



<b>DIVISION: Planning &amp; Sitewide Integration</b>	<b>FBP-PI-PRO-00002</b>	<b>REV. NO. 1</b>
<b>FUNCTIONAL AREA:</b> Project Controls	<b>SME:</b> Rick Foster	<b>Page 1 of 14</b>
<b>TITLE:</b> Administration of Shared Site Issues	<b>APPROVED BY DATE:</b> Joseph M. Venditti 03/21/17 (Signature on File)	

<b>Categorically Excluded from USQD/USQ Process</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>Cat Ex USQD/Screening No: N/A</b>
<b>USQD Screening/USQD Required:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <b>USQD Screening/USQD No: N/A</b>

<b>USE CATEGORY:</b>	<b>INFORMATION USE</b>
<b>EFFECTIVE DATE:</b> <u>03/29/17</u>	<b><u>5</u> YEAR PERIODIC REVIEW DATE:</b> <u>03/21/22</u>

**Level 2 Administrative Procedure**

<b>ATTENTION:</b>	
Please select the appropriate communication method for this document.	
<input checked="" type="checkbox"/> No Action Required	<input type="checkbox"/> Required Reading
<input type="checkbox"/> Group Briefing	<input type="checkbox"/> Formal Training
Selected communication to be completed:	
<input type="checkbox"/> Before First Use	<input type="checkbox"/> Before Effective Date

**RECORD OF ISSUE/REVISION**

Former Doc #: N/A
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Revision/ Change	Description of Changes	Affected Pages	Date Approved
0	Initial FBP Release – Supersedes FBP-PI-PRO-00003 and FBP-DD-PRO-00055.	All	04/02/12
1	General Minor Revision/Periodic Review: update to current template, SME, terminology, and company name/logo throughout; and clarification of wording in document.	All	03/21/17

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## **1.0 PURPOSE**

This procedure provides guidance (instructions) for implementing the concepts of *USEC and DOE Resolution of Shared Site Issues at the Gaseous Diffusion Plants* (the “Shared Site Agreement”).

## **2.0 SCOPE AND APPLICABILITY**

**2.1** This Level 2 procedure applies to performing project or job planning or preparation anywhere on the Department of Energy (DOE) reservation, or on DOE’s easements and rights of way.

**2.2** This procedure applies to Fluor-BWXT, Portsmouth (FBP) personnel.

## **3.0 GENERAL INFORMATION**

**3.1** The Shared Site Agreement was established to accomplish the primary purposes of ensuring:

**3.1.1** The activities of one site entity do not adversely affect the activities of other site entities.

**3.1.2** Situations with the potential to affect both operations and personnel, such as emergencies and threats, are managed in a coordinated manner that protects the safety and health of site personnel and the public.

**3.2** The focus of the Shared Site concept is in terms of health and safety (especially nuclear safety), environmental protection, safeguards and security, and nuclear regulatory compliance.

**3.3** The Shared Site concept covers activities between DOE prime contractors the various site entities. The various site entities have established formal procedures such as this one, or more informal policies, in order to implement the concept of the Shared Site Agreement.

**3.4** In addition, representatives of DOE and the site entities conduct regular Sitewide Interface meetings to discuss and resolve common issues, including issues outside the focus of the Shared Site Agreement. The scope of this procedure does not address activities of the Sitewide Interface meetings.

## **4.0 USE REFERENCES**

**A.** FBP-BS-PRO-00062, *Records Management Program*

**B.** X-761-C-30950, *Portsmouth Site Map – Areas of Responsibility*

## **5.0 RESPONSIBILITIES**

**5.1 Work Planning and Control Manager**

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**5.1.1** Establish controls for scheduling work such that interruptions to essential services necessary for safety, safeguards and security are controlled to prevent adverse conditions; that work on systems shared between FBP and American Centrifuge Plant (ACP), or FBP and other contractors, are coordinated and that any required Shared Site approvals have been obtained before proceeding.

