<table>
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<th>Pages Affected</th>
<th>Description of Revision</th>
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<td>Total rewrite. No revision bars used. For Administrative procedures, paragraph numbering is used for information reference points and does not represent a step order.</td>
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</table>
1.0 PURPOSE [S/RID]

This procedure defines the responsibilities and requirements for the configuration control of all land and facilities at the Savannah River Site (SRS).

2.0 SCOPE

The provisions of this procedure apply to all tenants at SRS and to subcontractors performing work for those tenants when required by subcontract or applicable law.

This procedure is also applicable to all organizational elements of SRS, including design agencies, subcontractors, and coordinating land users.

This procedure defines requirements for the following activities:

- Site Use Program
- Site Clearance Program
- Site Development Map As-built Program
- Shared Site Structure Database (SSSD)
- SRS Boundary Monument Maintenance Program

This procedure does not apply to the acquisition or use of offsite facilities.

3.0 DEFINITIONS AND ABBREVIATIONS

Amendment – Alteration to land area or change in scope of an existing Site Use Permit.

As-built Drawing – A record drawing that reflects the existing or as-installed configuration of structures, systems, or components within specified design tolerances defined by codes, standards, or project requirements.

Facility Administrator – The employee having overall responsibilities of providing/coordinating landlord services for the operation and maintenance of a structure.

Impoundment – Water contained in a reservoir, pond or basin.

Interference – A point of intersection or close proximity (25 feet) between a proposed or existing land use, structure, or utility for a requested site clearance or site use permit.

Interference/Restrictions Report – Documentation of interferences/restrictions for requested site clearance or site use permits.

Primary Structure Point of Contact (PSPOC) – The employee identified as the first source to contact regarding the structure or operations within the structure.

Right of Way/Easement – A legal right to use other’s land for a particular purpose such as land strips over which facilities such as highways, railroads, and power lines are built.
3.0 DEFINITIONS AND ABBREVIATIONS, (cont.)

Shared Site Structure Database (SSSD) – The database that contains all SRS personal and real property structures data. SSSD also serves as a primary data source for the Facility Information Management System (FIMS) and the Building Report page.

Site – A geographic entity comprising leased or owned land, buildings, and other structures to perform program activities.

Site Clearance Permit (SCP) – Provides authorization for the construction, alteration, or demolition of structures and utilities at SRS.

Site Development Maps – Plot plans of structures/utilities at SRS. Usually distributed in one-inch equals 100-feet scale. These maps are maintained by Site Development Control per this procedure.

Site Use Permit (SUP) – Provides authorization for all land use at SRS.

Site Use Permit Supplement – Notification to SUP owner of a new or changed restriction.

Structure – Land, buildings, and other structures, their functional systems and equipment, and other fixed systems and equipment including site map features such as roads, sidewalks, and parking areas, outside lighting and communication systems, central utility plants, utilities supply and distribution systems, and other physical plant features.

Structure Validation Coordinator (SVC) – The resource authorizing the acceptance of a structure on behalf of an organization and providing data and/or authorizing subsequent data changes for the structure to the SSSD Coordinator and the FIMS Administrator. The SVC is an employee of the owning organization.

Utility – A service, or any of its components, that generate and/or distribute a service to itself and/or other structures (e.g. electrical, steam, domestic water, etc.).

4.0 RESPONSIBILITIES

4.1 Savannah River Site (SRS) Organizational Managers

SRS Organizational Managers are responsible for:

- Ensuring that all structures/utilities under their control meet the requirements of this procedure
- Ensuring that all activity under their jurisdiction meet the requirements of this procedure
- Assigning Structure Validator Coordinator (SVC) to perform duties required by this procedure
- Ensuring transfer of ownership for Site Use and Site Clearance Permits to new owners when required.
4.2 Shared Site Structure Database (SSSD) Coordinator

The SSSD Coordinator is responsible for:
- Assigning and maintaining all structure numbers
- Maintaining the Shared Site Structures Database.

