

ELECTRONIC
WORKING
COPY

VERIF. DATE: _____
 INITIALS: _____



FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002	REV. NO. 0
SUBJECT MATTER AREA: Shared Site Issues	SME: Ken Lauderback	Page 1 of 14
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	APPROVED BY/DATE: Rick Ginther / 4/2/12 (Signature on File)	

Categorically Excluded from USQD/USQ Process Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Cat Ex USQD/Screening No: N/A
USQD Screening/USQD Required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> USQD Screening/USQD No: FBP-12-SCN-00148

USE CATEGORY:	INFORMATION USE	
EFFECTIVE DATE: <u>04/12/12</u>	5	YEAR PERIODIC REVIEW DATE: : <u>04/2/17</u>

Level 2 Administrative Procedure

RECORD OF ISSUE/REVISION

Former USEC/LPP Doc #:	N/A
-------------------------------	-----

Revision/Change	Description of Changes	Affected Pages	Date Approved
0	Initial FBP Release – Supersedes FBP-PI-PRO-00003 and FBP-DD-PRO-00055	All	4/2/12

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 2 of 14

CONTENTS

1.0	PURPOSE	3
2.0	SCOPE AND APPLICABILITY	3
3.0	GENERAL INFORMATION (BACKGROUND).....	3
4.0	USE REFERENCES	4
5.0	RESPONSIBILITIES.....	4
5.1	Work Planning and Control Manager	4
5.2	Nuclear Safety and Engineering Manager	4
5.3	Managers, Supervisors, and Engineers	4
5.4	Site Integration Supervisor.....	5
6.0	ACTIONS	7
6.1	Pre-Evaluation of FBP Planned Activities	7
6.2	Evaluation of FBP or Other Entities' Activities.....	8
6.3	Sitewide Interface Program.....	10
7.0	RECORDS	10
7.1	Records Generated	10
7.2	Requirements.....	11
8.0	DEFINITIONS /ACRONYMS	11
8.1	Definitions.....	11
8.2	Acronyms	11
9.0	SOURCE REFERENCES	11
Attachment A	SHARED SITE ACTIVITY SCREENING FORM	13

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 3 of 14

1.0 PURPOSE

- 1.1** This procedure provides guidance (instructions) for implementing the “USEC and DOE Resolution of Shared Site Issues at the Gaseous Diffusion Plants” (the “Shared Site Agreement”).
- 1.2** This procedure supersedes FBP-DD-PRO-00055 and FBP-PI-PRO-00003.

2.0 SCOPE AND APPLICABILITY

- 2.1** This procedure applies to FBP personnel performing project or job planning or preparation anywhere on the DOE reservation, or on DOE’s easements and rights of way.

3.0 GENERAL INFORMATION (BACKGROUND)

- 3.1** The Shared Site Agreement was established to accomplish the primary purposes of ensuring that:
 - 3.1.1** The activities of one site entity do not adversely affect the activities of other site entities
 - 3.1.2** Situations with the potential to affect both DOE and USEC operations and personnel, such as emergencies and threats, are managed in a coordinated manner that protects the safety and health of site personnel and the public.
- 3.2** The focus of the Shared Site Agreement is in terms of health and safety (especially nuclear safety), environmental protection, safeguards and security, and nuclear regulatory compliance.
- 3.3** Although USEC no longer leases the Portsmouth GDP, the Shared Site Agreement has been incorporated into USEC’s lease/sublease of their American Centrifuge Plant (ACP) at the site.
- 3.4** The Shared Site concept has since been informally expanded to cover activities between DOE prime contractors, even when USEC was not affected. The various site entities have established formal procedures such as this one, or more informal policies, in order to implement the concept of the Shared Site Agreement.
- 3.5** In addition, representatives of DOE and the site entities conduct regular Sitewide Interface meetings to discuss and resolve common issues, including issues outside the focus of the Shared Site Agreement. The scope of this procedure does not address activities of the Sitewide Interface meetings.

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 4 of 14

4.0 USE REFERENCES

- A.** FBP-BS-PRO-00011, *Records Management Including Document Control*
- B.** FBP-BS-PRO-00062, *Records Management Program*
- C.** X-761-C-30950, *Portsmouth Site Map – Areas of Responsibility*

5.0 RESPONSIBILITIES

5.1 Work Planning and Control Manager

- 5.1.1** Establish controls for scheduling work such that interruptions to essential services necessary for safety, safeguards and security are controlled to prevent adverse conditions; that work on systems shared between FBP and ACP, or FBP and other contractors, are coordinated and that any required Shared Site approvals have been obtained before proceeding.
- 5.1.2** Establish a system to provide a weekly schedule of FBP planned and in-process work that can be made available to other site entities.

