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**APPENDIX 6**

**G-FSP-G-00029**

**Rev. 3**

**Functional Service Agreement between  
Savannah River Nuclear Solutions, LLC  
and  
Centerra Group, LLC  
for  
Site Training Baseload Services**

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## **1. INTRODUCTION**

This Functional Service Agreement (FSA) describes the Site Training baseload work to be provided by Savannah River Site (SRS and/or the Site) Management and Operating (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) and Centerra Group, LLC at the SRS (Centerra-SRS). Included as part of baseload activities are programmatic responsibilities as well as certain tasks related to ensuring/interpreting program effectiveness and activities considered to be part of Site Landlord and Site Services. Based on last year's training sessions and projected sessions for next year, it is estimated that 1 employees will attend approximately 50 training sessions that are provided by Site Training.

This FSA also establishes responsibilities for instructor training coordination, administration, course maintenance and delivery. This applies to "Basis Instructor Training", "Job Analysis", and prerequisite courses offered by the National Training Center (NTC) and presented at the Savannah River Site (SRS) by Centerra-SRS/NTC qualified instructors.

## **2. SITE TRAINING POLICIES, PROCEDURES, AND MANUALS**

The support and coordination of Site Training policies, procedures and manuals provided to Centerra-SRS are part of the overall Site Training Program and provide the administrative requirements that promote consistency across the site and help to ensure safety and cost effectiveness. Full-time leadership is required to perform tasks such as keeping the program current with the latest Department of Energy (DOE) Orders, responding to external audits, providing timely guidance to meet field needs, maintaining alignment with other Site programs, providing and implementing corrective action plans, and addressing management initiatives and inquiries. The following describes detailed services that Savannah River Nuclear Solutions (SRNS) will provide to Centerra-SRS:

- Maintain content and coordinate review and approval of all Site Training procedures, including such manuals as Manual 4B (*Training and Qualification Program Manual*) and training program descriptions.
  - Support, through review and consultation, the response to compliance questions and the incorporation and applicability of new or additional requirements (e.g., DOE Orders and DOE standards)
  - Oversee and control all Site-level Training committees and groups with Centerra-SRS representation/co-approval for site actions. The subject committees/groups are the Training Managers Council (TMC), Automated Qualification Matrix (AQM) Users Group, and Training Records and Information Network (TRAIN) Users/Coordinators Group.
  - Maintain the Site Training webpage content on InSite (SRS Intranet).
  - Oversee and control the Training document types used by the Document Control Registry (DCR)
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- Serve as the Owner and Design Authority for the TRAIN and AQM Systems. The scope of the support includes the following
  - TRAIN/AQM Configuration
  - Development Administration
  - System Administration
  - Data Administration
  - Business process technology and workflows
  - Object relationship management
  - User group training, materials, issues, planning, and coordination
  - Interface with other applications (i.e., Data Warehouse, InSite, Electronic Document Workflow System (EDWS))

Should a change in Centerra-SRS policy or practice require a corresponding change in SRNS business systems in order to support implementation within the Centerra-SRS workforce, representatives of both companies must review and agree to any/all system modification(s) and any additional funding to support the modification(s).

### **3. CODES AND STANDARDS**

Training standards at SRS are governed by DOE Orders and regulatory requirements designated by other federal and state agencies. These standards are incorporated into the *Site Training and Qualification Manual* (4B) as well as other program-specific documents that are used for implementation of general, regulatory, operations and maintenance training programs. SRS standards are intended to supplement and implement the requirements from national codes and standards, DOE Orders, local codes, and federal and state regulations.

### **4. SERVICES**

#### **4.1 General Training**

##### **SRNS**

Site General Training provides the development, implementation, delivery and maintenance of training courses that are required for general site access as well as every day performance of duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for Centerra-SRS will include such items as General Employee Training and Consolidated Annual Training.

#### **4.2 Site Regulatory Training**

##### **Centerra-SRS**

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Centerra-SRS will provide its own S&H training and qualification programs. For certain regulatory-type training, Centerra-SRS may request to use SRNS Training, and training and qualification programs. Centerra-SRS is responsible to ensure employees attend training required to comply with site requirements.

Initial, remedial, and refresher training will be scheduled through the SRNS TRAIN database or through a Site Training registrar.

Centerra-SRS environmental coordinator(s) shall attend on-site environmental training classes which include, but are not limited to:

- Environmental Laws
- Environmental Compliance Authority (ECA) Training
- Annual Emergency Planning and Community Right-to-Know Act (EPCRA) Training

## **SRNS**

SRNS Site Training - Regulatory provides the development, implementation, delivery and maintenance of training courses that are required for qualifications and/or certifications that are required in order to perform certain duties at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for Centerra-SRS will include (but not be limited to) the following items:

- **Radiological Worker Training**

SRNS Site Training (Regulatory) will provide radiation worker training to Centerra-SRS employees requiring such training for facility or area unescorted access in accordance with the SRNS Radiation Protection Program for compliance with 10CFR835. Training will be scheduled to accommodate the Centerra-SRS shift rotation.

