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**APPENDIX 2**

**REV. 6**

**G-FSP-G-00002**

**Functional Service Agreement Between  
Savannah River Nuclear Solutions, LLC  
and  
Savannah River Remediation, LLC**

**Safeguards, Security and Emergency Services (SS&ES)**

**March 31, 2016**

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## **1.0 INTRODUCTION**

This Functional Service Agreement, Appendix 2 of Memorandum of Agreement (G-MOA-G-00002), describes the service exchange between the Savannah River Site (SRS) Management and Operating (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) and Savannah River Remediation, LLC (SRR).

This appendix describes the SS&ES baseline work to be provided. Included are programmatic responsibilities for the Site, as well as certain tasks related to monitoring program effectiveness and activities considered part of Site Landlord Services. Task-related activities that are requested will be documented in this Functional Services Agreement (FSA) as defined in Contracting Officer (CO) direction to SRNS. Activities not included in the FSA will be requested by the tenant utilizing the Service Level Agreement (SLA) process. Unless otherwise noted in this document, the services described do not apply to SWPF/Parsons.

The parties agree to review this FSA periodically (not to exceed a period of two years) and revise it if changes are needed as determined by both parties.

## **2.0 POLICIES, PROCEDURES, AND MANUALS**

The support and coordination of the SS&ES policies, procedures and manuals provided to SRR are part of the execution of the SRNS responsibility and provide employees with the administrative requirements that promote consistency across the site and help to ensure safety, security, and cost effectiveness. Full-time leadership is required to perform tasks such as keeping the program current with the latest DOE Directives, responding to external audits, providing timely guidance to meet field needs, maintaining alignment with other site programs, providing and implementing corrective action plans, addressing management initiatives and inquiries, etc.

The following policies, procedures, and manuals will be maintained for the Site by SRNS and will apply when services are provided:

Manual Number	Manual Title	Applicable Sections
14Q	<i>Material Control and Accountability Manual</i>	All

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7Q	<i>Security Manual</i>	All
6Q	<i>SRS Emergency Plan/Emergency Management Program Procedures Manual</i>	001, 002, 004, 006, 007, 008, 009, 010, 011, 012
SCD-13	<i>Continuity of Operations (COOP), Annex A, Pandemic Flu Plan</i>	All
SCD-7	<i>SRS Emergency Plan (associated implementing procedures)</i>	All
1B	<i>Management Requirements and Procedures</i>	4.03
	<i>FY16 SRS Emergency Readiness Assurance Plan (ERAP)</i>	All
SRNS-RP- 2015-00218	<i>General Site Security Plan</i>	All
2Q	<i>Fire Protection Program</i>	All

### **3.0 CODES AND STANDARDS**

See the reference section of the procedures listed above.

### **4.0 SS&ES SERVICES**

#### **4.1 General Services**

The list below details general services provided by SS&ES:

- Coordinate all reviews and responses for implementation of new SS&ES associated DOE Directives with contributions from affected SRR organizations.
- Serve as the primary Point of Contact (POC) for SS&ES-related topical areas to DOE-Savannah River (SR).

- As primary POC, SRNS SS&ES shall ensure timely and effective communication between DOE-SR and SRR Safeguards and Security and Emergency Preparedness personnel for all topical areas potentially affecting aspects of SRR operations.
  - Annually provide criteria and lines of inquiry for Safeguards, Security, and Emergency Preparedness Program assessments in support of Manual 12Q, *Assessment Manual*, to be considered for performance within SRR controlled/managed facilities.
  - Perform Phase I (Programmatic Compliance) assessments of SS&ES source documents in accordance with Manual 8B CAP-06, *Conduct of Performing Entity Phase I Compliance Assessment – Non-ESH Source Documents*.
  - Serve as the primary POC for DOE-SR OSSES annual surveys and other external surveys/audits for topical areas associated with SS&ES including all scheduling activities, coordination, and survey responses.
  - Manage DOE-SR OSSES and other external survey findings, deficiencies, etc., associated with SS&ES topical areas including administration of the Security Assessment Management System (SAMS) finding database.
  - Support SRR in closure criteria negotiation with DOE for DOE findings (as requested) and submittal of validation and closure packages for DOE findings.
  - Provide SS&ES topical area content and support to SRNS Site Training in support of development and delivery of ongoing training efforts for site and SRR personnel.
  - Provide notification of reported potential and actual incidents of security concern involving SRR personnel to the SRR FSO and applicable SRR management. The Security Incident Program Manager, or designee, shall conduct the necessary inquiry to establish the pertinent facts and circumstances surrounding the event, to include the following activities:
    - Attend SRR fact-finding and issue review meetings associated with the potential/actual reported incident of security concern.
    - Prepare the required Incident of Security Concern report using the DOE Safeguards and Security Information Management System classified database or a DOE approved reporting system.
    - Notify/brief the SRR FSO and applicable SRR management and SRR personnel on the results of the security incident inquiry.
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- Provide communications (verbal and written) to designated SRR personnel regarding the potential/actual incident of security concern as allowed per the approved SRNS and DOE Incident of Security Concern Plans and Federal oversight officials.
- Provide timely communications (verbal and written) to designated SRR personnel of information associated with other SS&ES general services not specified previously.

