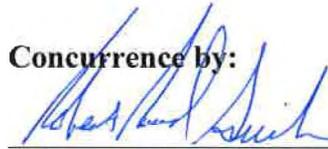


Paducah Project Investment Recovery Integrated Project Team Charter

Review and Approval Sheet

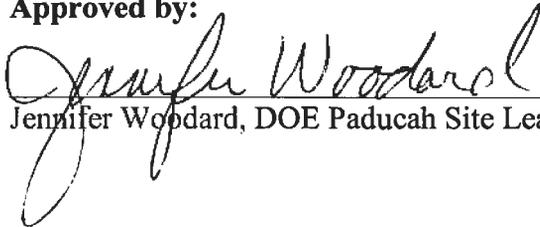
Concurrence by:



Robert Smith, DOE Paducah
Investment Recovery Team Lead

1/11/16
Date

Approved by:



Jennifer Woodard, DOE Paducah Site Lead

1/12/16
Date

Paducah Project Investment Recovery

Integrated Project Team Charter

Integrated Project Team Charter

Mission:

The mission of the Integrated Project Team (IPT) is to do the following:

- Support the U.S. Department of Energy (DOE) Paducah Gaseous Diffusion Plant (PGDP) deactivation, decommissioning, stabilization, and environmental remediation missions.
- Support DOE policy objectives to minimize waste generated by deactivation, decommissioning, stabilization, and remediation activities at Paducah through reuse or recycle of personal property, equipment, and materials.
- Support DOE efforts to maximize the technical, socioeconomic, and environmental benefits associated with the reuse or recycle of site infrastructure, equipment, and materials.
- Support the efforts of the Paducah Area Community Reuse Organization (PACRO) to develop and diversify sustainable regional economic activity by leverage of site infrastructure, equipment, and materials to attract private investment.
- Support DOE actions to maintain mutually beneficial relationships among DOE, contractors, the community, and PACRO.
- Demonstrate site conformance with Executive Order 13514, *Leadership in Environmental, Energy, and Economic Performance*, by leading site wide waste minimization and pollution prevention efforts.

Objectives:

The IPT will support the following objectives:

- Develop and implement a site wide, integrated approach to recover as much as possible of the extensive investment in the PGDP while supporting deactivation, decommissioning, stabilization, environmental remediation, and economic diversity.
- Support development of and approve for implementation of business models to identify and evaluate personal property, equipment, and materials for reuse or recycle that are economically beneficial to the government and the community.

- Develop business models to support redeployment of site industrial infrastructure.
- Leverage site investment to secure private investment in the industrial infrastructure and economic diversification in the region.
- Provide guidance and oversight to transfer personal property, equipment, and materials to PACRO that have been determined to be excess to federal government needs.
- Assess and quantify the value of services, savings and in-kind contributions to site deactivation, decommissioning, stabilization, and environmental remediation efforts rendered by PACRO.
- Foster a working relationship and effective lines of communication with stakeholders and special interest groups for pollution prevention/waste minimization.
- Coordinate the efforts of site contractor organizations directed at waste minimization, pollution prevention, and investment recovery.
- Ensure that site contractors evaluate all excess facilities and equipment and materials for investment recovery opportunities.
- Develop and sponsor implementation of acquisition strategies and business plans to support pollution prevention, waste minimization, and investment recovery actions.
- Identify emergent, innovative, and industry standard approaches to support investment recovery.
- Develop metrics (e.g., return on investment) to evaluate continuously the performance of investment recovery, waste minimization, and pollution prevention effectiveness.

Metrics:

- Develop and submit monthly progress reports on team progress and accomplishments and on contractor reuse/recycle activities and accomplishments.

Scope of Team Responsibilities:

The IPT shall accomplish the following responsibilities:

- Maintain a list of opportunities for consideration for investment recovery.
- Assist the Investment Recovery Team Lead with all responsibilities related to investment recovery.
- Develop, comment, and concur on cost benefit analysis performed by site contractors on potential recycle opportunities for individual waste streams.
- Site contractors will draft cost benefit analysis and IPT (or IPT Lead and Site Lead) will review and concur.
- Maintain a listing of approved and prioritized investment recovery activities.