5.2 Nuclear Safety and Engineering Manager

- 5.2.1** Establish a system to provide site counterparts with copies of revised or new Unreviewed Safety Question Determinations (USQDs)/Safety Analyses when changes to FBP-managed facilities, systems, or operations have the potential to impact another site entity. Specifically included are any USQD evaluations that conclude that a proposed change does involve an Unreviewed Safety Question.
- 5.2.2** In the event that one site entity has a concern about the potential impact of any plant changes by the other entity on the safety of its own operations and activities, the appropriate representatives shall jointly review the change and take appropriate action to resolve the concern in a prompt manner.

5.3 Managers, Supervisors, and Engineers

- 5.3.1** Evaluate upcoming activities in advance to determine if there is a chance that the activity could affect another entity's safety basis, activities, or personnel.
- 5.3.2** If planned activities have not previously been reviewed for compliance with safety basis documents, ensure that a USQD Screening is initiated.
- 5.3.3** Consult the Site Integration Supervisor or Sitewide Interface Manager as needed to determine if a Shared Site Screening Form should be initiated.

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 5 of 14

- 5.3.4** Initiate FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* as appropriate, allowing reasonable time for other site entities to review the planned activity, and allowing sufficient time for any concerns raised to be resolved. Sufficient information shall accompany the Form to adequately describe the planned activity to reviewing entities, such as drawings, sketches, scopes of work, timeframe for implementation, etc.

NOTE

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using block 11 of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

- 5.3.5** Either comply with stipulations required by other site entities following their review of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or resolve concerns such that the stipulations are no longer an issue (stipulations are often listed to prevent FBP activities from adversely affecting another entity's safety, operations, or regulatory requirements).

5.4 Site Integration Supervisor

- 5.4.1** Advise site personnel whether an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* is appropriate.

- 5.4.2** Act as the Shared Site "hub" for the entire Portsmouth site.

- A.** Process the FBP-PI-PRO-00002-F01(s), *Shared Site Activity Screening Forms* submitted by FBP personnel to the appropriate Shared Site points of contact (POC) for review by other site entities.

NOTE

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using block 11 of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

- B.** Process any FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent communication received from another site entity's POC, by forwarding to the appropriate FBP personnel, and to appropriate POCs for other site entities, for review.
- C.** Compile responses from Shared Site reviews and forward back to the originator of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent communication, copying appropriate POCs and other personnel.

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 6 of 14

- D.** Maintain a Shared Site Log for the Portsmouth site, to track FBP-PI-PRO-00002-F01(s), *Shared Site Activity Screening Forms* or equivalent communication submitted, the reviewing entities, and issue closures. Provide the log to FBP management as requested, and provide updated copies of the log to attendees of the periodic Sitewide Interface meetings.
- E.** Maintain drawing X-761-C-30950, *Portsmouth Site Map – Areas of Responsibility*. The drawing reflects areas of responsibility among the site tenants as defined by, or agreed to by DOE.

5.5 Site Wide Interface Manager

- 5.5.1** Maintain procedure FBP-PI-PRO-00002, *Administration of Shared Site Issues*.
- 5.5.2** Represent FBP at Sitewide Interface meetings.
- 5.5.3** Provide oversight to the Site Integration Supervisor and perform or delegate responsibilities of the Site Integration Supervisor in his/her absence.

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 7 of 14

6.0 ACTIONS

6.1 Pre-Evaluation of FBP Planned Activities

FBP Manager/Supervisor/Engineer

6.1.1 Review the scope of the planned activity and the location of work to determine if there will be a change to physical systems, structures, or components, an addition or removal of a facility, or a change to FBP operations.

- A.** **IF** a change to physical systems, structures, or components or a change to FBP operations is anticipated, **THEN** initiate an Unreviewed Safety Question Determination screening evaluation through the Engineering Service Order process for example, or directly request the evaluation through the Nuclear Safety group.

6.1.2 During the review of the scope and location of the activity/work, address the following questions:

- A.** Will any of the activity/work occur in a facility or area controlled by ACP, another DOE contractor, or off the DOE reservation?

NOTE

Examples of issues which would necessitate a “yes” answer to the question below and therefore require an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* would include:

- work near another entity’s wiring or piping
- introduction of a hazard not previously analyzed
- changes creating a positive USQ
- work affecting traffic density or routes
- work affecting schedules or budgets of other site
- work involve security issues
- addition or removal of a facility
- work affecting a shared interface or system such as potable water, fire water, power lines, or on-site rail system.
- work falling under the purview of a regulatory body other than the DOE (e.g. NRC, OEPA, etc.)

- B.** Might the activity/work affect another entity’s personnel or operations?

