

SAVANNAH RIVER SITE INTERFACE MANAGEMENT PLAN



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1.0 Executive Summary

The United States (U.S.) Department of Energy Savannah River Operations Office (DOE-SR) expects all contractors performing work at the Savannah River Site (SRS) to reach agreement on the exchange of services, interface boundaries, and responsibilities. Savannah River Nuclear Solutions, LLC (SRNS) is responsible in accordance with the provisions of its DOE-SR Management and Operating (M&O) contract to: (1) provide specified site landlord services to DOE-EM (Environmental Management), DOE-NNSA (National Nuclear Security Administration) other site contractors and tenants, engaged in activities on SRS; and (2) to develop a disciplined process to be used to coordinate the provision of site services provided by SRNS to other SRS contractors and tenants. This SRS Interface Management Plan (IMP) documents the disciplined process that will be used to identify and control SRNS interfaces, authorize and document the provision of site services, and resolve interface issues. This IMP contains:

- Process used to manage and control SRNS interfaces
- Roles and responsibilities for interface management at SRS
- Hierarchy and types of interface agreements used by SRNS
- Interface Approach
- Decision and issue resolution process

2.0 Introduction

2.1 Purpose of the SRS Interface Management Plan

The prime contracts between DOE-EM and DOE-NNSA, and their contractors are the controlling documents for specifying contractual scope. Interagency and Cooperative agreements are the controlling documents between DOE and other federal and state agencies. SRNS will develop and approve agreements with other parties where the business and/or operating relationship are not based on a contractual relationship. The purpose of the SRS IMP is to provide a structured and predictable process to be utilized by SRS contractors, federal agencies and tenants for interfacing with SRNS.

Any site contractor or tenant may use the defined interface management process as they define their interface arrangement with other site tenants or contractors but are not bound by this plan in those tenant to tenant arrangements.

2.2 Missions at SRS Supported by the IMP

SRS is dedicated to environmental management cleanup, developing and deploying technologies to support the cleanup mission, providing capability for supporting the enduring nuclear weapons stockpile, and processing and storing nuclear materials in support of U.S. nuclear non-proliferation efforts. The SRS IMP provides a disciplined approach to manage mission support by DOE-EM and

DOE-NNSA contractors and federal agencies. Consistent with the Site Strategic Plan, the SRS IMP will also support future Environmental Stewardship, National Security, and Clean Energy initiatives and missions.

DOE's Office of Environmental Management (EM) is the landlord for the SRS, responsible for cleanup missions and the Savannah River National Laboratory (SRNL). The DOE-NNSA is responsible for supporting the nuclear weapons stockpile programs and nonproliferation activities on the Site. SRS mission areas include the following:

2.2.1 Environmental Management (EM) Closure Activities

EM closure activities include Soil and Water Remediation, Deactivation and Decommissioning, Solid Waste Management, and Nuclear Materials Management programs, projects, and facilities. SRS accepts surplus, non-pit plutonium, materials containing enriched uranium, and spent nuclear fuel from various locations. The materials will be stabilized and dispositioned in H-Canyon, HB-Line, and future disposition facilities.

EM Liquid Waste activities include radioactive liquid waste receipt, treatment, storage, disposal, and closure programs, projects, and facilities. Activities include operation/closure of 49 underground waste storage tanks and associated evaporators and processing facilities in the F and H-Area Tank Farms, operation of the Defense Waste Processing Facility (DWPF) and Saltstone Facility, and construction and eventual operation of the Salt Waste Processing Facility (SWPF).

2.2.2 Savannah River National Laboratory (SRNL)

Savannah River National Laboratory puts science to work to create and deploy practical, high-value, cost-effective technology solutions. As the applied research and development laboratory at the U.S. Department of Energy's Savannah River Site (SRS), SRNL supports customers at SRS, throughout DOE, at other federal agencies, across the country and around the world. The Laboratory serves the nation in three major program areas: Environmental Management, National & Homeland Security, and Energy Security. In addition, DOE has designated SRNL as the "corporate laboratory" for the DOE Office of Environmental Management. In this capacity, SRNL applies its unique expertise and applied technology capabilities to reduce technical uncertainties in order to assist sites across the DOE Complex in meeting cleanup requirements.

