ADMINISTRATIVE DOCUMENT PROCESSING AND APPROVAL

DOCUMENT TITLE:
Authority, Responsibilities, and Duties of the Hanford Fire Marshal (AKA Fire Marshal's Charter)

OWNING ORGANIZATION/FACILITY:
Hanford Fire Department/Hanford Fire Marshal's Office

Document Number: HNF-52336
Revision/Change Number: 0

DOCUMENT TYPE (Check Applicable)
☐ Plan  ☐ Report  ☐ Study  ☐ Description Document  ☑ Other (Organization charter)

DOCUMENT ACTION  ☑ New  ☐ Revision  ☐ Cancellation

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DOCUMENT CONTROL

Does document contain scientific or technical information intended for public use? ☒ Yes  ☐ No

Does document contain controlled-use information? ☐ Yes  ☒ No

("Yes" requires information clearance review in accordance with MSC-PRO-184)

DOCUMENT REVISION SUMMARY

NOTE: Provide a brief description or summary of the changes for the document listed.

This document describes the authority, responsibilities, and duties of the Hanford Fire Marshal. The revision is a routine update reflecting direction provided in the recent update/issue of MSA contract directive SCRD O 420.18 Change 1, Rev. 0 (Facility Safety). It incorporates, verbatim, the Charter wording provided by DOE-RL to MSA in letter 12-SED-0080, dated October 22, 2012. The document is shown as "revision 0" as this is the first time this Charter has been issued with this HNF number.

REVIEWERS

None required

APPROVAL SIGNATURES

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RELEASE / ISSUE

DATE: Oct 29, 2012

A-6003-789 (REV 1)
Authority, Responsibilities, and Duties of the Hanford Fire Marshal

(Fire Marshal's Charter)

Prepared for the U.S. Department of Energy
Assistant Secretary for Environmental Management

Contractor for the U.S. Department of Energy
under Contract DE-AC06-09RL14728

P.O. Box 650
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Approved for Public Release;
Further Dissemination Unlimited
Authority, Responsibilities, and Duties of the Hanford Fire Marshal

(Fire Marshal's Charter)

Program/Project: MSA

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Date Published
September 2012

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By Janis D. Aardal at 1:26 pm, Oct 29, 2012
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AUTHORITY, RESPONSIBILITIES, AND DUTIES OF THE HANFORD FIRE MARSHAL
(FIRE MARSHAL’S CHARTER)

September 2012

AUTHORITY

The Department of Energy (DOE) Authority Having Jurisdiction (AHJ) is the decision-making authority in matters concerning fire protection. The Highest Level AHJ is the DOE organizational decision maker affecting any final matter concerning fire protection at the DOE Hanford Site.

The Hanford Fire Marshal (HFM), a member of the Hanford Fire Department, is granted the authority to assist Hanford contractors in the administration of their Fire Protection Programs and to enforce fire protection program requirements for the Hanford Site as directed by the DOE. The HFM is delegated as the AHJ by DOE to provide this administrative role on the Hanford Site.

The HFM has the authority to designate qualified Fire Protection Engineers as Deputy Fire Marshals (DFM). Pursuant to the authority granted to the HFM by DOE, all DFM’s shall function to uphold the authority, responsibilities and duties of the HFM as delineated in this Charter. The HFM shall be the final authority in the appointment of an individual as a DFM.

RESPONSIBILITIES

The HFM shall act as the AHJ for DOE and assist DOE in ensuring an appropriate level of fire protection support is provided to contractors and employees on the Hanford Site. Within this Hanford Site fire protection program oversight role, DOE has established requirements that implement the HFM’s authorities, responsibilities, and duties into Hanford contracts. The HFM will support DOE in the enforcement of codes and standards and execution of the Fire Marshal’s duties on the Hanford Site as described herein.