4.3 Structure Validation Coordinator (SVC)

The SVC is responsible for:
- Providing structure data updates to the SSSD Coordinator
- Notifying SSSD Coordinator of any structure changes
- Providing updates to the Facility Administrator and Primary Structure Point of Contact (PSPOC)
- Providing timely validation for DOE-HQ FIMS Data calls and providing changes/concurrence to the SRS FIMS Coordinator
- Providing written SVC concurrence to the SSSD Coordinator prior to transferring structure ownership
- Initiating Property Adjustment Documents (PAD) forms for asset removal when status is changed to Shutdown pending Decommissioning and Demolition (D&D)
- Verifying assets are removed from structures with a status of Shutdown Pending D&D.

4.4 Site Development Control (SDC) Manager

The SDC Manager is responsible for:
- Administering the site use program and site clearance program
- Administering the as-built program
- Administering the site boundary monument program physical inspections
- Providing quality maps to potential land users for planning of land use actions.

4.5 Site Monument Coordinator

The Site Monument Coordinator is responsible for:
- Maintaining technical data regarding the site boundary
- Performing the Bi-annual physical inspection of perimeter monuments (property corners)
- Immediately reporting trespass violations to M&O (Management and Operations contractor), the Department of Energy (DOE), Safeguards and Security, and the site Protective Force
- Generating a boundary monument report
- Replacing damaged or missing boundary monuments.
4.6 Site Clearance Coordinator

The Site Clearance Coordinator is the primary point of contact for site clearance permit requests and is responsible for processing site clearance requests.

4.7 Site Clearance Requester/Sponsor

The Site Clearance Requester/Sponsor is responsible for:

- Submitting OSR 3-121, *Application and Permit for Site Clearance Permit*, to the Site Clearance Coordinator
- Ensuring that all restrictions received from the discipline reviewers are resolved
- Notifying SDC in writing of acceptance to all restrictions and conflict resolutions
- Providing semi-annual status reporting for all active site clearance permits
- Submitting OSR 3-120, *Request for Site Clearance Permit Closure*, with as-built drawings to SDC upon completion of project.

4.8 Site Use Coordinator

The Site Use Coordinator is the primary point of contact for site use permit requests and is responsible for processing site use requests.

4.9 Site Use Permit Requester/Owner

Site Use Permit Requester/Owner is responsible for:

- Submitting a completed OSR 12-168
- Ensuring that all restrictions received from the Savannah River Land Use Committee (SRLUC) members, advisors and site use permit owners are resolved
- Notifying SDC in writing of acceptance to all restrictions and conflict resolutions
- Requesting extensions for permit prior to SUP termination date.

5.0 PROCEDURE

5.1 Site Use Program

5.1.1 General

1. The Site Use Program is administered by the Management and Operations (M&O) Contractor, SDC organization, under direct oversight and approval authority of Department of Energy – Savannah River (DOE-SR). The Site Use Program:
   - Promotes cooperative and coordinated land use
   - Protects the interests of all SRS land users
   - Catalogs active and historical land use
   - Protects site personnel and visitors.

2. Use of all lands and waters outside of a designated fenced area or footprint on the SRS is coordinated via the Site Use Program.
5.1.1 General, (cont.)

**NOTE**
A site use permit is not required for maintenance activities associated with roads, fences, and signs. However, intrusive/ground disturbing activities within RCRA/CERCLA waste site boundaries (along with their respective buffer areas) and within RCRA/CERCLA Land Use Control boundaries must be coordinated and authorized by EC&ACP.

3. An approved Site Use permit is required:
   - Outside of a designated fenced area or footprint if scope is not covered by an existing site use permit, for any work that could:
     - Require excavation or trenching
     - Disturb land or surrounding areas
     - Impact endangered wildlife
     - Impact rare or endangered flora
     - Impose risk of contamination.
   - Inside of a designated fenced area or footprint:
     - When new activities such as a new structure or Disassembly and Removal (D&R) may introduce an impact (effluent, air emission) on surrounding lands and/or waters of the state
     - For expansion or decrease of facility area footprint.

