Administrative Procedure

Revision 12.0

August 28, 2023

Table of Contents

1. Membership Requirements

The Charter states that ISTOG membership consists of representatives from companies who operate nuclear power plants and who perform Inservice Testing duties as a profession. We encourage participation from all those involved in providing IST services to help us improve and become a proactive owners group. As such, non-utility companies (e.g., consultants, vendors) that provide support directly related to IST activities (e.g.; develop, update and maintain IST Programs; engineering evaluations; problem resolution) can become ISTOG members subject to the limitations stated throughout this procedure.

The following additional practices will apply:

1.1. There are two types of ISTOG members:

1.1.1. Member Organizations: Utility (fleet or plant site), Non-utility (vendors of IST related services), Regulator, and Foreign (non-US utilities, regulators, authorized under 10 CFR 810 Appendix A).

1.1.2. Individual Members: Employees of Member Organizations designated to participate in ISTOG activities including, but not limited to, the Annual ISTOG meeting, ISTOG email question/answers, members only section of ISTOG website, and ISTOG supported self-assessments. There is no limit on designated Individual Members per Member Organization.

1.2. Membership in the Inservice Testing Owners Group (ISTOG) is contingent on payment of an annual fee as determined by the Steering Committee each year. The annual membership fee structure shall include pricing for each type of Member Organization. A member is considered in good standing once their annual fee has been paid or arrangements have been made for payment during the fiscal year.

1.3. An ISTOG membership list will be maintained on the ISTOG web site and will consist of those Member Organizations whose fees are current and their associated Individual Members.

1.4. Annual fees may be waived for any member at the discretion and vote of the Steering Committee. Typically, the ISTOG Steering Committee has waived meeting fees for foreign owners (who are not full members) due to their increased travel costs, and for both domestic and foreign regulatory agencies to encourage their participation. Annual meeting fee for a vendor may also be waived if the vendor is solely working for a utility company (performing IST duties) who has paid annual membership fees.

1.5. Individual Members representing Utility Member Organizations are the only persons permitted to:

1.5.1. Hold the position of a Steering Committee Officer such as, Chair, Vice Chair, Treasurer, or Secretary;

1.5.2. Hold the position of a Steering Committee Member; and

1.5.3. Participate in the utility-only segments of the annual meeting.

1.6 The following guidance is used for self-assessment assists:

1.6.1 Self-assessment assistance can be provided by ISTOG for Members in good standing.

1.6.2 Members need to submit requests to the ISTOG Steering Committee for consideration and approval.

1.6.3 The Steering Committee can authorize reimbursement of self-assessment travel for peers to support member self-assessments. Based on the number of requests, this may be one (1) to two (2) individuals per request.

1.6.4 Priority will be given to sites who have not recently received ISTOG support or have volunteered for other self-assessments.

1.6.5 Members receiving ISTOG self-assessment support will be responsible for identifying the ISTOG member that will be receiving travel expense support.

1.6.6 Travel expenses should be reasonable and customary and within bounds of the individuals' company travel policy.

2. **Voting**

Elections required by the Charter and any other voting by Task Groups, Steering Committee, or the ISTOG membership will be subject to the following practices:

2.1. General

    2.1.1. Only Member Organizations that are in good standing shall have voting rights. Member Organizations whose membership fees have been waived by the Steering Committee (e.g., Regulator) do not have voting rights.

    2.1.2. Each Utility organization has one vote for each plant site in good standing up to a maximum of six votes for the organization.

    2.1.3. Each Non-Utility organization in good standing has one vote for the organization.

    2.1.4. Each Member Organization is responsible for designating a representative Individual Member to cast each eligible vote. Utility members with more than one plant site may designate different Individual Members for each eligible vote or one Individual Member for all eligible votes.

    2.1.5. All members shall be aware of any potential conflict of interest issues and remove themselves from any votes on the issue. Questionable conflict of interest issues should be identified to the ISTOG Steering Committee. The Steering Committee will determine by simple majority whether to accept or reject voting on such issues.

2.2. A quorum is required for all voting to be considered official results. A quorum is met when at least half of all available votes have been cast.

2.3. A two-thirds majority of those votes cast is required for revision to the ISTOG Charter or administrative procedures.

2.4. ISTOG Products – A two-thirds majority of those votes cast is required for the approval of such items as ISTOG technical papers, additional funding beyond administrative fees, and recommendations for regulatory or ASME Code changes.

2.5. Elections – A simple majority of those votes cast is required for selection of Steering Committee members at a meeting designated for elections or via electronic (email) election. Steering Committee Officers (Chair, Vice Chair, Treasurer, and Secretary) serve a two-year term. The Steering Committee Members serve a three-year term. This is done to provide some overlap and balance for the Steering Committee.

