1.0 PURPOSE AND SCOPE

This charter establishes the responsibilities for the Tank Operations Contractor (TOC) Safety Basis Change Review Board (SBCRB). The purpose of the SBCRB is to review safety basis changes and their effects on the end users, with particular emphasis on proposed amendments to the Technical Safety Requirements (TSRs). The result of the review is a recommendation that the safety basis change can be effectively implemented. (5.1.1.5.1)

This charter applies to review of the following:

- Proposed amendments to the following TSR documents:
  - HNF-SD-WM-TSR-006, “Tank Farms Technical Safety Requirements”
  - HNF-15279, “242-A Evaporator Technical Safety Requirements”
  - HNF-14733, “222-S Laboratory Technical Safety Requirements.”

- Proposed amendments to the following Documented Safety Analysis (DSA) documents if the amendments require implementation actions (i.e., if they affect programs, policies, procedures, training, or facility modifications):
  - RPP-13033, “Tank Farms Documented Safety Analysis”
  - HNF-14755, “242-A Evaporator Documented Safety Analysis”
  - HNF-12125, “222-S Laboratory Documented Safety Analysis.”

- Requests for justification for continued operation (JCO), one-time exceptions, and exemptions from safety basis requirements, if they include compensatory measures requiring implementation actions

- Proposed new safety basis documents (DSA/TSRs or Preliminary DSA)

- Changes to the safety basis documents for the tank farms, 242-A Evaporator, and 222-S Laboratory directed by the U.S. Department of Energy, Office of River Protection (ORP), if the changes require implementation actions; ORP-directed changes include changes made in response to an ORP review of a safety basis change previously approved by the SBCRB

- (Optional) Amendments to TSR or DSA documents identified above that do not revise existing, or add new, controls (e.g., Reference update to TSRs, DSA Annual Updates)

- (Optional) Changes to HNF-IP-1266, “Tank Farms Operations Administrative Controls,” if the changes require implementation actions.
2.0 MEMBERSHIP

The Chief Engineer shall appoint a chairperson, an alternate chairperson, an administrator, and an alternate administrator for the SBCRB. The SBCRB membership consists of individuals representing the organizations listed below.

Each member (except those appointed by the Chief Engineer) may designate alternates, subject to approval by the chairperson. The chairperson may also assign alternates. Alternates are not required to be management-level personnel.

The SBCRB administrator shall maintain a current list of members and alternates, designated by name (not position), approved by the SBCRB Chairperson.

The quorum for changes to the tank farms safety basis (HNF-SD-WM-TSR-006, RPP-13033, or new safety basis documents affecting the tank farms) and HNF-IP-1266, as well as for changes to the 242-A Evaporator safety basis (HNF-15279, HNF-14755, or new safety basis documents affecting the 242-A Evaporator) shall include, as a minimum:

- SBCRB chairperson
- Nuclear Safety representative
- Safety Basis Compliance Officer
- Production Operations representative (if change involves Production Operations facilities/activities)
- Central Shift Office
- SST Retrieval Operations representative (if change involves SST Retrievals facilities/activities)
- Production Operations Engineering representative (if change involves Production Operations facilities/activities)
- Process and Control System Engineering (if the change involves safety instrumented systems, safety instrumented alarms, or other control systems)
- Process Engineering Analysis (if the change involves Process Engineering Analysis scope)
- Tank Farm Projects Engineering representative (if changes involve TFP activities)
- SST Retrievals Engineering representative (if change involves SST Retrievals facilities/activities)
- Security & Emergency Services representative (if the change involves new accidents or revised accident consequences).

The quorum for changes to the 222-S Laboratory safety basis (HNF-14733, HNF-12125, or new safety basis documents affecting the 222-S Laboratory) shall include, as a minimum:
The SBCRB may call upon other expertise to assist in timely and satisfactory discharge of its responsibilities.

3.0 RULES OF PRACTICE

- Meetings will be conducted as needed:
  - Prior to submitting a proposed safety basis change requiring implementation actions to the ORP
  - Prior to releasing an ORP-directed safety basis change requiring implementation actions (including changes made in response to the ORP review of a safety basis change previously approved by the SBCRB)
  - Prior to releasing HNF-IP-1266 revisions requiring implementation actions (optional)
  - A quorum as defined in Section 2.0 is required to conduct a meeting.
- A designated alternate may substitute for a standing member.
- Material to be presented will normally be disseminated to the members/alternates for review at least three business days prior to the meeting. This rule may be waived for expedited changes.
- At the discretion of the SBCRB Chairperson, e-mail distribution and voting buttons may be used in lieu of a meeting, in situations where minor changes are being made to a safety basis (SB) amendment previously reviewed by the SBCRB. If any member/alternate votes to reject the change, then a meeting shall be held.

4.0 REVIEW OF SAFETY BASIS CHANGES

The SBCRB process works in conjunction with the following procedures:

- TFC-ENG-SB-C-01, which describes the safety basis change process,
- TFC-ENG-SB-C-05, which describes the HNF-IP-1266 change process (including implementation),
- TFC-ENG-SB-C-06, which describes the process for creating safety basis documents for new facilities and major modifications to existing facilities,
- TFC-ENG-SB-C-09, which describes the Plant Review Committee which reviews safety basis changes after the SBCRB.

- TFC-OPS-OPER-C-02, which describes the safety basis change implementation process for tank farms and the 242-A Evaporator.
4.1 Prepare for Meeting

NOTE: For expedited changes, the material may be distributed and reviewed at the meeting.

Nuclear Safety Engineer,

1. Notify the SBCRB administrator of the need for an SBCRB review of a TFC-proposed or ORP-directed safety basis change (TFC-ENG-SB-C-01) and/or HNF-IP-1266 change (TFC-ENG-SB-C-05).

