## Contractor Requirements Document (Supplemented) Form

<table>
<thead>
<tr>
<th>CRD O 440.2B Chg 1 (Supplemented Rev. 0)</th>
<th>Title: Aviation Management and Safety</th>
</tr>
</thead>
</table>

*When the analysis of contractor requirements determines additional information, clarification or supplemental requirements are needed, in addition to the HQ CRD, use this form following the instructions below.*

| Applicable Contractor(s): PHMC ☑ RCC ☑ OccMed ☐ Other - MSC, PRC, PNNL, BNI, CH2M HILL |

### Section A – Headquarters CRD:

**DOE O 440.2B, Aviation Management and Safety, Change 1, dated November 19, 2006, Attachment 2**

### Section B – Clarifications

**General Clarifications:**

1. HQ CRD Section 3 - Because Hanford has no fleet airplanes, Section 3 of the Headquarters CRD does not apply.
2. DOE O 440.2B, Section 4.a. states, “Each DOE program or field element that …uses commercial aviation services…must develop and publish an aviation implementation plan…As a minimum, the AIP will address all applicable requirements of this Order and other related requirements established by DOE policy.” To ensure compliance to the applicable requirements of the HQ CRD, each contractor must have a program that complies with the Hanford Site Aviation Implementation Plan (AIP) as discussed in Section C below.

**Specific Clarifications:**

   None.

### Section C – Supplemental Requirements

**General Supplemental Requirements:**

1. Contractors that use Commercial Aviation Services (CAS), as defined in HQ CRD Attachment 2, in support of programmatic needs must have a program that complies with the Hanford Site Aviation Implementation Plan (AIP) (attached). Compliance with the AIP will ensure compliance with the HQ CRD.

**Specific Supplemental Requirements:**

   None
# Table of Contents

1.0 Purpose ........................................................................................................................................ 1

2.0 Applicability ................................................................................................................................. 1

3.0 Responsibilities ............................................................................................................................. 1
   3.1 RL Manager ................................................................................................................................. 1
   3.2 Aviation Manager/Aviation Safety Officer .................................................................................. 2
   3.3 DOE Division Directors and Mission Elements .......................................................................... 3
   3.4 Chief Counsel-RL and Lead Attorney-Adviser-ORP. ................................................................. 4
   3.5 Travel Approving Official. .......................................................................................................... 4
   3.6 Travelers .................................................................................................................................... 4
   3.7 Hanford Site Contractors ........................................................................................................... 5
   3.8 Contractor-owned Aircraft Program ......................................................................................... 6
   3.9 Hanford Contractor Aviation Point of Contacts (APOCs) ........................................................... 7
   3.10 Aviation Safety Committee ....................................................................................................... 8

4.0 Aviation Operations .......................................................................................................................... 9
   4.1 Operational Requirements - All DOE Aviation Operations ....................................................... 9
   4.2 Training for Aviation Point of Contacts (APOCs) ..................................................................... 9

5.0 Aviation Safety .............................................................................................................................. 10
   5.1 Hanford Aviation Safety Program .............................................................................................. 10
       5.1.1 Hanford Aviation Safety Committee ................................................................................ 10
       5.1.2 Aviation Oversight .............................................................................................................. 10
       5.1.3 Participation in Department-Wide Aviation Program ....................................................... 10
       5.1.4 Safety Awards Program .................................................................................................... 10
       5.1.5 Aircraft Pre-Accident Plans ............................................................................................. 11
       5.1.6 Accident/Incident Reporting System ................................................................................ 11
       5.1.7 Participation in Special Aviation Exercises ....................................................................... 11
       5.1.8 Passenger Manifests ......................................................................................................... 11
       5.1.9 Weight and Balance Limits .............................................................................................. 11
   5.2 DOE Contractor Aviation Safety Programs ............................................................................... 11
       5.2.1 PNNL-Battelle G-1 Aviation Organization Safety Program ........................................... 11
       5.2.2 Charter Aircraft Safety Programs ..................................................................................... 12

6.0 Aviation Maintenance ...................................................................................................................... 12

7.0 Aviation Reporting Requirements ................................................................................................. 12

8.0 Aviation Accidents .......................................................................................................................... 13
   8.1 Investigations .............................................................................................................................. 13
9.0 USE OF MILITARY AIRCRAFT

10.0 AVIATION CHARTER OPERATIONS
   10.1 Administrative Requirements/Charter Approval Process
   10.2 Operational Requirements

11.0 FOREIGN AIR CARRIERS

12.0 AERIAL RADIATION SURVEILLANCE OPERATIONS

13.0 FISH AND WILDLIFE MONITORING OPERATIONS

14.0 MEDICAL EMERGENCY AIR TRANSPORT OPERATIONS

15.0 AERIAL FIRE SUPPRESSION OPERATIONS

16.0 POWER LINE PATROL OPERATIONS

17.0 HANFORD AVIATION SECURITY & OVERFLIGHT APPROVAL PROCESS
   17.1 Purpose
   17.2 Approval process

18.0 APPLICABLE STANDARDS

19.0 REFERENCES

20.0 APPENDICES
   APPENDIX 1 DEFINITIONS
   APPENDIX 2 APPROVAL PROCESS FOR CHARTER AIRCRAFT
   APPENDIX 3 EMERGENCY PROVISION
   APPENDIX 4 AVIATION SAFETY PLAN
   APPENDIX 5 AVIATION SAFETY COMMITTEE FLIGHT APPROVAL FORM
   APPENDIX 6 CUSTOMER/SPONSOR SATISFACTION SURVEY
# ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tr>
<td>AGL</td>
<td>Above Ground Level</td>
</tr>
<tr>
<td>AIB</td>
<td>Accident Investigation Board</td>
</tr>
<tr>
<td>AIP</td>
<td>Aviation Implementation Plan</td>
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<tr>
<td>AIRS</td>
<td>Aviation Information Reporting System</td>
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<tr>
<td>APOC</td>
<td>Aviation Point of Contact</td>
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<td>ASC</td>
<td>Aviation Safety Committee</td>
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<td>ASO</td>
<td>Aviation Safety Official</td>
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<td>AM/ASO</td>
<td>Aviation Manager/Aviation Safety Officer</td>
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<td>BPA</td>
<td>Bonneville Power Administration</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>DOE Assistant Secretary of Environment, Safety, and Health</td>
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<td>Mean Sea Level</td>
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<tr>
<td>ORP</td>
<td>Office of River Protection</td>
</tr>
<tr>
<td>PIC</td>
<td>Pilot-in-Command</td>
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<tr>
<td>PNNL</td>
<td>Pacific Northwest National Laboratory</td>
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<td>PNSO</td>
<td>Pacific Northwest Site Office</td>
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<tr>
<td>RL</td>
<td>Richland Operations Office</td>
</tr>
<tr>
<td>SES</td>
<td>Security and Emergency Services Division</td>
</tr>
<tr>
<td>WFO</td>
<td>Work For Others</td>
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<tr>
<td>VFR</td>
<td>Visual Flight Rules</td>
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<tr>
<td>VHF</td>
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1.0 PURPOSE