**5.1.2** Establish a system to provide a weekly schedule of FBP planned and in-process work that can be made available to other site entities.

## **5.2 Nuclear Safety and Engineering Manager**

**5.2.1** Establish a system to provide site counterparts with copies of revised or new Unreviewed Safety Question Determinations (USQDs)/Safety Analyses when changes to FBP-managed facilities, systems, or operations have the potential to impact another site entity. Specifically included are any USQD evaluations that conclude that a proposed change does involve an Unreviewed Safety Question (USQ).

**5.2.2** Review, jointly with appropriate representatives, the change and take appropriate action to resolve the concern in a prompt manner in the event that one site entity has a concern about the potential impact of any plant changes by the other entity on the safety of its own operations and activities.

## **5.3 Managers, Supervisors, and Engineers**

**5.3.1** Evaluate upcoming activities in advance to determine if there is a chance that the activity could affect another entity's safety basis, activities, or personnel.

**5.3.2** Ensure a USQD Screening is initiated if planned activities have not previously been reviewed for compliance with safety basis documents.

**5.3.3** Consult the Shared Site Coordinator or Sitewide Interface Manager as needed to determine if FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, should be initiated.

**5.3.4** Initiate FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, as appropriate, allowing reasonable time for other site entities to review the planned activity, and allowing sufficient time for any concerns raised to be resolved. Sufficient information shall accompany the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, to adequately describe the planned activity to reviewing entities, such as drawings, sketches, scopes of work, timeframe for implementation, etc.

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**NOTE**

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using block 11 of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

- 5.3.5** Comply with stipulations required by other site entities following their review of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, **OR** resolve concerns such that the stipulations are no longer an issue (stipulations are often listed to prevent FBP activities from adversely affecting another entity’s safety, operations, or regulatory requirements).

**5.4 Shared Site Coordinator**

- 5.4.1** Advise site personnel whether an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, is appropriate.
- 5.4.2** Act as the Shared Site “hub” for the entire Portsmouth site.
- A.** Process the FBP-PI-PRO-00002-F01(s), *Shared Site Activity Screening Form*, submitted by FBP personnel to the appropriate Shared Site points of contact (POC) for review by other site entities.

**NOTE**

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using block 11 of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

- B.** Process any FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent communication received from another site entity’s POC, by forwarding to the appropriate FBP personnel and to appropriate POCs for other site entities for review.
- C.** Compile responses from Shared Site reviews and forward back to the originator of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent communication, copying appropriate POCs and other personnel.
- D.** Maintain a Shared Site Log for the Portsmouth site, to track FBP-PI-PRO-00002-F01(s), *Shared Site Activity Screening Form*, or equivalent communication submitted, the reviewing entities, and issue closures.
- E.** Provide the log to FBP management as requested and provide updated copies of the log to attendees of the periodic Sitewide Interface meetings.
- F.** Maintain drawing X-761-C-30950, *Portsmouth Site Map – Areas of Responsibility*. The drawing reflects areas of responsibility among the site tenants as defined by or agreed to by DOE.

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## **5.5 Sitewide Interface Manager**

- 5.5.1** Maintain procedure FBP-PI-PRO-00002, *Administration of Shared Site Issues*.
- 5.5.2** Represent FBP at Sitewide Interface meetings.
- 5.5.3** Collaborate with the Shared Site Coordinator and provide oversight to the Shared Site Program.

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## 6.0 ACTIONS

### 6.1 Pre-Evaluation of FBP Planned Activities

#### FBP Manager/Supervisor/Engineer

- 6.1.1** Review the scope of the planned activity and the location of work to determine if there will be a change to physical systems, structures, or components, an addition or removal of a facility, or a change to FBP operations.
- 6.1.2** **IF** a change to physical systems, structures, or components or a change to FBP operations is anticipated, **THEN** initiate a USQD Screening evaluation through the Engineering Service Order process for example or directly request the evaluation through the Nuclear Safety group.
- 6.1.3** During the review of the scope and location of the activity/work, address the following questions:
- A.** Will any of the activity/work occur in a facility or area controlled by ACP, another DOE contractor, or off the DOE reservation?

