



SITEWIDE INTERFACE PROGRAM PORTSMOUTH RESERVATION, PIKETON, OHIO

STATEMENT OF PURPOSE

The U.S. Department of Energy (DOE) and the United States Enrichment Corporation (USEC) agreement “USEC and DOE Resolution of Shared Site Issues at the Gaseous Diffusion Plants (Rev. 2 dated 02/20/09)” provide a framework for a Sitewide Interface program at the Portsmouth Reservation. The Sitewide Interface Program will provide a forum to allow site tenants to communicate about and integrate work activities that may affect one or more of the other tenants and/or subcontractors.

The D&D contract assigns Fluor/Babcock and Wilcox Portsmouth, LLC (FBP) the responsibility for planning and integration of PORTS activities. The coordination will ensure that site activities do not adversely affect the operations of the other site tenants and/or subcontractors in terms of health and safety, environmental protection, safeguards and securities, and nuclear regulatory compliance. This draft program presents to the Sitewide Interface Committee the recommendation of criteria for consideration during planning for and establishment of a PORTS Sitewide Interface Program.

PROTOCOL

FBP will establish a PORTS Sitewide Interface Program. FBP is responsible for integrating work activities that may impact or potentially impact site tenants and/or subcontractors. FBP will implement the following protocol when developing and implementing the PORTS Sitewide Interface Program.

- Establish a PORTS Sitewide Interface Program (SIP) to coordinate and integrate work activities
- Establish a working group, representing each major site subcontractor
 - Department of Energy – Portsmouth (DOE- PORTS/ORO)
 - Fluor/Babcock & Wilcox Portsmouth (FBP)
 - Wastren-EnergX Mission Support (WEMS)
 - United States Enrichment Corporation (USEC-ACP),
 - Babcock & Wilcox Conversion Services, LLC (BWCS)
 - Restoration Services, Inc. LLC. (RSI)
- Establish an oversight group, representing each major site tenant
 - Site Director, DOE PORTS
 - Program Manager, FBP
 - Program Manager , WEMS
 - General Manager, USEC-ACP,
 - Program Manager, Babcock & Wilcox Conversion Services, LLC (BWCS)
 - Program Director, Restoration Services, Inc. LLC. (RSI)
- FBP Sitewide Interface Organization will lead both the working group and the oversight group.
- Prepare a SIP Operating Procedure that defines the process for coordinating and integrating work activities, including roles and responsibilities and communications processes, and share the FBP Operating Procedure with other tenants, for their use as a template for their own procedure.
- FBP shall establish and maintain records of each work activity, meeting, and related correspondence, as required by applicable standards.

General Guidelines

1. Each member of both the Working Group and Oversight Group will assign a designee to act when they are not available.
2. Other PORTS subcontractors or tenants will participate during their period of performance at PORTS.
3. Meetings frequency will be defined in the SIP Operating Procedures, but will at a minimum be sufficient to safely and efficiently execute work at the PORTS site.
4. A quorum will be defined in the SIP Operating Procedures
5. The Operating Procedures will identify the operating parameters of both the Working Group and the Oversight Group. As a minimum, the Operating Procedures will address the following.
 - a. Evaluation of findings and recommendations concerning potential or existing cross-cutting work activity interferences
 - b. Resolution of disputes / conflicts,
 - c. Identification of the need for additional direction or policies
 - d. Oversight policies and procedures
 - e. Issues tracking and closure
 - f. Lessons Learned documentation and transmittal.
6. In the leadership of both Group meetings, FBP shall:
 - a. Advise attendees of meeting time / location
 - b. Prepare the meeting agendas
 - c. Chair meetings
 - d. Publish, distribute, and track action items to closure
 - e. Publish and distribute meeting minutes
 - f. Ensure implementation of SIP Operating Procedures
 - g. Maintain records in accordance with applicable standards.
7. Working Group meetings will be held every two weeks at a minimum, or as requested by a SIP Program Group Member. Oversight Group meetings will be held monthly (or as required).
8. Purpose of Working Group Meeting is to:
 - a. Identify work activities that have potential to impact others
 - b. Track actions necessary to prevent mutual interference
 - c. Resolve disputes at lowest level
 - d. Document actions to SIP Oversight Group
 - e. Promote a safe working environment at PORTS.
9. Agendas will be prepared for both the Working Group and the Oversight Group meetings. The Operating Procedure will identify standard agenda items that will contain the following at a minimum.
 - a. Approval of previous meeting minutes
 - b. Review of open action items from previous meetings,
 - c. Identification and update from each representative of all activities scheduled during the next 6-month period that could involve another DOE contractor or tenant
 - d. Recap discussion of items / issues identified since last meeting including those documented on active Screening Forms,
 - e. Safety issues, safety observations, and lessons learned from each organization since last meeting as documented in corrective action programs or Operational Evaluation Reporting Program.