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

**From:** Leah Stanley, Team Secretary

Below are the minutes from the 9/12-9/14 EFCOG meeting held in Washington, DC. They will be posted on the EFCOG SU&C website after review and comments/additions from the group.

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**Participants included:**

Mark Cox

Kim Hauer

Jeff Buczek

John Marra (DOE Observer)

Wilfred Figueroa (DOE Observer)

Autar Rampertaap  (DOE Observer)

Tony Ermovick (DOE Observer)

Frank McCoy

Leah Stanley

Chip Lagdon

Rick Runnels

John Eschenberg

Ross Hamlett

Allan Exley

John Raulston

Brad Smith

Jim Blankenhorn

1. **Common Challenges – Around the room discussion**

* Gap in understanding rule change between “construction”, “testing”, and “start-up” modes
* Issues with lock and tag performance between construction control and process level when configuration of equipment changes
* Marked difference in personnel associated with Design Build vs Operations
  + Is there a difference in training/competence or difference in equipment/approach
  + This document should not be a guidance fix but an opportunity to learn during Build/Test/Start and Disciplined Ops
  + Need better integration of construction personnel into operations
    - Technology available for 360 virtual look around
* ConOps training is not effectively supplementing experience
  + SRR losing experience; working on reinvigoration of training for all disciplines (6-10 months)
    - Challenged with bringing in enough people to maintain a training shift (waiver request being worked for training on overtime)
    - Access level of understanding of process – not just behaviors and cultural differences
    - Suspend operations and learn about operations proficiency
    - How do we integrate and break out? – Mini ORRs vs Facility as a whole
* Gap in understanding importance of Configuration Management (Engineering specifically) and technical rigor; understanding safety related equipment and critical characteristics
* Personnel do not relate computer screens to plant configuration very well; “knowing the plant”; understanding “why” and “what” is important
* There seems to be an uptick in safety events, TSR violations,, etc. predominately related to Disciplined Ops and HPI
  + Y12 and Sandia have been performing HPI studies
* There seems to be varying levels of understanding in general of the achieving readiness process
  + Consideration needs to be made to tap into resources like Chris James and spread that level of knowledge

1. **Day 1 - Break-Out sessions**

* 2 groups to look at sections 4 and 5 of the draft document
* Tasked to identify gaps; unnecessary info; wording changes; overall integration and construction of the document
  + Are we asking the right questions
  + What are the critical elements and readiness indicators for each
  + Consolidated Lessons Learned in easy read
  + Staffing for Success
  + Start at CD-0 and go through CD-4
  + What are the flags needed to raise awareness to beef up in areas; point to references that have more detail

1. **Day 2 – Break-Out session continued**

TEAM A and TEAM B: worked full day on document and gathered at the end of the day to compare conceptual approach and progress

1. **Day 3 – Morning out-brief**

* Provided brief summary of document edits and path forward
* Teams have compiled notes since the meeting and the document is progressing

General concern voiced regarding overall intent for the scope of the document

* + Need to be very clear that intent covers large capital asset projects (O413.3B)
  + Scope for achieving readiness can cover small mods and new builds not covered by O413.3B requirements
  + Should ensure that flexibility in scope does not cross wire expectations from EFCOG leadership nor compromise effectiveness in implementation for contractor users

1. Writing Team leads and members were defined for each section 4 and section 5 with commitment to provide a first draft before the holidays. See attached for a list of team members.