Charters

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Public Works Charter

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CHANGE SUMMARY

Description of Change

minor updates to be current with R&R

Publication correction #16013: Updated Subject Matter Expert and Functional Manager.
1.0 ORGANIZATION

Public Works (PW), an organization within Mission Support Alliance (MSA), provides best in class operations, support, and maintenance services within a culture of safety, customer services, and fiscal responsibility. These services include: Roads Maintenance, Electrical Utilities, Water & Sewer Utilities, Biological Controls, Real Estate Services, Compliance & Risk Mitigation/Operations Communications, and the Manhattan Project National Historical Park support project.

2.0 CONTRACTUAL REQUIREMENTS FLOWDOWN

Many requirements and standards drive and define the functions of PW. These standards are found in the Code of Federal Regulations, Department of Energy Orders, and are derived from National and Consensus organizations. See Attachment 1 for a matrix of Safety, Health, and Quality Functions and ISMS Core Functions and Guiding Principles.

3.0 SCOPE OF WORK

PW is organized to support the planning and execution of work within the contracted work scope. That work scope is, in large measure, to provide services and support to Other Hanford Contractors (OHCs) in order for them to complete environmental remediation on the Hanford Site.

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The Vice President of PW implements the Integrated Safety Management System (ISMS) Core Functions and Guiding Principles through leadership which establishes programs, policies, and procedures to help the management team and employees achieve the goals of zero accidents and 100% safe performance. Integrated with the ISMS is our Environmental Management System. Our PW management team is committed to environmental stewardship while carrying out our responsibilities. This includes complying with relevant environmental requirements, preventing pollution, and conserving energy.

4.0 ORGANIZATION ROLES AND RESPONSIBILITIES

Roles and responsibilities are defined in plans, including MSC-PLN-PC-42374, *Mission Support Contract Program Management Plan*, functional area execution plans, and in subordinate project directives, including policies and procedures. Management and workers at every level, including those associated with subcontractors, are responsible and accountable for understanding and implementing Mission Support Contract (MSC) standards for safety, health, environmental protection, and quality contained in MSC-MD-003, *Integrated Environment, Safety, and Health Management System Description*, Appendix 1, “Roles and Responsibilities For Core Functions,” and Appendix 2, “Roles and Responsibilities for Guiding Principles.”
4.1 Roads Maintenance/Sanitation

Roads Maintenance/Sanitation is responsible for maintaining necessary and sufficient site roadways, traffic engineering, and common grounds maintenance service for the Hanford Site. Sanitary waste collected from on-site dumpsters is transported to off-site landfills for disposal.

The desired outcome is a reliable and safe Road and Ground system that meets the needs of Hanford Site customers in a quality, timely, and cost effective manner.

Roads Maintenance/Sanitation performs the following:

- Conduct assessments to determine both near- and long-term maintenance needs. Eliminate roads that are no longer needed.
- Maintain safe roads and general purpose parking lots during normal and inclement weather conditions, including grade and sweep roads and shoulders, remove debris, and clean up accidents and spills.
- Make recommendations to restrict access and make the appropriate notifications of restricted access or closure to the Department of Energy (DOE) and other Hanford Site contractors in the event that roads are unsafe for travel or no longer have future mission needs.
- Remove snow from primary and secondary roads and at designated facilities (multi-purpose), parking lots, and walkways. Snow removal services include application of
deicing compounds, sanding, and snow and ice removal via snow plowing and manual labor.

- Provide road striping, pothole patching, road edge repair, and crack sealing of Hanford Site access and area roads, designated facilities, and parking lots.

- Ensure regulatory compliance during traffic movements, traffic reconfigurations, and roadway projects construction work that may disrupt service roadways. Address employee traffic concerns and generate Hanford Site Messages.

- Maintain the common grounds to ensure public/worker safety and environmental integrity within the 200, 300, and 600 Areas. Activities in this area include perimeter fence (DOE No Trespassing) signs and barricade maintenance at the Site boundaries, lawn and landscape care, annual inspection and maintenance of gravel pits, general area cleanup, sweeping sidewalks, washing buildings, sweeping general purpose facility parking lots, and repairing bumper blocks.

- Maintain ability to utilize roads during emergency situations.

- Collect and dispose of refuse from approximately 305 dumpsters situated on the Hanford Site.

### 4.2 Manhattan Project National Historical Park

MSA manages the structures and areas that are included in the Manhattan Project National Historical Park for DOE which includes the historic B Reactor, Hanford High School, White Bluffs Bank, Allard Pump House/1908 Hanford Irrigation District Pump House, and the Bruggemann Warehouse. The primary objective of this charter is to maintain/upgrade these structures/areas in a condition that will allow continued public access, as requested by DOE. MSA is chartered with performing the following:

- Provide approved renovations and hazard reduction to the B Reactor to ensure that risks are minimized to the public and workers.

- Remove, contain, or encapsulate hazardous materials in publicly accessible areas of the 105-B Reactor and other historic structures.

- Perform routine Surveillance and Maintenance (S&M) of the 105-B Reactor Facility to protect workers, public, and environment.

- Provide a public tour program to the B Reactor and the Pre-Manhattan Project sites that is safe and informative.

- Management and disposition of all waste generated during these activities.

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4.3 Electrical Utilities

Electrical Utilities (EU) is responsible for the safe and reliable operation of the Hanford Site electrical transmission and distribution (T&D) system on the Hanford site. The electrical interface demarcation point which separates the T&D system from the facility electrical systems is defined in MSC-PRO-EU-481, *Electrical Utilities Interface Agreement with Facilities/Plants*.

EU operates the T&D system from an Electrical Dispatcher Center, establishing safe working areas through controlled system configuration changes and providing continuous monitoring/analyzing of electrical system loading and correcting abnormal conditions. EU provides preventative, predictive, and corrective maintenance on the T&D system equipment and related protection and energy management systems. Maintenance includes inspections, high voltage testing, troubleshooting, repairs, and replacements. Additionally, EU performs emergency unplanned electrical outage responses.

EU provides Engineering service to the T&D system, including configuration control through the facility modification package (FMP) process, system designs, equipment breakdown and repair analysis, protection scheme reviews, etc. In addition to performing routine Energy Management activities, EU develops required tracking reports, provides meter specifications and design reviews, collects metering data, prepares and distributes monthly billings, develops minor facility consumption reports, etc. EU provides oversight to manage the performance, manpower resourcing, budgets, and reporting activities within approved budgets. EU interfaces with the Bonneville Power Administration (BPA) to ensure forecasted electrical needs are met and uses meter reading and BPA cost allocation to determine customer billing.

Electrical Utilities performs the following:

- Operate the Hanford electrical transmission and distribution system in a safe and reliable manner, in compliance with the requirements of the mandatory Electric Reliability Standards.
- Eliminate and remove services and equipment no longer required.
- Monitor components for signs of impending failure, with selective maintenance performed when appropriate, to extend the operating life when necessary.
- Plan, organize, direct, monitor, and evaluate the operation of the Hanford Site electrical transmission and distribution system.
- Maintain safe working areas through controlled system configuration changes.
• Analyze electrical system loading and correct abnormal/emergency conditions.

• Prepare and execute switching orders.

• Provide engineering support, including configuration control, system modification design, supervisory control and data acquisition (SCADA) and remote terminal unit operational support, equipment breakdown and repair analysis, excavation permit review, construction project design review, engineering service request evaluation and response, and system reconfiguration.

• Coordinate with other Hanford Site contractors to obtain the following:
  o Energy cost and consumption data for the *Annual Energy Conservation Performance Report*.
  o Energy cost and consumption data for the quarterly Hanford Site energy cost and consumption date entry to EMS4 database.
  o Facility electrical load information for the annual electrical load forecast.

• Provide meter specification and design reviews, collect electrical metering data, prepare recharge billings, distribute electrical load charts for buildings and building groups, evaluate Utility Division energy savings opportunities, and interface on contract and billing corrections.