The purpose of this aviation implementation plan (AIP) is to implement the requirements of DOE O 440.2B, Change 1, Aviation Management and Safety, dated November 19, 2006. This AIP establishes responsibilities and authorities for the administration of the U.S. Department of Energy (DOE), Richland Operations Office (RL), Office of River Protection (ORP), and Pacific Northwest Site Office (PNSO) Aviation Programs. For the purposes of this AIP, the three DOE site offices above will be referred to as DOE unless a particular office is called out.

2.0 APPLICABILITY

This AIP applies to (1) all DOE, including contractors that are involved with the management, operation, and/or maintenance of aircraft and related services, and (2) facilities that obtain commercial aviation services (CAS).

The Aviation Manager/Aviation Safety Officer is appointed by the RL manager and manages the aviation program for RL and ORP. Since RL is geographically co-located near the Pacific Northwest Site Office (PNSO), RL has agreed to provide this same technical expertise for aviation management and safety in support of the Office of Science (DOE-SC) Head of Contracting Activity (HCA) at PNSO. This agreement which is formally established in a Memorandum of Agreement between RL and PNSO provides a more efficient and cost-effective means to DOE-SC for accomplishing their responsibilities for overseeing the aviation activities performed by the Pacific Northwest National Laboratory (PNNL).

If there is a significant change in the scope or nature of aviation operations conducted at the Hanford Site, this AIP will be modified to reflect the change and sent to the DOE Senior Aviation Management Official (SAMO) for approval.

This AIP does not apply to regularly scheduled commercial airline travel. Non-DOE funded over flights at Hanford are not subject to this AIP.

3.0 RESPONSIBILITIES

3.1 RL Manager

- Provide approval authority for this plan.
- Appoint an Aviation Manager/Aviation Safety Officer (AM/ASO).
3.2 Aviation Manager/Aviation Safety Officer

The AM/ASO is the Aviation Management Official for the Hanford Site. The AM/ASO is the primary Hanford representative on the DOE-HQ Aviation Board of Directors and is responsible for providing all required reports and documentation to DOE-HQ. The AM/ASO is responsible for the preparation of the End of the Year Aviation Report to DOE-HQ and the semiannual Senior Federal Official travel reports. In the event of an aviation accident, the AM/ASO should act as the Point of Contact between DOE and the NTSB. The position of AM/ASO is a collateral duty function. The AM/ASO has stop-work authority and is generally responsible for overview of aviation operations within the scope of this plan. However, unless specifically designated, the AM/ASO does not exercise direct operational control of specific aviation activities. The AM/ASO also has the authority to initiate stop payment of requests for reimbursement for services procured outside of the approval process. This action will be coordinated with DOE’s Legal and Procurement organizations. Specific duties include:

- Meets the qualification requirements established in the Aviation Manager and Aviation Safety Officer Functional Area Qualification Standards.

- Ensure establishment of procedures and protocols for the oversight of aviation activities, and approve and concur on all contractor aviation safety and operations manuals.

- Ensure establishment of a DOE Inter-contractor Aviation Safety Committee (ASC) staffed with personnel who have aircraft flight and/or aviation safety expertise to coordinate aviation activities, review all above-normal risk aircraft operations, and other aviation-related activities. Each applicable contractor will be requested to provide a committee member.

- Act as the Chairperson of the ASC.

- Direct the ASC to review and approve all above-normal risk flights, and aviation safety documents.

- Provide programmatic approval, direction, overview, and surveillance of all flight activities (including charter operations) conducted by DOE, including contractors. Utilize the resources of the ASC in the evaluation of proposed aircraft operations.

- Conduct safety reviews of charter operators as provided in Section 10.0.

- On a periodic basis, review the contractor and subcontractor aviations services procurement process.

- Ensure review of investigation reports involving Hanford Site aircraft or related activities to ensure they are complete; include reasonable corrective actions, and an implementation plan.

- Ensure all aviation services contracts contain provisions for compliance with the order, that periodic reviews of contractor aviation programs are conducted to evaluate the degree of compliance with this manual, and follow-up actions are initiated when applicable.
• Ensure the periodic Fiscal Year Aircraft Cost and Utilization Report is prepared for submission to the General Services Administration’s Federal Aircraft Inventory Reporting System (FAIRS).

• Ensure (as appropriate) the semiannual Senior Federal Official travel reports are approved and submitted to the Office of Aviation Management, DOE Headquarters.

• When appropriate, conduct periodic independent safety reviews of DOE and Hanford Site contractor aviation operations and activities in accordance with DOE O 440.2B and this plan.

• In the event of Hanford Site-associated aircraft accidents and incidents:
  – With the RL, ORP, or PNSO Manager’s approval, appoint to an Accident Investigation Board (AIB) at least one individual who has aviation experience as a pilot, aviation operations manager, aircrew, Aviation Safety Officer, or has similar aviation experience outside of operational functions (i.e., Federal Aviation Administration [FAA]/National Transportation Safety Board [NTSB] Inspectors, airworthiness expertise, human factors, etc.)
  – When appropriate, and with the coordination of legal and financial staff, exercise the authority to stop payment of requests for reimbursement for aviation services procured outside of this plan’s approval process.
  – When appropriate, coordinate Hanford Site aviation-related activities, as DOE’s representative, with the applicable FAA Flight Safety District Office.
  – When appropriate, coordinate Hanford Site responses to the applicable requirements of NTSB/SPC –99/04 FEDERAL PLAN FOR AVIATION ACCIDENTS INVOLVING AIRCRAFT OPERATED BY OR CHARTERED BY FEDERAL AGENCIES.