#### NOTE

Examples of issues which would necessitate a YES answer to the question below and therefore require an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, would include:

- work near another entity's wiring or piping.
- introduction of a hazard not previously analyzed.
- changes creating a positive USQ.
- work affecting traffic density or routes.
- work affecting schedules or budgets of other site.
- work involving security issues.
- addition or removal of a facility.
- work affecting a shared interface or system such as potable water, fire water, power lines, or on-site rail system.
- work falling under the purview of a regulatory body other than the DOE (Nuclear Regulatory Commission [NRC], Ohio Environmental Protection Agency [OEPA], etc.)

- B.** Might the activity/work affect another entity's personnel or operations?

- 6.1.4** **IF** either question in Step 6.1.3A or Step 6.1.3B above can be answered YES, **THEN** initiate an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form* (see page 2 of FBP-PI-PRO-00002-F01 for completion instructions).
- 6.1.5** **IF** there is any doubt whether an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, is required, **THEN** contact the Shared Site Coordinator or Sitewide Interface Manager for guidance ("in case of doubt, fill it out").

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- 6.1.6** Submit the completed FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, to the Shared Site Coordinator or alternate.

**Shared Site Coordinator**

- 6.1.7** Provide guidance as required to assist FBP personnel in determining whether an FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, should be initiated and assist in completion of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

**NOTE**

Tracking numbers take the pattern of ABC-xx-xxx, where the first three or four characters are a standardized abbreviation of the submitting entity (examples: FBP, ACP, Portsmouth Mission Alliance [PMA], Mid-America Conversion Services [MCS], DOE); the next two characters represent the current year, such as “12” for 2012; the last three characters are a sequential number for the submitting entity, such as “001”.

- 6.1.8** Receive the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, from FBP personnel, assign a tracking number, and distribute to the appropriate POCs for review. Consider also distributing the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, to the Site Shift Operations Manager, if unclear whether other processes/procedures will require his/her review.

**NOTE**

No particular format is required, but typical data recorded includes the tracking number, a brief summary description of the activity, the date the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, was received, which entities were asked to review the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, and (later) the date of final closure.

- 6.1.9** Enter data for the activity being screened into a Shared Site Log.
- 6.1.10** Maintain copies of significant documents and correspondences on a shared folder for ready access by members of the Sitewide Interface Group.

**6.2 Evaluation of FBP or Other Entities’ Activities**

**Shared Site Coordinator**

- 6.2.1** Receive FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, from FBP Manager/Supervisor/Engineer and assign a tracking number as in Step 6.1.8 above.

- A.** Enter data for the activity being screened into a Shared Site Log as described in Step 6.1.9 above.

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- B. IF** one or more other site entities' activities could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, **THEN** forward to the appropriate POC(s) for review/comment.
- C. WHEN** responses are received from other entities' POC(s), **THEN** review, provide responses to the initiator, ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

**6.2.2** Receive FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent, from another DOE contractor or ACP, and assign a tracking number as in Step 6.1.8 above or confirm the tracking number supplied by the other entity is sequentially correct.

- A.** Enter data for the activity being screened into a Shared Site Log as described in Step 6.1.9 above.
- B. IF** FBP could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent, **THEN** forward to the appropriate FBP Subject Matter Expert (s) (SME[s]) for review/comment.
- C. IF** one or more other site entities' activities could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent, **THEN** forward to the appropriate POC(s) for review/comment.
- D. WHEN** responses are received from FBP SME(s) and/or other entities' POC(s), **THEN** review, provide responses to the initiator, ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

**6.2.3** Receive information or an inquiry from an offsite entity such as, but not limited to, Ohio Valley Electric Company (OVEC) or Glatfelter, whereby the offsite entity is planning an activity that could impact FBP activities or activities of another site entity and assign a tracking number as in Step 6.1.8 above.