    2.5.1 Prerequisite for Steering Committee Candidate - Members in good standing and who have attended at least One (1) annual ISTOG meeting are eligible to volunteer to be a Steering Committee Member. Candidates shall have the support of their company to perform Steering Committee duties.

2.5.2   Prerequisite for Steering Committee Officer Candidate – Members in good standing who have served as a previous or current Steering Committee Member. Candidates shall have the support of their company to perform Steering Committee Officer duties.

2.5.3   The Steering Committee may elect to extend the term of either the Officers or the Steering Committee membership, as necessary to maintain this overlap and balance for the Steering Committee.

2.5.4   The Steering Committee may elect to fill the vacancies of Officers or Steering Committee members that resign or leave office for the remainder of their term.

2.6.   Steering Committee actions – A simple majority of the steering committee members is required to decide on acceptance or rejection of any action unless otherwise specified in this section.

2.7.   Task Group actions – A simple majority of the steering committee members is required to decide on acceptance or rejection of any action.

3.   **ISTOG Organizational Structure**

3.1.   ISTOG is a collection of members as described in Section 1 with a special interest in advancing the implementation of Inservice Testing Programs (IST) in accordance with ASME OM Code.

3.2.   ISTOG is structured as follows:

3.2.1.   Steering Committee Officers – Chair, Vice Chair, Treasurer, and Secretary. These positions are for a two-year term.

3.2.2.   Steering Committee Members– Up to Seven (7) members for a three-year term and Steering Committee Officers described in Section 3.2.1.

3.2.3.   Member Organizations – as described in Section 1.1

3.2.4.   Individual Members – as described in Section 1.1

3.2.5.   Designated Voting Members – as described in Section 2.1.4

4.   **Duties and Responsibilities**

4.1.   Individual Members

4.1.1.   Nominate persons for Steering Committee (officers, and members) elections that meet the requirements of Sections 2.5.1 and 2.5.2.

4.1.2.   Review and comment on revisions of the ISTOG Charter, Administrative procedure, or new/revised ISTOG products.

4.1.3.   Participate in ISTOG annual meetings.

4.1.4.   Participate in ISTOG email questionnaires and polls.

4.1.5. Assist ISTOG Peers as requested and available (e.g., telecoms, self-assessments).

4.1.6. Actively participate in accomplishing the ISTOG objectives.

4.2. Designated Voting Members vote for Steering Committee Officers and members.

4.2.1. Vote on recommended actions and products from the Steering Committee or Task Groups when required.

4.2.2. Vote on revisions to the ISTOG Charter and Administrative Procedure.

4.3. ISTOG Steering Committee

4.3.1. Initiate and plan ISTOG member meetings and Steering Committee meetings as necessary to fulfill the objectives of the group.

4.3.2. Vote to establish task groups for specific issues/products to meet ISTOG objectives and periodically review their continued need.

4.3.3. Approve changes to the ISTOG Administrative procedures.

4.3.4. Report progress of task groups to members of ISTOG.

4.3.5. Determine method of collection and amount of funding required to support administrative costs for operating expenses and services provided.

4.3.6. Should any Steering Committee Member become unable to perform their duties, (e.g., health, death, resignation) their successor shall be selected by a majority of the remaining steering committee members and shall serve for the unexpired term of their predecessor.

4.4. ISTOG Chair

4.4.1. Chair ISTOG and Steering Committee meetings.

4.4.2. Establish agendas for ISTOG and Steering Committee meetings.

4.4.3. Act as ISTOG spokesperson during meetings with other organizations. The Chair may delegate this responsibility for certain issues to the Vice Chair or any Steering Committee member.

4.4.4. Provide guidance to task groups.

4.4.5. Facilitate communications between the ISTOG, Steering Committee, and Task Groups.

4.5. ISTOG Vice Chair

4.5.1. Assist the Chair in the performance of the duties listed in Section 4.4.

4.5.2. Chair meetings and conduct other duties of the Chair in their absence.

4.5.3. Maintain the ISTOG membership list.

4.5.4. Serve in the capacity of ISTOG Treasurer, if the position has not been filled or is currently vacant:

4.5.4.1. Provide a report to the Steering Committee and to ISTOG Membership as outline in Section 5, Finances.

4.5.4.2. Together with the Treasurer, or with other members of the Steering Committee if the ISTOG Treasurer position is not filled, review and approve standard invoices for payment.

4.5.4.3. The Vice Chair may delegate the responsibilities of ISTOG Treasurer to a member of the Steering Committee but must maintain oversight of financial matters.