Authorized DFM’s shall be responsible for applying the principals of fire protection in the performance of his/her duties supporting their respected contractor on the Hanford Site. DFM’s are responsible for enforcing compliance with applicable DOE directives, supplements and standards governing fire protection, compliance with applicable codes and standards, and compliance with contractor fire protection requirements documents and procedures, including approval of Hanford Fire Marshal Permits. DFM’s not directly reporting to the HFM are required to interface with the HFM for matters involving fire protection as defined by contract documents, procedures, and interface agreements. Hanford contractors shall recognize the DFM’s role supporting the HFM as their interpretive authority.
APPLICABILITY & CHARTER MAINTENANCE

As approved by DOE-Richland Office (RL) and DOE-Office of River Protection (ORP), the Hanford Fire Protection Forum (HFPF) exists to provide DOE and Hanford contractors with a venue for sharing information and experience, including conducting periodic reviews and updating this Charter to ensure the HFM and DFM's duties are within the acceptable guidelines authorized by DOE. The overall applicability and approval of this Charter shall be made by the DOE AJH. This Charter establishes the framework for the implementation of the authorities, responsibilities, and duties authorized by DOE for the roles of HFM and DFMs.

FIRE MARSHAL DUTIES

1. The HFM shall provide support and oversight, as appropriate, in the administration of Hanford contractor’s Fire Protection Programs and enforce those fire protection program requirements specifically directed by DOE contracts and inter-contractor agreements as being the responsibility of the HFM. The Fire Protection Program shall be based on nationally recognized codes and standards such as National Fire Protection Association (NFPA) and applicable codes published by the International Code Council. DOE Orders, Standards, and Directives shall also be used as basis for fire protection programs. Performance based solutions may substitute for prescriptive code requirements provided they are based on recognized engineering practices, provide an equivalent level of fire safety, and are approved by the DOE AHJ.

2. As the contractor level AHJ, the HFM shall develop the minimum fire protection program requirements including, but not limited to, facility design/modification, routine code interpretations, water supplies for fire protection, and construction/demolition projects. These fire protection program requirements may be implemented within each contractor organization by either using the HFM established (MSA) requirements documents or by establishing their own requirements documents based on these fire protection program requirements.

3. For the Hanford Site, the contractor level AHJ responsibility resides within the HFM. As representatives of the HFM, the DFM’s have the authority to approve routine fire protection equipment, materials, installation, and operational procedures (fire system inspection, testing, and maintenance), as well as provide routine interpretation of fire protection and building codes or standards with input from the contractors’ qualified fire protection engineer(s).

4. The HFM will assist the DOE Fire Protection Engineer(s) by performing initial reviews of fire safety exemptions, equivalencies, and deviations in the administration of the Site Fire Protection Program. DOE will be the final AHJ to review and make final approval of fire safety exemptions, equivalencies, and deviations, which includes review and approval recommendations by the DOE Fire Protection Engineer(s).

5. The HFM shall provide oversight and review of final Pre-Incident Plans for the Hanford Fire Department.

6. The HFM is responsible for providing oversight to the Hanford Fire Department fire protection inspection records, findings, and resolutions.
7. The HFM shall conduct inspection, testing, and maintenance (ITM) record audits on an unspecified number of facilities annually in a random selection process. The HFM shall ensure site fire system ITM programs meet minimum established requirements.

8. The HFM shall develop and implement a process for the deactivation of fire systems in facilities transitioning from “operations” to “surveillance and maintenance” or “deactivation and decommissioning” in accordance with DOE guidance. This process will utilize a graded approach to address life safety, fire hazards, firefighter safety, and the potential release of hazardous and radiological materials.

**NOTE:** A fire protection system shall not be removed from service for more than 30 days without prior written concurrence from DOE, unless the system is in an emergency impairment status. This does not apply to systems being permanently removed in conjunction with building deactivation/demolition where the building has been abandoned and a documented deactivation analysis has been completed as described above. Additional requirements for operability of fire protection systems and equipment may be covered by authorization basis documents, agreements, and DOE requirements.

9. The HFM may issue advisory bulletins to assist with implementation of the fire protection program when deemed necessary. These bulletins will be issued through the proper channels of the respective Hanford Site Contractors.

10. The HFM is authorized to establish and maintain a permit system to issue permits, certificates, approvals, or orders pertaining to occupancy, change of occupancy, deactivation of fire systems, construction and control of fire hazards, etc.

