Meeting Minutes for 3/13 Definitions Task Team Conference Call

The purpose of the 3/13 call was to:

1. Come to consensus on the list of terms used in DOE Order 425.1c that have resulted in confusion and/or lack of consistently in the implementation of the Order's requirements
2. Identify team members to draft individual white papers for all selected terms
3. Define the structure of the white papers.

The following terms were identified by the team as meriting enhanced definitions:

 Major/minor modifications (Substantial process, system or facility modifications) - Lead: Jeff Cravens (Y-12)

 Facility/activity/operations - Lead: James Stevens (Pantex) & Charles Thorn (LANL)

 Shutdown, Unplanned shutdown - Lead: Ted Quale (RL)

 Program Work - Lead: Bill Pulss (NV)

 Resumption - Lead: Bill Pulse (NV)

 New Nuclear Facility/Activity - Lead: Carl Everatt (SR)

 Extended Shutdown - Lead: Ted Quale (RL)

For each of the above terms, a short 1 to 2 page white paper will be developed and submitted to Mike Hillman/Dick Crowe by 3/20 utilizing the following format:

1. Term in Question:
2. Is term currently used in DOE Order 425, Guide 3006, or ORR Team leaders Handbook (Y/N)
3. Is term considered adequate as used?: (Y/N) If yes, is issue one of consistency in usage is needed in the Order, Standard, or Handbook?
4. Basis for why the term may need to be redefined, readdressed, etc:
5. Suggested definition for term:
6. Sections of DOE Order 425, Guide 3006, or ORR Team leaders Handbook that need to be modified to reflect new definition.

The White Papers will be sent to each member of the Task Team for their review and comment. Final deposition of comments will occur on the March 27 conference call. Agreed upon definitions or interpretations will be incorporated into a definitions section of the next version of DOE Order 425.1, as well reflected as in the associated Guide, Team Leaders Handbook, and Training Curriculum per individual white paper recommendations.

The following terms were deemed 'process oriented issues’ and not within the scope of the Definition Task Team and transferred to other Task Teams for resolution.

 Restart of activity that is ongoing in another facility - Transferred to the Readiness Review Process Task Team

 Clarify difference between approve and implement, S/B - Transferred to the Readiness Task Team

 Prerequisite - Transferred to the Readiness Review Process Task Team

 Ready to operate - Transferred to the Readiness Task Team.