

**DOE TEC Rail Topic Group Conference Call
Tuesday, January 16, 2007, 11:00 a.m.-11:45 a.m. EST**

Conference Call Minutes

Participants:

Chair: Jay Jones (RW), Alex Thrower (RW)

Members: Kevin Blackwell (DOT/FRA), Anne de Lain Clark (WGA), Ray English (NNPP), Scott Field (WIEB), Brent Kiser (Ohio PUC), Christina Nelson (NCSL), Cort Richardson (CSG/ERC), Carlisle Smith (CSG/MW), James Stem (UTU), Sarah Wochos (CSG/MW)
Contractor Support: Ralph Best (BSC), Randy Coppage (BAH), Michele Enders (SAIC), Laura van Houten (Legin)

Summary:

The conference call began at 11:00 a.m. eastern time on Tuesday, January 16, 2007. Jay announced this conference call would be a brief call on status updates from each of the four subgroups and a general update on the upcoming TEC meeting. This topic group will be chaired by Alex Thrower in the future.

Items Discussed:

Subgroup Updates:

1. Rail Planning Subgroup

Cort Richardson gave the update for this subgroup. About a year ago, this subgroup had produced a long planning outline with a timeline. Comments were requested from topic group members. At the time, this planning document was based on existing versions of the FRA SCOP and the Protocols document. Since then the FRA SCOP and the Protocols document have been revised. Cort was unsure as to whether the subgroup's planning document was finalized. Alex commented that the planning document states that it is intended to be a living document. Jay will check to see what the procedure is for posting this planning document on the TEC web site. At the TEC meeting, it will be decided whether this planning document is finished and should be posted on the TEC web site.

Michele commented that Lisa Janairo sent an e-mail in November stating that the attached version in the e-mail should be distributed to the entire topic group. The Planning subgroup will revisit the planning document in six months for any necessary changes. Jay asked Michele to distribute the latest version of the planning document to the entire topic group prior to the next TEC meeting.

2. Tracking Subgroup

Sarah Wochos gave the update for this subgroup. The subgroup has finished most of the work that they planned to do over the past few months. The subgroup did receive a few responses on the tracking demonstrations that were held at the last TEC meeting. There are a few issues that will need to be addressed by the subgroup at a future time. Sarah suggested that the next steps for the subgroup be discussed at the TEC meeting in Atlanta. In regards to radiation monitoring, it was decided early on that the subgroup would not address this issue. The subgroup recommended that radiation monitoring be a separate subgroup. Jay asked Sarah if the latest version of the tracking document could be distributed to the entire topic group. Sarah will send an e-mail to Jay, Alex and Michele with the tracking document for distribution to the topic group.

3. Lessons Learned

Jane Beetem was not on the call today; however, Sarah provided some insight as to the status of the lessons learned document. Sarah commented that she thought Jane was trying to do the following with the lessons learned document:

- shorten the document and create an executive summary
- waiting to see if there was going to be any coordination of the other lessons learned documents (i.e., the INL lessons learned document and the Security Topic Group lessons learned document)

Cort added that Jane had proposed a couple of different formats to organize the document but he was not sure if Jane received any response from the topic group. Jay will call Jane and ask if the latest lessons learned document could be sent to the entire topic group.

4. Inspections

Sarah Wochos gave the update for this subgroup. From the last TEC meeting, feedback was received by this subgroup on the inspection forms, specifically the length of the forms. A conference call for the subgroup has been scheduled for Wednesday, January 17, 2007 at 1 pm CST. Sarah will send an e-mail about this call. Kevin asked if the most recent forms sent by e-mail were the reduced length forms. Sarah confirmed that the most recent e-mail had the shortened forms. Sarah was unsure about the next steps for this subgroup.

Sarah will send any updated material to Jay, Alex and Michele for distribution to the entire topic group before TEC.

DOE TEC Meeting:

Jay reviewed the agenda for the TEC meeting in Atlanta. Kevin Blackwell asked if there was an expectation for him to also talk to the companion TSA version of the NPRM for the plenary session. Jay stated that Kevin should call Corinne Macaluso who is the TEC Coordinator.

The Rail Topic Group will have two hours to meet at the next TEC meeting.

Miscellaneous:

James Stem will be added as a Rail Topic Group member.

Jay mentioned that he inadvertently sent the wrong Task Plan last week to Michele for distribution to the Routing Topic Group. Michele has already sent the correct Task Plan to the Routing Topic Group members. The Routing Topic Group conference call will be on Thursday, January 18 at 12:30 pm EST.

Kevin Blackwell asked Alex if the Security Topic Group is still active. Alex stated that there are two outstanding actions that Alex needs to complete before the Security Topic Group sunsets.

Action Items:

1. Michele will send out the latest version of the subgroups' documents to the entire topic group before TEC.