(Note: SRR has representation on the Local Insider Threat Working Group and shall receive the required training, briefings, reports, and notifications from the Savannah River Field Office - Office of Intelligence and Counterintelligence.)

#### **4.2 Information Security**

SS&ES provides information security policy, procedures, and program support for the following areas: Classification Guidance, Unclassified Controlled Nuclear Information (UCNI), Official Use Only (OUO), Classified Matter Protection and Control, Export Control, and Operations Security (OPSEC) programs. Additional information security support to SRR may be determined by DOE-SR. Baseload services include, but are not limited to, the following:

- Provide Information Security training support (Derivative Classifiers and Reviewing Officials, OPSEC Working Group, Classified Matter Protection and Control) for SRR controlled/managed facilities.
- Provide Information Security reviews for all new SRR construction/missions.
- Provide Information Security assessments of SRR facilities, as requested. Provide notification to the SRR FSO if an Information Security concern involving SRR personnel is discovered during a SS&ES facility walk down or assessment activity.
- Serve as the primary Information Security POC for DOE-SR and other DOE surveys. As primary POC, SRNS SS&ES shall ensure timely and effective communication occurs related to DOE surveys/audits potentially including aspects of SRR operations
- Provide routine Information Security reviews of SRR Electronic Shipping Orders, Excess, Loss of Property, and Release of Information Requests including Freedom of Information Act (FOIA) reviews.
- Provide timely communications (verbal and written) to designated SRR personnel of information associated with SS&ES information services not specified previously.

#### **4.3 Emergency Management**

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SS&ES Emergency Management provides policy, procedures, services, and program support for the following emergency management services: Savannah River Site Operations Center (SRSOC) operations, emergency response facilities and equipment, program policy, plans and procedures, emergency response organization, facility emergency preparedness programs, site and facility-level drills/exercises, office interactions, assessments and training. Baseload services include, but are not limited to, the following:

- Operate the 24-hour 911 Center.
    - Provide emergency response dispatch (Fire, Medical, Law Enforcement, and Security).
    - Activate the three functioning Field Monitoring Teams (FMTs) during emergency responses and drills. (Note: Two teams are staffed by SRNS personnel and the third FMT is staffed by SRR personnel.)
    - Operate the Security and Fire Alarm System (SFAS) central alarm station in accordance with 10CFR851, NFPA-72, UL-827, and UL-2050 and maintain it as a NRTL “Listing” station as required by the referenced laws and standards. Also, upon loss of monitoring capability, immediately notify SRR.
  - Serve as the Site communications center for:
    - Emergency notification to response resources (Emergency Response Organization (ERO), Radiological Assistance Program/Plan (RAP), Site Environmental Protection Coordinator (SEPC), etc.).
    - Initial coordination of onsite emergency monitoring teams.
    - 24-hour DOE communications point.
    - Emergency notification to senior management according to approved procedures including SRR personnel as prescribed.
    - Off-site emergency notification (local, state, DOE-Headquarters (HQ)).
    - Remote workers.
    - Occurrence Reporting Processing System /Site Item Reportability and Issue Management (ORPS/SIRIM) reporting.
    - Weather advisories/national warnings.
    - Hazardous material shipments.
  - Serve as the Area Emergency Coordinator (AEC) for the General Site.
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Provide AEC services (via the SRSOC Emergency Duty Officer) for facilities not staffed after normal working hours.

(Note: SRNS facilities serve as the AEC for all SRR operated facilities except the Defense Waste Processing Facility / Saltstone.)