• Review and validate Bonneville Power Administration (BPA) power and transmission rate schedules and tariffs, verify the monthly BPA power and transmission service invoices for accuracy (DOE-RL pays the invoices received from BPA), develop a breakdown of each contractor costs, and provide the cost breakdown to DOE monthly.

• Ensure the accuracy of MSA’s electricity purchases from the Benton Public Utility District (BPUD), the Benton Rural Electric Association (BREA), and the City of Richland.

• Prepare an annual load forecast of power and energy requirements for all Hanford Site electrical loads in accordance with the format prescribed by BPA and submit the forecast to DOE-RL by September 15.

• Ensure that planned outages affecting the Hanford Site 230 kV transmission system are coordinated in advance with the BPA in accordance with the agreed upon notification process.

• Prepare Outage and Load Shift Reports utilizing the format provided by the BPA and submit electronic copies of the Reports to BPA and DOE-RL within four (4) days of the outage or load shift.

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• Perform periodic assessments of the BPA Electrical Load Drop Checklist and update it as needed. The updated checklist shall be provided to DOE-RL.

• Operate and maintain the A-6 substation that services the WTP. The WTP will connect load to the A-6 substation in the future.

• Supply a work scope statement and a charge code to DOE-RL for BPA work when it is necessary to obtain support from BPA for substation activities, such as relay settings, equipment installation, and equipment testing. DOE-RL will issue a task order to BPA utilizing Interagency Agreements.

4.4 Water & Sewer Utilities

Water & Sewer Utilities provides water and sewer utility services to the Hanford Site. The geographic areas to be served are the 100 Area export water system (including the 100B/C fire loop), 600, 300, and 200 Areas. The 100, 200E, 200W, and 600 Area Water System consists of one (1) active water treatment plant, two (2) river pump stations, and more than 100 miles of raw and potable water lines. The 300 Area Water System consists of one (1) water booster station and a network of potable water lines. Water & Sewer Utilities operates the Hanford Site Water System, including compliance and sampling; maintenance of support structures, systems, and components; operation of the water treatment plant; and performance of water administration duties. Water & Sewer Utilities eliminates and removes services and equipment that are no longer required to align the remaining systems and equipment with Site and Project missions. When appropriate and cost effective, replace fixed and system-related utilities with temporary services or permanent independent packaged systems. The desired outcome is a Water System that provides safe, compliant, and reliable raw and potable water that meets customer needs on the Hanford Site.

Sewer system operations provide sewer pumper truck services and collection of sewage through piping for treatment and disposal in subsurface soil absorption systems. The geographic areas to be served are the 600 Area, 300 Area, and 200 Area. The 200 and 600 Area sanitary sewer requirements vary based on the treatment system designs. The 200 and 600 Area sanitary sewer varies between septic tank/subsurface soil absorption system and temporary holding tanks. There are approximately 29 active septic tank/subsurface soil absorption systems, of which approximately 25 of the systems are permitted with State of Washington Department of Health (DOH) and the remaining are not permitted. DOH will not allow new connections to or modifications to these non-permitted systems without updating to permit standards. There are approximately 15 permitted holding tanks. The holding tanks, portable restroom/shower trailers, and other sewage not treated by the active subsurface soil absorption systems are truck
pumped and delivered to the 200W Evaporative Sewer Lagoon. The 300 Area sewer system operations consists of 6 lift stations and a monitoring station, which captures data relevant to the City of Richland discharge permit. Sewage collected from the 300 Area is directed to the City of Richland wastewater treatment facility.

Water & Sewer Utilities shall operate the Hanford Site sanitary sewer systems, including compliance sampling; maintenance of support structures, systems, and components; and performance of sewer administration duties in accordance with the State of Washington sanitary sewer regulations. The Contractor shall eliminate and remove services and equipment that are no longer required and align the remaining systems and equipment with Hanford Site missions. When appropriate and cost effective, the Contractor shall replace fixed and system-related utilities with temporary services or permanent independent systems. The desired outcome is a safe, compliant, and reliable Hanford Site sanitary sewer system that meets customer needs.

Water & Sewer Utilities performs the following for Water Systems:

- Manage, operate, and maintain the water systems in accordance with the state laws and regulations for water systems. For the purposes of the water systems responsibilities contained within the scope of this Contract (200 Area, 300 Area, 600 Area, and the 100 Area export water system including 100B/C fire loop), the term “purveyor” (per the Washington Administrative Code and other state regulations that is the entity responsible for operations and maintenance) shall mean the Contractor.

- Monitor components for signs of impending failure, with selective maintenance performed when appropriate, to extend the operating life, when necessary.

- Manage the water system in accordance with reliability agreements negotiated with the Hanford Site contractor being served and in accordance with guidance documents cited in state regulations for water systems.

- Certify and submit all performance and monitoring reports to the DOH. The Contractor manager responsible for Water & Sewer Utilities is authorized to sign and/or certify all performance and monitoring reports. DOE-RL shall be copied on all submittals.

- Certify and submit any permits for the water system to the DOH. The Contractor is given signature authority for any DOH water system permits. The Contractor shall pay all fees associated with the DOH permits, reviews, and approvals (which shall be allowable, reimbursable costs under the terms of this contract). DOE-RL shall be copied on all submittals.

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• Provide all documents which require approval by the DOH, such as requests for system modifications, variances, exemptions, and waivers of state regulations for water systems, etc., to DOE-RL. DOE will review and submit these documents to DOH, as appropriate.

• Perform all activities necessary for safe and compliant production of drinking water, including the performance of assessments and inspections necessary to ensure continued regulatory compliance.

• Control all connections to the water systems in compliance with Washington State requirements. The Contractor shall approve in writing all connections to the water systems.

• Control all other non-potable piping that crosses or come in close proximity to potable water distribution systems in accordance with the Washington State Water System Design Manual.

• Establish and implement a cross-connection control program in accordance with state regulations. This Contract establishes the legal authority for the contractor to implement a cross-connection control program.

• Assess changes to regulations to be promulgated by the State of Washington and provide the impact assessment to DOE. Identify required physical modifications to the water system that may be necessary to comply with any upcoming regulations and provide a schedule and cost estimate for implementation of any physical modifications.

• Provide surveillance and maintenance of structures, systems, components, and processes to ensure operation within the approved safety and compliance requirements envelope, including preventive maintenance, calibrations, repair of failed and malfunctioning equipment, walk down of safety systems, equipment and facility grounds (operational surveillance), and routine radiological surveys. Scope includes a range of management assessment activities, ESH&Q support, employee training, emergency planning, and procedure maintenance as required for maintaining a safe and compliant facility or process.

• Maintain active Washington State Certifications for Water Treatment Plant Operators as required by State drinking water regulations.

• Maintain the existing Water System Master Plan. The Plan shall document a strategy for managing repairs, life extensions, replacements, and deactivations for facilities and equipment for the water systems within the scope of this contract over a ten-year planning horizon. The Plan shall be in alignment and in accordance with CRD O 430.1B,
Real Property Asset Management. The Plan shall contain a detailed inventory of all facilities, structures, and equipment such as reservoirs, basins, clear wells, filters, disinfection systems, water distribution piping, pumps, motors, generators, and tanks supporting the water system, and the Plan shall document their condition. The Plan shall explain the process for determining condition. Visual inspection of all the facilities, structures, and equipment is required. If appropriate, non-destructive examination and destructive testing shall be used. Where a 100% visual inspection may not be feasible, such as underground water distribution piping, a statistical sampling method shall be used and explained in the Plan.

- Coordinate with all affected parties and regulators (Hanford Site contractors, DOH, etc.) in order to plan and schedule all water plant outages, repairs and modifications.

