APPENDIX 7

REV. 5

G-FSP-G-00007

Functional Service Agreement Between Savannah River Nuclear Solutions, LLC

and

Savannah River Remediation, LLC

for

Supply Chain Management

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1.0 INTRODUCTION

This Functional Service Agreement (FSA), Appendix 7 of Memorandum of Agreement (G-MOA-G-00002) describes the service exchange between the Savannah River Site (SRS) Management and Operating (M&O) contractor, Savannah River Nuclear Solutions, LLC (SRNS) and Savannah River Remediation, LLC (SRR).

This appendix describes the SRNS Supply Chain Management (SCM) baseline work to be provided. Included may be programmatic responsibilities for the Site, as well as certain tasks related to monitoring program effectiveness and activities considered to be part of Site Landlord Services. Task-related activities, which are requested, will be documented in this FSA as defined in Contracting Officer (CO) direction to SRNS. Activities not included in the FSA will be requested by the tenant utilizing the Service Level Agreement (SLA) process. Unless otherwise noted in this document, the services described do not apply to Salt Waste Processing Facility (SWPF)/Parsons.

The parties agree to review this FSA periodically (not to exceed a period of two years) and revise it if changes are needed, as determined by both parties.

1.1 Executive Summary

SRNS SCM will provide procurement, receiving, delivery/retrieval coordination with receiving inspection, warehousing, inventory control, property management, chemical management, and procurement business systems management as defined by Section 4, *Supply Chain Management Services*, of this FSA. It is anticipated that service demands from SRR of SRNS SCM will not materially exceed historical levels.

This FSA has been developed based on the expectation that SRR will continue to utilize the Puridiom Procurement System (Puridiom) and the knowledge that the developed Puridiom/SRNS Asset Management-Supply Chain Management PeopleSoft interface was implemented during FY14.

2.0 POLICIES, PROCEDURES, AND MANUALS

The following policies, procedures, and manuals will be maintained for the Site by SRNS, except for SRR Procedure Manual S18, and will apply when services are provided:

Manual Number	Manual Title	Applicable Sections
Policy Manual 1-01	Management Policies	All
1B	Management Requirements and Procedures	All
3B	Property and Materials Management Manual	As applicable. Procedure 4.8 only applies for receipt of SRNS procured materials.
3E	Procurement Specification Procedure Manual	All
7B	Requisitioning Manual	All This procedure only applies for SRNS procured materials, services, and construction services.
13B	Chemical Management Manual	All
1Q, Procedure 13-1	Packaging, Handling, Shipping, and Receiving	All
14Q	Material Control and Accountability Manual	All

Manual Number	Manual Title	Applicable Sections
SRNS Procurement Practices and Associated Guides		All This procedure only applies for SRNS procured materials, services, and construction services.
SRR Procedure Manual S18	Procurement Services	Section 1.10-- Applies for Receipt of SRR procured materials.

3.0 CODES AND STANDARDS

Applicable sections as referenced in the SRNS Management & Operating (M&O) Prime Contract DE-AC09-08SR22470.

Applicable sections as referenced in the SRR Liquid Waste Prime Contract DE-AC09-09SR22505.

DOE Order 151.1D, *Comprehensive Emergency Management System*.

4.0 SUPPLY CHAIN MANAGEMENT SERVICES

The SRNS SCM services, specified in this FSA, will be available Monday through Friday during established hours, unless otherwise posted or outlined in this FSA. In addition, special arrangements can be made to support the SRR organization outside of normal business hours with proper notice. SRR will be given the appropriate contact(s) for SCM services available on an emergency/expedited basis.

4.1 Procurement Services

4.1.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR.

