

HPS Decommissioning Section  
Executive Board Meeting Minutes

*July 14, 2009*

*Attendees:* E. Bailey, J. Berger, M. Buchholz, W. Glines, J. Higginbotham, D. Ottley, S. Roberts, A. Simpkins,

---

**I. Discussion**

Dave Ottley discussed the need to revise the Charter and the need for the Rules Committee to approve. Kent Lambert drafted some revisions to the charter but the document needs to be finalized. Jim Berger will take the action of reviewing and submitting the charter for approval.

Dave Ottley stated that the SOP also needs to be updated. This document does not require HPS Board approval. However, Dave stated that he wants to make some changes to the SOP to outline the specific expectations and assignments for the D-Section officers and board members. This will assure continuity when newly elected individuals assume office.

There was much discussion over the benefits of sponsoring an award for best student posters/presentations related to D&D. Everyone in attendance agreed that this is a good idea, both to make the D-Section more visible and to get students interested in the field. There was also discussion over possibly paying the registration and travel costs for students to attend the annual HPS meeting. Jack Higginbotham stated that this was likely not beneficial given that some of the HPS travel scholarships were not used this year. Jack Higginbotham agreed to put together a recommendation on the terms of student awards. It was suggested that we disseminate this information (once finalized) via the HPS Newsletter.

Jim Berger led the discussion on inquiring with the Program Committee for each meeting as to whether or not the D-Section can review and select papers for presentation in the standard Decommissioning session. Ed Bailey stated that typically the Program Committee will turn this responsibility over to any Section that asks. Dave Ottley presented information on the special session that Joe Shonka arranged for a past meeting, and stated that it was quite expensive. Wayne Glines suggested that we offer to pay travel costs for a keynote speaker(s) for a special session for, but perhaps other presenters could travel with their own funding (especially if they intended to attend the meeting anyway). This would limit the expense of a special session.

Sarah inquired as to why the HPS does not require papers to be submitted by presenters. Ed Bailey wasn't quite sure, but agreed to look into this.

Special session topics suggested include R.G. 1.86 revisions, DOE O 5400.5 revisions, ANSI N13.12 revisions, MARSAME, and IAEA clearance rules, CRCPD rulemaking related to D&D, and TENORM. The attendees then agreed that a special session on regulations and guidance related to release of real and non-real property would be timely given the number of agencies that are currently revising such documents.

Jack Higginbotham suggested that the Section start a tradition of having the Past-President sponsor a special session at the annual meeting, with the President-Elect identified as the liaison to the program committee for review and approval of abstracts and presentation. Jack also seconded the idea of having a keynote speaker at the special sessions, and stated that the Section is in a very good position to influence development of regulatory guidance. Jack also suggested that the Section send out a questionnaire to members to assess the interests of the membership. Matt Buchholz agreed to take this action.

Sarah mentioned that ORAU Professional Training Programs now has a Decommissioning Certificate Program.

## **II. Action Items**

- Jim Berger will follow-up on Charter revision and approval.
- Dave Ottley will revise the SOP as needed.
- Jack Higginbotham will provide the Section with a recommendation on student poster/presentation awards by August 31, 2009.
- Jim Berger will chair the special session at the 2010 annual meeting.
- Wayne Glines will chair the standard session at the 2010 annual meeting.
- Matt Buchholz will develop a draft questionnaire to assess member interests and submit to the Board for review and distribution.
- Sarah agreed to solicit a speaker(s) from the IAEA for the special session, as requested by Jim Berger.