2.2.3 NNSA Activities

The DOE-NNSA Defense Programs mission at SRS includes providing operations and project oversight for the Tritium Facilities, and maintaining technical expertise in tritium operations, production, and engineering to support the national nuclear weapons stockpile. DOE-NNSA Nuclear Non-proliferation Programs include two facilities in various stages of design and construction that will disposition surplus weapons-grade plutonium at SRS. The Mixed Oxide Fuel Fabrication Facility (MFFF) project is in various stages of design and construction and when completed will process plutonium oxide to form mixed oxide fuel suitable for use in commercial power reactors rendering it unusable for nuclear weapons. The Waste Solidification Building (WSB) will treat the liquid waste streams generated by MFFF and prepare them for offsite or onsite disposal. The WSB project is currently nearing CD-4 and will be put into cold layup operations until the MFFF project is complete. DOE-NNSA also supports the Radiological Assistance Program Regional Aerial Measuring System within DOE Region 3, which encompasses the states of Alabama, Florida, Georgia, North Carolina, and South Carolina.

2.2.4 Landlord and Site Support Services

Extensive landlord and site support services are provided by DOE-EM and DOE-NNSA Prime Contractors to support the SRS missions, public benefit, and activities that are in the best interest of the government. They include:

- 1) Environmental, Safety & Health programs such as Nuclear, Occupational, Industrial, and Construction Safety;
- 2) Safeguards, Security, & Emergency Services;
- 3) Engineering and Construction programs such as design services and conduct of engineering;
- 4) Infrastructure Support activities such as operation of utility services and infrastructure maintenance;
- 5) Business Services such as planning, project controls, procurement, human resources, and information management;
- 6) Site Security;
- 7) Natural resources and forest products management;
- 8) Cultural resources management;
- 9) Basic and applied ecological research, education activities, and outreach efforts.

3.0 Process Used to Manage and Control Site Interfaces

Central to the management and control of site interfaces is the Interface Management Team (IMT). The SRS IMT was chartered to oversee the establishment and maintenance of effective interfaces among SRS tenants. The IMT is chaired by SRNS and includes representatives from DOE-EM, DOE-NNSA, other Federal Agencies, and major site

tenants. A current list of IMT members is maintained by SRNS on the Interface Management website.

Site level procedure 1B, 1.29, SRS Interface Agreement Development Process is utilized to facilitate the interface process for interfaces established after 7/1/2008. This procedure creates a consistent framework for developing interface agreements between the M&O Contractor and other SRS tenants.

SRNS realizes site interfaces will continue to evolve and change. The IMT and supporting procedure will help assure both current and new interfaces are handled in a predictable and efficient manner.

4.0 Roles and Responsibilities for Interface Management at SRS

SRNS – SRNS is responsible in accordance with its DOE-SR contract for providing specified landlord services to DOE-EM, DOE-NNSA, other site contractors and subcontractors, and site tenants and for providing a disciplined process for the exchange of site services. SRNS will develop and approve agreements with other Parties to document business and operating relationships. SRNS will organize and chair the SRS IMT for the benefit of all participants.

DOE-EM & DOE-NNSA – As the ultimate customers for all activities on the SRS site, DOE-EM and DOE-NNSA hold SRNS accountable for providing a disciplined process for the exchange of site services. DOE and NNSA will participate on and support the IMT.

Other SRS Prime Contractors/Tenants –SRS Prime Contractors provide services to DOE-EM, DOE-NNSA, and/or other site contractors and tenants in accordance with their prime contracts. They will enter into agreements with SRNS to document business and operating relationships, and will participate on and support the IMT. Each prime contractor will ensure the flow down of regulatory and contract requirements to their suppliers and subcontractors and will be responsible for any liability resulting from work performed by their suppliers and subcontractors in accordance with the provisions of their contracts.

Federal and State Agencies- Federal Agencies (USFS, US Army) and State Agencies (SREL) will operate in accordance with their interagency or cooperative agreement with DOE. They will enter into agreements with SRNS to obtain services as defined by their interagency/cooperative agreement. As major tenants on the site they will participate in the IMT.

Requesting Party - The Requesting Party requests work to be performed by SRNS, the Performing Party. The Requesting Party shall provide appropriate specifications, requirements, hazard information, quality assurance, technical, safety, schedule and environmental requirements for the work to be performed.
(Includes SRS Prime Contractors/Tenants and Federal/State Agencies)

Performing Party – The Performing Party performs work at the request of the Requesting Party in accordance with the process set out in this IMP. Whenever the Requesting Party’s requirements may conflict with or exceed the authorized scope of work of the Performing Party, the Performing Party shall consult with DOE-EM and/or DOE-NNSA, as appropriate, to determine proper work scope authorization methods and the path forward for proceeding.

