brad Smith

Rudy Jones

Stuart Jensen

Chris James

Terri Hissong

Kim Hauer (SRR, not in attendance)

Ross Hamlett

Alan Exley

Cherri Defigh-Price

Mark Cox

Jim Blankenhorn

Gene Balsmeier (NWP, not in attendance)

Mark Wright and Jason Hatfield presented orally without presentation material.

The presentations can be accessed at the following internet site:

<http://efcog.org/project-delivery/project-management-subgroup/startup-and-commissioning-task-team/>

## ATTACHMENT 3

### COMPOSITE PRIORITY NEEDS AND ENTERPRISE APPROACHES FROM THREE BREAKOUT TEAMS

1. Definitions for key items, glossary (probably an appendix)
2. Chapters (includes a flowchart/matrix)-align each phase of 413 to the SU&C process and outline the best practices with each phase.
3. Master flowchart showing major activities from CD-0 to CD-4, transition points and handoffs between organizations, responsibilities, integrating people, plant, paper, test program expectations, functional responsibilities, safety basis implementation, fast cruise/quiet time. Show major deliverables and milestones, overlay CD process and links to codes, standards and orders (e.g., O420.1, STD-1189, etc.) DSA implementation just prior to CORR/hazard controls earlier – don't implement DSA too early but implement the hazard controls.
  - a. Design
  - b. Construction includes component testing
  - c. System turnover
  - d. System testing
  - e. Commissioning (cold)
  - f. CD-4
  - g. Execution of startup plan - OperationsItems to consider for each
  - Activities
  - Functional Organization & Roles
  - Training/Qualification expectations
  - Best Practices
  - Criteria for transition/next phase
  - Reference existing requirements/orders Identify major organizational elements for EPCC projects and major transition points/handoffs between organizations. Who are key members, training and qualification requirements building on O426. Define when you need which roles, and what those roles are.
4. Clarification of achieving readiness and what that really means prior to O 425. Determine where achieving readiness fits in the overall structure of commissioning/startup.
5. Training, education, experience and qualification program – readiness, testing, commissioning, assessments
6. Improvements to readiness verification process – define criteria for findings and resolutions, training and preparations requirements for ORR teams, recommend changes to orders (such as changing O425.1D core requirements to functional areas)
7. Configuration management

8. Treatment of D&D and treatment of less than HazCat 3 facilities. Application of graded approach (“tailoring” in O 413.3B parlance) to activities. For example, consider the level of detailed testing and demonstration of individual safety systems and components (for HazCat 2) vs. overall facility performance (for less than HazCat3).
9. Differentiation between startups and restart
10. Turnover (system)
11. Clarify contractor expectations for test programs
  - a. Requirements for development and traceability (O414.1D)
  - b. Graded approach to extent of testing and rigor (G 413.3-4)
  - c. Conduct of Testing program expectations (ASME NQA-1)
  - d. Application of DOE standards vs. other consensus standards (eg. STD-1073)
12. Plans for Benchmarking Activities (shipyards)
13. Plans for FAQ included in document

NEXT STEPS:

Develop Glossary – Terry Hissong and Mark Wright by end of April for review by task team members

Develop Flowchart – Ross Hamlett by Mid May for review by task team members

Develop Outline for Guidance Document– Chip Lagdon by Mid May for review by task team members.

## **ATTACHMENT 4 – EFCOG Startup and Commissioning Task Team Charter, Revision 0**

The EFCOG Project Delivery Working Group (PDWG) has established a Startup and Commissioning Task Team to serve as a User Group of Subject Matter Experts (SME) and technical resource for the benefit of all projects within the Department of Energy (DOE) complex. This Startup and Commissioning Task Team is chartered to:

1. Improve the effectiveness of testing/startup, commissioning, and achievement of readiness processes across contracts by working together, exchanging information, and sharing best practices and lessons learned.
2. Improve the effectiveness of testing/startup, commissioning, and achievement of readiness processes across contracts by developing tools, practices, guidance, and recommendations for directive changes – where appropriate and as supported by Contractor and DOE/NNSA line management. In this regard, the Task Team will initially deliver key documentation as delineated in the 2017 EFCOG Task Plan.
3. Provide real-time support for project related emergent issues in the form of ideas, tools, etc.
4. Provide continued emphasis and awareness of testing/startup, commissioning, and achievement of readiness activities within EFCOG.
5. Interface with Contractor Management and staff on varying concepts, practices, and concerns associated with testing/startup, commissioning, and achievement of readiness processes to better understand their perspectives and support their needs.
6. Interface with various associated organizations to promote cooperation, exchange of information, and as appropriate, minimize duplication of effort.
7. Interface with key DOE/NNSA managers (both headquarters and field) on varying concepts, practices, and concerns associated with testing/startup, commissioning, and achievement of readiness processes to enable better understanding of customer needs and concerns.
8. Interface with other external organizations on varying concepts, practices, and concerns associated with testing/startup, commissioning, and achievement of readiness processes.
9. The Startup and Commissioning Task Team will formally meet at least once per year at a predetermined time and place. Between formal meetings, the Task Team will hold monthly conference calls to share lessons learned and best practices and discuss other Task Team business. Task Team decision-making will be by consensus and a quorum will be required for Task Team decisions and actions. A quorum will consist of the Chair or Deputy Chair and at least ten other designated contractor members. Task Team activities will be transparent and open to DOE observers and other stakeholders. The Task Team Chair will report to PDWG Chair and associated sponsors on Task Team related matters.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Frank McCoy, Startup and Commissioning Task Team Chair

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Bob Miklos, PDWG Chair

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Susan Stiger, EFCOG Board Sponsor