3.3 DOE Division Directors and Mission Elements

• Ensure that any program requiring aviation support is a necessity, and minimize the use of aviation support to only that required to complete the task. Only place mission essential DOE or contractor staff on approved flights.

• Ensure that programs, utilizing aviation support, are operating pursuant to an approved contractor aviation safety and operations manual or enforceable protocol, and that above-normal risk aviation operations are not conducted until ASC review and approval are obtained.

• Refer any request in writing for above-normal risk aviation operations by civil or government aircraft operators to the AM/ASO. Permission is granted only if such operations do not compromise the safety of DOE or Hanford contractor personnel, facilities, the related
general environment, the general public, or the intent of this plan. Requests must be received by the AM/ASO ten day in advance of the proposed flight(s) to ensure timely processing and approval.

• Ensure that all arrangements for over flights of the Hanford Site made through other DOE sites are coordinated, consistent with this plan, with the AM/ASO 30 days in advance of the flight. Notifications to Security and Emergency Services Division (SES) are required a minimum of 2 days in advance of the flight.

• Coordinate with the appropriate Contractor Aviation Point of Contact (APOC) during the “requirements development phase” of contracts or agreements for the acquisition (leased, chartered, or purchased aircraft) of aircraft services.

3.4 Chief Counsel-RL and Lead Attorney-Adviser-ORP.

• Approves the travel for their respective offices for travelers of the grade of GM/GS-15/EN-4 and below (unless a member of a senior federal official’s party) using aircraft in service to RL or ORP for other than mission requirements travel.

• Ensures that the purpose of the proposed travel meets legal requirements.

• Retains copies of approvals for at least 2 fiscal years after the current year for audit purposes.

3.5 Travel Approving Official.

• Make a determination that travel aboard government aircraft, for other than mission travel, is necessary and that funds are available.

• Before approving the use of government aircraft, for other than mission travel, the approving official must consider the availability and relative cost of fleet and commercial aviation service (CAS) providers compared with the cost of scheduled commercial airline services.

• The travel approving official must consider the most cost-effective means of travel commensurate with accomplishment of the official travel.

3.6 Travelers.

• Review and comply with the provisions of DOE Order 440.2B, Aviation Management and Safety.

• Consider the most cost-effective means of travel commensurate with accomplishment of the official travel.

• Receive proper travel authorization to be carried aboard a government aircraft, other than mission travel.
Contact the AM/ASO in a timely manner to advise the traveler’s intended need for air travel, other than U.S. scheduled airlines.

Provide the AM/ASO and either the Office of General Counsel or Chief Counsel/Lead Attorney-Advisor, as appropriate, with the following information at least 10 working days before the scheduled travel date:

- Purpose of the proposed travel (e.g., other official travel, required use travel, political travel, nonofficial travel, Presidentially directed travel).
- Dates and itinerary of travel.
- Names, titles and affiliations of persons traveling.
- Reason why each traveler must be present.
- Any special aircraft requirements including aircraft type, special seating, secure phones, catering, etc.
- Names of organizations or individuals responsible for reimbursement, including reimbursement for any nonofficial travel.

3.7 Hanford Site Contractors

All Hanford contractors (including subcontractors) and PNNL shall acquire aviation services utilizing established procurement procedures. If possible, each contractor shall assign a dedicated aviation services buyer. All aviation services requests shall comply with the requirements stated in this manual. Also, each contractor must develop an internal procedure for procuring aviation services and have the procedure approved by the ASC. Any aviation services procured outside of the ASC-approved review process will be considered an unauthorized expenditure or an unallowable cost. Specific responsibilities include:

- Utilize aviation support only as necessary to support program needs and conduct aviation operations only such use is appropriate. Charter contractors shall be chosen which best meet the requirements and criteria outlined in DOE O 440.2B, Change 1 CRD.

- Select APOCs (to include subcontractors where applicable) with aviation experience and provide their names to the AM/ASO. APOCs are responsible for contractor development and implementation of aviation safety manuals, procedures, and protocols consistent with DOE O 440.2B. They are to be knowledgeable of all contractor aviation activities and make appropriate notifications or approval requests to the AM/ASO.

- Support the ASC with staff assignments of personnel with aircraft operations and safety expertise.
- Notify the AM/ASO of all planned flight activities involving DOE projects or WFO.

- Ensure that all arrangements for over flights of Hanford made through other DOE site contractors are coordinated and consistent with this plan through cognizant contractor APOCs, 30 days in advance of the flight.

- Ensure that the contractor APOC notifies the AM/ASO in advance of all aviation activities.

- Conduct aircraft operations only after receiving prior approval from the AM/ASO or ASC.

- Notify RL’s SES of a Hanford Site over flight a minimum of 2 calendar days in advance of the planned over flight.

- Prepare and submit, with APOC assistance, actual use and costs data to the RL AM/ASO on a quarterly basis for reporting to Federal Aviation Interactive Reporting System (FAIRS) or successor system.

- Assist RL/ORP, when there has been such travel; with the preparation and submittal of the semiannual Senior Federal Official travel reports.

3.8 Contractor-owned Aircraft Program

Pacific Northwest National Laboratory (PNNL) operates a Battelle Memorial Institute-owned Gulfstream-1 (G-1) aircraft based at the Tri-Cities Airport in Pasco, Washington. The G-1 operates as a flying laboratory for research, testing, and evaluation. Since Battelle owns the aircraft, if used in support of the DOE mission, PNNL is considered a CAS operator. When operating for non-DOE customers, DOE does not exercise overview for the safety of aircraft operations. Battelle personnel are full participants in the Hanford and DOE-wide aviation program.

The PNNL Aviation Operations Department consists of the following personnel: Director of Operations; Chief Pilot; Director of Maintenance; Check Airman; manager for research aircraft operations; three pilots; and one maintenance technician. The Director of Operations is named to the Hanford ASC and is the APOC for charter and leased aircraft operations.

