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Companywide	Management Control Procedure	For Additional Info: http://EDMS	Effective Date: 07/31/12
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Manual: 9 - Operations

USE TYPE 3

Change Number: 336791

*The current revision can be verified on EDMS.

1. PURPOSE

This procedure establishes the CH2M-WG Idaho, LLC (CWI) operating standards, expected performance levels, and defines requirements for conducting facility, project, and subproject operations and *activities* (see def.) in a safe and professional manner for the Idaho Cleanup Project (ICP). This procedure also establishes the ICP standards of excellence under which facilities, projects, and subprojects will be operated.

2. SCOPE

This procedure applies to all ICP workers and activities. The safety and welfare of employees, the public, the environment, and facilities and equipment is CWI's primary objective during operations. Consistent with this objective, CWI's goal is to deliver high quality products through an environment of discipline, formality, professionalism, and teamwork, which stimulates and challenges all employees and fosters cohesiveness.

Operations policies and processes invoke requirements that are applied to operations and support organizations. Procedures and training specify how these requirements are met.

3. RESPONSIBILITIES/PREREQUISITES

3.1 Responsibilities

Performer	Responsibilities
All Employees	Understand authority, responsibility, accountability, and interfaces. Accountable for operating performance.
Management	Provide resources for employees to accomplish assigned tasks. Establish and monitor performance goals. Accountable for operating performance.

3.2 Prerequisites

None

4. INSTRUCTIONS

4.1 Management:

- 4.1.1 Define responsibilities for implementing policies, procedures, and training.

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- 4.1.2 Ensure that ICP personnel clearly understand their authority, responsibility, accountability, and interfaces.
- 4.1.3 Provide employees with the resources to accomplish assigned tasks. These resources include personnel (operations, support, technical, etc.), available training, and the right equipment to support operations.
- 4.1.4 Develop and implement a long-range staffing plan that anticipates personnel losses. This plan should include staff development, qualification, retention, and succession.
- 4.1.5 Observe operations activities frequently.
- 4.1.6 Document and evaluate operating problems.
- Ensure that corrective actions are taken to improve the performance and/or return to normal conditions.
- 4.1.7 Establish safety, environmental, operations, and security goals as a management tool for improving performance and for measuring operating effectiveness. The following are provided as suggested goals:
- Minimizing the unavailability of safety systems
 - Minimizing personnel errors
 - As-Low-As Reasonably-Achievable (ALARA)
 - Minimizing lost facility capability of a process
 - Minimizing the number of unscheduled facility shutdowns per year
 - Timely completion of scheduled surveillances
 - Minimizing the amount of overtime
 - Establishing and maintaining complete staffing and providing training appropriate to an operation
 - Minimizing waste
 - Minimizing the number of lighted annunciators
 - Minimizing non-compliance with environmental regulations and permit conditions.

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- Minimizing security infractions

4.1.8 Establish goals that are auditable, measurable, realistic, challenging, documented, and accomplished through an action plan.

4.1.8.1 The action plan should be developed with input from personnel involved in conducting operations, reviewed by operations supervision, and shall be approved by management.

4.1.8.2 Review progress toward and trends on goal achievement on a regular basis at an appropriate level.

NOTE: *If results show a significant variance from the desired progress in achieving goals, management should review the action plan to ensure that it is adequate and is being executed.*

NOTE: *Operating and safety goals should be set and used as motivators for improvement, not as ends in themselves. Goals that are easily met with little or no action should not be used.*

4.1.9 Assess performance relative to operating goals.

4.1.9.1 Provide results of performance assessments to appropriate management and DOE.

4.1.9.2 Include in the assessment results an explanation of performance and actions planned to improve future performance.

4.1.9.3 Summarize performance of the Operations Safety Management Program (SMP) annually and submit to the Executive Safety Review Board (ESRB) in accordance with TSR-100, "ICP Standardized Technical Safety Requirements (TSR) Document," Surveillance Requirement 3.100.6.1. (Appendix A)

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NOTE: *Line managers and supervisors should perform routine observations of personnel performing operating activities.*

NOTE: *Organizations not directly associated with a facility or operation should be scheduled to conduct reviews of facility and operations performance.*

4.1.10 Conduct inspections, audits, reviews, investigations, and self-assessments of the effectiveness of company policies, plans, and procedures.

