



**Statement of Work (SOW)**

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**Emergency Management Services  
Statement of Work  
Advanced Mixed Waste Treatment Project**

Idaho Treatment Group, LLC

Revision: 0

Date: 12/20/2011

**1. SCOPE**

**1.1 Introduction**

Idaho Treatment Group, LLC (ITG) is a prime contractor for the U.S. Department of Energy (DOE) located in Idaho Falls, Idaho. This scope of work requires a subcontractor to provide emergency management products and services that comply with Department of Energy Order (DOE O) 151.1C and other requirements. This SOW is intended to identify and clarify the roles and responsibilities for emergency management, planning, and response to emergencies involving the AMWTP and BEA Emergency Services organizations. The emergency-response-and-preparedness interfaces established between AMWTP and BEA are a critical component in protecting workers, the public, the environment, equipment, and property.

**1.2 Work Included**

BEA shall provide selected emergency management services compliant with the requirements of DOE Order 151.1C to include:

- Offsite agency liaison
- Emergency Operations Center (EOC) Operations
- Consequence Assessment
- Facilitation support of Emergency Notification to off-site agencies (WCC)
- Public information as provided in the Joint Information Center (JIC)
- Central Facilities Area Emergency Control Center (CFA-ECC) for support during a AMWTP Emergency Response activation
- Radiological monitoring field team support
- Control cells at the EOC and CFA ECC when full activation is not required
- Bus transportation used for evacuation purposes

**1.3 Work Excluded**

Emergency Medical Response will be included in a separate SOW with medical services.

Fire Department and HAZMAT team response will be included in a separate SOW with the INL Fire Department.

**2. TECHNICAL REQUIREMENTS/TASKS**

**2.1 APPLICABLE CODES, PROCEDURES, AND REFERENCES**

BEA documentation such as emergency plans and related administrative documents.

AMWTP documentation such as Emergency Planning Hazards Survey (EPHS), Emergency Planning Hazards Assessment (EPHA), Emergency Plan/ RCRA Contingency Plan, and related administrative documents.

DOE O 151.1C "Comprehensive Emergency Management System"

To ensure ongoing compliance with DOE Directives, federal regulations, and other requirements that govern the AMWTP conduct of work contained in this statement of work, the ITG point-of-contact (POC) must be in the review and concurrence cycle for any proposed and final changes to BEA implementing documents affecting ITG. Responsibility for ensuring ITG POC involvement in the review and concurrence process resides with the BEA POC and will be coordinated and documented through the BEA and ITG document management organizations. Because there is potential for ITG changes to processes to affect BEAs conduct of work, the ITG POC will include BEA in the review and concurrence cycle for any proposed and final changes to AMWTP implementing documents affecting BEA.

The AMWTP Emergency Management Program Administrator (EMPA) is the ITG POC for the AMWTP. Designation of the EMPA will be provided to BEA by letter.

**2.2 RESPONSIBILITIES**

BEA responsibilities:

BEA shall assist DOE in the development and maintenance of Memorandums of Understanding (MOUs) with off-site response entities, coordinate meetings and training, and resolve issues with these entities. The actual MOUs shall be between the Department of Energy and the off-site entities.

BEA shall provide ITG with an Emergency Operations Center (EOC), the Joint Information Center (JIC) in Idaho Falls and the Emergency Control Center at CFA as described in the INL Emergency Plan. Emergency equipment and supplies for these facilities shall be provided and maintained by BEA.

BEA shall maintain a single point of contact (WCC at 208-526-1515) for emergency notification. WCC shall facilitate notification to off-site agencies (DOE-HQ, State, Counties, Tribes NRC, etc.) of emergency events.

WCC shall activate ITG emergency response organizations as requested by ITG, utilizing emergency response contact lists supplied by ITG for emergency notifications.

BEA shall provide ITG a position in the EOC to consult with the Emergency Director (ED) and provide input for situations involving ITG facilities and personnel. This position shall also review and approve news releases pertaining to ITG facilities and personnel.

BEA shall provide ITG with the Joint Information Center (JIC) in Idaho Falls and activate the JIC as requested by ITG. Emergency equipment and supplies for these facilities shall be provided and maintained by BEA.

BEA shall assist DOE in the dissemination of public information, received or developed in the EOC, to off-site entities, using the JIC. BEA shall provide and coordinate training for ITG personnel, procedures and resources for the JIC.

BEA shall provide radiological monitoring field teams for off-site field monitoring in the case of a radiological event at an ITG facility.

BEA shall work through the ITG POC on emergency management matters pertaining to this SOW. BEA shall allow ITG access to BEA personnel, facilities, documents, etc., for the support of ITG interests related to the emergency management services in this statement of work.

