Minutes for 3/6 Definitions Task Team Conference Call

The purpose of the 3/6 call was to identify a path forward for clarifying specific 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.

Participants on the call agreed on a path forward that involves the following steps:

1. Task Team members will identify and submitted to Dick Crowe or Mike Hillman terms that they feel need clarification before the next conference call on Tuesday, March 13th.
2. Mike Hillman and Sam Rosenbloom of HS-2 will review existing HQ Orders to identify existing definitions and forward them to task team members before the next conference call on Tuesday, March 13th.
3. Task team members will submit to Dick Crowe or Mike Hillman existing definitions for terms in 425.1c that have been developed in their site procedures.
4. On the next conference call, the task team will agree on the list of terms that need clarification and individual will be assigned (based upon their interest in a given term) to write one page white papers that proposes a acceptable definition or interpretation. These white papers will be circulated to all members and the team will develop consensus on the proposed definition or interpretation.
5. 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.

As noted in my original e-mail that set up last week's conference call, below is the list of terms identified at the January Readiness Workshop:

* Major/minor modifications
* Facility/activity/operations
* Restart of activity that is ongoing in another facility
* Shutdown, Unplanned shutdown
* Program work
* Clarify difference between approve and implement, S/B
* Prerequisite
* Consistency order to order
* Record outdated
* Ready to operate

In addition to these terms, I've already received the following additions:

* "resumption" or "resumption of program work
* New Nuclear Facility/Activity (It's important to make a distinction between a "new nuclear facility" and a "modification" to a facility)
* Extended Shutdown
* Substantial process, system or facility modifications
* Safety Basis
* Authorization Basis
* Short, Planned Interruption
* Facility-Specific Information (relative to ORR /CORR Team Membership)
* Sufficient numbers of qualified persons are available

As a result of the call, I also received the following site definitions for your consideration:

* [Richland's terms for Facility Startup/Restart](file:///C:\Users\jkerk_000\Downloads\readiness%20august\readiness\docs\2007\Facility%20Startup%20-%20Restart%20Definitions.doc)
* [Y-12's Contractor Requirements Document which contains their definitions](file:///C:\Users\jkerk_000\Downloads\readiness%20august\readiness\docs\2007\YSO-CRD-03-01%20Rev%203.doc)
* [INL definitions](file:///C:\Users\jkerk_000\Downloads\readiness%20august\readiness\documents.htm#Definitions Team)