6.1.3 **IF** either question 6.1.2.A or B above can be answered “Yes”, **THEN** initiate an FBP-PI-PRO-00002-F01, Shared Site Activity Screening Form (see page 2 of the form for completion instructions).

6.1.4 **IF** there is any doubt whether an FBP-PI-PRO-00002-F01, Shared Site Activity Screening Form is required, **THEN** contact the Site Integration Supervisor or Sitewide Interface Manager for guidance (“in case of doubt, fill it out”).

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0 Page 8 of 14

- 6.1.5 Submit the completed FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* to the Site Integration Supervisor or alternate.

Site Integration Supervisor

- 6.1.6 Provide guidance as required to assist FBP personnel in determining whether an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* should be initiated, and assist in completion of the form.

NOTE

Tracking numbers take the pattern of ABC-xx-xxx, where the first three or four characters are a standardized abbreviation of the submitting entity (examples: FBP, ACP, WEMS, BWCS, DOE); the next two characters represent the current year, such as “12” for 2012; the last three characters are a sequential number for the submitting entity, such as “001”.

- 6.1.7 Receive the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* from FBP personnel, assign a tracking number, and distribute to the appropriate POCs for review. Consider also distributing the form to the Site Shift Operations Manager, if unclear whether other processes/procedures will require his/her review.
- 6.1.8 Enter data for the activity being screened into a Shared Site Log. No particular format is required, but typical data recorded includes the tracking number, a brief summary description of the activity, the date that the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* was received, which entities were asked to review the Shared Site Screening Form, and (later) the date of final closure.
- 6.1.9 Maintain copies of significant documents and correspondences on FBP’s “T”-Drive server (or other appropriate shared access site) for ready access by members of the Sitewide Interface Group.

6.2 Evaluation of FBP or Other Entities’ Activities

Site Integration Supervisor

- 6.2.1 Receive FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* from FBP Manager/Supervisor/Engineer, and assign a tracking number as in 6.1.7 above.
- A. Enter data for the activity being screened into a Shared Site Log, as described in 6.1.8 above.
 - B. **IF** one or more other site entities’ activities could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, **THEN** forward to the appropriate POC(s) for review/comment.

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 9 of 14

- C. **WHEN** responses are received from other entities' POC(s), **THEN** review, provide responses to the initiator, ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

6.2.2 Receive FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent, from another DOE contractor, or from ACP, and assign a tracking number as in Step 6.1.7 above, or confirm that the tracking number supplied by the other entity is sequentially correct.

- A. Enter data for the activity being screened into a Shared Site Log, as described in Step 6.1.8 above.
- B. **IF** FBP could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent, **THEN** forward to the appropriate FBP SME(s) for review/comment.
- C. **IF** one or more other site entities' activities could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent, **THEN** forward to the appropriate POC(s) for review/comment.
- D. **WHEN** responses are received from FBP SME(s) and/or other entities' POC(s), **THEN** review, provide responses to the initiator, ensure initiator is aware of any required followup or stipulations, and attempt to coordinate any conflict of activities.

6.2.3 Receive information or an inquiry from an offsite entity such as, but not limited to, OVEC or Glatfelter, whereby the offsite entity is planning an activity that could impact FBP activities or activities of another site entity, and assign a tracking number as in Step 6.1.7 above.

- A. Enter data for the activity being screened into a Shared Site Log, as described in Step 6.1.8 above.
- B. **IF** FBP could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent documentation, **THEN** forward to the appropriate FBP SME(s) for review/comment.
- C. **IF** one or more other site entities' activities could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent documentation, **THEN** forward to the appropriate POC(s) for review/comment.

NOTE

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using block 11 of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 10 of 14

- D. WHEN** responses are received from FBP SME(s) and/or other entities' POC(s), **THEN** review, provide responses to the initiator, ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

- 6.2.4** Maintain copies of significant documents and correspondences on FBP's "T"-Drive server (or other appropriate shared access site) for ready access by members of the Sitewide Interface Group.

FBP SME (Manager/Supervisor/Engineer)

- 6.2.5** Receive FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent documentation from another site entity, from Site Integration Supervisor along with any other provided documentation, noting the "respond by" date provided by the Site Integration Supervisor, or lacking such a "respond by" date, the "Date Response is Needed" block on the FBP-PI-PRO-00002-F01.
- 6.2.6** Review the documentation and respond to the Site Integration Supervisor, describing any conflicts with FBP's safety basis, activities, schedules, etc. Provide any ideas that could resolve the conflict(s), or stipulations that would allow the proposed activity to occur without creating the conflict.