Water & Sewer Utilities performs the following for Sewer Systems:

- Manage, operate, and maintain the sewer systems in accordance with the state laws, regulations, and guidance documents cited in state regulations for sewer systems.
- Monitor components for signs of impending failure, with selective maintenance performed when appropriate, to extend the operating life when necessary.
- Perform all necessary activities to insure safe operations and compliance to all applicable laws and regulations such as: flow data tracking, drain field rotations, filter inspection/cleaning, drain field monitor port inspections, tank pumping, electrical component inspection, and alarm response.
- Conduct flow data calculations and assessments; and submit annual reports to DOH.
- Sign and submit all monitoring, inspection, and maintenance reports for the sewer systems to DOH. The Contractor through this Contract is given authority to sign and/or certify these reports. The contractor shall pay all fees associated with the DOH. DOE-RL shall be copied on all submittals.
- Submit all requests for approval of documents for DOH to DOE-RL and pay all fees associated with the DOH review and approvals. A draft letter to DOH shall be submitted along with the request from the Contractor.
- Submit all requests for any variances, exemptions, and waivers of state regulations for sewer systems to DOE-RL. A draft letter to DOH shall be submitted along with the request from the Contractor. The Contractor shall pay all fees associated with the requests to DOH.

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• Truck sewage as needed to the 200W Evaporative Sewer Lagoon.

• Operate the 200W Evaporative Sewer Lagoon according to applicable regulatory requirements set forth by the Department of Ecology.

• Sign and submit all monitoring, inspection, and maintenance reports related to the 200W Evaporative Sewer Lagoon to Washington Department of Ecology.

• Update the existing Sewer System Master Plan. The Plan shall document a strategy for managing repairs, life extensions, replacements, and deactivations for facilities and equipment for the sewer systems over a ten-year planning horizon and shall be updated every two (2) years. The Plan shall be in alignment and in accordance with CRD O 430.1B, Chg 1, Real Property Asset Management. The Plan shall contain a detailed inventory of all facilities, structures, and equipment such as septic tanks, subsurface soil absorption systems, holding tanks, pumps, and pumper trucks supporting the sewer systems, and the Plan shall document their condition. The Plan shall explain the process for determining condition. Visual inspection of all the facilities, structures, and equipment is required. If appropriate, non-destructive examination and destructive testing shall be used. Where a 100% visual inspection may not be feasible, such as underground systems, a statistical sampling method shall be used and explained in the Plan.

4.5 Biological Controls

Biological Controls is responsible for providing services to control noxious weeds, industrial weeds, other vegetation, and animal pests. The program controls vegetation on thousands of acres, traps and removes animals, and eliminates insect infestations.

Biological Controls provides an effective Hanford Site-wide biological control program that complies with ESH&Q principles. The desired outcome of the Biological Controls service is effective control and minimization of noxious weeds, industrial weeds, and other vegetation and animal pests to ensure the protection of Hanford Site workers and the public from contamination spread by biological vectors.

Biological Controls performs the following:

• Control noxious weeds, industrial weeds, other vegetation, and animal pests for the purposes of protecting employees, the public, and Hanford Site cultural and environmental (including biological) resources.
• Maintain facilities, roadways, fence lines, waste sites, radiological areas, and tank farms free of windblown tumbleweeds; perform spray operations and related activities in radiological areas; support tumbleweed burning activities; post unidentified underground radioactive material areas as discovered during biological control operations; and perform animal control operations (fly traps, rebaiting, etc.).

• Respond to all Hanford Site animal control calls.

• Provide equipment/technical expertise (to assist with the road maintenance function) in liquid de-icing activities during winter months as needed and lawn care maintenance duties during the growing season.

• Provide technical coordination on aerial herbicide applications for noxious weed and selective weed control and collect native plant seeds for use in revegetation plots. Areas bladed beyond the normal control swath will be treated with selective and nonselective herbicides.

• Maintain and provide all records and reports applicable to Biological Controls including: ESH&Q documentation, configuration management, performance trending, lessons learned feedback, correction action tracking, self-assessment activities, and coordination with DOE, state, and local authorities regarding ESH&Q matters.

• Submit event reports in accordance with DOE occurrence reporting requirements.

Selective and non-selective herbicide applications shall be scheduled for applications during the year, depending on vegetation growth, on radioactive and waste sites. All waste and radiation sites shall include a buffer zone (15 feet) outside the affected zone to control deep rooted vegetation.

4.6 Real Estate Services

Real Estate Services is responsible for integrated services that include land management, space planning, and building management, in a responsive and cost-effective manner. The Real Estate Services organization provides the following services:

• Integrated Land Management (ILM) – Managing the Integrated Land Management program (ILM), which is a process for evaluating and coordinating future use of Hanford Site lands. It incorporates the best of local government practices in accordance with the Final Hanford Comprehensive Land-Use Plan/Environmental Impact Statement, DOE/EIS-0222-F (HCP EIS), and the associated Record of Decisions and Supplement Analyses.
Land Conveyance Support to DOE-RL – Assessing the potential environmental impacts, performing reviews and clearances, and conducting post land transition actions for DOE-RL to transfer cleared land to local economic development organizations.

600 Area Landlord – Managing all land that is not under the direct control and operation of a program or contractor, regardless if it is previously disturbed land or undisturbed land. This type of land, sometimes referred to as “no-man’s land,” is considered the 600 Area and also includes land inside of the main industrial areas such as 200 East and 200 West, providing the land meets the criteria stated in the first sentence.

Borrow Pit Management – Managing all general purpose borrow pits on the Hanford Site. Requests to remove material from active borrow pits must go through the MSA Service Catalog. Activities include marking boundaries, installing signage and barricades, performing periodic inspections, and maintaining access and control of the active pits. The pits are managed in accordance with NEPA, site evaluation, and excavation processes.

Site Excavation Permitting – Managing the sitewide excavation permitting process at Hanford. Excavations include any operation in which earth, rock, or other material in the ground (below original grade) is moved, removed, or otherwise displaced by means or use of hand tools, mechanical equipment, or explosives, as described in DOE-0344, Hanford Site Excavating, Trenching and Shoring.

Ten Year Site Plan (TYSP) – Preparing and performing annual updates to the Hanford Site TYSP in accordance with the requirements of DOE Directive CRD O 430.1B, Real Property Asset Management. The TYSP is a comprehensive sitewide plan encompassing the needs of RL and ORP tenant activities at Hanford. DOE-HQ uses the information to obtain an assessment of the current status of the site real property assets against delineated program missions, including discussions of condition assessments, maintenance plans, space utilization, real estate, excess facilities disposition, long-term stewardship and unique site issues.

Area and Resource Management Plans – Conducting land use planning for areas and specific parcels of land, and integrates requests for new facilities and infrastructure systems into Area and Resource Management Plans, consistent with implementation of the Hanford Comprehensive Land Use Plan Environmental Impact Statement (EIS). In coordination with other Hanford Site Contractors, RES develops new plans and updates existing ones, and

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submits them to DOE-RL for approval; then maintains, implements and distributes approved plans to Hanford Site Contractors. There are currently two efforts underway:

- Preparing a new River Corridor Integrated Land Planning Document (an area management plan)
- Updating the industrial mineral resources management plan (a resource management plan)

- Site Staffing Projections – Coordinating with the Other Hanford Contractors to develop annual estimates of the number of office and non-office people located in each area of the Hanford Site over a 20-year horizon. These estimates are used to support the Infrastructure and Services Alignment Plan (ISAP), infrastructure master planning, the TYSP, utilities master plans, staff retention and training plans, service contract negotiations, and Hanford Fire Department resource allocation plans.

- Mobile Camera Monitoring System (MCMS) – Remotely monitor the Hanford Site via the MCMS. Mounted on portable trailers, the MCMS provides video viewing capabilities using a video monitoring tool that connects the video signal via the Hanford Local Area Network (HLAN), allowing authorized users to view live video at their desktop. Once access is granted, users have the ability to control cameras remotely as need to monitor activities.

