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

**From:** Leah Stanley, Team Secretary

**Participants included:**

Chip Lagdon

Leah Stanley

Terry Hissong

Jim Blankenhorn

Kim Hauer

Steve Smith

Bob Lowrie

Jason Hatfield

Ross Hamlett

Allan Exley

Mark Cox

Jeff Buczek

John Raulston

Ben Pina (NNSA)

Wilfred Figueroa (DOE)

Tony Ermovick (DOE)

Autar Rampertaap (DOE)

John Moon (DOE)

**Day 1**

1. Chip kicked off meeting with update on Frank’s surgery progress and a safety share. Followed by a welcome and recap of where the teams progress has brought us since the start of the effort in 2/2017. Reiterated and expressed appreciation and importance to have a guidance document of this nature to supplement 425.1D Order to ensure site success with startup of nuclear facilities.
2. Team was informed of the guide document name/title change to “Commissioning and Startup of Nuclear Facilities”
3. Update on progress and thoughts going forward:
	* Sections 1-3 are in good shape with some minor cleanup and inserted info still needed
	* Throughout the review, we need to consistently look for opportunities to trim down wordiness and be more concise.
	* This is a Guide not an Order, so we need to scrub and omit requirement verbiage or mandates that are not directly linked back to an official order requirement.
	* Focus should be made to call out and flag best practices (considering use of callout boxes throughout the document for these)
4. Breakout sessions started (see breakdown of teams at the end of this document) – Teams were assigned to look at technical accuracy and best practices recognizing that grammar and wording will be cleaned up during tech editing.
5. Teams reconvened at the end of the day for status updates with “homework” assignments to feed day 2 resumption of breakouts. Both teams reported approximately 50% completion.

**Day 2**

1. Started the day in breakout sessions with original assigned teams.
2. Chip and Jeff B attended EFCOG meeting
3. Reconvened with the group and gave status and followup actions.
4. Final Report (unclean; un-tech edited version) will be uploaded no later than Monday 6/11 for review by the team. If there are any comments, they should be submitted **no later than COB Thursday 6/14** for consideration.

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| **Section 4 Team:** | **Section 5 Team:**  |
| Chip LagdonTerry HissongKim HauerJason HatfieldRoss HamlettSteve SmithWilfred Figueroa (DOE)Tony Ermovick (DOE) | Leah StanleyBob LowrieJohn RaulstonAllan ExleyMark CoxJeff BuczekJim BlankenhornAutar Rampertaap (DOE) |