

# **Charter of the Department of Energy Criticality Safety Coordinating Team**

## **I. BACKGROUND**

The DOE Criticality Safety Coordinating Team (CSCT) was formed to provide an informal mechanism for federal DOE (Headquarters and Site) criticality safety personnel supporting line management to:

- 1) Promote consistent line nuclear criticality safety (NCS) oversight programs;
- 2) Share NCS program information;
- 3) Communicate lessons learned from the various sites;
- 4) Provide technical assistance and mentoring from senior NCS staff;
- 5) Assist in the field implementation of NCS improvements; and,
- 6) Promote continuous improvement by issuing written recommendations, representing the consensus view of the CSCT, on NCS Program issues in support of DOE Headquarters and Site personnel (e.g. Central Technical Authorities, Chiefs of Nuclear Safety, Site Office NCS Program Managers, etc.)

The CSCT was formed during the time frame when the DOE was executing its Implementation Plan for Defense Nuclear Facilities Safety Board (DNFSB) Recommendation 97-2 and thus its charter is approved by the Nuclear Criticality Safety Program (NCSP) Manager. The purpose of constituting the CSCT as a formal group under the auspices of the Department's integrated, coherent NCS program is to ensure that the initial functions are properly supported and to further delineate the roles and responsibilities of the CSCT. Now that DNFSB Recommendation 97-2 has been closed, the CSCT plays a key role in ensuring DOE's criticality safety programs stay within the framework of Integrated Safety Management Principles. The CSCT is the federal operational branch counterpart to the Criticality Safety Support Group (CSSG) supporting the NCSP Manager.

## **II. MISSION**

**The mission of the CSCT is to coordinate consistent implementation of NCS programs across the Department.**

Specific objectives of the CSCT are to:

- A. Help ensure proper implementation of ANSI/ANS-8 Standards and chapter 3 of the DOE *Nuclear Safety* Order within the framework of Integrated Safety Management Principles.

- B. Provide DOE Site perspective and input to the CSSG on issues related to the need for critical and sub-critical integral experiments, nuclear data measurements and evaluation, calculational needs, criticality safety training and qualification, criticality safety programs, and criticality safety evaluations.
- C. Assist DOE Site Offices with advice and technical support for line management ES&H oversight of contractor criticality safety programs.
- D. Provide a mechanism for implementing consistent DOE site oversight of contractor criticality safety programs.
- E. Provide a forum of federal DOE criticality safety specialists that will foster discussion and consensus on criticality safety related issues.
- F. Provide an informal lessons-learned forum by sharing information on reportable and non-reportable criticality occurrences and deficiencies tracked by each individual site office.
- G. Provide professional development and mentoring for federal staff to facilitate implementation of the Department's NCS qualification standard.
- H. Supply Site Office line management with a pool of technical professionals to carry out the line oversight mission according to DOE Policy DOE P 226.1A and DOE Order DOE O 226.1A including self assessment of Site Office NCS programs.

### **III. Operation of the CSCT**

#### **A. Membership**

1. Membership consists of the federal DOE criticality safety subject matter experts at both Headquarters and the Site Offices who are directly involved with operational implementation of NCS. The CSCT membership list will be maintained current on the official DOE NCS Web Site.
2. Members of the CSCT shall complete, or be in the process of completing, the requirements for the Department's Technical Qualification Program (TQP) NCS qualification standard.
3. The NCSP manager shall be an ex officio member.

#### **B. Organization**

1. The Chair and the Deputy Chair are appointed by the NCSP manager; and serve a one year renewable term. The Deputy-Chair of the CSCT shall be nominated by consensus by the CSCT membership;

2. When the Chair vacates the position, the Deputy-Chair automatically assumes the position of Chair. The Deputy-Chair acts on behalf of the Chair when the Chair is absent or otherwise unavailable.
3. The NCSP manager shall document the reaffirmation of the Chair and Deputy Chair each year.
4. Terms for the Chair and Deputy-Chair shall begin on the first day of the fiscal year.