- Long-Term Stewardship (LTS) – Managing the LTS program for DOE-RL. The program is responsible for the management of the geographic areas for which active cleanup has been completed. This management is performed in accordance with the post-cleanup requirements specified in the associated cleanup decision documents. These cleanup decision documents include, the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) Record of Decisions (RODs) and Resource Conservation and Recovery Act of 1976 (RCRA) corrective action decisions and post-closure plans. There are 14 key activities of the LTS Program:

1. Conduct Administrative Activities
2. Surveillance and Maintenance of Physical Remedies and Institutional Controls
3. Conduct CERCLA Five-Year Reviews
4. Conduct Environmental Monitoring of the Remedies
5. Protect and Manage Site Resources
6. Manage LTS Information
7. Provide Emergency Services and Response
8. Manage Post-Cleanup Completion Infrastructure

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9. Conduct Monitoring and Maintenance of Completed Natural Resource Injury Restoration Projects
10. Ensure the Safety and Health of LTS Workers
11. Provide Quality Assurance
12. Manage and Budget Necessary Funding
13. Communications
14. Continuous Process Improvement

- **Facilities Master Planning** – Working with the Other Hanford Contractors to identify current, emergent and long-range general purpose facility requirements to support the Hanford cleanup mission. These general purpose facilities (GPF) comprised of offices, shops and warehouses, including mobile trailers across the Hanford Site, can be reassigned to support multiple projects which are not part of dedicated utility or process projects. Consistent with others plans, RES collects user requirements, evaluates system conditions and capacities, and makes recommendations to ensure Site facilities address current and forecasted requirements. Following the recommendations from a successful business case performance incentive accomplished last year, RES now chairs and leads the Joint Space Utilization Committee (JSUC) of Hanford Contractors to accommodate space needs at Hanford.

- **Space Planning** – Working with other MSA organizations to plan for and manage building utilization and space assignments for MSA controlled facilities. This applies to government-owned and leased facilities that are either occupied by MSA personnel or are the responsibility of the MSA.

- **Move Coordination / Scheduling** – Providing move coordination and scheduling services for employees on the Hanford Site. The activity includes coordinating with teamsters, computer/phone technicians or other support services such as carpenters and riggers in order to move personnel and equipment.

- **Occupancy Pool** – Managing the Occupancy Pool which includes labor and other costs to manage and maintain general purpose office facilities and grounds which are DOE-owned or commercially leased, including the cost of utilities, maintenance, janitorial services, lease costs, and facilities management. Costs are distributed per usable (occupiable) square footage of occupancy in general purpose office facilities based on square footage assigned to each customer. There are two rates, one for commercially leased buildings and one for government owned buildings.

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• **Facility Numbering** – Providing a standard method for issuing, modifying, canceling, controlling and referencing facility and mobile office numbers for the Hanford Site. This includes maintaining a centralized data file of all valid facility numbers on the Hanford Site. This applies to all buildings, mobile offices, and most structures, including leased and privately owned facilities.

• **Roof Inspections** – Maintaining a Roof Inspection List, posted on the RES website ([http://msc.rl.gov/rapidweb/Facility/index.cfm?PageNum=28](http://msc.rl.gov/rapidweb/Facility/index.cfm?PageNum=28)). There are nearly 900 buildings on the Hanford Site, and numerous mobile offices and trailers, some of which date back to the 1940s. The roofs on these buildings provide a weather resisting cover, as well as the load resisting structure. Past experience has been that these roofs may have had structural modifications, the weather resisting membrane may have been replaced several times, and the members may have experienced some type of material degradation. A heightened awareness to the possibility of roof deteriorations is a result of the 105F building roof panel collapse in April 1992.

• **Condition Assessment Surveys (CAS)** – Performing condition assessment surveys (CAS) on a DOE agreed to list of facilities, structures, systems and equipment to assess their current physical condition and document maintenance deficiencies. The assessment information for each assessed item is entered into the Condition Assessment Information System (CAIS), which provides an estimate of maintenance upgrade costs. This information is used in determining a value called the deferred maintenance liability. The CAS/CAIS assessments and deferred liability estimates are uploaded into the Facilities Information Management System (FIMS).

• **Facilities Information Management System (FIMS)** – Maintaining the FIMS data for the entire Hanford Site. FIMS is the DOE corporate real property database as required by DOE Order 430.1B, Real Property Asset Management and managed by DOE-HQ’s Office of Management, Budget and Evaluation. Real property includes land and anything permanently affixed to it, such as buildings, fences, and building fixtures. It is relied upon by DOE Headquarters (HQ) for making daily management decisions as they relate to utilization, disposition, condition, mission dependency, maintenance.

• **Hanford Site Structures List (HSSL)** – Maintaining the Hanford Site Structures List. HSSL provides a comprehensive listing of all government owned facilities for the Department of Energy (DOE) in support of the J.13 Table in the Hanford Prime Contracts. The HSSL contains...
essential information regarding the current life cycle phase, size, location, contractor responsibility, facility description, photograph, construction type, tractable D&D dates, and references. This data is collected, coordinated and compiled into a central data source for use by DOE and site contractors.

- **Hanford Waste Site Assignment List (HWSAL)** – Maintaining the Hanford Waste Site Assignment List (HWSAL). The HWSAL is a comprehensive listing of all waste sites found within the Hanford Site’s Waste Information Data System (WIDS). It is used in support of the J.14 Table in the Hanford Prime Contracts. The HWSAL clearly identifies waste sites by site classification and identifies any changes that have been made in the database since the previous revision.

- **CareTaker II** – Maintaining the CareTaker II facility database system. CareTaker II is an Oracle database with two key functions: 1) support all aspects of facility space management, which includes billing for space used; and 2) support the Hanford Site facility identification process, including capturing key facility attributes. CareTaker II is used by many critical sitewide applications such as Chemical Inventory Tracking System (CITS), Emergency Operations, MSA Safety Inspection System, Hanford PeopleCORE System, Integrated Technical Database (ITD), and the Hanford Geospatial Information System (HGIS). Facility space management includes identifying building, floor and room, space classification, square footage, space utilization, responsible organization, and CACN/Cost Code information. This function is key to MSA’s management of general purpose facilities for the Occupancy Pool. The facility identification process includes capturing the official facility/structure identification, along with other attribute information such as title, location, status, ownership, and responsible company and personnel.

- **Natural Gas Pipeline EIS Support to DOE-RL** – Managing GIS data sharing and mapping support, sharing of other Hanford Site baseline data, radiological safety support, location surveys, and participation in integrated project team reviews as needed for DOE-RL to complete an Environmental Impact Statement (EIS) for construction of a natural gas pipeline from Pasco, Washington, to Hanford’s 200 East Area.

### 4.7 Compliance & Risk Mitigation/Operations Communications

MSA Compliance & Risk Mitigation/Operations Communications is chartered with providing centralized operations based communications and technical support services to MSA Public Works (PW) and the Site Services and Interface Management (SS&IM) organizations, as well as

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to other Hanford Site Contractors. The desired outcome is to provide reliable customer service that meets the needs of MSA and Hanford Site customers in a timely, safe, and cost efficient manner.

Compliance & Risk Mitigation/Operations Communications is responsible for:

- Serving as central organization for the consolidation, evaluation, and dissemination of information to the workforce that may have an impact to the workers and/or safe operations. Responsibilities include:
  - Interfacing with Other Hanford Contractors and MSA organizations.
  - Evaluating changing/emerging information for distribution to workforce, including preparation of the daily report.
  - Preparing and issuing MSA Notifications for injuries, illnesses, operational upsets, accidents, and Stop Work occurrences.
  - Coordination and submittal of Occurrence Reporting and Processing System reports.

