

2003-2004

OPERATING MANUAL

**DECOMMISSIONING, DECONTAMINATION AND
REUTILIZATION DIVISION**

AMERICAN NUCLEAR SOCIETY

**July 2003
REVISION**

**AMERICAN NUCLEAR SOCIETY DECOMMISSIONING, DECONTAMINATION AND
REUTILIZATION DIVISION MANUAL**

TABLE OF CONTENTS

PURPOSE AND OBJECTIVES OF THE DIVISION	Page 1
DD & R OFFICERS AND EXECUTIVE COMMITTEE	3
Chair	
Vice Chair	
Secretary	
Treasurer	
ORGANIZATION OF THE DD&R	4
STANDING COMMITTEES AND PROJECT TEAMS	5
Program	
Goals & Planning	
Finance	
Membership	
Honors and Awards	
Publicity & Public Policy	
Nominating	
Scholarship	
Newsletters	
Web Content	
Special Project Teams	

PURPOSE & OBJECTIVES OF THE DIVISION

1. The objectives of the division shall be consistent with the objective of the Society, as set forth in its Certificate of Incorporation and in Article B2 of its Bylaws and Rules; namely, “the advancement of science and engineering relating to the atomic nucleus, and of allied sciences and arts.” The Division shall devote itself specifically to:
 - a) Advance the technology of decommissioning, decontamination and reutilization of nuclear and formerly nuclear installations, materials, facilities, and sites including:

Development and use of new and improved technology; development of new engineering practices; planning; cost estimating; allocation of funding; review and input to applicable environmental compliance issues including site restoration and applicable waste management issues including mixed waste (radioactive and hazardous waste); long term site management; transportation; preparation of standards and policy statements; and closely related activities, such as nuclear accountability, liabilities, safeguards, human legacy, licensing and regulations.

Organize involvement of Division members and ANS sections for their formal organization and participation in ANS sponsored sessions, topical meetings, workshops, and forums on DD&R topics.

Disseminate information about decommissioning, decontamination and reutilization technology, policies, and trends, and assist in the integration and proper use of this information in cooperation with other interested industry groups and divisions of the Society.
 - b) Coordinate closely with other ANS Divisions that include some of the DD&R topics covered within 1.a) to avoid conflicts or overlaps between meetings and to encourage co-sponsorship of appropriate sessions and topical meetings.
 - c) Other activities that may be appropriate for the fulfillment of the objectives of the Division.
2. To further its objectives, the Division shall:
 - a) Hold and sponsor local, regional, and national meetings, including the sponsorship of international meetings, in accordance with the stated policy of the Society for the presentation and discussion of professional papers and panel discussions relating to decommissioning, decontamination and reutilization of nuclear installations.
 - b) Enhance knowledge and disseminate information in the decommissioning, decontamination, and reutilization fields by discussions, communications, and the presentation of papers.

- c) Encourage the formation of closer professional and personal relations among the members.
- d) Cooperate with other scientific and professional groups having related objectives.
- e) Assist the public in becoming better informed on the decommissioning, decontamination, and reutilization of nuclear and associated installations.
- f) Provide support to the Society's Public Policy Committee in developing Society Position Papers by appointing a liaison to the committee.