- **Environmental Training**

- Department National Environmental Policy Act (NEPA) Coordinator
- Annual EPCRA Training
- Environmental Laws and Regulations
- Environmental Compliance Authority
- As the need arises additional environmental classes may be added to this list.

- **Safeguards, Security and Emergency Services Training**

## **4.3 Site Maintenance Training**

## **SRNS**

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Site Maintenance Training provides the development, implementation, delivery and maintenance of training courses that are required for performance of specialized duties as well as every day performance of duties of Maintenance Personnel at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. These efforts for Centerra-SRS may include (but not be limited to) training in the following areas:

- Basic Lift Truck Training
- Gasoline Powered Industrial Cart Training
- Electrical Safety Training
- Hazardous Materials Training
- Transportation Training

#### **4.4 Instructor Training**

##### **Centerra-SRS**

- Schedules Instructor Training courses identified in this section.
- Notifies SRNS Site Training of scheduled class offerings.
- Maintains current NTC course materials.
- Provides class materials and records as required.
- Provides qualified instructional staff to conduct NTC courses to SRNS and Centerra-SRS instructional staff personnel.
- Provides validation of completed course materials/documents and attests by signature on course completion documentation.
- Reserves the authorization to cancel class offerings if less than ten (10) students register for Basis Instructor Training (BIT) and less than twelve (12) students register for Job Analysis (JA) and Curriculum Development (CD) courses.
- Limits maximum number of students per class to fifteen (15).

NTC courses coordinated/conducted by Centerra-SRS Training Division in which SRNS can enroll:

- The “BIT” course, MIT-111 (SRNS course # MIT11100) will be offered once every six months, for a total of two classes per year. If the minimum number of students (10) cannot be met for a class, or if instructors are not available, it may be postponed until the next scheduled class. Any changes to the minimum number of classes presented per year will be negotiated between SRNS Site Training and Centerra-SRS Training Division as needed.
  - The “JA” course, MIT-120 (SRNS course # MIT12000) will be offered once a year. If the minimum number of students (12) cannot be met for a class, or if instructors are not available, it may be postponed until the next scheduled class. Any changes to the minimum number of classes presented per year will be negotiated between SRNS Site Training and Centerra-SRS Training Division as needed.
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- Individuals should contact the Centerra-SRS Training Division for coordination of prerequisite course completions.

#### **SRNS**

- Coordinates SRNS and SRNS subcontracted instructional staff personnel course enrollment/registration through Centerra-SRS Training Division.
- Communicates class offerings to the SRNS personnel upon notification of scheduled classes for Centerra-SRS Training Division.
- Coordinates course completion records with Centerra-SRS Training Division and SRNS Site Training Records for TRAIN entry, and completion of Qualification Cards.
- Submits documentation to SRNS Site Training Records for personal training files.

### **4.5 Site Web-Based Training**

#### **SRNS**

Site Web-Based Training provides the development, implementation, delivery and maintenance of Web-based training courses that are required to be completed in order to perform various functions, duties and activities at SRS. These courses are developed and maintained in accordance with DOE, Federal and State requirements for all SRS facilities. The maintenance of various web pages for organizations on site is included in this service.

### **4.6 Site TRAIN System Administration**

#### **SRNS**

Site TRAIN System Administration provides the development, implementation, delivery and maintenance of the training management system that is used across SRS. This system maintains the official training and qualification completion training records for personnel at SRS as well as the official index of approved training materials. This also includes maintenance of the TRAIN Data Warehouse, the TRAIN Forms in Lotus Notes and the Instructor Class Maintenance Module System.

### **4.7 Site Automated Qualification Matrix Administration**

#### **SRNS**

Site AQM Administration provides the development, implementation, delivery and maintenance of the qualification tracking system that is used across SRS. This system is the official vehicle for ensuring SRS personnel maintain the required qualifications. Currently, there are no plans to utilize AQM. In the event this changes, a revision to this FSA will be created to address this support.

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**5. INTERFACE CONTROL INFORMATION**

This section is not applicable for Training Baseload Services. No equipment interface boundaries need to be determined.

**6. SERVICE INFORMATION SUMMARY**

<b>Service Type</b>	<b>Estimated Units</b>
Site General & Regulatory Training	1600 student hours

**7. POINTS OF CONTACT**

Both parties shall assign single Points of Contact (POCs) who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs (or their functional designees). The POCs for this agreement are:

**SRNS:** Mark Kokovich, Manager SRNS Site Training

**Centerra-SRS:** Martin Duff, Manager, Training Integration Department

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8. APPROVALS

 | 6/16/15  
Date  
Darlene Murdoch  
Director, Quality & Operational Excellence  
Savannah River Nuclear Solutions, LLC

 | 4/17/15  
Date  
Raymond H. Smith  
Acting, Assistant General Manager  
Centerra-SRS