4. The proposed land use must be beneficial to the SRS prime mission, research goals, natural resource management goals, local communities and/or the land itself. The proposed land use shall not conflict with previously approved land use, except when the proposed land use constitutes a higher and better use as determined by SRLUC members. Consideration shall be given to multiple uses of land dedicated to the prime mission but not requiring exclusive tenancy (e.g., utility right-of-ways, impoundments).

5. SRLUC Members are:
   - Land Use Committee (Chairperson), DOE-SR
   - Director, Internal Security Division/Protection Programs, DOE-SR
   - Manager, SR Site Planning and Development, Office of the Chief Financial Officer, DOE
   - Chief Counsel, SR Office of Chief Counsel
   - Director, Environmental Quality Management Division, DOE-SR
   - Assistant Manager for Facilities and Projects, NNSA.

6. SRLUC Advisors are the organizational managers/directors or designee of the following:
   - USDA Forest Service - Savannah River (USFS-SR)
   - Savannah River Ecology Laboratory, University of Georgia
5.1.1 General, (cont.)
Step 6, (cont.)

- Savannah River Archaeological Research Program (SRARP)
- South Carolina Department of Natural Resources, District Wildlife Biologist
- Site Protective Force, Security Programs and Projects Department
- Site Protective Force, Infrastructure Projects Section
- U.S. Department of Agriculture, Natural Resources Conservation Service, Resource Conservationist
- M&O, Savannah River National Laboratory (SRNL) Environmental Sciences and Technology Department
- M&O, Environmental Compliance & Area Completion Projects
- M&O, Radiological Control Coordinator
- South Carolina Electric and Gas Coordinator
- M&O, Site Services Section
- M&O, Site Clearance Coordinator
- M&O, SRS Site Planning Integration
- M&O, Emergency Management Services (SRSOC, Remote Worker)
- M&O, National Environmental Protection Act (NEPA) Subject Matter Expert (SME)
- Site Security Contractor Aviation Department
- M&O, Herbicide / Asbestos (SME)
- M&O, Safeguards and Security Department
- M&O, Nuclear Criticality and Safety Engineering.

7. Acquisition of a site use permit does not relieve the user from requirements to comply with other applicable regulatory and/or permitting programs, including but not limited to:

- Site Clearance Permit
- NEPA (Environmental Evaluation Checklist)
- National Pollutant Discharge Elimination System (NPDES)
- Works Clearance Permit (WCP)
- South Carolina Department of Health and Environmental Control (SCDHEC)
- State and Federal permits for collection of vertebrates, invertebrates and plants
5.1.1 General, (cont.)

8. In addition, an approved Site Use Permit does not authorize other work groups to commence work. All other work groups (e.g. Archeology, Surveying, Geotechnical Engineering, subcontractors, etc.) must receive written permission from the site use permit owner (responsible person) prior to performing work.

5.1.2 Site Use Permit Request Process

1. The project requester/owner whose activities involve the desired use of land must verify with SDC that the work to be performed is sanctioned by an existing site use permit. If the intended land use is not sanctioned by an existing site use permit, an approved site use permit must be obtained.

2. OSR 12-168, *Application and Permit for Site Use - SRS*, must be used to request approval of each new land use.

3. The requester/owner completes Part A of OSR 12-168 and transmits it with maps and/or drawings of the subject land to the site use coordinator for processing. Maps or sketches submitted must contain sufficient information to define and map a geographic boundary that encompasses all land that will be used/included in the requested site use permit.

   Describe all boundaries such that at least one of the following criteria is met:
   
   • Coordinate geometry is provided in SRS planimetric, Universal Transverse Mercator (UTM), Latitude Longitude Altitude (LLA), or South Carolina State Plane coordinates
   
   • Description is provided referencing existing geographic features.

4. Twenty working days should be allowed for processing.

5.1.3 Site Use Permit Review Process

1. The Site Use Coordinator performs a study for all site use applications to identify interferences with current site use permits and with natural and cultural resources protected by federal, state, and/or DOE-SR guidance, then routes all proposed site use permits to obtain approval/restrictions from the SRLUC members, advisors and adjacent Site Use Permit Owners.

