

Revision Log

Revision Number	Effective Date	Pages Affected	Description of Revision
2	11/07/12	2	Section 1.1, 1 st Sentence Changed oversee to facilitate Section 2.0, 2 nd Paragraph Deleted: not, Added: exclude Section 4.0, 5 th bullet Deleted: Each member will, Changed: communicate to Communicating
2	11/07/12	3	Moved IMP Chair responsibilities to Section 4.2 and 2 nd bullet, Changed Communication to Communicating 5 th bullet, Changed Maintenance to Maintaining 6 th bullet, Changed Effective to Effecting
2	11/07/12	3	Section 5.2, 1 st Paragraph Deleted: is comprised, Added: consists, DO- Under Prime Contractors for: 2 nd bullet, Added [including Savannah River Remediation (SRR) representation]
2	11/07/12	4	Section 5.3, 1 st Paragraph Deleted: Infrastructure, Added: Interface 4 th Paragraph, Deleted: Since and Added: Because. Deleted: must and Added: should 5 th Paragraph, Deleted: an, is, Added: are 6 th Paragraph, Deleted: which, Added: that Added 8 th Paragraph

1.0 PURPOSE

1.1 Charter

This charter establishes the Savannah River Site (SRS) Interface Management Team (IMT) to facilitate the establishment and maintenance of effective interfaces among SRS tenants. Tenants are organizations that physically reside at SRS. The IMT will help assure that both current and new interfaces are handled in a predictable and efficient manner.

2.0 SCOPE

The provisions of this procedure apply to the Performing Entities at the SRS and to subcontractors performing work for the Performing Entities when required by subcontract or applicable law.

The IMT will address interfaces that pertain to site tenants. These interfaces include the exchange of services and site programs that affect multiple site tenants. The IMT activities will exclude internal tenant interfaces or, interfaces between Department of Energy/National Nuclear Safety Administration (DOE/NNSA) and their contractors, nor interfaces between site tenants and off-site DOE contractors.

3.0 DEFINITIONS AND ABBREVIATIONS

None

4.0 RESPONSIBILITIES

4.1 Interface Management Team (IMT)

IMT is responsible for:

- Providing site leadership for establishing effective collaboration and cooperation for interface management
 - Overseeing the development of and approving the interface management processes, plans and procedures that are established for SRS
 - Working with the Management and Operations (M&O) Interface Management Office (IMO) to provide oversight for the SRS interface management process
 - Facilitating resolution of interface issues as required per established procedures and practices (listed in Section 5.4, Documents)
 - Communicating interface management programs, processes, procedures, structures, systems, and issues to respective members' organizations
 - Providing input for and support implementation of site policies and procedures that impact all tenant organizations
 - Providing a site level communication forum for the exchange of information among all site tenants.
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4.2 IMT Chair

The IMT Chair is responsible for:

- Planning, coordinating and documenting the team meetings
- Communicating agendas and other meeting details to members prior to meetings
- Encouraging participation of all members in all activities
- Facilitating resolution of interface issues as required per established procedures and practices
- Maintaining a meeting schedule and follow-up actions
- Effecting overall operation of the Committee in meeting its responsibilities
- Representing the IMT to DOE-EM, NNSA, and Senior Management of the IMT member organizations.

5.0 REQUIREMENTS

5.1 Sponsorship

In accordance with the provisions of its Department of Energy-Environmental Management (DOE-EM) M&O contract and the associated SRS Interface Management Plan (IMP), the M&O contractor is responsible for providing specified landlord services and to coordinate the provision of site services by other SRS tenants. Therefore, the M&O President will serve as the primary management sponsor for the IMT.

5.2 Membership

The IMT consists of senior level representatives from DOE-EM, NNSA, and representatives from the major DOE prime contractors at SRS listed below. Each organization shall appoint its own representative.

Prime Contractors at SRS:

- M&O (Chair)
- Salt Waste Processing Facility [including Savannah River Remediation (SRR) representation]
- Liquid Waste (LW)
- Mixed Oxide Fuel Fabrication Facility (MOX)
- Security
- Ameresco

State and Federal Agencies:

- DOE-EM (SR)
 - DOE-NNSA (Nuclear Non-Proliferation)
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5.2 Membership, (cont.)

- DOE-NNSA (Defense Programs)
- United States Department of Agriculture (USDA) Forest Service
- US Army
- Savannah River Ecology Lab (SREL)

Other participants may be invited as appropriate. IMT membership may change without having to revise the IMP. The M&O IMO will maintain a current membership list.

5.3 Practices

The IMT will be chaired by the M&O Site Interface Manager and/or their delegate.

Meetings will be scheduled as needed with agreement of the membership.

Because site-wide collaboration and cooperation are expected, member organizations should be represented at all meetings.

In case the designated representatives, including the Chair, cannot attend, each is responsible for providing alternate senior level representatives who are empowered to speak for their organizations and are prepared to discuss the scheduled agenda items.

If consensus agreement cannot be reached on a topic during a meeting, the IMT members will establish the path forward for resolution that may include moving to the next level of the issue resolution process specified in the IMP.

The IMT may charter sub-teams to address specific issues that arise.

- These teams will have a well-defined scope and a defined, limited time to address specific issues
- These teams may include people other than permanent IMT members.

The IMT will be briefed annually, at a minimum, by SRS level teams having multiple tenant membership. This will help alignment and communications with the IMT and the site level teams.

5.4 Documents

The IMT has jurisdiction over the following documents: (The IMO will maintain a current list)

- *SRS Interface Management Plan, G-IMP-G-00001*
 - Manual 1B, Procedure 1.29, *SRS Interface Agreement Development Process*
 - Manual 1B, Procedure 1.30, *SRS Facilities and Structures Assignment Process.*
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6.0 REFERENCES

[1B](#), 1.29, *SRS Interface Agreement Development Process*

[1B](#), 1.30, *SRS Facilities and Structures Assignment Process*

SRS Interface Management Plan, G-IMP-G-00001

7.0 RECORDS

None

8.0 ATTACHMENTS

None