- Support conduct of Emergency Preparedness drills and exercises, to include the following:
    - Develop and conduct drill/exercise scenarios.
    - Provide technical support and review facility-level emergency preparedness drill scenarios produced by SRR facility personnel, as requested.
    - Conduct an annual Site-level evaluated exercise. (Note: SRR to participate per established schedule.)
    - Develop and maintain a Site-wide drill and exercise schedule.
    - Provide training for controllers/evaluators/role players to support the SRR drill program.
  - Serve as Technical Agency Identification Checklist (TAIC) point of contact for project Emergency Management interface.
  - Generate/Review/Approve Hazard Surveys to include the following:
    - Emergency Planning Hazard Assessments.
    - Associated emergency procedures to include the Emergency Plan Implementation Procedures (EPIPs) and Emergency Preparedness Administrative Procedures (EPAPs), as described in the SRS Emergency Plan, and corresponding Emergency Management Program Procedures (EMPPs).
  - Maintain a qualified Site ERO, including Emergency Directors, staffed with SRNS personnel with the following two exceptions:
    - (1) SRR will maintain personnel qualifications for and staff required Technical Support Room (TSR) positions identified on Attachment 1.
    - (2) SRR will maintain personnel qualifications for and staff other positions as indicated in Attachment 1.
    - Maintain the Site ERO database.
    - Track qualification of Site ERO members.
    - Develop and publish annual ERO training schedule.
  - Provide the required Emergency Response Organization training, to include:
    - Maintain site and facility level lesson plans and testing materials.
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- Provide site and facility level classroom instruction.
- Retain command and control responsibility and serve as the primary responding element for operational emergencies.
- Maintain liaison with off-site emergency preparedness officials at the local, county, state, and national levels.

#### **4.4 Personnel Security**

The SS&ES Personnel Security section develops, updates, and enforces site-level personnel security policies in accordance with DOE requirements and standards for the following Personnel Security programs: Security Clearance/site Access Authorization, Reporting Arrests and Other Information of a Personnel Security Concern, Visitor Control, Foreign Travel, Human Reliability Program, Unclassified Foreign Visits and Assignments Program, and HSPD-12

- The SS&ES Personnel Security section manages and administers SRS badging, to include Point of Entry briefings as required, for:
    - Employees
    - Subcontractors
    - Visitors
    - Foreign Nationals
    - Personnel associated with Classified Visits
  - The SS&ES Personnel Security section manages and administers the Foreign Visit and Assignment Program, to include the following activities:
    - Process and review requests for visits
    - Review Security Plans
    - Badge Foreign Nationals
    - Maintain records
    - Conduct training
  - The SS&ES Personnel Security section manages and administers security clearance processing for employees and subcontractors, to include the following activities:
    - Process initial security clearance
    - Process 5 and 10-year reinvestigation
    - Maintain Personnel Security records
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- The SS&ES Personnel Security section manages and administers the Security Awareness Program, to include the following activities:
  - Disseminate information concerning applicable DOE S&S directives, procedures, and site-specific S&S policies via employee communications and security bulletins.
  - Annually review and revise initial security briefing, comprehensive security briefing, and the annual security refresher briefing.
  - Develop and implement a security awareness survey (questionnaire). (Note: Upon request, questionnaire may be shared with SRR FSO for distribution to SRR personnel.)

#### **4.5 Material Control and Accountability**

Currently, Site Nuclear Material Control and Accountability (NMC&A) provides limited routine services to the SRR Liquid Waste Organization (LWO). All nuclear material transferred to the LWO would have terminated safeguards, thus eliminating all NMC&A requirements. The only routine work provided by site NMC&A is listed below:

- Act as the Nuclear Materials Representative for SRS, including SRR.
- Provide radioactive source control and tracking. (Note: Radioactive sources must be controlled and tracked by DOE directive.)
- Maintain the NMC&A site database for radioactive sources and provide the required routine source inventory reports.
- Maintain the accountability records for transfers into and out of the liquid waste (tank farm) (VZE) Reporting Identification Symbol (RIS).

(Note: The NMC&A shipping coordinator is responsible for verifying the receiving facility is authorized to accept the material and ensures that the “Authorization to Ship” from the receiving facility is in hand at SRS prior to initiating the shipment. In addition, site NMC&A assists the field in converting the curie content of the shipment into accountable units to determine if the shipment contains an accountable quantity. If an accountable quantity is to be shipped, site NMC&A writes the material onto the site books, processes a “741” transfer for the shipment, and reports the shipment transfer to NMMSS.)

Site NMC&A does provide some ad hoc services as the occasion arises.

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In the event of a programmatic NMC&A concern arising from an SRR anomaly, the resolution of the concern would be handled on a case-by-case basis, and the scope of work determined at that time.