Interface Management Team (IMT) – The IMT, chaired by the SRNS Site Interface Manager, is chartered to establish and maintain effective interfaces among SRS contractors, tenants and federal agencies. Standing membership will be offered to all SRS major prime contractors, tenants and federal agencies with ad hoc membership being offered to other SRS prime contractors in consultation with DOE-EM and DOE-NNSA, where appropriate. The charter is included in Site Level Procedures Manual 1-01, 6.48.

Parties- Parties as defined in this document include Federal/State Agencies, Site Contractors and Tenants.

5.0 Hierarchy and Types of Interface Agreements Used at SRS

The IMP provides a disciplined approach to documenting processes and agreements between SRNS and SRS contractors, tenants and external agencies. DOE Contract DE-AC09-08SR22470 specifies the Management and Operation (M&O) scope and services provided by SRNS to other site entities. A list of available services “Services Exchanged at SRS” is maintained by SRNS on the Interface Management website. The types of agreements utilized to exchange these services are as follows:

5.1 Memorandum of Agreement (MOA)

MOAs are the highest level agreements between SRNS and other Parties. An MOA shall be required whenever there is a need to define boundaries, exchange programs or landlord or support services, or cooperate in any way with other Parties. The MOA will describe the process SRNS and other Parties will use to define interfaces and develop mutual agreements to satisfy their respective DOE contracts/requirements.

MOAs are controlled documents that typically cover interfaces between SRNS and another Party. MOAs define programmatic interfaces such as integrated safety management, safety oversight, remote workers, and the flow-down of safety requirements to lower-tier subcontractors. They may also describe roles and responsibilities for emergency response, occurrence reporting, physical security, SRS access, law enforcement, property management, excess property disposition, pricing and payment for exchanged services, order of precedence, issue resolution, and agreement modification.

MOAs do not authorize work, provide work instruction, or provide funding. They do not replace or supersede laws and regulations, DOE Prime Contracts, or DOE

Contracting Officer direction. MOAs are typically approved by the senior manager of each Party. DOE-EM and/or DOE-NNSA may request to review and concur with the MOAs.

Each Party shall appoint a single point of contact (POC) to coordinate the MOA. The MOA, and contact information for the POCs, will be maintained by the SRNS Interface Management Office available via the Interface Management Web Page.

The Parties to each MOA shall review the agreement within a period not to exceed two years and update it as necessary.

The suggested form and content of a MOA is defined in SRNS Procedure Manual 1B, Procedure 1.29, and SRS Interface Agreement Development Process.

Note: A MOA written prior to 7/1/2008 is not required to conform to the 1.29 process.

5.2 Functional Service Agreements (FSA)

Work performed within the MOA which is funded to the Performing Party from DOE, will be identified in Functional Service Agreements (FSAs) that describe work by functional area. The FSAs are individual documents which are referenced as Appendices to the MOA. FSAs shall be managed and controlled by the FSA POCs (or their functional designees). Consequently, FSAs may be revised, as mutually agreed upon by the FSA POCs (or their functional designees). The Parties to each FSA shall review the agreement within a period not to exceed two years and update it as necessary.

The FSA POCs will be responsible for coordinating all aspects of the FSA for their respective company, including approving and revising the FSA.

For FSA Support Services and Landlord Services, the individual FSA shall describe applicable interfaces and procedural requirements under which the respective work shall be performed.

The form, content and roles & responsibilities of development and management of an FSA are defined in SRNS Procedure Manual 1B, Procedure 1.29, and SRS Interface Agreement Development Process.

Note: Parties working to a MOA written prior to 7/1/2008 are not required to conform to the 1.29 process.

5.3 Service Level Agreements (SLA)

Service Level Agreements define the scope of work, performance requirements, and costs for work that is funded by the Requesting Party. Work is controlled and

reported on at a SLA task level. SLAs will normally be written to authorize specific scopes. Funding is authorized via approval of the SLA by both parties.

The form, content and roles & responsibilities of development and management of SLAs are defined in SRNS Procedure Manual 1B, Procedure 1.29, and SRS Interface Agreement Development Process.

These documents are currently used with the SWPF, LW and Ameresco Biomass Facility

Note: Parties working to a MOA written prior to 7/1/2008 are not required to conform to the 1.29 process.