11. The HFM shall be the authority for the investigation of cause, origin, or circumstance of any fire, explosion, or fire related accidents, incidents; and any occurrences involving installed fire alarm or suppression systems; or other hazardous conditions. The HFM shall have the authority to take custody of all physical evidence relating to the cause of the fire explosion, or other hazardous condition. Information that could be related to site security, trade secrets, or processes shall not be made a part of the investigative record open to the public except as directed by a court of competent jurisdiction. When DOE requirements mandate that a Type A or B investigation is required, the HFM may not lead or be the authority for the investigation, but shall be permitted to participate in the investigation, unless there is a conflict of interest as determined by the DOE Authority Having Jurisdiction or otherwise by DOE Senior Official Appointment.

12. The HFM shall have the authority to appoint qualified fire protection engineers to be “Deputy Fire Marshal’s” (DFM) following completion of an established training and qualification process.

13. The HFM shall execute the authorities, responsibilities, and duties contained herein under direction and final authority of the DOE AHJ.
DEPUTY FIRE MARSHAL DUTIES

1. The DFM shall ensure compliance with the fire protection program requirements for their respective contractor’s. Activities under the purview of the DFM’s include, but are not limited to, facility design/modification, routine clarifications of code requirements, daily fire protection procedural guidance, water supplies for fire protection, and construction/demolition projects. Code interpretations not specifically addressed within the respected code shall be communicated to the HFM for interpretation, clarification, and approval. Design for the installation or modification of Hanford Site water systems affecting fire protection shall be reviewed and approved by the DFM prior to release. Additionally, the DFM shall inform the HFM of such work and provide documents to the HFM for review and approval prior to commencement of field work, if requested.

2. For Hanford contractors, the DFM is the interpretive authority for approving routine fire protection equipment, materials, installation, and operational procedures (fire system inspection, testing, and maintenance), as well as routine interpretation of fire protection and building codes or standards with input from the contractors’ qualified fire protection engineer(s).

3. The DFM shall review and approve acceptance test procedures (ATP) for fire alarm and suppression systems and equipment, including new or modified installations on the Hanford Site. Additionally, the DFM shall inform the HFM of such work and provide documents to the HFM for review and approval prior to commencement of field work, if requested. Lastly, the DFM shall witness the performance of ATPs.

4. The DFM shall have the authority to require that fire surveillances be conducted when conditions warrant.

5. The DFM shall have the authority to request review and approval of construction documents and shop drawings for new construction, modification, or renovation. Review and approval by the DFM shall not relieve the applicant of compliance with established codes and standards.

6. The DFM is authorized to establish and issue permits, certificates, approvals, or orders pertaining to occupancy, change of occupancy, change of occupancy, deactivation of fire systems, construction and control of fire hazards, etc.

7. The DFM may assist the HFM with the investigation of cause, origin, or circumstance of any fire, explosion, or fire related accidents, incidents; and any occurrences involving installed fire alarm or suppression systems; or other hazardous conditions.

8. The DFM shall execute the authorities, responsibilities, and duties contained herein under direction and authorization of the HFM, and final authority of the DOE AHJ.
ENFORCEMENT

The HFM and/or the DFM may issue Fire Protection Findings for non-compliance with applicable DOE requirements, other codes and standards. The intent of Fire Protection Findings is to identify deficient items that present danger to life or property and require timely resolution.

The DFM will report Findings to the appropriate building or facility manager and cooperate with them in order to correct the violation(s). The DFM shall communicate all Findings to the HFM upon identification. If resolutions of the Findings are not adequately resolved, the DFM shall consult with the HFM for assistance. The HFM shall elevate unresolved or delinquent findings to the appropriate contractor senior management and DOE to obtain timely resolution.

The HFM and/or DFM may revoke an issued Fire Marshal Permit for any justified cause. This may include violation of fire protection requirements, misrepresentations, incorrect assumptions/descriptions, or non-compliance with the terms and conditions of the permit.

The HFM shall have the authority to suspend, retract, or revoke a DFM certification for failure of the individual to uphold the expectations, authority, responsibilities and duties as noted herein. The HFM shall have the authority to recommend to DOE the suspension, retraction, or removal of all DFM certifications to any contracting company not upholding the expectations with respect to their authorized DFM’s. DFM certification shall automatically be rescinded upon termination of the individual’s employment.