PNNL shall acquire aviation services utilizing established procurement procedures. If possible, a dedicated aviation services buyer shall be assigned. All aviation services requests shall comply with the requirements in this manual. PNNL also must develop an internal procedure for procuring aviation services and have the procedure approved by the AM/ASO with review assistance from the ASC. Any aviation services procured outside of the ASC-approved review process will be considered an unauthorized expenditure or an unallowable cost outside of the AM/ASO/ASC approved. PNNL will establish and maintain an aviation safety program to include, but not be limited to, the following:

- Prepare and maintain current manuals for the training, qualification, use, and guidance of flight, maintenance, ground, and management personnel in conducting its aviation
operations.

- Use 14 Code of Federal Regulations (CFR) 91 and 135 (as appropriate) and aircraft manufacturer operations and maintenance instructions as minimum guides in the preparation of aviation operation and maintenance manuals.

- Conduct self-appraisal activities of aviation operations and activities.


- Notify the AM/ASO of planned flight activities that are within the approved PNNL Flight Operations manual scope.

- Develop/prepare a risk assessment or safety assessment document prior to performing any above-normal risk flight operations, subject to applicable requirements. This document is to be submitted to the AM/ASO for pre-flight approval.

3.9 Hanford Contractor Aviation Point of Contacts (APOCs)

Each Hanford contractor with this Order’s CRD in their contract shall have a designated APOC. All requests for aviation support services from contractor organizations shall be communicated through the APOCs. APOCs shall assist contractor managers in the development of proposed aviation-related projects. After a project has been formally proposed, the APOC shall coordinate with the contractor’s project sponsor and communicate the nature and scope of the project to the AM/ASO, affected RL Mission Element and Support and ORP Division Director, and the ASC, if required. A completed Aviation Safety Plan (Appendix 4) shall accompany the initial request for aircraft service contract. Upon request, a copy of the plan will be provided to the AM/ASO. After the proposed project has been submitted, the APOC shall provide any additional information required and communicate the status of the proposal back to the project’s contractor sponsor.

The APOCs also have approval authority for normal risk aviation activities with advance notice to the AM/ASO. Specific duties include:

- Have approval authority for normal risk aviation activities with appropriate advanced notice to the AM/ASO.

- Complete the AM/ASO-approved aviation operations checklists for all aviation activities.

- Conduct aviation contractor site surveys for charter or leased aircraft operations using the ASC-approved checklist.

- Ensure an Aviation Safety Plan is completed for above-normal risk operations for ASC review and approval (Appendix 4).
• Coordinate with contractor technical and procurement personnel prior to awarding a charter operator contract or purchase order to ensure services are reviewed and approved to meet the requirements of this plan.

• Provide a Customer Satisfaction Survey Form (Appendix 5) that will be submitted to the APOC following mission completion.

• Approve the contractor-produced Periodic End of Fiscal Year Aircraft Cost and Utilization Report.

• Assist RL/ORP (as appropriate) in the preparation and submittal of the semiannual Senior Federal Official travel reports.

3.10 Aviation Safety Committee

The ASC shall be established and chaired by the AM/ASO. The committee shall be composed of DOE and contractor personnel with aviation expertise. The purpose of the committee is to evaluate requests for aviation support services that have an above-normal risk level, as defined in this document, or any other unusual flight activities. The ASC shall approve, disapprove, or suggest modifications to aviation-related requests. ASC meetings are held at the discretion of the chairperson, by request from any of the APOCs, or project and/or RL/ORP management. Hanford Contractor Aviation Safety Committee (ASC) members shall assist (when requested by the AM/ASO) in the following:

• Assess whether above-normal risk activities will require an ASC meeting. Documentation from the risk assessment management meeting will serve as the basis for an ASC review and action. An ASC meeting may be called upon the request of the ASC chairperson, any contractor APOC or project manager, and RL management.

• Review, prepare, and revise documents related to aviation activities and overview; e.g., DOE Order 440.2B, Hanford Aviation Implementation Plan.

• Review planned charter aircraft activities for above-normal risk aircraft operations or any other unusual flight activities.

• Review any nighttime use of aircraft.

• Review and recommend approval of, or changes to, contractor aviation safety and/or flight operations programs/policy/manuals.

• Review and recommend approval of changes to contractor-generated aviation operations checklists for charter aircraft flight activities.

• Review accident/incident reports involving aviation operations conducted by RL/ORP or RL/ORP contractors.
• Advise the AM/ASO on aviation-related matters as requested.

### 4.0 AVIATION OPERATIONS

Aircraft (charter/lease) procured by Hanford Site contractors for DOE perform the following types of missions:

- Aerial photography
- Wildlife monitoring and capture
- Aerial mapping
- Remote sensing
- Atmospheric research
- Aerial application of herbicide
- Passenger transport
- Other approved flight activities.

Individual site contractors in accordance with local procurement and approval guidelines contract chartered and leased aircraft. The requirements and approval process are stated in Section 10.0 of this plan.


### 4.1 Operational Requirements - All DOE Aviation Operations

Aircraft in service to DOE shall be operated in accordance with the applicable parts of 14 CFR, “Federal Aviation Regulations,” and/or equivalent international or military standards appropriate to the operation and type of aircraft in service. These standards shall remain applicable even though the activity is considered a public aircraft operation.

### 4.2 Training for Aviation Point of Contacts (APOCs)

All Hanford personnel involved in the control of aviation resources shall receive appropriate aviation safety training within one calendar year after being assigned aviation duties. The following training shall be considered the minimum necessary for personnel assigned to contractor APOC duties:

- Safety around aircraft
- General knowledge of aircraft capabilities
- Attend one DOE, or other aviation-related organization, sponsored aircraft accident prevention seminar within 12 months of being assigned to an aviation safety position.

Recurrency shall be as required.
5.0 AVIATION SAFETY

This section outlines the Hanford Aviation Safety Program.

5.1 Hanford Aviation Safety Program

The Hanford Aviation Safety Program shall include, but is not limited to, the following components.

5.1.1 Hanford Aviation Safety Committee

The AM/ASO will establish and chair a site-wide ASC. The purpose of the committee is to evaluate proposed aviation-related projects with above normal risks or any other unusual aviation activity, and to enhance site-wide communication regarding aviation safety and operational issues. The committee should be composed of DOE and contractor personnel with aviation experience and expertise. The ASC may approve, disapprove, or suggest modifications to aviation-related requests. ASC meetings are held at the discretion of the chairperson, by request from any APOC, or by project and/or RL management.