- Serve as the point of contact for site investment recovery activities and provide oversight of investment recovery activities.
- Review all investment recovery technical, cost, and schedule risks identified by site contractors and DOE and ensure that risk management strategies are developed.
- Record minutes of IPT meetings and maintain IPT records, working papers, and work products.
- Oversee performance of any risk assessments necessary to support investment recovery project such as development of authorized limits documents as required by DOE Order 458.1, *Radiation Protection of the Public and Environment*.
- Maintain constructive alliances with PACRO and private industry where appropriate and relevant to investment recovery.

IPT Core Team Operating Principles:

The IPT shall accomplish the following principles:

- Meet at regular times, but no less than once per month.
- Provide routine status updates to the DOE Paducah Site Lead to maintain appropriate focus and progress.
- Elevate “cross-project” issues that cannot be resolved by the IPT to the DOE Project Directors and/or DOE Paducah Site Lead for a final decision.
- Record and archive minutes and information associated with all IPT meetings and activities.
- Charter specialized task teams, by IPT Lead, to provide additional technical focus on individual issues, concerns, activities, and/or projects, as necessary.
 - Each task-team shall be enfranchised by a written charter approved by the Paducah Site Lead and IPT Lead.
 - Task-teams shall report monthly to the IPT on activities, progress, and problems associated with assigned tasks.
 - Each task team charter shall clearly state the following:
 - Purpose
 - Responsibilities
 - Authorities
 - Organization/Membership
 - Reporting Requirements and Relationships
 - Schedule for completion of task team activities

IPT Reporting Requirements/Relationships:

The IPT is responsible, through its Lead, to the DOE Paducah Site Lead on all matters associated with achieving the objectives of this charter regarding integration of investment recovery activities across the Paducah Site.

IPT Authorities:

- The IPT operates under the direct authority of the DOE Paducah Site Lead and has the authority to create and charter task teams or supporting working groups to provide more focus on specific issues of concern.
- Atomic Energy Act–1954, as amended.
- Defense Reauthorization Act of 1994 (property transfer).

IPT Organization:

The IPT members and primary responsibilities are defined in Table 1, IPT Member Assignments.

Table 1. IPT Member Assignments

NAME	RESPONSIBILITY
Jennifer Woodard – Paducah Site Lead, DOE	Executive Authority
Robert “Buz” Smith - Strategic Planner, DOE	IPT Lead
Don Dihel – Health and Safety, DOE	Health and Safety Oversight
Marilyn Peoples - Industrial Property Management Specialist, EMCBC	Property Transfer Document Processing
Christine Buttermore – Environmental Engineer, Pro2Serve	DOE Technical Support
Victor Turner – Nuclear/Mechanical Engineer, Pro2Serve	DOE Technical Support
Eddie Spraggs – Public Affairs, Pro2Serve	DOE Support
Con Murphy - Fluor Federal Services, Inc. (FFS) Program Manager, CB&I	Investment Recovery Implementation
Mark Duff - Director Environmental Management, FFS	Technical Support

Craig Willet – Project Operations Manager, FFS	Investment Recovery / Project Integration
Kelly Ausbrooks - Radiation Protection Manager, FFS	Technical Support
Carrie Maxie – Waste Management Manager, FFS	Technical Support
Cory Hicks – Public Affairs Manager, FFS	Public Affairs
Jessica Pedersen – Property and Logistics Manager, FFS	Technical Support
Tammy Courtney – Program Manager, SSI	Investment Recovery Implementation
Keith Price – Radiation Protection Manager, SSI	Technical Support
Stacey Marinelli – Engineering Manager, SSI	Investment Recovery / Project Integration
Jeff Beck – Property Specialist, SSI	Technical Support

The IPT also will charter several supporting task teams to address specific topics including:

- Innovative technology and industry outreach activities,
- Property management and transfer issue management,
- Opportunity Development,
- Regulatory Issue Management, and
- Procurement Strategy and contracts for specialized/technical support.

The IPT periodically will review the need for these and other such groups.

The IPT will identify and resolve issues and, where necessary, coordinate issue resolution with line organizations and DOE Paducah Site Office.

The IPT also will seek to identify opportunities to enhance Paducah investment recovery efforts through identification of leveraging actions where two or more activities can be combined or better coordinated to improve efficiency and/or cost.

The IPT also shall coordinate and maintain effective communication with PACRO and external stakeholders, where appropriate.