4.1.11 Establish a system to document, trend, and correct deficiencies.

NOTE: *ICP management and workers are accountable for their operating performance.*

4.1.12 Counsel, retrain, and discipline personnel involved in significant or frequent violations of operating practices, as appropriate.

NOTE: *Individual performance appraisals and promotions should include an assessment of operating performance.*

NOTE: *Formalized supervisory and management training should be incorporated into training programs. This is especially important at the first levels of supervision and should aid supervisors in managing operations.*

4.1.13 Ensure that all operations personnel understand the safety planning requirements.

5. RECORDS

None

6. DEFINITIONS

Activity or Activities. An all-inclusive term to describe any planned action such as: designing, purchasing, fabricating, handling, shipping, receiving, storing, cleaning, installing, inspecting, testing, operating, maintaining, repairing, or modifying.

Less Than Adequate SMP Performance. One or more significant deficiencies are identified in a required SMP such that the overall safety function of one or more Nuclear Safety Attributes is sufficiently impaired that the ability to conduct work safely is called into question, as determined by the ESRB.

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7. REFERENCES

DOE Order 422.1, “Conduct of Operations”

TSR-100, “ICP Standardized Technical Safety Requirements (TSR) Document”

8. APPENDICES

Appendix A, Annual Performance Summary

Appendix B, Procedure Basis

APPENDIX A

Annual Performance Summary

The Nuclear Safety Management rule requires that CWI define in each Documented Safety Analysis the characteristics of the safety management programs (SMPs) necessary to ensure the safe operation of the facility, project, and subproject. In Chapter 11, “Operational Safety,” of SAR-100, “ICP Standardized Safety Analysis Report (SAR) Chapters,” CWI has identified generic nuclear safety attributes of a Conduct of Operations program that contribute to the assurance of worker and public safety and to environmental protection. These attributes are listed in SAR-100 section 11.3.17 “Nuclear Safety Importance” and TSR-100 AC 5.100.6 “Safety Management Programs” item G.

Annually the Conduct of Operations SMP owner is required to provide a performance summary to the ESRB for the program. The ESRB will determine if *Less Than Adequate SMP Performance* (see def.) As a minimum, the report submitted to the ESRB will include the following information to enable the ESRB to determine if adequate performance by the Operations SMP exists:

Nuclear Safety Attribute Implementing Procedures – For each of the nuclear safety attributes identified for Operational Safety, report any findings, deficiencies, or weaknesses identified since the last report that indicate less than adequate procedural guidance for implementing the attribute. Report actions taken to correct/improve the implementing procedures.

Assessment Results – Report program performance based upon the results of self-assessment programs (e.g., management assessments, surveillances and inspections, management reviews) and independent assessments (both internal and external) since the last report. For any corrective action plans developed in previous reporting periods, provide the current status of each item and an evaluation of the effectiveness of the actions.

Continuous Improvement – Report planned upgrades and activities, feedback and improvement processes, etc. to be utilized for achieving continuous improvement in the Operational Safety SMP. Include planned internal and external independent assessments.

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APPENDIX B**Procedure Basis**

Step	Basis	Source	Citation
4.1.1, 4.1.2, 4.1.7 through 4.1.9	Organizational roles, responsibilities, authority, and accountability	DOE Order 422.1	Attachment 2, Appendix A, 2.a.(1)
4.1.3, 4.1.4	Adequate material and personnel resources to accomplish operations	DOE Order 422.1	Attachment 2, Appendix A, 2.a.(2)
4.1.5 through 4.1.10, 4.1.10 Note, 4.1.11	Monitoring and self-assessment of operations	DOE Order 422.1	Attachment 2, Appendix A, 2.a.(3)
4.1.6, 4.1.7, 4.1.9.2, 4.1.12 Note, 4.1.12	Management and worker accountability for the safe performance of work	DOE Order 422.1	Attachment 2, Appendix A, 2.a.(4)
4.1.4, 4.1.12 Note, 4.1.13 Note	Management training, qualification, succession, and, when appropriate, certification	DOE Order 422.1	Attachment 2, Appendix A, 2.a.(5)
4.1.4, 4.1.13	Methods for the analysis of hazards and implementation of hazard controls in the work planning and execution process	DOE Order 422.1	Attachment 2, Appendix A, 2.a.(6)
4.1.9.3	Summary of safety management program performance	TSR-100	SR 3.100.6.1