6.3 Sitewide Interface Program

Sitewide Interface Manager

- 6.3.1** Represent FBP at Sitewide Interface meetings, which include DOE representative(s) and representatives of other site entities.
 - A.** Act as the meeting Facilitator in the absence of DOE-PPPO representatives.
 - B.** Ensure meeting participants are provided copies of the most current Shared Site Log.
 - C.** Ensure that FBP Action Items resulting from Sitewide Interface meetings are completed or addressed in a timely manner by appropriate FBP personnel.

Site Integration Supervisor

- 6.3.2** Participate in Sitewide Interface meetings.
 - A.** Provide participants with copies of the most current Shared Site Log.
 - B.** Perform actions of the Sitewide Interface Manager as described above in his/her absence.

7.0 RECORDS

7.1 Records Generated

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 11 of 14

- A. FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*

7.2 Requirements

Records generated or received as a result of performing this procedure shall be managed according to FBP-BS-PRO-00011, *Records Management Including Document Control* or FBP-BS-PRO-00062, *Records Management Program*.

8.0 DEFINITIONS /ACRONYMS

8.1 Definitions

- A. None

8.2 Acronyms

- A. ACP – USEC’s American Centrifuge Plant
- B. BWCS – B&W (Babcock & Wilcox) Conversion Services
- C. DOE – Department of Energy
- D. DSA - Documented Safety Analysis
- E. FBP – Fluor B&W, Portsmouth
- F. NRC – Nuclear Regulatory Commission
- G. OEPA – Ohio Environmental Protection Agency
- H. OVEC – Ohio Valley Electric Company
- I. POC – point of contact
- J. PPPO – DOE’s Portsmouth/Paducah Project Office
- K. SME -- Subject Matter Expert
- L. USQD – Unresolved Safety Question Determination
- M. WEMS – Wastren EnergX Maintenance Services

9.0 SOURCE REFERENCES

- A. “USEC and DOE Resolution of Shared Site Issues at the Gaseous Diffusion Plants”, Revision 2 dated February 20, 2009

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 12 of 14

- B.** Exhibit L of *“Supplemental Agreement Number 1 to the Lease Agreement Between the United States Department of Energy and the United States Enrichment Corporation (GCEP Lease), December 7, 2006”*, latest revision

FUNCTIONAL AREA: Planning & Site-Wide Integration	FBP-PI-PRO-00002
TITLE: ADMINISTRATION OF SHARED SITE ISSUES	REV. NO. 0
	Page 14 of 14

Attachment A
SHARED SITE ACTIVITY SCREENING FORM
Page 2 of 2



Instructions
SHARED SITE ACTIVITY SCREENING FORM

Page 2 of 2

Tracking Number: Leave this line empty. It will be completed by the FBP Sitewide Interface Group (or if originating from another company, perhaps by that company's coordinator for shared site reviews). The tracking number is a unique identifier for each issue to be screened.

Block 1: Place "FBP" in this block. (if being completed by another company/entity, place appropriate identifier here, such as "WEMS", "BWCS", "ACP", etc.)

Block 2: Briefly, where is the work to take place? Examples: "X-326 Operating Floor, Unit 3"; "southeast corner of Pike and 20th; etc. If the location can't be described briefly, you could insert "See Description of Work" or "see attachment" or "see attached sketch".

Block 3: To permit recipients of the form as much time as possible to complete an adequate review, insert the last date for a response that will still permit the activity to proceed without delaying the schedule.

Block 4: Provide as much detail of the job as possible to allow the reviewers to understand the potential for impacts to or interference with their activities, safety basis, or design characteristics. Other common areas of concern could be security, environmental, utilities or safety-related systems, excavations/penetrations, radiological or hazardous materials, or unusual quantities of fuels/reactive agents, etc. How are risks being mitigated or addressed? More detail is usually better, to reduce the chance of misunderstandings or revisions.

Block 5: Who "owns" the equipment or system that is to be worked on?

Block 6: One company may "own" the equipment, but the equipment may be located in another company's space. Multiple answers are possible: the work may take place in more than one company's space. If unsure of the status, contact the Site Integration Supervisor at extension 3217, or other Sitewide Interface personnel at 3263, or 3146.

Block 7: Self-explanatory. Answer to best of your ability.

Block 8: SWMU's are FBP responsibility, but may exist in space "owned" by another company. If not confident whether an area may be a SWMU or not, answer "Don't Know".

Block 9: Please ensure that the name of the person initiating the form is printed or typed in, and that the block is signed and dated.

Block 10: Personnel from the Sitewide Interface Group will ensure that this block is completed.

Block 11: This block will be completed by the Shared Site Point of Contact for the reviewing company. When FBP is reviewing another company's form, the FBP Site Integration Supervisor or alternate will normally complete this block. In most cases, the reviewing company will approve the activity, but will list any restrictions or stipulations in this block. Note: An e-mail response from the reviewing company is acceptable in lieu of completion of block 11.