#### **4.6 Security Program Support**

SS&ES provides Security Program policy and procedures, security specialist support, and the required security planning documents. The specific tasks that fall under this service are as follows:

- Provide support as requested regarding changes to the SRR facilities Facility Data and Approval Report (FDAR).
  - Provide/manage the following required Site Security Plan (SSP) documents for SRR facilities, incorporate SRR changes when notified, and coordinate the approval process per the DOE-SR OSSES agreed upon schedule:
    - Annual General Site Security Plan
    - Modified Security Plans (as needed)
    - Deviations (as needed)
  - Provide physical security support for SRR facilities to include the following activities:
    - Process lock and key, safes, and clearance permit requests.
    - Conduct walk downs to evaluate current protection measures against new mission requirements.
  - Provide Radiological, Chemical, Biological Sabotage Analysis (RCBSA) for SRR facilities per the DOE-SR OSSES agreed upon schedule.
  - Serve as the primary POC for SRR facilities with Centerra-SRS.
  - Provide list of required training for security positions held by SRR personnel based on completed SRNS Safeguards and Security (S&S) job task analyses. (Note: Training may be available onsite or provided by the DOE National Training Center.)
  - Provide Security requirements for all new SRR construction and coordinate approval process with DOE-SR OSSES.
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- Provide Technical Security (TS) support as required for SRR facilities, to include the following:
  - Review and approval for purchasing of sensitive electronic equipment (i.e., radio frequency control) that may pose a security concern.
  - Prepare Radio Frequency Transmitter Review Forms (RFTRF) for radio frequency control equipment entering into security areas and route for DOE approval.
- Prepare/review camera and video monitoring security plans (as required).
- Include SRR security personnel in S&S Corrective Action Review/Finding Board meetings held to address the significance categorization of DOE-SR S&S survey findings issued to SRR (as required).

#### **4.7 Physical Security System**

SS&ES provides physical security systems hardware and software support to SRR as well as locksmith duties.

#### **4.8 Fire Department**

The SRS Fire Department is a fully manned, equipped, trained, and qualified department responsible for integrated emergency response for medical emergencies, hazardous material incidents, fires, technical rescue response, test and inspection of specific fire protection equipment, maintenance of complex Halon recycling and recharging capability, and training for all emergency response personnel. The SRS Fire Department provides emergency response and services to the SRR as follows:

- Provide Emergency Response support to include fire suppression and investigation, emergency medical response, hazardous material response, and technical rescue for SRR facilities.
  - Provide annual fire extinguisher inspection and servicing for SRR facilities.
  - Provide facility walk down for Pre-Plan reviews and development for all SRR facilities.
  - Provide fire investigations for any fires in SRR facilities.
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- Provide Fire Protection and Emergency Response requirements for all new SRR construction to include approval process with DOE-SR OSSES.
- Ensure readiness to implement applicable actions contained in SRR-RP-98-00110, "*Contingency Plan for Large Radioactive Spills from SRS Tank Farms*".
- Provide a Baseline Needs Assessments (BNA) as required in SRR-RP-2009-00558-012 that is updated every three years. Provide a draft copy of revised BNA documents to SRR for review before they are published to ensure SRR Fire Hazards are addressed.
- Provide copies of the completed hydrant flow test information to SRR Fire Protection Engineering for trending purposes, when hydrant flow tests are conducted in S-Area, Z-Area, H-Tank Farm, F-Tank Farm or ETP.

## **5.0 INTERFACE CONTROL INFORMATION**

The SRR FSO is appointed by SRR management and serves as the point of contact for any security-related matters, directs the implementation of required SRR security measures within SRR controlled/managed facilities, and is responsible for ensuring that the proper level of protection is provided to prevent unacceptable, adverse impacts on national security or on the health and safety of DOE and contractor employees, the public, or the environment.

SRR Emergency Preparedness Coordinators (EPCs) have been appointed with the overall responsibility for SRR emergency management program implementation. The EPCs are responsible for coordinating efforts with the M&O contractor (i.e., SS&ES) to develop, implement, and maintain the SRS emergency management program within SRR controlled/managed facilities. The EPCs also assists in the development and update of the annual SRS Emergency Readiness Assurance Plan (ERAP).

## **6.0 SERVICE UNIT INFORMATION**

For SRR, See Memorandum of Agreement between SRNS and SRR for the Performance and Payment of Support Services; G-MOA-G-00002 Section 6 and Attachment 1.

## **7.0 POINTS OF CONTACT**

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**ATTACHMENT 1**

Site Emergency Response Organization (ERO) Positions filled by SRR personnel

<b>Technical Support Room (TSR) Position</b>
Communicator – DWPF
Communicator – LWD
Engineering Advisor – DWPF
Engineering Advisor – LWD
Operations Specialist – DWPF
Operations Specialist – LWD
Technical Support Coordinator – DWPF
Technical Support Coordinator – LWD
<b>Site ERO Position <sup>1</sup></b>
Administrative Assistant
Dose Assessment Liaison
Emergency Management Advisor
Information Management System Operator
Radiological Controls Operations Specialist
Telephone Response Team

<sup>1</sup> Current staffing reflected will be maintained unless otherwise negotiated.