- Administering subcontracted services to the Hanford Site for the following:
  - Laundry
  - Fire Retardant Clothing
  - Third Party Inspections—Boilers/Vessels
  - Paper Shredding -- Shred Bins - Service Catalog
  - Portable Toilet Rentals
  - Vending Services
  - Mobile Food Vendor(s)

- Serving as the PW and SS&IM liaison with the MSA Compliance & Performance Oversight and Risk & Assurance organization. Responsibilities include:
  - Risk Management--assisting in the identification and evaluation of risks for PW.
  - Event Investigation/Cause Analysis/Issues Management
    - Leading Event Investigations on behalf of PW and SS&IM.
    - Leading, performing, and participating in Cause Analysis activities.
    - Tracking, trending, and manage Issues.
  - Performance Tracking—developing and maintaining performance metrics for PW.
  - Assessments—performing and tracking assessments.
• Providing subcontracted support to PW and SS&IM, and other MSA organizations as requested, for waste management activities. Responsibilities include:
  o Serving as the MSA Point of Contact (POC) for ERDF. Responsibilities include:
    – Updating and developing ERDF waste profiles.
    – Developing Onsite Waste Tracking Form (OWTF).
    – Tracking and verification of ERDF cans.
  o Serving as the PW and SS&IM Hazardous Waste Coordination POC.
    – Ensuring subcontracts are in place for sampling, characterization, treatment and disposal of hazardous wastes.

4.71 Traffic Management

Traffic Management is responsible for providing cost effective movements of freight, providing shipping support and regulatory oversight for Department of Transportation (DOT) regulated shipments. Traffic Management is also responsible for DOT motor carrier guidance and compliance including Designated Employer Representative (DER) for controlled substances and alcohol testing requirements.

5.0 KEY ROLES AND RESPONSIBILITIES

This section summarizes the key roles and responsibilities within the Public Works organization. Key roles were identified as those that had a regulatory and/or qualification requirement specified in order to execute the duties of the position.

5.1 Water and Sewer Utilities

Detailed information regarding position responsibilities, compliance drivers, implementing procedures, primary interfaces, and required qualifications, certifications, training, etc., can be found in Attachment 2.

• Water Purveyor
• Cross Connection Control Specialist
• Engineering Design Authority – Water
• Engineering Design Authority – Sewer
• Operations Specialist – Water Monitoring
• Stationary Operating Engineer – Water Treatment Plant
• Stationary Operating Engineer – Wastewater Treatment Plant
• Stationary Operating Engineer – On-Site Sewage System/Large On-Site Sewage Systems
• Stationary Operating Engineer – Water Distribution

5.2 Biological Controls

Detailed information regarding position responsibilities, compliance drivers, implementing procedures, primary interfaces, and required qualifications, certifications, training, etc., can be found in Attachment 3.

• Biological Manager
• IBC Program Manager (Washington State Commercial Pesticide Operator License)
• Teamsters (Washington State Commercial Pesticide Operator License)
• Pest Control Technicians (Washington State Commercial Pesticide Operator License)
• Operations Specialist (Washington State Commercial Pesticide Operator License)

5.3 Electrical Utilities

No key personnel such as the various craft and management in Electrical Utilities are listed. They are not required by Washington State and federal law to have specified regulatory certification and/or qualifications to execute their duties.

5.4 Real Estate Services

Detailed information regarding position responsibilities, compliance drivers, implementing procedures, primary interfaces, and required qualifications, certifications, training, etc., can be found in Attachment 4.

• Facilities Information Management System Administrator

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5.5  **Compliance & Risk Mitigation/Operations Communications**

Detailed information regarding position responsibilities, compliance drivers, implementing procedures, primary interfaces, and required qualifications, certifications, training, etc., can be found in Attachment 5.

- Traffic Manager/Designated Employer Representative
- Hazardous Material Specialist
**Attachment 1**

### Matrix of Safety, Health, and Quality Functions and ISMS Core Functions and Guiding Principles

<table>
<thead>
<tr>
<th>ISMS Core Functions</th>
<th>ISMS Guiding Principles</th>
</tr>
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<tbody>
<tr>
<td>CF1: Define the Scope of Work</td>
<td>GP1: Line Management Responsibility for Safety and Environmental Requirements</td>
</tr>
<tr>
<td>CF2: Identify Hazards and Requirements</td>
<td>GP2: Clear Roles and Responsibilities</td>
</tr>
<tr>
<td>CF3: Analyze Hazards and Implement Controls</td>
<td>GP3: Competence Commensurate with Responsibility</td>
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<tr>
<td>CF4: Perform Work within Controls</td>
<td>GP4: Balanced Priorities</td>
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<tr>
<td>CF5: Provide Feedback and Continuous Improvement</td>
<td>GP5: Identification of Safety and Environmental Standards and Requirements</td>
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<td></td>
<td>GP6: Hazard Controls Tailored to Work Being Performed</td>
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<tr>
<td></td>
<td>GP7: Operations Authorization</td>
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<tr>
<td></td>
<td>GP8: Worker Involvement</td>
</tr>
<tr>
<td></td>
<td>GP9: Senior Management Involvement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Safety, Health, and Quality Functions</th>
<th>Core Functions</th>
<th>Guiding Principles</th>
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<tr>
<td></td>
<td>CF1</td>
<td>CF2</td>
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<tr>
<td>Worker Protection</td>
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<tr>
<td>Site Wide Beryllium Support Program</td>
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<td>Quality Assurance</td>
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<td>Case Manager</td>
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<td>Price-Anderson Amendments Act</td>
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## Site Infrastructure Services—Water and Sewer Key Roles

### PUBLIC WORKS KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.11  
**Key Role Title:** Water Purveyor  
**Position Description (R2A2s):**  
The Water Purveyor ensures the water systems are designed, operated and maintained in accordance with the standards set forth in WAC 246-290 “GROUP A PUBLIC WATER SUPPLIES”. The water Purveyor is responsible for all planning and engineering documents, design of the public water systems, water quality, water systems operations, surface water treatment, reporting, and water use efficiency provisions as stated in the applicable WAC regulations. The Water Purveyor provides oversight and guidance for all work activities with other Hanford contractors which have any impact on the Hanford Site water systems owned and operated by MSA.

**Compliance Drivers (WAC, DOE Orders, etc.):**  
WAC 246-290  
**Implementing Procedures:**  
WSU-PRO-CP-60420 “MSC Water Systems Requirements Matrix”  
**Primary Interfaces:**  
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP  
**Required Qualifications, Certifications, Training, etc.:**  

Is this position currently funded and staffed? ✓ Yes ☐ No (If no, provide the path forward)
### PUBLIC WORKS KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.11  
**Key Role Title:** Cross Connection Control Specialist  

**Position Description (R2A2s):**  
The Cross Connection Control Specialist ensures the Hanford Site water systems have developed and implemented a Cross Connection Control program in accordance with WAC 246-290-490. The duties of the Cross Connection Control Specialist include:

- Establishment of legal authority and program policies;
- Evaluation of premises for cross-connection hazards;
- Elimination and/or control of cross connections;
- Provision of qualified personnel;
- Inspection and testing of backflow preventers;
- Quality control of testing process;
- Response to backflow incidents;
- Public education for consumers;
- Record keeping for CCC program; and
- Special requirements for reclaimed water use.

- Coordination with facility managers/administrators/contractors, and DOE/RL regarding CCC activities;
- Inclusion of a written CCC program in a WSP or SWSMP; and
- Prohibition of the intentional return of used water

**Compliance Drivers (WAC, DOE Orders, etc.):**  
WAC 246-290-490

**Implementing Procedures:**  
WSU-PRO-CP-60420 “MSC Water Systems Requirements Matrix”  
WSU-MP-CP-6404 “Cross-Connection Control Program For The Hanford Water Systems”

**Primary Interfaces:**  
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**  
Washington State Cross Connection Control Specialist license (CCCS)

**Is this position currently funded and staffed?**  
☑ Yes  ☐ No (If no, provide the path forward)

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### KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.11  
**Key Role Title:** Engineering Design Authority – Water  

**Position Description (R2A2s):**
The Engineering Design Authority for the water systems at the Hanford Site is responsible for the design, engineering, and modifications of all MSA operated water system equipment. The DA prepares water system plans, project reports, corrosion control recommendation reports, tracer studies, construction documents and construction completion reports, and engineering design review reports for distribution-related submittal exceptions, all of which are to be prepared under the direction, and bears the seal, date, and signature of a professional engineer.