2. Reviewers provide concurrence with proposed land use or identify any restrictions within 10 working days. Reviews not received within 10 working days will be elevated to the next level manager for resolution. If SDC has not received a response from the manager within 5 working days the Site Use Request will be returned to the requester/owner to obtain resolution, and the DOE-SRLUC chair will be copied.

   Reviews include the following:
   
   • Environmental reviews all proposed site use permits to identify conflicts with known environmental waste sites, such as areas subject to the Resource Conservation and Recovery Act (RCRA), the Comprehensive Environmental Response Compensation and Liability Act (CERCLA) legislation, and areas designated as under site environmental evaluation.
5.1.3 Site Use Permit Review Process, (cont.)

**NOTE**

Compliance with this step ensures that any impacts to the Surface Roughness used in the Documented Safety Analyses (DSA) are properly evaluated prior to performing clear cutting or tree thinning activities described below.

- The Site Chief Engineer or Nuclear and Criticality Safety Engineering designee evaluates all proposed site use permits pertaining to tree harvesting which meet any of the following parameters:
  - Tree harvesting resulting in a cleared area of 500 or more contiguous acres anywhere within the SRS boundary. Adjacent clear cuts that exceed the above criteria should be separated by a nominal 100 meter wide stand of trees per WSMS-TR-05-0006, R1, Surface Roughness Length Evaluation for Selected Savannah River Site Areas.
  - Any clear cuts in timber compartment 5.
  - Tree harvesting resulting in a cleared area of 80 or more continuous acres in timber compartments 2, 3, 4, 7, 8, 9, 10, 19, 20, 21, and 23.

- Radiological Protection reviews all proposed site use permits to identify conflicts with potential and known radiological zones depicted on both the available gamma overflight contours coverage and the SRS GIS Radiological Zones coverage maps.

3. The Site Use Coordinator provides any restrictions to the requester/owner for resolution.

4. The requester/owner ensures that all restrictions received from the SRLUC members, advisors and adjacent Site Use Permit Owners are accepted or resolved. Requester/owner must notify SDC in writing of acceptance to all restrictions and/or conflict resolutions. The Site Use Coordinator may act as mediator during this process. If agreement cannot be reached, resolution will be determined by the SRLUC members.

5.1.4 Site Use Permit Approval/Disapproval Process

1. SDC finalizes the Site Use Permit documentation and issues approved site use permits to the SRLUC members, advisors and site use permit owners.

2. SDC will also develop and issue a SUP Supplement document to other site use permit owners impacted by the new permit per Section 5.1.7.
5.1.5 Amendment Process

1. A site use permit must be amended when one of the following conditions is anticipated:
   - Changes are required to the geographic configuration or buffer zone used to establish the existing permit boundary
   - Scope of work on the permitted land use will change (e.g., addition of effluent, emission, roads, herbicide application or other activities that impact other SRS land users per Section 5.1.3).

2. Requests for an amendment to an existing (active) site use permit must be submitted to the site use coordinator on OSR 12-168 with attached maps and sketches as stipulated in section 5.1.2 of this procedure.

5.1.6 Expedited Approval

Emergency activities requiring a site use permit amendment will be expedited through the process described in this procedure provided the following criteria are met:
   - Submit a statement of justification for the emergent activity/event to the Site Use Coordinator
   - Submit a completed OSR 12-168 with attached maps and sketches to the Site Use Coordinator

5.1.7 Site Use Permit Supplements

1. Site Use Permit Supplements are issued by SDC to notify existing SUP owners of new or changed restrictions to their SUP (e.g. new protected flora, radiological concern, etc.)

2. If Site Use Permit Owners or SMEs identify field conditions with safety, security, or regulatory:
   A. If work is in progress, the SUP Owner or SME must notify the work group of the condition(s)/impact(s).
   B. The SUP Owner or SME must notify SDC of the specific impact(s) and location.
   C. SDC will issue a SUP Supplement to all affected SUP owners to identify the new or changed restrictions to the original SUP(s).
   D. If the identified condition is a new impact or land use, the identifier must request a new SUP per Section 5.1.2.