5.1.2 Aviation Oversight

Each APOC is responsible to provide oversight of all aviation activities under their purview, and for conducting aviation contractor site surveys for charter or leased aircraft operations using the ASC-approved checklist.

The AM/ASO or designee shall perform periodic evaluations of each active Hanford Site aviation contractor. The AM/ASO or designee will also perform periodic evaluations of the PNNL-Battelle G-1 aviation operation in support of PNSO. Aviation services vendors shall be evaluated using an approved aviation checklist prior to the award of a contract for aircraft services. This oversight function may include participation in flight operations by the AM/ASO.

5.1.3 Participation in Department-Wide Aviation Program

The participation of all DOE and contractor aviation safety personnel in the DOE-wide aviation program is strongly encouraged.

5.1.4 Safety Awards Program

The DOE-HQ Safety Awards Program is an important part of a good aviation safety program. While it may not be necessary for the Hanford Site to develop their own aviation safety awards program, the AM/ASO should participate in the existing DOE and Hanford Site contractor programs.

The Hanford Site will not develop a local Safety Awards Program; however, DOE will participate in the existing DOE-wide Safety Awards Program. All personnel involved in aviation...
safety may qualify for the appropriate award under the existing DOE program.

5.1.5 Aircraft Pre-Accident Plans

DOE shall have a plan, coordinated with the Hanford Emergency Preparedness organization, in place that dictates procedures to be followed in the event that an aircraft crashes on the Hanford site. The plan should be modified prior to the approval of any special aviation operation not previously covered by the plan.

Requests for aviation services involving offsite operations should be accompanied by an emergency contacts list that includes the AM/ASO. If the flight involves special materials or sensitive operations, an accident contingency plan should be a part of the required aviation safety documentation.

5.1.6 Accident/Incident Reporting System

DOE and their contractors are subject to several accident/incident-reporting systems, including the DOE-wide Occurrence Reporting System; the NTSB requirements identified in 49 CFR 830, and the DOE Aviation Information Reporting System. DOE and their contractors shall comply with these regulations to the extent required.

5.1.7 Participation in Special Aviation Exercises

Where reasonable and appropriate, the AM/ASO may participate as observers in special aviation exercises. These activities may include G-1 operations and a sampling of the chartered activities conducted by DOE contractor organizations.

5.1.8 Passenger Manifests

DOE funded flights will require a passenger manifest to be created and retained. A copy of the manifest will be kept at applicable Hanford contractor organizations for two fiscal years following the year during which the flight occurred. As a minimum, the manifest will consist of the full name of each passenger for each leg of the flight, a person to be contacted in the event of an emergency (who is not on the flight), and a telephone number for the emergency contact.

5.1.9 Weight and Balance Limits

The AM/ASO will ensure that aviation operations perform weight and balance calculations to ensure that aircraft are within the manufacturer’s and FAA- or military-established weight and balance limitations for each operation, flight, or mission profile for which the aircraft are to be operated.

5.2 DOE Contractor Aviation Safety Programs

5.2.1 PNNL-Battelle G-1 Aviation Organization Safety Program

The PNNL Aviation Safety program is incorporated in their Flight Operations Manual.
5.2.2 Charter Aircraft Safety Programs

Many commercial aviation operators have active aviation safety programs; however, Federal Aviation Regulations (FAR) do not require formally established programs. The existence (or nonexistence) of these programs should be taken into consideration when determining the suitability of an aviation vendor.

6.0 AVIATION MAINTENANCE

All aviation organizations conducting operations in service to DOE shall comply with the manufacturers’ maintenance program and applicable FARs. Commercial operators shall adhere to the requirements of their Federal Aviation Administration (FAA)-approved operating specifications and maintenance program regardless of their status as public aircraft.

7.0 AVIATION REPORTING REQUIREMENTS

Contractors shall report actual use and costs data to the RL AM/ASO on a quarterly basis for reporting to Federal Aviation Interactive Reporting System (FAIRS) or successor system.

Notifications shall be made as required in DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information, and contractor program description documents.

Additional notifications (i.e., near misses, pilot errors, unusual events, etc.) shall be reported as required using the following chart. Aircraft accident/incidents involving PNNL aircraft operations will also complete notification requirements as defined in PNNL-MA-530, Flight Operations Manual.

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<td>X</td>
</tr>
<tr>
<td>Aircraft Overdue or believed involved in an accident</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Fatality Injury</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Serious Injury</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Flight Crew member injury or illness on Duty</td>
<td>N</td>
<td>X</td>
<td>X</td>
<td>O</td>
<td>O</td>
<td>N</td>
</tr>
<tr>
<td>Substantial damage</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N</td>
</tr>
<tr>
<td>In-flight fire</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N</td>
</tr>
<tr>
<td>Engine or flight control failure</td>
<td>N</td>
<td>N</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N</td>
</tr>
<tr>
<td>Bomb threat or hijacking</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Aircraft ground damage</td>
<td>N</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>N</td>
</tr>
<tr>
<td>Engine shutdown</td>
<td>N</td>
<td>N</td>
<td>X</td>
<td>O</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Substantial system</td>
<td>N</td>
<td>N</td>
<td>X</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
The RL, ORP, or PNSO Manager shall determine level of investigation for these occurrences not requiring a Type A or B investigation. Investigations shall comply with all applicable FAA, U.S. Department of Transportation, NTSB regulations, and state accident reporting requirements.

8.0 AVIATION ACCIDENTS

8.1 Investigations

- Accidents involving DOE funded aircraft shall be investigated according to the instructions in DOE O 225.1A, Accident Investigation, and the associated implementation guidance.

- The AM/ASO shall immediately notify DOE-HQ, the NTSB, and FAA of any aircraft accidents. These notifications will include aviation accidents occurring on or off the Hanford Site that are not associated with Hanford operations or activities.

- In accordance with the Independent Safety Board Act of 1994, the NTSB is charged with investigating DOE aviation accidents where fatalities or significant aircraft damage is involved.

- Unless a deviation is approved, the NTSB will determine and publish the probable cause of the aircraft accident.

- DOE AIB investigating an aviation accident shall coordinate their investigations with the NTSB and incorporate the final NTSB report into the final DOE AIB report.

- The DOE and NTSB investigations shall be done in parallel; communication between the DOE AIB and the NTSB investigator are essential and should be made a priority.