**Compliance Drivers (WAC, DOE Orders, etc.):**  
WAC 246-290-040

**Implementing Procedures:**  
WSU-PRO-CP-60420 “MSC Water Systems Requirements Matrix”  

**Primary Interfaces:**  
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**  
Professional Engineer Licensed in the state of Washington under chapter 18.43 RCW

**Is this position currently funded and staffed?**  
☑ Yes  ☐ No  
(If no, provide the path forward)

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**PUBLIC WORKS KEY ROLES TEMPLATE**

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| WBS: | 3001.04.04.01.11  
3001.04.04.01.16  
3001.04.04.01.17  
3001.04.04.01.18 |
| Key Role Title: | Engineering Design Authority - Sewer |

**Position Description (R2A2s):**
The Engineering Design Authority for the sewer systems at the Hanford Site is responsible for the design, engineering, and modifications of all MSA operated sewer system equipment. The DA prepares sewer system plans, project reports, corrosion control recommendation reports, construction documents and construction completion reports, and engineering design review reports for distribution-related submittal exceptions, all of which are to be prepared under the direction, and bears the seal, date, and signature of a professional engineer. The DA maintains the configuration baseline for sewer structures, systems, and components (SSC’s). The DA ensures SSC’s are in proper condition or operations and identifies the types and frequencies of maintenance to be performed.

**Compliance Drivers (WAC, DOE Orders, etc.):**
WAC 246-272A, B, and C  
DOE O 420.1B “FACILITY SAFETY”

**Implementing Procedures:**
MSC-PRO-ENG-20052 “Design Authority Program”  
WSU-PRO-CP-60423 “MSC OSS/LOSS Requirements Matrix” is an additional implementing procedure  
WSU-PRO-CP-60523 “MSC Lagoon Wastewater Requirements Matrix” is an additional implementing procedure

**Primary Interfaces:**
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**
Professional Engineer Licensed in the state of Washington under chapter 18.210 RCW

**Is this position currently funded and staffed?**  ☒ Yes  ☐ No (If no, provide the path forward)

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### PUBLIC WORKS KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.11  
**Key Role Title:** Operations Specialist – Water Monitoring

**Position Description (R2A2s):**
The Operations Specialist for Water Monitoring is responsible for the monitoring and reporting of various conditions of the filtered water systems in accordance with WAC 246-290-664 “Monitoring for Filtered Systems” and WAC 246-290-666 “Reporting for Filtered Systems”. Specific duties include but are not limited to:
- Source coliform monitoring
- Source turbidity monitoring
- Filtered water turbidity monitoring
- Monitoring the level of inactivation and removal
- Monitoring the residual disinfectant concentration entering the distribution system
- Monitoring residual disinfectant concentrations within the distribution system
- Provide results to the Washington State Department of Health

**Compliance Drivers (WAC, DOE Orders, etc.):**
WAC 246-290-664 and WAC 246-290-666

**Implementing Procedures:**
- WSU-PRO-CP-60420 “MSC Water Systems Requirements Matrix”

**Primary Interfaces:**
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**

**Is this position currently funded and staffed?** ☒ Yes ☐ No (If no, provide the path forward)
**PUBLIC WORKS KEY ROLES TEMPLATE**

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.07  
**Key Role Title:** Stationary Operating Engineer – Water Treatment Plant  

**Position Description (R2A2s):**  
The Stationary Operating Engineer for the Water Treatment Plant operates the Plant in accordance with WAC 246-290, and in accordance with acceptable public health practices and water industry standards. The duties of a certified operator in responsible charge or designee include, but are not limited to:

- Conducting water quality monitoring, maintaining adequate records and taking follow-up action, if necessary, to comply with state and federal drinking water regulations;
- Implementing preventive maintenance programs, inspecting treatment and other public water system components for malfunctions, maintaining adequate records, and making needed repairs;
- Analyzing, reviewing, and maintaining records of instrument readings and laboratory test results, determining the location and causes of any malfunctions, adjusting various treatment processes or other components;
- Determining and implementing remedial actions in an emergency and, if applicable, following departmental directives;
- Cooperating during a special purpose investigation or sanitary survey as required in chapter 246-290 WAC;
- Providing required records and reports to the department or its representative upon request.

**Compliance Drivers (WAC, DOE Orders, etc.):**  
WAC 246-290 and WAC 246-292-020 and WAC 246-292-050

**Implementing Procedures:**  
WSU-PRO-CP-60420 “MSC Water Systems Requirements Matrix”

**Primary Interfaces:**  
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**  
Washington State Water Treatment Plant Operator level 1 (WTPO1) license.
Is this position currently funded and staffed?  ☒ Yes  ☐ No (If no, provide the path forward)

**PUBLIC WORKS KEY ROLES TEMPLATE**

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.07  
**Key Role Title:** Stationary Operating Engineer – Wastewater Treatment Plant

**Position Description (R2A2s):**  
The Stationary Operating Engineer for the Wastewater Treatment Plant is responsible for operating and maintaining the Wastewater Treatment Plant in accordance with the Department of Ecology State Waste Discharge Permit ST0045514. Specific responsibilities include operating in accordance with the State approved Operations and Maintenance Manual, monitor and report wastewater sampling data in accordance with the approved sampling plan, and perform rounds and routines to ensure the Plant is functioning as designed.

**Compliance Drivers (WAC, DOE Orders, etc.):**  
Washington State Department of Ecology State Waste Discharge Permit ST0045514

**Implementing Procedures:**  
Washington State Department of Ecology State Waste Discharge Permit ST0045514  
HNF-52451 Operations and Maintenance Manual for the 200 West Area Evaporative Sewer Lagoon

**Primary Interfaces:**  
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**  
Washington State Waste Water Group I Operator Certification (WWO1) license.

**Is this position currently funded and staffed?**  
☒ Yes  ☐ No (If no, provide the path forward)
### PUBLIC WORKS KEY ROLES TEMPLATE

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<td>Water and Sewer Utilities</td>
</tr>
<tr>
<td>WBS:</td>
<td>3001.04.04.01.07</td>
</tr>
<tr>
<td>Key Role Title:</td>
<td>Stationary Operating Engineer – OSS/LOSS Sewage Systems</td>
</tr>
</tbody>
</table>

**Position Description (R2A2s):**
The Stationary Operating Engineer for the On-Site Sewage Systems/Large On-Site Sewage Systems is responsible for operating and maintaining the OSS/LOSS systems in accordance with WAC 246-272A and 246-272B, specifically subsections 246-272A-0270 and 246-272B-02700. The Operator is responsible for operating the systems within the guidelines set forth in the Washington State Department of Health issued permit, including responsibilities for sampling, metering, and sewage tank management.

**Compliance Drivers (WAC, DOE Orders, etc.):**
Washington State WAC 246-272A-0270 and WAC 246-272B-02700

**Implementing Procedures:**
Washington State OSS/LOSS Permits:
HAN003, HAN011, HAN012, HAN013, HAN033, HAN035, HAN041, HAN043, HAN044, HAN045, HAN046, HAN047, HAN048, HAN049, HAN050, HAN051, HAN052, HAN053, HAN054, HAN055, HAN062, HAN063, HAN064, HAN065, HAN067, HAN068, HAN071, HAN074

**Primary Interfaces:**
Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

**Required Qualifications, Certifications, Training, etc.:**

**Is this position currently funded and staffed?**  ✔ Yes  ☐ No (If no, provide the path forward)**
### PUBLIC WORKS KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Water and Sewer Utilities  
**WBS:** 3001.04.04.01.07  
**Key Role Title:** Stationary Operating Engineer – Water Distribution

#### Position Description (R2A2s):  
The Stationary Operating Engineer for the Water Distribution Grid operates the Grid in accordance with WAC 246-290, and in accordance with acceptable public health practices and water industry standards. The duties of a certified operator in responsible charge or designee include, but are not limited to:  
- Conducting water quality monitoring, maintaining adequate records and taking follow-up action, if necessary, to comply with state and federal drinking water regulations;  
- Implementing preventive maintenance programs, inspecting treatment and other public water system components for malfunctions, maintaining adequate records, and making needed repairs;  
- Analyzing, reviewing, and maintaining records of instrument readings and laboratory test results, determining the location and causes of any malfunctions, adjusting various treatment processes or other components  
- Determining and implementing remedial actions in an emergency and, if applicable, following departmental directives  
- Cooperating during a special purpose investigation or sanitary survey as required in chapter 246-290 WAC  
- Providing required records and reports to the department or its representative upon request

#### Compliance Drivers (WAC, DOE Orders, etc.):  
- WAC 246-290  
- WAC 246-292-020  
- WAC 246-292-050

#### Implementing Procedures:  
- WSU-PRO-CP-60420 “MSC Water Systems Requirements Matrix”  

#### Primary Interfaces:  
- Washington State Department of Health, Washington State Department of Ecology, Other Hanford Site Contractors, Department of Energy RL/ORP

#### Required Qualifications, Certifications, Training, etc.:  
- Washington State Water Distribution Manager level 1 (WDM1) license.