3. When SDC issues an approved SUP for a new site use:
   A. SDC will issue a SUP Supplement containing the new or changed restriction to all adjacent SUP Owners. The Supplement updates the owner’s current SUP.
5.1.7 Site Use Permit Supplements, (cont.)

4. SUP Owners must attach any Supplements to their original SUP to ensure the most recent changes or additions are incorporated into the land use.

5.1.8 Site Use Permit Extension/Termination Process

1. The Site Use Coordinator notifies the SUP requester/owner of the permits pending termination date.

2. Requester/owner has 30 working days to extend and or terminate the SUP. If no response is received from owner within the 30 working days, then SDC terminates the permit. After termination a new permit is required to continue Land Use.

3. If a termination date extension for a site use permit is required:
   A. The requester/owner submits the following to the site use coordinator:
      • Subject site use permit number
      • Desired new termination date
      • Justification for extension.
   B. The Site Use Coordinator assesses the current restrictions and the impact of the requested extension on existing site use permits and site use requests currently in process and summarize the assessment results including a recommendation for approval or disapproval.
   C. The SDC manager approves or disapproves extensions based on the recommendation above.

4. The Site Use Coordinator issues notification of the approved or disapproved extension to the owner and issues a SUP Supplement per section 5.1.7.

5. Upon termination, all equipment and foreign materials associated with a land use must be removed and the site restored to the extent indicated on the site use permit.

5.2 Site Clearance Program

5.2.1 General

1. Prior to performing work, a site clearance permit is required for:
   • Construction or placement of new structures or utilities
   • Alterations/Modifications to existing structures and utilities
   • Demolition and removal of structures and utilities.
5.2.1 General, (cont.)

<table>
<thead>
<tr>
<th>Examples</th>
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<tbody>
<tr>
<td><strong>Common examples of work requiring a Site Clearance Permit:</strong></td>
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<tr>
<td>• Changes to structures outside the footprint of existing buildings</td>
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<tr>
<td>• Installation of new underground/overhead piping or conduit</td>
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<tr>
<td>• Cutting/capping and abandonment of existing underground and overhead utilities</td>
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<tr>
<td>• Installing new roads or areas and paving gravel roads or areas</td>
</tr>
<tr>
<td>• New storage areas-laydown yards</td>
</tr>
<tr>
<td>• Placement or removal of sidewalks</td>
</tr>
<tr>
<td>• Removing or installing ground-mounted transformers, trailers or other structures</td>
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<tr>
<td>• Installing power, phone service, and/or other permanent features to handy houses</td>
</tr>
<tr>
<td>• Placement or removal of portable restroom trailers</td>
</tr>
</tbody>
</table>

2. The Site Clearance Permitting Process ensures that proposed structures and utilities do not encroach upon existing and planned facilities, and that the Site Development Maps are up to date.

5.2.2 Site Clearance Permit Request Process

1. The requester/sponsor completes OSR 3-121, for Site Clearance Permit and submits it with maps and/or drawings of the requested scope to the Site Clearance Coordinator for processing. Maps or sketches submitted must contain sufficient information to define and map a geographic boundary for the requested site clearance permit.

Describe boundaries such that at least one of the following criteria is met:

- Coordinate geometry is provided in SRS planimetric, Universal Transverse Mercator (UTM), Latitude Longitude Altitude (LLA), or South Carolina State Plane coordinates
- Description is provided referencing existing geographic features.

2. Twenty working days should be allowed for processing.

5.2.3 Site Clearance Permit Review Process

1. The Site Clearance Coordinator:

- Verifies that an approved site use permit has been obtained, is sanctioned by an existing site use permit, or a new SUP request is in process for requests outside of a designated area.
- Performs a study for all site clearance applications to identify interferences with current site clearance permits and with natural or cultural resources protected by federal, state, and/or DOE-SR guidance.
5.2.3 Site Clearance Permit Review Process, (cont.)