- An Aviation Safety Official (ASO) from the DOE-HQ’s Office of Aviation Management (MA) organization shall be requested to monitor the accident investigation.
• An MA ASO shall be present, or represented, at the geographic location of the accident and assist in the early stages of the investigation.

• An MA ASO shall function as a resource for the AIB Chairperson and provide advice and assistance as requested.

• Every effort shall be made to ensure that AIB members have some basic knowledge of aviation operations prior to their assignment to the AIB. A basic knowledge of aviation is particularly important in the selection of an AIB chairperson.

• AIBs are encouraged to seek advice from technical experts. Technical experts that may be able to contribute to the investigation include manufacturer’s technical representatives, the FAA, the military and private consultants who are subject matter experts.

9.0 USE OF MILITARY AIRCRAFT

• Military aviation organizations operating on DOE property or with DOE personnel on board their aircraft will coordinate their activities with the AM/ASO.

• Responsibility for the safety of aviation missions over the Hanford Site under military operational control rests solely with the military organization conducting the aviation activity. However, the oversight for aviation safety for all military flight(s) funded by DOE and operating over the Hanford Site is the responsibility of the AM/ASO.

10.0 AVIATION CHARTER OPERATIONS

10.1 Administrative Requirements/Charter Approval Process

• The need for aviation support to a Hanford project is identified by a Hanford contractor sponsor and applicable DOE Mission Element/Support. The project’s sponsor communicates the scope and nature of the required aviation support by completing an Aviation Safety Plan (Appendix 4). Upon request, a copy of the plan will be provided to the AM/ASO.

• The project’s sponsor objectively evaluates the proposal to ensure the need for flight operations is essential, and that only necessary Hanford Site personnel will participate as passengers or crewmembers.

• The APOC then evaluates the proposal to determine if it is a “normal” or “above normal” risk project.

• Following the evaluation of the proposed project: if the proposed project falls into the “above normal” risk category, the APOC will assist the project manager in addressing the risks in the Aviation Safety Plan. When there is a determination that the proposed project is a “normal
risk” mission, the APOC can approve the project.

- When the APOC has determined that the proposed project has an **above normal risk** (as defined in this AIP), the proposal (including the Aviation Safety Plan) is submitted to the AM/ASO who convenes an ASC meeting to address the risks. The ASC may approve, disapprove, or suggest modifications to the proposal. The AM/ASO will document the approval or disapproval of the proposed project on a Flight Approval Form (Appendix 5).

- After the project has been approved, the AM/ASO and/or APOC will conduct a safety assessment of the proposed aviation contractor or may choose an aviation contractor from the DOE Accepted Operator Database. If, the AM/ASO assesses a new aviation contractor, and the assessment is favorable, the contractor’s information will be entered into the DOE Accepted Operator Database by the AM/ASO.

- During a mission, if the Aviation Safety Plan should be modified the AM/ASO should be notified if a change of aviation contractor, aircraft, pilot or mission parameter is required due to an unforeseen safety issue or a modification in the mission plan.

- A flow chart depicting this process is provided as Appendix 2 of this plan.

- After the mission has been conducted, the APOC, when applicable, should ensure that a Customer/Sponsor Satisfaction Survey (Appendix 6) is completed and filed with the AM/ASO.

### 10.2 Operational Requirements

- All aviation operations shall be conducted in accordance with the applicable FARs and the aviation contractor’s FAA-issued operations specifications. This provision applies regardless of the status of the activity as a public aircraft operation.

- All aviation activities shall, as a minimum, comply with 14 CFR Part 91.

- All aviation organizations conducting passenger operations shall be selected from those organizations that best meet the requirements of 14 CFR Part 135 or 121, as applicable, and approved by the Hanford ASC.

- All charter and leased aircraft must be equipped in accordance with applicable Federal Aviation Regulations (FAR.)

- All charter and leased aircraft must be maintained in accordance with applicable FARs, and manufacturers’ overhaul and maintenance manuals and bulletins.

- Minimum pilot-in-command (PIC) qualifications are as follows: 1) FAA Commercial Pilot Certificate with the appropriate category (airplane, rotorcraft) and (class single/multi-engine, land, water, helicopter) rating; 2) a second-class medical certificate; 3) 1,200 hours in category; 4) 100 hours PIC in class; 5) 100 hours in category during the previous 12 months;
6) 25 hours PIC in make and model of aircraft to be flown–10 hours of that time must have been in make and model within the preceding 6 months. Pilots shall be named in the contract by the aviation services vendor and any pilot changes shall be approved by the AM/ASO or APOC.

- A Visual Flight Rules (VFR) or Instrument Flight Rules (IFR) flight plan shall be filed for each flight, unless security conditions dictate otherwise.

- Aviation Organizations that conduct operations below 152 meters (500 feet) above ground level (AGL), except those involved in power line and pipeline patrols, shall have obstacle maps that have been reviewed, and updated as applicable, within 30 days of the planned flight. The maps will indicate the height (AGL) of new and existing obstacles to flights on the planned route of flight.

- All IFR operations shall be conducted in multi-engine, multi-flight crew position aircraft certified for instrument flight and crewed with two current, instrument-rated, pilots.

- Charter aircraft pilots operating over the Hanford Site shall provide radio or FAA-approved cellular telephone contact, with the Hanford Patrol Operations Center prior to entering and exiting Hanford airspace. All pilots should maintain radio contact to render position reports to the Hanford Patrol Operations Center when possible. The contracting organization shall ensure advanced notification with the Hanford Patrol Operations Center prior to a contracted flight entering Hanford Site airspace. (See Section 17.0)

- Contracted or leased aircraft PIC shall provide detailed safety and emergence in-flight briefings for Hanford Site passengers participating in aerial flight. Special safety equipment and communications headgear required for a particular operation will be specified and provided by the aviation services contractor.

- The charter operator shall acknowledge responsibility for reporting accidents/incidents in accordance with the requirements of 49 CFR 830.