DD&R OFFICERS AND EXECUTIVE COMMITTEE

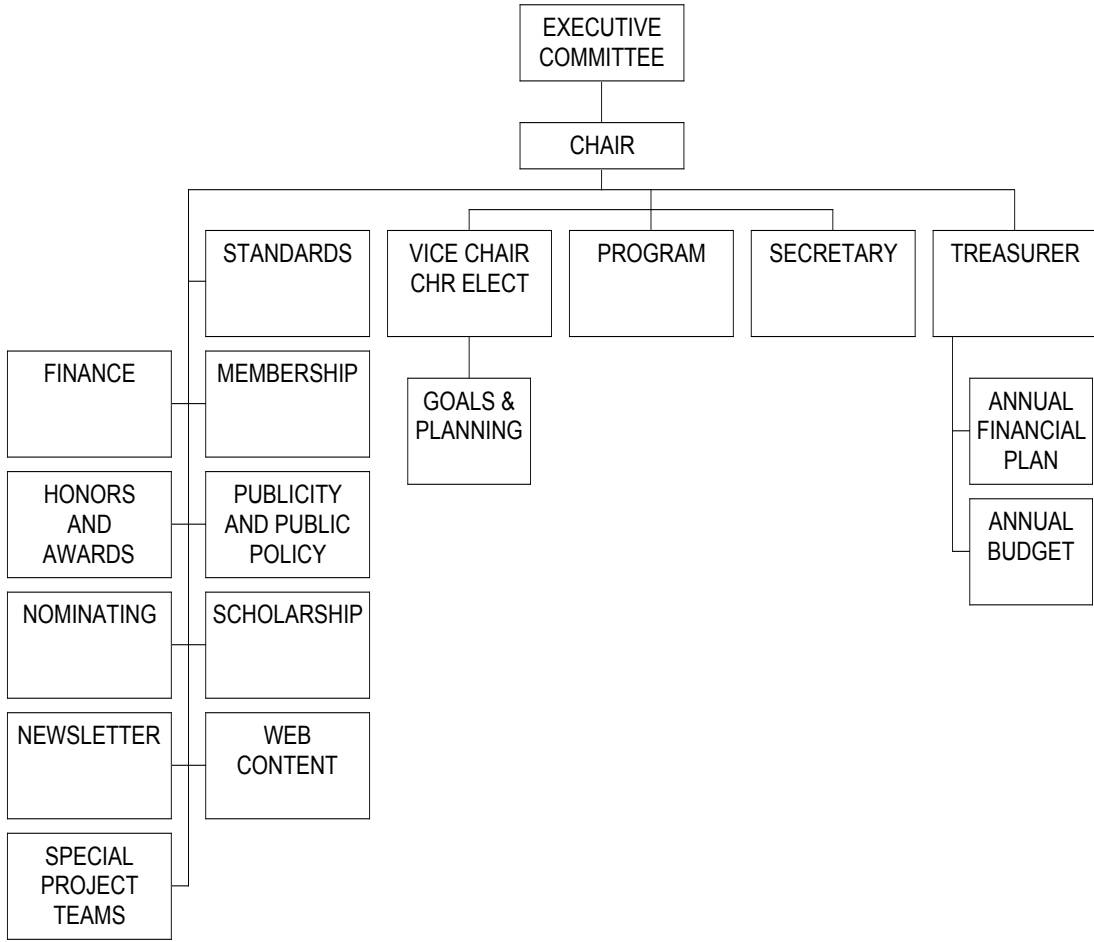
The Chair shall have supervision over the affairs of the Division, subject to the direction of the Executive Committee. The Chair shall preside at meetings and shall have the power to perform such other duties as may be provided in these Bylaws, or in the Guidelines, or as may be delegated to the office by the Executive Committee. The chair shall be an ex officio member of all committees of the Division, and an ex officio member of the Professional Divisions Committee of the Society

The Vice Chair at the time of election shall be designated Chair-Elect, and at the expiration of that term will automatically succeed to the office of Chair. The Vice Chair shall perform the duties of the Chair if the Chair is unable to serve. The Vice Chair shall develop and implement the Division Planning and Goals Program, and prepare an annual update of the Long Range Operating Plan and goals for the upcoming year (subject to approval by the Executive Committee), and such other duties as may be assigned to the office by the Executive Committee.

The Secretary shall record and file with the Executive Director within thirty (30) days after the meeting date(s) the minutes of the Division meetings and of their Executive Committee meetings. The Secretary shall act as custodian of Society Bylaws and Rules, and of Division Bylaws and Guidelines. The Secretary shall arrange for all notices to Division members and for publicity releases, and shall be responsible for obtaining a roster of Division members from the Executive Director. In the absence of both the Chair and Vice Chair, the Secretary shall preside at meetings of the Division.

The Treasurer shall serve as a member of the Finance Committee and shall be the responsible custodian of any special funds of the Division, shall develop the Division's annual financial plan and budget based on input from the conference of the Executive Committee; and shall have such other duties as may be assigned by the Executive committee. The Division Chair will appoint the Chair of the Finance Committee.

ORGANIZATION OF THE DD&R



STANDING COMMITTEES AND PROJECT TEAMS

Program -

Program Committee – composed of not fewer than six (6) members (members of the Executive Committee may serve as members of the Program Committee.). The Program Committee shall be responsible for planning Division meetings, courses, and special events and for coordinating all meetings with those of the Society and other organizations. The Program Committee will coordinate with ANS local sections when organizing topical meetings or other special events. Participation by representatives of other Divisions interested in the DD&R issues will be encouraged. The Committee shall be responsible for identifying and recommending special sessions for presentations at Society Meetings and Topical Meetings for Division sponsorship. The committee will encourage the participation of members from foreign countries in Society and Topical Meetings and jointly sponsored sessions with other Divisions. The Committee also is responsible for ensuring that approved sessions, topical meetings, courses, and special events are organized and conducted to uphold the high quality of information exchange and program management appropriate for the Division and the Society. In this respect the Committee will seek to avoid duplicate presentations and contacts and to involve new members as session chairs and co-chairs to increase member involvement in the Division and the Society.

The Executive Committee shall appoint the Chair of the Program Committee. The Chair of the Program Committee will be either an elected member of the Executive Committee or will be an ex-officio nonvoting member of the Executive Committee.