2. The Site Clearance Coordinator routes all proposed site clearance permits to obtain restrictions from the discipline reviewers listed in OSR 3-121, and Site Clearance Permit Owners. Reviewers must respond within 10 working days.

3. It is the responsibility of the requester/sponsor to assure that all restrictions received from the discipline reviewers and Site Clearance Permit Owners are resolved. Requester/sponsor notifies SDC in writing of acceptance to all restrictions and/or conflict resolutions. The Site Clearance Coordinator may act as mediator during this process. If agreement cannot be reached, resolution will be determined by the responsible organization management.

5.2.4 Site Clearance Permit Approval/Disapproval Process

1. Site Clearance Coordinator finalizes the Site Clearance Permit documentation and issues an approval letter to the requester/sponsor indicating the site clearance permit number, any identified restrictions, along with the resolution documents for those restrictions. In addition, a copy of the site development key map or an excerpt from the key map with the authorized configuration will be attached.

   **NOTE**
   The site development key map or excerpt is for reference only and not to be used for construction.

2. If identified interferences or restrictions cannot be resolved in a timely manner the Site Clearance Coordinator issues a disapproval letter to the requester/sponsor stating the reason the site clearance request cannot be approved.

5.2.5 Conditionally Approved Site Clearance Request

1. A site clearance permit may be conditionally approved and issued to indicate proposed structures/utilities on the site development maps before the evolution of a design. A conditional site clearance permit is issued only for the purpose of reserving land for future development when specific structure/utility design has not been established.

2. The requester/sponsor must reapply for an approved site clearance permit when design is available. Construction may not commence with a conditionally approved permit.

5.2.6 As-Built Submittal/Site Clearance Permit Closure or Cancellation

1. When the authorized activity is complete, the requester/sponsor is required to close an approved site clearance permit. Closure is accomplished by submitting as-built information and an OSR 3-120, Request for Site Clearance Permit Closure, to SDC. The subject site clearance permit will then be closed and the site development maps revised to incorporate the as-built configuration.
5.2.6 As-Built Submittal/Site Clearance Permit Closure or Cancellation, (cont.)

2. For cancellation of an SCP, the requester/sponsor is required to submit OSR 3-120, Request for Site Clearance Permit Closure, to SDC for the cancellation of a site clearance permit. A reference to the site clearance permit number must be included.

5.2.7 Site Clearance Status Reports

SDC sends semiannual status reports to the SCP responsible individuals to validate current status until the permit has been closed. Status updates include ownership/responsibility changes and estimated project completion dates. Any changes are provided to SDC.

5.3 Site Development Map As-Built Program

5.3.1 General

1. SDC has created site development maps portraying existing and proposed structures/utilities for the Savannah River Site. SDC updates and maintains these Maps.

2. Site Development Maps are available from SDC upon request and are generally distributed at a scale of one-inch equals 100-feet. These maps must be clearly marked “For Reference Only, Not for Construction Purposes”. This same statement shall be prominent for viewers of site development maps published on the SRS intranet.

3. Site development maps are updated through input from the following:
   - Site clearance permit closure requirements
   - Land survey services
   - Aerial photographs
   - Visual verification from field walkdowns
   - Approved as-built engineering drawings acquired from the document control registry
   - As-built drawings received in CADD, micro-station, and electronic format from site-wide contractors.
   - Excavation Sketch Field Map (ESFM).

5.4 Shared Site Structure Database (SSSD)

5.4.1 General

1. SSSD serves as a primary data source for two DOE-HQ systems: Facility Information Management System (FIMS) real property database and the EM Corporate Integrated Planning and Budget System (IPABS).

2. SSSD is the primary data source supplying information to the In-Site Building Report page.
5.4.1 General, (cont.)

3. Structure numbers are required for:
   - New Structure(s)
   - Structures being relocated from Area to Area (e.g. trailers, transformers etc.)
   - Structures requiring Utilities (e.g. Telecommunications, water, etc.)
   - Any structures being occupied by personnel.