11.0 FOREIGN AIR CARRIERS

The use of foreign aircraft, whether Government, scheduled airline, or CAS provider, presents special problems for DOE travelers. Foreign operators may not meet the high standards of safety and oversight required of operators in the United States. While most nations, including the United States, subscribe to the standards of the International Civil Aviation Organization (ICAO), compliance of foreign air carriers is dependent on the ability and expertise of the governments of the nations wherein they reside to provide proper oversight. Monitoring and reporting of a foreign country’s ability to properly oversee aviation standards is conducted by FAA. DOE accepts FAA’s International Aviation Safety Assessment (IASA) program determination of a foreign government’s ability to oversee its flag air carriers as meeting the ICAO standards and therefore acceptable for DOE use. To be fully acceptable under these criteria, the oversight country must be rated as “level 1” by IASA. Individual foreign airlines
that demonstrate an unusually high accident history may be deemed unacceptable for passenger travel by OAM even though their host countries meet the oversight criteria.

Foreign CAS providers may not be subject to the same oversight as scheduled commercial carriers in the same country. Military aircraft are not subject to the ICAO standards.

DOE employees or their contractors planning foreign travel should review the safety standards of the CAS providers they intend to use. Specific assistance for this is available from OAM. If a CAS provider does not meet DOE safety standards, passengers must be informed in writing by the official approving the travel. The travelers must be informed that they are undertaking an uncommon risk by using the substandard carrier. Foreign CAS providers may be assessed and evaluated by contacting OAM for assistance.

12.0 AERIAL RADIATION SURVEILLANCE OPERATIONS

In the event of an airborne radioactive plume emanating from the Hanford Site that requires aerial surveillance and tracking, the Hanford Emergency Operations Center will coordinate necessary aerial support with the Aerial Monitoring System located at Las Vegas, Nevada. This system is a DOE emergency response asset. If any other aviation support is required or utilized, the AM/ASO must be notified.

13.0 FISH AND WILDLIFE MONITORING OPERATIONS

Wildlife monitoring performed by PNNL utilizing aircraft will be reviewed by the APOC and if the task is determined to be in the “above normal risk” category, the ASC must approve the flight(s). However, if the category is considered “normal risk,” the contractor APOC can approve the operation.

The U.S. Fish and Wildlife Service, located in Richland, Washington, and the Washington State Department of Fish and Wildlife, located in Yakima, Washington, conduct periodic fish and wildlife survey flights along the Columbia River, over the Fitzner-Eberhardt Arid Lands Ecology Reserve, and along the selected parts of the Hanford Site. Concerted efforts will be made to coordinate these flights with any scheduled Hanford Site-sponsored flights.

When DOE or its contractors schedule flights at the Hanford Site, both regulatory agencies will be notified. This action will eliminate any possible flight conflicts.
14.0 MEDICAL EMERGENCY AIR TRANSPORT OPERATIONS

DOE recognizes local and regional Emergency Medical Service (EMS) organizations as the appropriate entities to determine and coordinate medical emergency air transport activities for the Hanford Site. The Hanford Site occupational medical contractor and fire department integrate with local and regional EMS organizations to ensure adequate medical emergency care, including air transport, for people on the Hanford Site.

To the extent possible, and in conjunction with local agencies, pre-identified civilian and military medical emergency air transport organizations should provide Site qualified operational personnel. Requirements for Site qualification include a Site orientation, with emphasis on landing sites, by the AM/ASO or designee. Emergency landing sites have been identified, and will be reviewed annually, and updated as appropriate by the ASC.

Nothing in this section shall jeopardize personnel health and safety. See Appendix 3 of this Guide for Emergency Provision.

15.0 AERIAL FIRE SUPPRESSION OPERATIONS

Acquiring aerial fire suppression support during summer fire seasons is planned for the Hanford Site. Aerial fire suppression will only be requested when all other means of containing or controlling a Site fire has been exhausted. The Hanford Fire Department has selected and trained an individual to act as a “Site Air Drop Coordinator.”

To ensure the safety of all Site personnel and equipment, the following conditions shall be met: 1) no fire-retardant drops will be made on facilities, 2) all roads that traverse the drop zone will be restricted so that vehicle or pedestrian traffic will not be allowed in the area of the drop, and 3) a Site-wide all employee message will be sent by the Hanford Patrol Operations Center (time permitting) in advance of any Aerial Fire Suppression operation. Prior to any Aerial Fire Suppression chemical drop, the Hanford Fire Department will submit a request to Hanford Patrol to restrict access to the affected area.

Request for aerial fire suppression support from the National Forest Service shall be initiated by the Chief, of the Hanford Fire Department or designated alternate. Further notifications within DOE shall be the responsibility of the on-call Emergency Executive.

16.0 POWER LINE PATROL OPERATIONS

The Bonneville Power Administration (BPA) flies helicopter power line patrols over the Hanford Site on a routine basis. BPA conducts all aviation operations in accordance with their approved AIP. To ensure maximum safety for site personnel and BPA aircrews, a periodic ground and flight hazards briefing will be given to BPA personnel at their location in Portland, Oregon.
during a scheduled safety meeting.

The briefing will include as a minimum the following: 1) location of all surface-contaminated areas; 2) review of radiation signage; 3) proper notification procedures when transitioning onto the Hanford Site; and 4) Hanford Site emergency communication procedure to be used in the event of an aircraft emergency (to include a precautionary landing).

BPA sector pilot(s) or the Portland, Oregon, Operations Officer will be requested to notify the AM/ASO and SES prior to any flights being performed. Notification can be accomplished by phone, email, or by sending a copy of the monthly BPA flight schedule to the AM/ASO or SES. Also, BPA pilots are requested to contact Hanford Patrol Operations Center by radio using the following Very High Frequency (VHF) - 123.05 MHz just prior to entering the Hanford Site boundaries.

17.0 HANFORD AVIATION SECURITY & OVERFLIGHT APPROVAL PROCESS

17.1 Purpose

Process to provide guidance to applicable DOE personnel on managing aircraft activities conducted over the Hanford site.

17.2 Approval process

A. DOE funded and approved Hanford over flight activities.

All DOE funded aviation activities that require over flight of the Hanford reservation will be planned, approved and conducted in accordance with the requirements of this Plan. In addition, the following activities will be conducted prior to any flight activities.

- Basic security background checks shall be conducted by RL Security personnel on all pilots
- Flight safety and site security briefings shall be conducted by a RL Aviation safety representative
- The RL AM/ASO or SES will coordinate all flights with the Hanford Patrol Operations Center (HPOC), and the Energy Northwest commercial Nuclear Power Plant’s Patrol Operations Center.