4.5.5. Either the Vice Chair or the Treasurer will provide an annual report of income and expenses to the Steering Committee.

4.6. ISTOG Treasurer

4.6.1. Together with the ISTOG Vice Chair, get periodic reports of ISTOG finances (e.g., banking activities).

4.6.2. Together with the ISTOG Vice Chair, review and approve standard invoices for payment.

4.6.3. Work with the ISTOG Vice Chair to provide an annual report to both the Steering Committee and to the ISTOG Membership at the annual meeting.

4.6.4. Track membership dues and help solicit member payment as required.

4.7. ISTOG Secretary

4.7.1 Preparation of agendas and minutes for ISTOG and Steering Committee meetings.

4.7.2 Other miscellaneous duties assigned by the Chair.

4.8 Honorary ISTOG Steering Committee (SC) Membership. The Steering Committee may appoint a former SC participant, who has retired, to Honorary ISTOG Steering Committee Membership. Such individuals shall not have the right to vote. Requirements are:

4.8.1. Honorary ISTOG Steering Committee membership may be conferred upon a former SC participant only after several years of dedicated service during which time the member shall have made significant contributions to the activities of the committee.

4.8.2. Any SC member may recommend a candidate for Honorary ISTOG Steering Committee membership. A 90% affirmative vote of the SC membership is required.

4.8.3. Honorary ISTOG Steering Committee members may take part in committee affairs in accordance with their individual desires, under the following procedure.

    4.8.3.1. They are invited to submit individually or jointly, to the Chair, recommendations on any matter which they believe would benefit the activities of the committee.

    4.8.3.2. Upon request, they will receive notices of meeting of the committee and copies of agendas and minutes.

    4.8.3.3. They will be considered as a retired owner. Honorary membership is continuous; there is no expiration date. As such, they will continue to receive the same ISTOG Website access they had as a former SC Owner member.

    4.8.3.4. Annual fees will be waived for Honorary ISTOG Steering Committee members.

    4.8.3.5. Honorary members who perform consulting duties that would effectively change their classification as an Owner, shall notify the Chair, of their change in affiliation. Their term and their ISTOG Website access extended to them as an Honorary SC member shall cease. They would be encouraged to apply for access as a Consultant.

5. Finances

5.1. The method of collection and amount of operating funds required to cover administrative and meeting expenses will be determined by the Steering Committee.

5.2. If activities go beyond normal administrative needs, the Steering Committee shall recommend, and the membership shall vote on the need for additional funding and the method for collection.

5.3. A majority vote Steering Committee must approve all disbursal of funds greater than $3,000. Chair or Vice Chair, and Treasurer must approve disbursal of funds less than or equal to $3,000.

5.4. At least two Steering Committee (e.g., Chair and Treasurer) members will be provided periodic reports (e.g., monthly) of the account activity.

5.5. Either the ISTOG Chair, Vice Chair, or Treasurer will provide an annual report of income and expenses to the Steering Committee.

6. **Task Groups**

In addition to the IST Owners' Group and the Steering Committee, Task Groups may be utilized as follows:

6.1. The ISTOG Steering Committee will vote to establish task groups based on business needs.

6.2. The Steering Committee may appoint a Chair and Vice Chair for task groups. The Steering Committee will appoint one if its members to sponsor the task group. The sponsor will determine the deliverable and the schedule for this effort considering the annual meeting to present a report to the membership.

6.3. Task group membership may be augmented by the Steering Committee based upon the technical aspects and scope of an issue.

6.4. A task group does not have to meet face-to-face. Conference calls and email may be used for communication.

6.5. Each task group shall develop an action plan and update it periodically as progress is made. The action plan will serve to guide the task group in its mission.

6.6. Task groups will report progress of their activities to the Steering Committee via their sponsor. Each task group shall submit annually to the Steering Committee, a summary of action plan progress for the past year and a plan for accomplishing goals for the upcoming year.

6.7. Minutes of task group meetings shall be prepared and transmitted to task group members and Steering Committee members.

6.8. The task group shall forward reports and recommendations to the Steering Committee via their sponsor for ISTOG adoption. The task group chair, based on a majority vote of the task group members, shall issue these reports.

6.9. The Steering Committee will review progress and the continuing need for task groups every meeting.

7. **ISTOG Member Support**

7.1 The ISTOG Steering Committee Chair or Vice Chair may appoint a small team of steering committee or other designated members to provide support, if requested by an ISTOG member in good standing.

7.1.1 ISTOG Member support team is intended to assist in emergent one-time activities (e.g., jump up calls).

7.1.2 ISTOG Member support activities shall be reported to Steering Committee and to general membership at the annual ISTOG meeting.