The Chair of the Program Committee shall be responsible for liaison with the Program Committee of the Society and may delegate such responsibility to another Program Committee member. Other responsibilities include:

- Organize and conduct the Program Committee Meetings twice annually at the ANS Annual and Winter Meetings
- Participate in the Executive Committee Meetings twice annually at the ANS Annual and Winter Meetings
- As the DD&R Division Representative, participate in the National Program Committee (NPC) and Screening and International (NPC) Meetings conducted 4 times per year (Annual Meeting, Winter Meeting and 2 Paper Review Meetings for Annual and Winter Meetings)
- Organize, coordinate and direct DD&R sponsored paper and panel sessions at the ANS Annual and Winter Meetings
- Direct and Coordinate DD&R sponsored Biennial Topical Meeting with co-sponsor FCWM (DD&R Topical) and Local Sections
- Coordinate DD&R co-sponsored Biennial Topical Meeting with sponsor FCWM Division (SPECTRUM)
- Actively work within the Society and with others to consolidate the number of decommissioning related meetings to achieve improvement in the breadth and

quality of the Division's Topical Meetings, i.e. pursue combining DD&R's Topical and FCWM's SPECTRUM into annual meetings (Meeting Consolidation Subcommittee)

- Co-Sponsor Paper and Panel Sessions with other Divisions.
- Prepare input to DD&R Spring and Fall Newsletters on Program Committee Activities
- Coordinate with the Program Committee of the Society
- Encourage expansion of, and increase the participation of, International Countries in Division conferences and activities
- Develop effective liaisons with other appropriate ANS Divisions and Committees and related professional organizations
- Develop Matrix to assure communication and coordination among session organizers to prevent duplicate presentations or contacts
- Perform other responsibilities as directed by the Executive Committee

Goals & Planning –

Goals & Planning Committee – Composed of the Vice Chair/Chairman Elect (Chair) and other Executive Committee Members as appropriate. Maintain the 1-year and 5-year plans and prior to the annual meeting each year provide an update of the 1-year and 5-year plans to the Executive Committee for approval.

Standards –

Standards – Composed of committee chair and the working groups associated with standards currently in development. This committee is responsible for recommending and developing standards to support the objectives of the Division.

Finance -

Finance Committee – composed of the treasurer and not fewer than two other members who shall be responsible for the financial activities, including the development of annual financial plan and budget, of the Division in cooperation with the Society Treasurer and Executive Director.

Membership -

Membership Committee – composed of not fewer than two (2) members who shall be charged with the duty of bringing the advantages of Society and division membership to the attention of qualified candidates.

The membership committee is responsible for securing new members and retaining old members. Specific duties include:

- Seek new members. The names of national members in your area will be provided upon request from ANS Headquarters.

- Invite each new member to the DD&R meeting
- Encourage membership at ANS meetings; greet and welcome new and prospective members, supply literature and application forms, and set up membership displays at meetings.
- Follow-up on delinquent members.
- Alert members of DD&R activities and need for Division support.
- Report membership activity periodically to the Division.

Honors and Awards -

Honors and Awards Committee – composed of not fewer than two (2) members who shall be responsible for recommending members to the Executive Committee Division as candidates for Division and Society Honors and Awards and nominees for Society officers and membership on national committees.

The Honors and Awards Committee and the Division Chair are responsible for identifying candidates for awards:

- Service Recognition Award. This is an award to be given to members of the Division for providing a special service. It includes past members of the Executive Committee, chairs of committees, organizers of ANS Topical Meetings, and others. In each case, the award should not be automatic, but rather should be evaluated against the service rendered on behalf of the Division. Certificates of appreciation should be awarded by the outgoing Division Chair during the Executive Committee meeting during the annual Meeting of ANS.
- Professional Excellence Award. This is also referred to as the Best Paper or Panel Presentation Award. Attendees of the presentations may be asked to evaluate quality of presentation. Presentation of the award is then made by presentation at an ANS meeting or by mailing the award to the winner(s) of the award. Further recognition is provided through the Division Newsletter and the ANS Newsletter.
- Nominating members for progression to Fellow.
- Submitting nominations for national committees, Board of Directors or Officers by the Chair to the incoming Society president or National Nominating Committee.
- Nominating DD&R members for special ANS Headquarters awards such the Public Information, Women's Achievement Award and others.

Nominating -

Nominating Committee which shall function as described in Article B8 of the DD&R Division Bylaws. The Nominating Committee shall be chaired by the most recent available Past Chair of the Division and up to five members including the Chair.

Publicity & Public Policy -

The Publicity Committee will communicate and work with the news media, technical societies, government agencies, private business and other interested DD&R stakeholders to assure that the purpose and programs of the ANS-DD&R Division are promulgated.

Arrange for publication of selected materials produced by the Division's activities and coordination and interaction with journals.

Serve as DD&R liaison to the ANS Public Policy Committee

Scholarship

The Scholarship Committee will select the recipient of the annual DD&R Scholarship. In selecting the recipient the Committee will coordinate with the Society's Scholarship Policies and Procedures Committee to assure that the selected student(s) do not result in an inappropriate doubling up of scholarship recipients.

The Committee will also facilitate the Scholarship Student's attendance at the Annual and Winter ANS Meetings.

Newsletter -

The Newsletter Committee will collect, write, and edit DD&R Division material required to publish a spring and fall newsletter and others as appropriate. The newsletters will be mailed to members at least six weeks prior to the summer and winter meetings.

Web Content –

The Web Content Committee is responsible to coordinate with the DD&R Web Master to maintain the DD&R Division Website up to date so that DD&R's members can keep abreast of activities of the Division.

Special Project Teams -

Special project teams may be formed. One example could be an IAEA Liaison Project Team to work to develop cooperation between the DD&R Division and IAEA programs to encourage DD&R technology transfer, and to stimulate global contribution to DD&R meetings and programs.