5.4.2 Shared Site Structure Database (SSSD) Process

1. The Requester is required to submit OSR 3-124, Reservation of Structure Number, to the SSSD Coordinator.

2. The SSSD Coordinator must input the structure information into SSSD within 30 days of receipt of the completed OSR 3-124.

3. The SSSD Coordinator will review the structure criteria to determine the appropriate structure number and assign the new structure number. The SSSD Coordinator will approve the OSR 3-124 and provide approved form to Requester.

4. The responsible SVC for the owning organization is required to keep the structure data up-to-date.
   - Any changes to structure data must be submitted to the SSSD Coordinator within 30 days.
   - Verify identification numbers are labeled on the structures.
   - If SDC is notified of structure data errors, SDC verifies the changes and notifies the SVC. The SVC is required to provide concurrence with the changes within 10 working days. If no response is received within 10 days, the SSSD Coordinator will update the database based on field verification by SDC.
   - Structure transfers are the responsibility of the SVC. The SVC must obtain concurrence of acceptance from the new SVC in writing and submit that documentation to the SSSD Coordinator within 10 days. If no documentation is received the previous SVC will retain responsibility for the structure data.

5.5 Savannah River Site (SRS) Boundary Monument Inspection Program

1. SDC performs bi-annual boundary monument inspections for the perimeter of the Savannah River Site including the Lower Three Runs Corridor. Monument conditions will be documented. Any significant fence, sign or trespass conditions will be reported to the appropriate agencies.

2. SDC maintains technical data regarding site boundary conventions that include but are not limited to the following:
   - SRS survey monument locations delineating the site’s perimeter and Federal Trespass boundaries.
   - Perimeter survey monument inspections and bi-annual condition report replacement.
6.0 REFERENCES

1B, Management Requirements and Procedures

1B, 3.31, Records Management

1Q, Quality Assurance Manual

1Q, 17-1, Quality Assurance Records Management

3Q, Environmental Compliance

3Q, 2.3, Best Management Practices

3Q, 2.4, Spill Prevention Control and Countermeasure (SPCC)

3Q, 3.2, Production Well Abandonment

3Q, 3.10, (Permitting) Domestic Water Wells

3Q, 5.1, National Environmental Policy Act (NEPA) Implementation and the Environmental Evaluation Checklist

3Q1, 9010, Well Abandonments

8Q, Employee Safety Manual

8Q, 34, Excavations and Trenches

SCDHEC State Primary Drinking Water Regulations, R.61-58

SCDHEC Standards for Wastewater Facility Construction, R.61-67

[S/RID] Standards/Requirements Identification Document, DOE O 430.1B, Real Property Asset Management (Non-ESH)

WSMS-TR-05-0006, R1, Surface Roughness Length Evaluation for Selected Savannah River Site Areas

7.0 RECORDS

Records generated as a result of implementing this procedure are maintained in accordance with Manual 1B, Procedure 3.31, Records Management.
7.1 Forms

OSR 3-120  Request for Site Clearance Permit Closure
OSR 3-121  Site Clearance Request
OSR 3-124  Reservation of Structure Number
OSR 12-168 SRS Application and Permit for Site Use

8.0 ATTACHMENTS

Attachment 8.1  Flow Map for the Site Use Permit Process
Attachment 8.2  Flow Map for the Site Clearance Process
## ATTACHMENT 8.1
Flow Map for the Site Use Permit Process
Page 1 of 2