5.4 Work For Other Agreements

A formal agreement between the SRNS and a non-federal contractor or Federal Agency that contains a scope, schedule costs, provisions for advance payments, and terms and conditions under which work will be performed, which becomes an attachment to the DOE authorization for services.

The form, content and roles & responsibilities of development and management of WFOs are defined in SRNS Procedure Manual 1B, Procedure 1.13, "Work For Others"

5.5 Interface Control Documents (ICD)

ICDs typically define physical boundaries between two tenants. In some cases they have been utilized to define service support interfaces. ICDs are recommended for use on Projects where there are significant physical boundary interfaces that are not easily documented in an FSA interface boundary section.

These documents are currently used by the SWPF thru SRR, and MFFF projects.

5.6 Work Task Agreements (WTA)

WTAs define service scope, schedule, costs and any particular interface requirements. Approval of the WTA authorizes the performance of work.

WTAs are grandfathered for use by the MFFF project, in lieu of SLAs and FSAs.

5.7 Financial Position Paper (FPP)

FPPs define the financial approach to exchange of services between SRNS and other parties.

The FPPs, are individual documents which are referenced as Appendices to the MOA.

Note: For many tenants the FPP information has been integrated into the MOA.

6.0 Interface Approach

In executing its responsibilities to other SRS contractors and tenants SRNS will:

- Provide timely support services to other SRS tenants that meet agreed performance requirements
- Manage the Landlord Services scope for the SRS
- Use information supplied by other SRS tenants to plan and budget for any services requested
- Support other SRS tenants based on the availability of resources
- Coordinate and integrate SRNS services needed by other SRS tenants to ensure adherence to established schedules and baselines by all contractors

Other SRS contractors and tenants are responsible for cooperating in this process by:

- Identifying requirements and changes to requirements in a timely manner using site processes and procedures
- Negotiating in good faith with all parties to reach agreement on an MOA, on forecasting and supplying services, and documenting interfaces

Agreements with onsite contractors and tenant entities are available via the SRS Interface Management Web Page.

Key aspects of the SRS interface management structure/organization as envisioned by SRNS to effectively integrate the site are as follows:

- Oversight by the SRS Interface Management Team (IMT) chaired by the SRNS Site Interface Manager. Standing membership will include all SRS major prime contractors with ad hoc membership being offered to other SRS prime contractors in consultation with DOE-EM and DOE-NNSA, where appropriate.
- Membership is limited to senior personnel from the member contractors to ensure the highest visibility of issues and their timely resolution
- IMT proceedings focus on extensive cross-functional collaboration and customer involvement. Cooperation and achieving successful outcomes for all SRS contractors executing SRS work scope are the guiding principles.
- DOE-EM and DOE-NNSA retain open/standing IMT memberships to ensure site-wide issues or concerns, by either organization, can be quickly communicated and addressed by the IMT

- The IMT operates per its Charter which is available on the Interface Management Web Page
- The IMT focuses on two- way information flow through various multi-tenant topical focused teams and supports the SRS President's Forum that is chaired by DOE EM Manager and the M&O contractor President. The SRS President's Forum attendees include all SRS tenant Presidents or equivalents.

The services provided by SRNS to other site contractors and tenants are documented within each set of Interface Documents.

7.0 Decision and Issue Resolution Process

The Parties to interface agreements agree to resolve any interface issues as follows:

1. The Parties shall first attempt to resolve informally the issues at the lowest levels (i.e. at the POC, Service Providers, or Department Manager level) if possible.
2. If the Parties are not able to resolve the issue, the issue shall be documented and any applicable interface document will be cited. The documentation of the issue will be forwarded to the interface managers for each party. The interface managers and appropriate contractor personnel will meet within ten business days to resolve the issue.
3. If the Parties' Interface Managers are unable to resolve the issue, it shall be escalated to the Parties' respective presidents (or designated manager).
4. If the Parties' presidents are unable to resolve the issue, the Parties shall submit their respective statements of dispute to both Parties' DOE Contracting Officers. The Parties agree that their respective DOE Contracting Officers' determination shall be final.

In the event of any inconsistency, lack of clear direction, ambiguity, or other conflict between SRS contractors or site tenants, the following order of precedence shall apply:

- (i) Laws and Regulations
- (ii) Prime Contract
- (iii) DOE Contracting Officer direction
- (iv) MOA
- (v) FSA, SLA, WTA, ICD, Financial Paper