- A.** Enter data for the activity being screened into a Shared Site Log, as described in Step 6.1.9 above.
- B. IF** FBP could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent documentation, **THEN** forward to the appropriate FBP SME(s) for review/comment.
- C. IF** one or more other site entities' activities could potentially be impacted by the activity described on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent documentation, **THEN** forward to the appropriate POC(s) for review/comment.

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**NOTE**

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using block 11 of the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.

- D. WHEN** responses are received from FBP SME(s) and/or other entities' POC(s), **THEN** review, provide responses to the initiator, ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

- 6.2.4** Maintain copies of significant documents and correspondences on a shared folder for ready access by members of the Sitewide Interface Group.

**FBP SME (Manager/Supervisor/Engineer)**

- 6.2.5** Receive FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*, or equivalent documentation from another site entity, from the Shared Site Coordinator along with any other provided documentation, noting the "Date Response is Needed" block on the FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*.
- 6.2.6** Review the documentation and respond to the Shared Site Coordinator, describing any conflicts with FBP's safety basis, activities, schedules, etc. Provide any ideas that could resolve the conflict(s) or stipulations that would allow the proposed activity to occur without creating the conflict.

**6.3 Sitewide Interface Program**

**Sitewide Interface Manager**

- 6.3.1** Represent FBP at Sitewide Interface meetings, which include DOE representative(s) and representatives of other site entities.
  - A.** Act as the meeting Facilitator in the absence of DOE-Portsmouth/Paducah Project Office (PPPO) representatives.
  - B.** Ensure meeting participants are provided copies of the most current Shared Site Log.
  - C.** Ensure FBP Action Items resulting from Sitewide Interface meetings are completed or addressed in a timely manner by appropriate FBP personnel.
  - D.** Perform actions of the Shared Site Coordinator in their absence.

**Shared Site Coordinator**

- 6.3.2** Participate in Sitewide Interface meetings.
  - A.** Provide participants with copies of the most current Shared Site Log.

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**B.** Perform actions of the Sitewide Interface Manager in their absence.

## **7.0 RECORDS**

### **7.1 Records Generated**

FBP-PI-PRO-00002-F01, *Shared Site Activity Screening Form*

### **7.2 Requirements**

Records generated or received as a result of performing this procedure shall be managed according to FBP-BS-PRO-00062, *Records Management Process*.

## **8.0 DEFINITIONS/ACRONYMS**

### **8.1 Definitions**

**A.** None

### **8.2 Acronyms**

**A.** **ACP** – American Centrifuge Plant

**B.** **DOE** – Department of Energy

**C.** **FBP** – Fluor BWXT, Portsmouth

**D.** **MCS** – Mid-America Conversion Services

**E.** **NRC** – Nuclear Regulatory Commission

**F.** **OEPA** – Ohio Environmental Protection Agency

**G.** **OVEC** – Ohio Valley Electric Company

**H.** **PMA** – Portsmouth Mission Alliance

**I.** **POC** – point of contact

**J.** **PPPO** – DOE’s Portsmouth/Paducah Project Office

**K.** **SME** – Subject Matter Expert

**L.** **SWMU** – Solid Waste Management Unit

**M.** **USQ** – Unresolved Safety Question

**N.** **USQD** – Unresolved Safety Question Determination

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## 9.0 SOURCE REFERENCES

- A. *USEC and DOE Resolution of Shared Site Issues at the Gaseous Diffusion Plants*
- B. *Exhibit L of Supplemental Agreement Number 1 to the Lease Agreement Between the United States Department of Energy and the United States Enrichment Corporation (GCEP Lease)*

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**Attachment A**  
**SHARED SITE ACTIVITY SCREENING FORM**  
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**SHARED SITE ACTIVITY SCREENING FORM**