BEA shall provide ITG with a 12-month drill and exercise schedule including projected ITG involvement and will provide a minimum of 2 weeks notice when ITG participation is needed as control cell or requested to participate. Scheduling of drills and exercises will be coordinated with the ITG POC. Cost for ITG personnel developing and participating in drills and exercises shall be the responsibility of ITG. For drills or exercises that cannot be coordinated between companies (i.e., drill or exercise needed that requires the others support), the costs incurred will be recovered through the **blanket master agreement**

BEA will provide on-going consequence assessment support to ITG using BEA emergency plan implementing (EPIs) procedures and based on source-term information provided by ITG.

The INL EOC will activate, for ITG-declared classified operational emergencies and as requested for non-classified emergencies. The staffing level of the EOC will be determined by BEA depending on the event.

The INL CFA ECC will activate, for ITG-declared classified operational emergencies or as requested for unclassified operational emergencies. The staffing level of the CFA ECC will be determined by BEA depending on the event.

BEA will provide INL EOC and CFA ECC support for six (6) drills and one exercise annually. Support for five (5) of the drills will be in the form of control cells for the EOC and CFA ECC. For one of the drills or exercise, BEA will activate and staff the EOC and CFA ECC to validate interfaces between ITG and BEA personnel. The staffing level of the EOC and CFA ECC will be determined by BEA depending on the event scenario.

Costs incurred during activation of the INL EOC, CFA ECC and JIC in support of BEA events will be the responsibility of BEA. Cost will include the actual time of ITG personnel responding as part of the INL EOC, CFA ECC and JIC, that may be required for long term activation.

**ITG Responsibilities:**

ITG will provide an AMWTP Liaison Officer (ALO) to support the Emergency Director at the INL EOC and if necessary address the media during press conferences.

ITG shall provide immediate notification of emergency events to the INL Warning Communications Center (WCC) or through the INL Fire Alarm Center (FAC) as applicable.

ITG shall ensure emergency notification forms are faxed to the WCC at least five (5) minutes before the notifications are due to allow the WCC to bring offsite agencies onto the conference call.

ITG shall participate with the ED in offsite agency discussions related to protective action recommendations and coordination of response actions.

ITG shall provide an alternate means of emergency notifications and emergency response organization activation, in the unlikely event that the INL WCC is not available.

ITG will provide an ALO familiar with the affected facility to support the AMWTP Public Information Officer (PIO) in the development of news releases in the EOC and news conferences at the JIC.

ITG shall provide BEA with a 12-month drill and exercise schedule including projected BEA involvement and will provide a minimum of 2 weeks notice when BEA participation is needed as control cell or requested to participate. Scheduling of drills and exercises will be coordinated with the BEA POC. Cost for BEA personnel developing and participating in drills and exercises shall be the responsibility of BEA.

ITG will provide to BEA a complete list of EALs and associated default protective actions for which ITG requests EOC consequence assessment.

ITG will provide to BEA EALs which link to specific scenarios analyzed in the ITG facility EPHA and must clearly state all necessary supporting information including technical basis, source terms, scaling factors and other assumptions used in the scenario analysis.

ITG will provide to BEA with EAL supporting information in sufficient detail to allow an independent consequence assessor to quickly reproduce protective action distances specified in the EAL using the atmospheric dispersion modeling resources available in the EOC.

ITG shall work through the BEA POC on emergency management matters pertaining to this SOW. ITG shall allow BEA access to ITG personnel, facilities, documents, etc. for the support of ITG interests related to the emergency management services in this statement of work.

**3. REPORTS, DATA, AND OTHER DELIVERABLES**

BEA shall provide cost estimates for these emergency management services to ITG from October 1, 2011 through September 30, 2012, including the cost model used. An explanation of the cost model will be provided (i.e. what activities are included in EM CFA, Public Safety Liaison).

Cost models that use company head count as a basis shall be reviewed and updated quarterly. ITG will provide BEA quarterly employee headcount totals from human resource data at the end of each quarter for establishing evacuation bus requirements and to support accurate pricing of services. Shared costs will be appropriately reflected on monthly invoices following the quarterly review and update.

**SUBMITTALS**

BEA shall submit to ITG for review and concurrence changes to existing and new documents and procedures relating to or affecting ITG emergency management.

During emergencies BEA shall allow ITG to review and approve press releases for ITG facilities and personnel prior to release.

BEA shall submit an invoice to ITG for the costs associated with the activation(s) of the EOC, CFA ECC and associated support personnel for an ITG event.

ITG shall submit an invoice to BEA for the costs associated with the activation(s) of the EOC, CFA ECC and associated support personnel for a BEA event.