2. Provide the SBCRB administrator with the material to be presented to the SBCRB (e.g., pages of the affected document with change markings, draft JCO requests), unless processing an expedited change.

3. Provide the SBCRB Administrator with a copy of the peer review checklist of safety basis documents (DSA, TSRs, Addendum, JCO) completed per TFC-ENG-SB-C-01.

NOTE: When changes being proposed introduce new controls for the facility, it shall be ensured that the implementers of the new controls (end users) have a representative at the meeting.

SBCRB Administrator

4. With input from the Nuclear Safety Engineer, determine the required attendees (the appropriate quorum and other expertise) based on the subject matter to be reviewed.

5. Schedule a meeting. If the change to be reviewed is not an expedited change, distribute the material provided by the Nuclear Safety Engineer to the attendees and allow at least three business days for review of the material prior to the meeting.

Invited Members/Alternates

6. Notify the SBCRB administrator if neither the member nor the designated alternate is able to attend the meeting.

SBCRB Administrator

7. If a quorum as identified in Section 2.0 will not be available at the scheduled time, reschedule the meeting.

Attendees

8. Unless the change is being processed as an expedited change, review the provided material prior to the meeting and prepare to discuss the following items:

- Hazards
- Controls
- End user understanding of controls, control bases, and required actions
- Human factors considerations for controls that rely on human actions (5.1.25.1.3)
• Equipment modifications
• Equipment testing requirements
• Any additional actions or recommendations
  An estimate of the time to complete implementation actions
• Procedure changes necessary
• Emergency preparedness/emergency action levels for materials that involve new accidents or revised accident consequences.

4.2 Conduct Meeting

SBCRB Chairperson
1. Ensure that a quorum of SBCRB members/alternates is present. If a quorum is not present, cancel and reschedule the meeting.

Nuclear Safety Engineer
2. For an expedited change, distribute copies of the material to be reviewed (e.g., draft safety basis change pages, draft HNF-IP-1266 revisions).
3. Present a summary of the material, focusing on the aspects of the change that require implementation actions.

NOTE: This discussion is intended to understand the changes and their impacts to the extent that the level of impact review can be selected. Insights into the extent of impacts may be aided by a draft safety basis implementation checklist. Specific details of the implementation tasks are identified through the processes described in TFC-OPS-OPER-C-02 and TFC-ENG-SB-C-05.

4. Determine the extent of impact review required.
  • The intent of the review is to provide assurance that the changes can be effectively implemented.
  • The minimum review required is by the SBCRB. More detailed reviews by the impacted organizations may be warranted depending on the nature of the change.
  • If a more detailed review is selected, the review by the impacted organization shall be managed by the SBCRB member representing that organization.

Attendees
5. Following completion of selected reviews, discuss the changes, with consideration of the items identified in Section 4.1, Step 8. The goals of the discussion are:
  • Providing comments on the content of the changes
<table>
<thead>
<tr>
<th>Safety Basis Change Review Board</th>
<th>Document Page</th>
<th>Charter Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TFC-CHARTER-33, REV A-25</td>
<td>7 of 8</td>
</tr>
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- Agreeing on resolution of the comments, or assigning follow-up actions if an agreement cannot be reached during the meeting.

- Identifying preliminary implementation actions, the organizations or individuals responsible for the actions, and the estimated time required for completion.

- Identifying the level of implementation verification required for the change, using a graded approach depending on the nature of the SB change and the impact on operations.

- Identifying if a “table-top” review of the proposed safety basis change should be performed prior to implementation. (5.1.3)

**SBCRB Administrator/Chairperson**

6. Document, as necessary, follow-up comment resolution actions and implementation action assignments identified during the discussion (TFC-OPS-OPER-C-02).

**SBCRB Chairperson**

7. Conduct a vote to confirm/concur with the safety basis amendment to proceed to the Plant Review Committee (TFC-ENG-SB-C-09).

8. When there are no further comments or actions to be discussed, adjourn the meeting.

**Safety Basis Compliance Officer**

9. Determine the preliminary list of implementation action assignments for use in identifying and tracking specific implementation tasks.

10. Determine, with input from other SBCRB members/alternates, the level of implementation verification required for the change.

**5.0 SOURCES**

**5.1 Requirements**

5.1.1 PER-2005-2037, “Improvement Needed in Managing Changes to the Safety Basis.”


5.1.3 PER-2018-0887, “Process/procedure improvement to include a “table-top” review of the proposed safety basis change prior to implementation.”

**5.2 References**

5.2.1 HNF-12125, “222-S Laboratory Documented Safety Analysis.”

5.2.2 HNF-14733, “222-S Laboratory Technical Safety Requirements.”

5.2.3 HNF-14755, “242-A Evaporator Documented Safety Analysis”

5.2.4 HNF-15279, “242-A Evaporator Technical Safety Requirements.”
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<td></td>
<td>Issue Date</td>
<td>8 of 8</td>
</tr>
</tbody>
</table>

### 5.2.5
HNF-IP-1266, “Change Control.”

### 5.2.6

### 5.2.7
RPP-13033, “Tank Farms Documented Safety Analysis”

### 5.2.8
TFC-ENG-SB-C-01, “Safety Basis Issuance and Maintenance.”

### 5.2.9
TFC-ENG-SB-C-05, “HNF-IP-1266 Change Control.”

### 5.2.10
TFC-ENG-SB-C-06, “Safety Basis Development.”

### 5.2.11
TFC-ENG-SB-C-09, “Plant Review Committee.”

### 5.2.12
FC-OPS-OPER-C-02, “Safety Basis Implementation Checklist Preparation, Review, and Approval.”

### 5.2.13
TFC-PLN-41, “Integrated Safety Management System Description.”