### C. Meetings

1. **Monthly Teleconferences:** The CSCT shall hold a teleconference at least monthly. The Chair shall develop an agenda and provide it to the members at least one day in advance of the meeting. CSCT members may submit an item for the agenda through the Chair at least two days in advance of the scheduled teleconference. The Chair shall make arrangements for the teleconferences and provide the schedule to the members well in advance. Video conference may be substituted for teleconferences. Note: The qualification standard requires participation in at least four teleconferences annually.
2. **Ad-Hoc Teleconferences:** The Chair, with the concurrence of the Deputy-Chair, may convene Ad-Hoc Teleconferences to address emerging issues. Ad-Hoc Teleconferences shall be announced at least one day in advance. An agenda will be provided to the members along with the meeting notice.
3. **Annual Meetings:** The CSCT will meet face-to-face at the annual and national meetings of the American Nuclear Society. The Chair shall develop an agenda and provide it to the members at least one week prior to the meeting. The Chair shall make arrangements for the meeting. It is recognized that not all CSCT members will be able to attend both meetings.
4. **Quorum:** A quorum for the purpose of voting on issues shall consist of the Chair, Deputy-Chair and at least four other CSCT members. Voting may be done via electronic mail as long as equivalent requirements for a quorum are met.
5. **Minutes:** The Chair shall ensure that the minutes of each meeting are formally recorded and distributed. Verbatim minutes of the meetings are not required. At a minimum, the main points of the issues and actions discussed shall be summarized.

### D. Responsibilities

1. Chair- The chair shall:
  - a) Arrange and attend meetings;

- b) Provide coordination and communication with the CSSG, DOE Committees, and Working Groups (Standards, Orders, Guides etc.);
- c) Participate in the CSSG as an ex-officio member
- d) Propose meeting agenda items emphasizing Department NCS program issues;
- e) Provide technical support as needed to CSCT members and Site Office NCS programs;
- f) Appoint subcommittees to:
  - 1. Assist with issues as requested by site management;
  - 2. Draft white papers or position papers;
  - 3. Develop revisions to standards and directives
- g) Facilitate implementation of the Department's NCS qualification program;
- h) Communicate criticality safety issues and lessons learned to Site and HQ POCs regularly as appropriate, including any follow-up actions recommended by the CSCT based upon the review of non-reportable criticality safety occurrences and deficiencies;
- i) Arrange CSCT assistance teams as requested by Site Offices; and
- j) Facilitate disposition of proposals for generating written CSCT positions and recommendations.
- k) Prepare the annual reports to the DNFSB and congress on the status of criticality safety.
- l) Maintain operational awareness of criticality safety issues and engineering issues that affect criticality safety at the DOE sites.

2. Deputy-Chair - The Deputy-Chair shall:

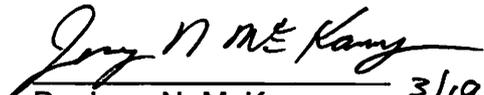
- 1. Prepare for and attend meetings;
- 2. Provide a focal point for communication with Site Office members of the CSCT;
- 3. Propose meeting agenda items emphasizing Site Office NCS issues;
- 4. Lead in the identification of technical support and infrastructure support needed by the Site Offices from the Department NCS program;
- 5. Provide technical support as needed to CSCT members and Site Office NCS programs; and,
- 6. Assume the responsibilities of the Chair in his absence.

3. CSCT Members - The CSCT Members shall:

- a) Participate in meetings;
- b) Maintain awareness of developments in the Department's NCS program;
- c) Complete the Department's TQP NCS qualification program according to Site Office line management direction;
- d) Provide the Deputy-Chair with site issues and concerns that impact the NCS program (e.g. positive and negative lessons learned, need for additional NCS training support, need for technical assistance/support, identification of additional critical/sub-critical experimental data, self-assessment/ oversight team support, etc.) prior to scheduled meetings;

- e) Provide information as requested by the Chair regarding NCS related USQs, deficiencies, infractions, and occurrence reports;
- f) Coordinate site specific CSCT activities with Site Office management;
- g) Inform Site Office management of developments in the Department's NCS program;
- h) Review and comment on draft DOE NCS guides, directives, rules, qualification standards, orders etc.; and,
- i) Identify issues where consistent implementation or significant improvements of the NCS program may be facilitated by the generation of a written CSCT position and recommendation. In those instances, submit a discussion of the issue, the proposed position the CSCT should endorse along with associated bases for that position, and any suggested recommended actions to implement the recommendation.
- j) Notify the chair and deputy chair of operational, safety, and engineering issues at the field sites that affect criticality safety.

Approved:



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