Tracking Number: \_\_\_\_\_ -- \_\_\_\_\_ -- \_\_\_\_\_  
(Company abbreviation) - (year - 2 digit) - (3-digit sequential number)

<b>1. Requesting Organization:</b>	
<b>2. Location of Work:</b>	<b>3. Date Response is Needed:</b>
<b>4. Description of Work:</b> (attach additional pages as necessary)	
<b>5. The facility/system is:</b> <input type="checkbox"/> FBP <input type="checkbox"/> MCS <input type="checkbox"/> PMA <input type="checkbox"/> ACP <input type="checkbox"/> other _____	
<b>6. Who owns/has responsibility for the work area?</b> <input type="checkbox"/> FBP <input type="checkbox"/> MCS <input type="checkbox"/> PMA <input type="checkbox"/> ACP <input type="checkbox"/> other _____	
<b>7. Could work affect another company's facility, activities, or safety basis?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	
<b>8. Is work to be performed in a Solid Waste Management Unit (SWMU), wetland, or other regulated area?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DON'T KNOW	
<b>9. Preparer/Requestor's Name (print &amp; sign):</b> Print: _____ Signature: _____ Date: _____	<b>10. FBP Shared Site Coordinator/Designee Name (print &amp; sign):</b> Print: _____ Signature: _____ Date: _____
<b>11. Response(s) from reviewing Contractor(s):</b>	
Name (print): _____ Signature: _____ Date: _____	

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**Attachment A**  
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**SHARED SITE ACTIVITY SCREENING FORM**

**Tracking Number:** \_\_\_\_\_--\_\_\_\_\_  
(Company abbreviation) – (year - 2 digit) – (3-digit sequential number)

**Instructions**

**Tracking Number:** Leave this line blank. It will be completed by the FBP Planning & Sitewide Integration Group or if originating from another company, perhaps by that company's coordinator for shared site reviews. The tracking number is a unique identifier for each issue to be screened.

**Block 1:** Place appropriate identifier here, such as FBP, ACP, MCS, PMA, etc., in this block.

**Block 2:** Briefly, where is the work to take place? Examples: *X-326 Operating Floor, Unit 3; southeast corner of Pike and 20th*; etc. If the location can't be described briefly, you could insert *See description of work*, or *See attachment*, or *See attached sketch*.

**Block 3:** To permit recipients as much time as possible to complete an adequate review, insert the last date for a response that will still permit the activity to proceed without delaying the schedule.

**Block 4:** Provide as much detail of the job as possible to allow the reviewers to understand the potential for impacts to or interference with their activities, safety basis, or design characteristics. Other common areas of concern could be security, environmental, utilities or safety-related systems, excavations/penetrations, radiological or hazardous materials, or unusual quantities of fuels/reactive agents, etc. How are risks being mitigated or addressed? More detail is usually better, to reduce the chance of misunderstandings or revisions.

**Block 5:** Who owns the equipment or system to be worked on?

**Block 6:** One company may own the equipment, but the equipment may be located in another company's space. Multiple answers are possible: the work may take place in more than one company's space. If unsure of the status, contact the Shared Site Coordinator at extension 3217 or other Planning & Sitewide Integration personnel at 3263 or 3146.

**Block 7:** Self-explanatory. Answer to best of your ability.

**Block 8:** SWMU's are FBP responsibility, but may exist in space owned by another company. If not confident whether an area may be a SWMU or not, answer *Don't Know*.

**Block 9:** Please ensure the name of the person initiating the form is printed or typed in and the block is signed and dated.

**Block 10:** Personnel from the Planning & Sitewide Integration group will ensure this block is completed.

**Block 11:** This block will be completed by the Shared Site Point of Contact for the reviewing company. When FBP is reviewing another company's form, the FBP Site Integration Supervisor or alternate will normally complete this block. In most cases, the reviewing company will approve the activity but will list any restrictions or stipulations in this block.

**Note:** An e-mail response from the reviewing company is acceptable in lieu of completion of block 11.