B. Non DOE funded Hanford Over flight activities.

All flights that are conducted outside the requirements of this plan will be coordinated with the following organizations:

- Hanford Patrol Operations Center
- ENW Patrol Operations Center
o Pasco tower
o RL AM/ASO
o RL SES Aviation Point of Contact

Essential information to be provided includes:

o Date of flight activity
o Estimated time of arrival and departure
o Route of flight over site
o Altitude of flight
o Aircraft type and color/markings
o Aircraft tail or “N” number
o Confirm there will be radio contact with HPOC on VHF frequency 123.05 MHz
o Aircraft’s agency
o Pilot’s name

18.0 APPLICABLE STANDARDS

- DOE O 440.2B, Aviation Management and Safety
- DOE O 225.1A, Accident Investigations
- DOE O 231.1, Environmental, Safety, and Health Reporting
- DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information
- 14 CFR, Chapter 1, “Federal Aviation Administration, Department Of Transportation”
- 29 CFR, “Occupational Safety and Health Standards”
- 49 CFR 830, Chapter 8, “National Transportation Safety Board”
- Federal Aviation Administration Advisory Circular AC-1.1, “Government Aircraft Operations”
- NTSB/SPC-99/04, “Federal Plan for Aviation Accidents Involving Aircraft Operated By or Chartered By Federal Agencies”
19.0 REFERENCES


DOE O 225.1A, Accident Investigation, U.S. Department of Energy,

DOE O 440.2B, Aviation Management and Safety, U.S. Department of Energy,

20.0 APPENDICES

APPENDIX 1

DEFINITIONS

Above-Normal Risk Operations: Any operation not normally accepted by the public or any operation that presents undue hazard to the aircraft, facilities, other structures or equipment, or will not provide adequate response time for the pilot to react to an in-flight emergency. This is further defined as, but not limited to the following:

– Flights below 152 meters (500 feet) AGL for both fixed and rotary wing aircraft.
– Night flights conducted over the Hanford Site below 305 meters (1,000 feet) AGL.
– Fixed wing aircraft operating at airspeeds that are within 10-knots of published stall speeds for all flight regimes and flights that require maneuvering that involves abrupt changes in attitude, abnormal acceleration, or any flight configuration that is not considered within normal flight parameters.
– Operations to be conducted in close proximity (152 meters [500 feet] horizontally) to power lines, facilities, and other structures; e.g., stacks or towers.
– Flights that require 14 CFR 91.119 altitude waivers.
– Helicopter operations that require hovering for 10 minutes or more, at altitudes of 30 meters (100 feet) AGL or less (excluding normal hovering altitude of 0.9 meters [3 feet] or less).
– Flights that carry or dispense hazardous chemicals/material or transport radioactive materials.
– Any other unusual flight activities: hostile political situation, wildlife herding or darting.

Checklist (Charter or Lease Aircraft Operations): A contractor developed and AM/ASO and ASC approved internal checklist to ensure aviation operation compliance with DOE 440.2B, and this plan.

Contractor: A primary contractor, including subcontractors, to RL/ORP at the Hanford Site.

Normal Aviation Operations: Normal aviation operations are routine in nature and do not fall within the definition of “above normal risk operations” as previously defined. If the status of an operation is in question, consult directly with the AM/ASO.
APPENDIX 2

APPROVAL PROCESS FOR CHARTER AIRCRAFT

Flight needs identified

Contractor internal risk evaluation

Meet criteria of pre-approved AM/ASO checklist and contractor aviation safety manuals/protocols (i.e., is the flight of acceptable risk and consistent with Hanford and contractor 440.2B implementation protocols).

Call for ASC at least 30 days in advance of flight

Reviewed by ASC

ASC/AM/ASO invoke safety controls and barriers

Approve by ASC and AM/ASO

Deny flight

Notify AM/ASO

Modify parameters to meet checklist

Notify AM/ASO

Yes

No

Conduct flight
APPENDIX 3

EMERGENCY PROVISION

In the event the RL, ORP, or PNSO Manager, the Hanford AM/ASO, Director SES, or their designees, determine the need for immediate use of aircraft support to site emergencies, fire suppression, or critical law enforcement activities, they may immediately authorize the flight(s), on their authority, without any 440.2B AIP requirements review. In case of fire emergencies, the Hanford Fire Department Incident Commander may authorize aircraft support, and allow personnel to ride support aircraft when circumstances require the need for them to utilize the aircraft services.
APPENDIX 4

AVIATION SAFETY PLAN

RL/ORP ORGANIZATIONAL INFORMATION

1. Name, address, and phone number of organization requesting charter operation.
2. Name, title, address, and phone number of person representing requesting organization.

MISSION INFORMATION

1. Purpose and brief description of requested charter operation. This information shall include flight hours and/or route miles of aircraft operation for the contract. Is this a WFO project?
2. Explain why this mission is essential to DOE.
3. Listing of crew or passengers aboard the aircraft and functions performed requiring their presence.
4. Description of contacts with appropriate divisions, operations, or political entities for coordination with any other tests or operational activities that could impact this planned aviation operation.
5. Description of planning with local airport, flight control authorities, and security agencies.
6. Description of any local notice to airmen temporary flight restrictions.
7. Description of minimum weather requirements, if different from basic VFR conditions.
8. Description of documents, checklists, restrictions, criteria, or other guidance provided to charter operator by the contractor.

NARRATIVE MISSION DESCRIPTION

Narrative description of aviation operation other than cross-country/point-to-point flight including the following:

A. Definition of flight paths.
B. Number and direction of passes.
C. Dates, times, and direction of flights.
D. Communication links and frequencies.
E. Minimum altitudes and clearances over structures.
F. Preflight pilot and copilot ground, map, and area reviews related to charter operation.
G. Security requirement coordination.
H. Emergency landing considerations and planning.
I. Are external loads or aerial applications to be performed?
AIRCRAFT INFORMATION

1. Type of aircraft by manufacture, model/type, and year of manufacture.
2. Aircraft registration number.
3. Is charter aircraft owned or leased? If leased, provide lessor’s name and address.
4. Is aircraft fully equipped for instrument (all-weather) flight?

VERIFICATION INFORMATION

Identify the person who confirmed the information regarding the operator, pilot(s), and aircraft.

_________________________________  ______________________  _____________________
Name                             Title                        Tele. number