#### Is this position currently funded and staffed?  
☑ Yes  ☐ No  
(If no, provide the path forward)

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## Site Infrastructure Services—Biological Control Key Roles

### PUBLIC WORKS KEY ROLES TEMPLATE

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<tr>
<td>WBS:</td>
<td>3001.04.01.01</td>
</tr>
<tr>
<td>Key Role Title:</td>
<td>Biological Manager</td>
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</table>

**Position Description (R2A2s):**
Manages resources (manpower, equipment, and funding). Manages the Vegetation Management Operations (VMO) and Animal Control Operations (ACO) groups. Manages finances and funding, including budgeting, cost tracking, and reporting for activities performed by Biological Control. Interacts with facility landlords and project managers for operational issues. Prioritizes operational activities. Activities include industrial and noxious weed control that consists of chemical control, mechanical control, and cultural control. Control activities often involve the application of pesticide. Licensed by the Washington State Department of Agriculture as a CPA. Small scale remediation activities in the field following operational disturbances or radiological cleanup related to biological transport or control activities. Directs control of industrial weeds (e.g., tumbleweeds); control of noxious weeds (e.g., yellow starthistle and rush skeletonweed); control of animal pests; removal of animal carcasses; maintains pesticide application records; provides or recommends pest-proofing services; mows overgrown vegetation off waste sites (brush hogging). Applies engineered biological barriers. Restores natural cover on waste sites. Coordinates the removal of non- and regulated tumbleweeds for the site. Provides Hanford Fire Department with water truck support during tumbleweed burning activities. Provides Roads and Grounds support with liquid and granular de-icing. Coordinates site lawn and shrub care activities.

**Compliance Drivers (WAC, DOE Orders, etc.):**

**Implementing Procedures:**
MSC-RD-39470 IBC Program, MSC-PRO-39089 Animal Control Operations, MSC-PRO-39090 Industrial Vegetation

**Primary Interfaces:**
All Site contractors, DOE-RL, DOE-ORP, US Fish and Wildlife, WA State Fish and Game, Benton County Noxious Weed Board, Grant County Noxious Weed Board, Franklin County Noxious Weed Board, US Navy

**Required Qualifications, Certifications, Training, etc.:**
Washington State Commercial Pesticide Applicator License

Is this position currently funded and staffed? ☒ Yes ☐ No (If no, provide the path forward)

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### PUBLIC WORKS KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Biological Controls  
**WBS:** 3001.04.02.01.01  
**Key Role Title:** IBC Program Manager

**Position Description (R2A2s):**
IBC is managed as part of MSA Public Works (PW), and provides overall strategic direction and is the technical authority for the program. The IBC Manager is the principal PW representative for biological control issues with the following responsibilities: Implements contracts and task orders for field operations; Interacts with facility landlords and project managers for operational issues; Prioritizes operational activities; Member of IBC Working Group. Provides technical direction for the IBC program; Interfaces with Near-Facility Environmental Monitoring (NFM) and the Waste Information Disposal System (WIDS) for statistical analysis and tracking of biotic vectors, and documentation of subsequent changes on WIDS maps and data files. Provides technical input for decisions on biological control issues; Interacts with DOE, State & local regulators for issues affecting Hanford site biological control; Interacts with Hanford Site contractors and other Site entities for technical issues; Monitoring VMO effectiveness of control; Identifies locations of noxious weeds to the BC Manager; Identifies biological vector breakthroughs to the BC Manager; Liaison with the Hanford Fire Department for Fuels Management and revegetation needs; Coordinates ecological and cultural resources and NEPA compliance. Plans and coordinates revegetation activities, provides reviews and evaluations of the effectiveness of biological control activities, and chairs and establishes the membership of the IBC Working Group. Coordinates monthly and annual reports of IBC activities.

**Compliance Drivers (WAC, DOE Orders, etc.):**

**Implementing Procedures:**
MSC-RD-39470 IBC Program, MSC-PRO-39089 Animal Control Operations, MSC-PRO-39090 Industrial Vegetation

**Primary Interfaces:**
All Site contractors, DOE-RL, DOE-ORP, US Fish and Wildlife, WA State Fish and Game, Benton County Noxious Weed Board, Grant County Noxious Weed Board, Franklin County Noxious Weed Board, US Navy

**Required Qualifications, Certifications, Training, etc.:**
Washington State Commercial Pesticide Operator License

**Is this position currently funded and staffed?** ☒ Yes ☐ No (If no, provide the path forward)
### PUBLIC WORKS KEY ROLES TEMPLATE

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<tr>
<td>Key Role Title:</td>
<td>Biological Control Teamster</td>
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**Position Description (R2A2s):**
Operate semi-trailer, and truck and trailer; transit mix; motor crane; A-frame; fuel truck; three-axle truck; dump truck; fork lift; two-axle flatbed; water truck; farm tractor, and related equipment; passenger bus; perform taxi, chauffeur, and wrecker services. Wash and clean vehicles, make minor repairs incidental to driving; such as, changing tires, etc. Also include towing of trash trailer with two-axle trucks, loading and unloading of vehicles, and perform general labor functions as assigned. Utilize material moving equipment such as manual or power-driven hand trucks, wheelbarrows, etc. in the duties of moving, lifting, stacking, loading or unloading. Perform ground and shrubbery maintenance including mowing, pruning, trimming, weeding and snow removal. Utilize and operate all ground and shrub maintenance equipment in performance of the above tasks. Apply herbicides as directed by CPA. Perform non- and regulated tumbleweed pickup. Operate farm machinery (tractors, seeders spray vehicles, mowers, cult-packers). Drive ATV with sprayer or spreaders Washington State Dept. of Agriculture Commercial Pesticide Operators license. Apply liquid or granular de-icers.

**Compliance Drivers (WAC, DOE Orders, etc.):**

**Implementing Procedures:**
MSC-RD-39470 IBC Program, MSC-PRO-39090 Industrial Vegetation

**Primary Interfaces:**
All Site contractors, DOE-RL, DOE-ORP, US Fish and Wildlife, WA State Fish and Game, Benton County Noxious Weed Board, Grant County Noxious Weed Board, Franklin County Noxious Weed Board, US Navy

**Required Qualifications, Certifications, Training, etc.:**
Washington State Commercial Pesticide Operator License

**Is this position currently funded and staffed?**
☒ Yes ☐ No (If no, provide the path forward)
| Directorate: | Public Works |
| Service Organization: | Biological Controls |
| WBS: | 3001.04.02.01.01 |
| Key Role Title: | Pest Control Technician |

**Position Description (R2AZs):** Perform pest control services including bait station setup, rodent trapping/monitoring, intrusion, insecticide application, perimeter insecticide application, shrub and tree application, trapping (mice, rabbit, etc.), nuisance wildlife removal and relocation, migratory bird monitoring. Pest identification, pellet gun use for control of nuisance birds. Removal of vehicle and animal encounters. Feral cat and dog relocation/removal. Bee hive removal and relocation. Bird deterrent application and maintenance. Waste generator activities (SAA, pesticide storage, inspection and inventory). Rodent and bird debris sanitization. Control of insects (ants) in WIDS sites to prevent contamination spread.

