

Charter

INTEC ISFSI Management Operational Safety Board

**Idaho
Cleanup
Project**

CH2M ♦ WG Idaho, LLC is the Idaho Cleanup Project contractor for the U.S. Department of Energy

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INTEC	Charter	For Additional Info: http://EDMS	Effective Date: 04/15/14
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Manual:

Change Number: 341755

*The current revision can be verified on EDMS

1. PURPOSE AND SCOPE

Activities within the Nuclear Regulatory Commission (NRC) licensed facilities, including those of organizations providing support services to ISFSI Management, are subject to review by the ISFSI Management Operational Safety Board (OSB). The ISFSI Management OSB is responsible for supporting all operations and activities within the boundaries of the TMI-2 and FSV ISFSIs as well as the Idaho Spent Fuel Facility (ISFF). Activities and operations conducted on those systems within the ISFSIs are subject to review by the ISFSI Management OSB. Support services will coordinate their activities requiring OSB review through the ISFSI Management OSB.

The ISFSI Management OSB Chair identifies those OSB functions where formal reviews are required. The OSB members participate as members of a formal board as requested by the OSB Chair for the development, review, verification, validation, approval, dissemination, or performance of the specified functions or activities. The OSB functions in accordance with this charter and applicable procedures.

2. ROLES AND RESPONSIBILITIES

A. OSB Activities

The role of the ISFSI Management OSB is to ensure the guiding principles of integrated safety management are implemented in facilities operated for DOE under Nuclear Regulatory Commission (NRC) license. The OSB accomplishes this through integrated reviews, technical support, assessments, and advisement to the ISFSI Management department manager on a broad range of subjects and activities. The ISFSI Management department manager has the ultimate responsibility for safety in all NRC facilities and maintains final decision-making authority on all issues brought before the OSB.

B. Activities Reserved for Chair Approval/Concurrence

The approval authority and responsibilities of the OSB Chair can be delegated only through a formal delegation of authority.

C. OSB Members

The core membership of the ISFSI Management OSB shall consist of the ISFSI Management Department Manager (Chair); Regulatory Compliance Lead (Alternate Chair); FSV ISFSI, TMI-2 ISFSI, and ISFF Managers (Alternate Chairs); FSV ISFSI, TMI-2 ISFSI, and ISFF Facility Safety Officers; and the ISFSI Quality Engineer. Ad hoc OSB membership may include, but is not limited

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to, other ISFSI Management and INTEC Project personnel. OSB Member Responsibilities include attending OSB meetings as requested, ensuring that requested reviews are technically adequate and correct, maintaining training requirements, reviewing documents for procedure quality, providing document review comments using the Document Revision Form (DRF) System.

3. OSB PROCESS

OSB meetings will be held as needed and as required to support work and activity development. OSB meetings will generally be integrated with an ISFSI Management staff meeting. The OSB chair is responsible for ensuring the appropriate OSB level of involvement as needed for ISFSI activities.

All formal OSB activities, including the date of the OSB meeting, the activities conducted, results of the OSB process, and the names of those personnel that represent the quorum will be maintained in the OSB meeting minutes generally included in the ISFSI Management staff meeting minutes. Proposed document changes that are performed using the Document Revision Form (DRF) process will have comments and comment resolution information captured on the DRF review forms. No meeting minutes will be required or used for DRF reviews. Additional information deemed appropriate by the OSB chair may be included in the minutes.

OSB responsibilities may also include:

- Periodic review of license basis documentation, procedures, and training materials to ensure that safety requirements and compensatory measures are consistent with facility operations and that they can be effectively and safely implemented. The Independent Safety Review Committee (ISRC) for the Idaho Completion Project (ICP) provides support to the ISFSI Management OSB for routine independent review and concurrence of new and revised license basis documents.
- Review readiness of major scheduled or planned work including supporting hazard identification, analysis, and mitigation documentation and safety evaluations, to ensure that screenings have been properly performed and appropriate operational controls and readiness preparations have been included.
- Periodic review of maintenance activity planning including hazard identification, analysis, and mitigation, and the work control process to ensure that proper coordination of operational requirements and work package implementation.
- Periodic review of new or revised facility operating procedures to ensure that the activities can be safely, correctly, and efficiently performed within the license basis.

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- Periodic review of training modules and requirements for ISFSI Management to ensure the training will meet facility needs and ensure adequate hazard control within the license basis.
- Periodic review of ISFSI Management related assessment reports, performance indicators, event reports, corrective actions, and lessons learned to help ensure effective, timely feedback to improve program effectiveness.
- Review of renewal applications or new applications for environmental permits to ensure that environmental and safety requirements, as well as implementation and monitoring measures can be effectively and safely implemented.

At the discretion of the OSB Chair credit may be taken for reviews, in any of the above areas, by other formal standing committees. The OSB Chair may, as appropriate, designate members of other formal standing committees as ad hoc OSB members and utilize their normal reviews to meet OSB responsibilities.

4. TRAINING

In addition to job-specific training and qualification, OSB core members will be trained to perform their OSB functions in accordance with membership training requirements established by the OSB Chair. Training will include, as a minimum:

- PDD-1004, “Integrated Safety Management System” (overview)
- PRD-5043, “Operational Safety Boards”
- MCP-3562, “Hazard Identification, Analysis, and Control of Operational Activities”
- MCP-101, “ICP Integrated Work Control Process” (overview)
- MCP-3815, “Major Work Preparation and Review”
- MCP-2925, “Screen and Evaluate Changes”
- MCP-2924, “NRC Licensee Event and Condition Reporting”
- MCP-192, “Processing Lessons Learned and Operating Experience Information”
- MCP-3177, “ISFSI License Basis Documents.”

In addition to job-specific training and qualification, ad hoc members will be trained to perform their OSB functions in accordance with membership training requirements established by the OSB Chair.

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5. MEETING FREQUENCY

The OSB will be convened for a formal meeting when deemed necessary by the OSB chair. Such meetings will generally be integrated with an ISFSI Management staff meeting. The OSB Chair will determine the makeup of the meeting membership based upon the responsibility being fulfilled.