### SRS Site Use Permitting (SUP) Process (PART 1)

<table>
<thead>
<tr>
<th>Phase</th>
<th>Action</th>
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<tr>
<td>Requestor</td>
<td>Requestor Determines Need for SUP</td>
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<tr>
<td></td>
<td>Develop OSR 12-168 w/Defined Area</td>
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<td></td>
<td>Submit OSR 12-168 to SDC</td>
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<tr>
<td>Review Permit</td>
<td>Review Permit</td>
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<td>Reply to SDC with Compliance Agreement</td>
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<td></td>
<td>Reply to SDC with Details of Problem</td>
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<td>Site Development and Controls (SDC)</td>
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<td>Develop SUP Package</td>
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<td>Determine Required Reviewers &amp; Route SUP for Review/Input</td>
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<td>Negotiate Resolution between Requestor and Restrictor</td>
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<td>Compile Review/Input into SUP Package</td>
</tr>
<tr>
<td></td>
<td>Route Permit Package to Requestor</td>
</tr>
<tr>
<td></td>
<td>Issue SUP Supplement to SUP Holders w/ Associated Interferences</td>
</tr>
<tr>
<td></td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td>SUP Holders Incorporate Supplement into Existing Permit</td>
</tr>
<tr>
<td>Other Site Use Permit Owners &amp; Site Use SMEs</td>
<td>Review Within 30 Days* and Provide Input Based on Scope of SUP</td>
</tr>
<tr>
<td>Restriction(s) Identified?</td>
<td>YES</td>
</tr>
<tr>
<td></td>
<td>Document Restrictions in Detail (Avoid &quot;Call Before Work&quot;, Etc.)</td>
</tr>
<tr>
<td></td>
<td>ISSUE</td>
</tr>
<tr>
<td></td>
<td>TO PAGE 2</td>
</tr>
</tbody>
</table>

* Reviews Not Completed within 30 Working Days of Distribution Date are Elevated to Next Level Manager
ATTACHMENT 8.1
Flow Map for the Site Use Permit Process
Page 2 of 2

SRS Site Use Permitting (SUP) Process (PART 2)

FROM PAGE 1
Review for Restrictions
Execute Restrictions per SUP
Perform Scope Covered by SUP
Scope Complete?

NO
Monitor and Review Estimated Termination Date As Needed

YES
Notify SOC of Permit/Scope Completion

Site Use Owner
Site Development and Controls (SDC)
Other Site Use Permit Owners & Site Use SMEs

Issue SUP Supplement to Affected Holders

Issue SUP Supplement to SUP Holders w/Associated Interferences
Place SUP in Terminated File

Terminate Permits, Remove Polygon from Map

Notify SOC w/Impacted Location(s)

Notify SOC w/Impacted Location(s)

Issue OSR 12-168 (For new impact)

Safe, Security or Regulatory Impact Identified

SUP Holders Attach Supplement to Existing Permit

TO PAGE 1
ATTACHMENT 8.2
Flow Map for the Site Clearance Process
Page 1 of 2

SRS Site Clearance Permitting (SCP) Process

Site Clearance Requestor

- Requestor Determines Need for SCP
- Develop OSR 3-121 w/defined maps
- Submit OSR 3-121 to SDC

Site Development and Controls (SDC)

- Review for Accuracy & Completeness
- Log Request
- Develop SCP Package
- Determine Required Reviewers & Route SCP for Review/Input

Site Clearance Permit SMEs Review

- Review Restrictions
- Can Comply w/Restrictions?
- YES
- Apply to SDC with Compliance Agreement
- NO
- Reply to SDC with Details of Problem

- Negotiate Resolution between Requestor and Restrictor
- Additional Review Needed?
- NO
- YES
- Complete & Issue Approved SCP Package to Holder for New Site Clearance

- Compile & Issue Restrictions
- Document Restrictions in SCP (Avoid "Call Before Work", etc.)
- Review Within 10 Days* and Provide Input Based on Scope of SCP
- YES
- Restriction(s) identified?
- NO
- * Reviews Not Completed within 10 Working Days of Distribution Date are Elevated to Next Level Manager
ATTACHMENT 8.2
Flow Map for the Site Clearance Process
Page 2 of 2

SRS Site Clearance Permitting (SCP) Process (PART 2)

Site Clearance Owner
- Review for Restrictions
- Execute Restrictions per SCP
- Perform Scope Covered by SCP
- Scope Complete?
  - YES
  - Submit OSR 5-120 Closure Form & As-Builts to SDC
  - SDC Update Site Map and Close SCP Permit

Other Site Use Permit Owners & Site Use SMEs

Site Development and Controls (SDC)