**Compliance Drivers (WAC, DOE Orders, etc.):**

**Implementing Procedures:**
MSC-RD-39470 IBC Program, MSC-PRO-39089 Animal Control Operations

**Primary Interfaces:**
All Site contractors, DOE-RL, DOE-ORP, US Fish and Wildlife, WA State Fish and Game, Benton County Noxious Weed Board, Grant County Noxious Weed Board, Franklin County Noxious Weed Board, US Navy

**Required Qualifications, Certifications, Training, etc.:**
Washington State Commercial Pesticide Operator License

**Is this position currently funded and staffed?** ☒ Yes ☐ No (If no, provide the path forward)

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## PUBLIC WORKS KEY ROLES TEMPLATE

**Directorate:** Public Works  
**Service Organization:** Biological Controls  
**WBS:** 3001.04.02.01.01  
**Key Role Title:** Operations Specialist

### Position Description (R2A2s):

The Operations Specialist is a Field Work Supervisor and provides administrative support to the Biological Control organization, and is primary point of contact for Work Control for BC activities. Assures environmental and cultural compliance issues are addressed; Provides reviews and evaluations of the effectiveness of biological control activities; Direct preparation and dissemination of notifications (e.g., permanent signs, seasonal all employee messages) to protect environmental assets (e.g., nesting migratory birds, special species, special habitats). Makes notifications of pesticide applications to employees; Maintains equipment and chemical inventories; Provides out year schedules; Apprises the Public Works Director and BC Manager of ongoing activities; Maintains appropriate current procedures for vegetation and animal control; Maintains current CPA licenses and ensures CPO licenses of appropriate personnel are maintained.

### Compliance Drivers (WAC, DOE Orders, etc.):


### Implementing Procedures:

MSC-RD-39470 IBC Program, MSC-PRO-39089 Animal Control Operations, MSC-PRO-39090 Industrial Vegetation

### Primary Interfaces:

All Site contractors, DOE-RL, DOE-ORP, US Fish and Wildlife, WA State Fish and Game, Benton County Noxious Weed Board, Grant County Noxious Weed Board, Franklin County Noxious Weed Board, US Navy

### Required Qualifications, Certifications, Training, etc.:

Washington State Commercial Pesticide Operator License, Field Work Supervisor Qualification Card

**Is this position currently funded and staffed?**  ☒ Yes  ☐ No (If no, provide the path forward)

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### PUBLIC WORKS KEY ROLES TEMPLATE

<table>
<thead>
<tr>
<th>Directorate:</th>
<th>Public Works</th>
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</thead>
<tbody>
<tr>
<td>Service Organization:</td>
<td>Real Estate Services</td>
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<tr>
<td>WBS:</td>
<td>3001.04.14.03</td>
</tr>
<tr>
<td>Key Role Title:</td>
<td>Facilities Information Management System Administrator</td>
</tr>
</tbody>
</table>

#### Position Description (R2A2s):

Provide the Hanford Site and DOE-HQ with an accurate inventory and management tool to assist with planning and managing all real property assets. The Facilities Information Management System (FIMS) is relied upon by DOE Headquarters for making daily management decisions as they relate to utilization, disposition, condition, mission dependency, and maintenance. Real property includes land and anything permanently affixed to it, such as buildings, fences, and building fixtures. Complete and accurate information on real property holdings is critical to the Department for managing facilities and reporting to the Federal Real Property Profile (FRPP) which is managed by the General Services Administration (GSA), Office of Management and Budget (OMB), Congress, and the taxpayers. FIMS provides DOE and contractor personnel with online access to DOE facility information. It is an important asset management and planning tool for DOE Headquarters and Sites.

#### Compliance Drivers (WAC, DOE Orders, etc.):

- 430.1b Real Property Asset Management, Annual Validation Guidance, Annual Federal Real Property Reporting Requirement document.

#### Implementing Procedures:

**Primary Interfaces:**

- All Hanford Site Contractors, property personnel, building managers, SMEs, DOE-RL, DOE-ORP, HQ.

**Required Qualifications, Certifications, Training, etc.:**

- Annual FIMS validation training and the FIMS/Real Estate Annual Comprehensive Training. The annual FIMS validation is required and one person on the validation team is required to have been through the training each year.

**Is this position currently funded and staffed?**

- ☒ Yes
- ☐ No (If no, provide the path forward)
**PUBLIC WORKS KEY ROLES TEMPLATE**

**Directorate:** Public Works  
**Service Organization:** Traffic Management  
**WBS:** 3001.04.10.30.01  
**Key Role Title:** Traffic Manager  

**Position Description (R2A2s):**  
As the Designated Employer Representative (DER) this individual is authorized by the company to take immediate action to remove employees from safety-sensitive duties and make required decision in the testing and evaluation process of those employees who fall under the motor carrier license. As the DER, this individual receives test results and other communications related to drug testing employees. Act as the liaison with the testing service agent and personnel security.

**Compliance Drivers (WAC, DOE Orders, etc.):**  

**Implementing Procedures:**  
MSC-PRO-27562 Commercial Driver License Holder's Drug & Alcohol Testing Requirements, MSC-PRO-37561 Department of Transportation Federal Motor Carrier Safety Management Plan, MSC-PRO-042 Fitness for Duty, MSC-POL-11385 Standards of Conduct

**Primary Interfaces:**  
Personnel security, HPMC, DOE, Human Resources

**Required Qualifications, Certifications, Training, etc.:**  
Designated Employer Representative Certification

**Is this position currently funded and staffed?**  
☒ Yes  ☐ No (If no, provide the path forward)
**PUBLIC WORKS KEY ROLES TEMPLATE**

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<thead>
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<th>Directorate:</th>
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<tr>
<td>Service Organization:</td>
<td>Traffic Management</td>
</tr>
<tr>
<td>WBS:</td>
<td>3001.04.10.30.01</td>
</tr>
<tr>
<td>Key Role Title:</td>
<td>Hazardous Material Specialist</td>
</tr>
<tr>
<td>Position Description (R2A2s):</td>
<td>As a Hazardous Material Specialist, this individual is responsible to ensure hazardous material/waste is properly transported according to federal &amp; state requirements. Certification is obtained every three years and consists of technical calculations and strict adherence to 49 CFR Parts 100-199 Transportation Hazardous Materials Regulations. In addition, familiarization with the Federal Motor Carrier Safety Regulations (49 CFR Parts 40, 325, 350, 355-399) is required. Manage overnight small package delivery. Administer export/import services with U.S. Customs to support international shipments. Utilize the electronic database (provided by DOE-HQ) to generate shipping documents as well as the electronic database interchange in support of freight bill payments. Employ Rad-Calc software for verification of radiological calculations required for shipments. Develop bid packages for hazardous &amp; general freight movements to ensure lowest cost selection criteria are maintained. Manage the transportation of general freight in and out of Hanford to include reviewing vendor pricing. Process freight damage claims and coordinate with associated parties to resolve financial responsibilities. Act as point of contact for arrangement of household goods moves for MSA and other Hanford contractors.</td>
</tr>
<tr>
<td>Compliance Drivers (WAC, DOE Orders, etc.):</td>
<td>49 CFR Parts 100-199, 40, 325, 350, 355-399, DOE Order 460.1C, DOE Order 460.2A, DOE Order 461.2, RCW 46.48, RCW 470-12</td>
</tr>
<tr>
<td>Implementing Procedures:</td>
<td>MSC-PRO-156, MSC-PRO-157, MSC-PRO-158, MSC-PRO-166, MSC-PRO-37561</td>
</tr>
<tr>
<td>Primary Interfaces:</td>
<td>Site Contractors, DOE, ORP</td>
</tr>
<tr>
<td>Required Qualifications, Certifications, Training, etc.:</td>
<td>49 CFR 172.700 Subpart H</td>
</tr>
<tr>
<td>Is this position currently funded and staffed?</td>
<td>☒ Yes ☐ No (If no, provide the path forward)</td>
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