4.1.2 Procurement of Materials

4.1.2.1 Performance Requirements

- Administer SRNS long-term (strategic) agreements, to include establishing new agreements and re-competing existing agreements, for those commodities/services for which the NNSA/EM Supply Chain Management Center (SCMC) or Integrated Contractor Purchasing Team (ICPT) has elected not to establish a strategic agreement.
- Administer site-wide blanket orders to include establishing new orders.
- Maintain the SRNS Marketplace and the e-catalog functionality utilizing the NNSA/EM Supply Chain Management Center (SCMC) subcontract with Vinimaya.
- Provide Material Analyst related services for existing Stores catalog items and for the addition/deletion of items. (Note: It is the intent of SRNS to maintain items in Stores only for Level 1 and Level 2 items. Level 3 items are intended to be sourced through Vinimaya, as feasible.).
- Provide notification to the SRR Procurement Services Manager of all new SRNS Marketplace agreements within five (5) days of the effective date. SRR requires this notice to ensure functionality between Puridiom and the SRNS Marketplace is successful.
- Provide the SRR Procurement Services Manager a monthly listing of all agreements listed in the SRNS Marketplace, including Supplier Name, Strategic Agreement Number, Blanket Order Number, or other identifying number, scope of work, and period of performance.

- Provide the SRR Procurement Services Manager copies, either electronic or paper, of all SRNS Marketplace agreements, pricing methodologies, scopes of work, and change notices to support SRR oversight requirements. Documents will be provided within a mutually agreed upon schedule.
- Administer the SRNS Procurement Card Program (P-card), for Procurement Card purchases for SRR in support of SRR SLA requests.
- Administer the personal computer (PC) Administrative Purchase Program and associated processes.
- Administer agreements for site-wide software.
- Administer the Safety Shoe Program and coupons.
- Provide prescription safety eyeglasses in accordance with the Prescription Safety Eyeglass Program.
- Provide assistance with problem material, i.e., return to supplier, replacement of material, etc. for Stores orders, as applicable.
- Expedite open or past due purchase orders for Stores orders, as applicable.
- Close purchase orders and subcontracts placed by SRNS for SRR requirements.
- This FSA does not provide for direct purchase of commercial items, except for those associated with Stores orders or Stores inventory replenishment
- This FSA does not provide for releases associated with long term agreements in the SRNS procurement system, except for those associated with Stores orders or Stores inventory replenishment. However, this FSA does provide for releases through the SRNS Marketplace for SRR's procurement software, Puridiom.

4.1.2.2 Service Measurement

Materials will be provided in accordance with established lead times as identified in strategic agreements and Site-wide blanket orders. Periodic meetings will be held with SRR to review the service levels provided and any performance issues.

4.1.2.3 Assumptions

- All Stores material requests will be documented as a SRR Puridiom Purchase Order (PO) then transferred for processing through the Supply Chain Management (SCM) PeopleSoft Application Ordering system.

- SRNS will continue to transition Commercial (L3) Items to the web-based Vinimaya marketplace to reduce site inventory to the lowest achievable level.
- SRR is responsible for direct coordination with NNSA/EM SCM to establish and maintain SRR specific catalogs. In addition, SRR is responsible for all costs for unique (SRR-only) items within catalogs that exceed historical service levels.

4.1.2.4 Responsibilities

Both parties will execute all requests in accordance with applicable policies and procedures.

4.1.3 Procurement of Services

SRNS will provide the following service subcontract support for site level services (Such as janitorial, grounds maintenance, movers, etc.) to SRR that will include pre-award, award, subcontract management, and invoice review and approval for requested services, including subcontract closeout and ownership of procurement files.

This FSA does not provide for the procurement of services where the work scope is unique to SRR.

SRNS will perform all procurement activities in accordance with existing SRS requirements including quality assurance and safety. All subcontracts awarded by SRNS will use the existing SRNS Terms and Conditions or General Provisions, forms and documents. All subcontractor work on SRS premises under an SRNS placed subcontract will be performed in accordance with existing SRS requirements, including work performed for SRR.

SRNS will work with SRNS and SRR Safety to obtain, review, and accept all safety submittals required by subcontracts to perform work for SRR. SRR Safety will be the final approver for work being performed in SRR areas. To the extent that SRR Safety establishes new requirements for work in a SRR area, SRR is responsible for increased subcontract cost and associated performance delays.

SRNS will be responsible to procure Level 1 services from only qualified suppliers listed on the Qualified Suppliers List as maintained by SRNS Supplier Quality Assurance.

SRNS will monitor the receipt and acceptance of insurance certificates to ensure the subcontractor insurance coverages are in accordance with SRNS policy. The certificates are maintained through completion of the subcontract period of performance.

4.1.3.1 Service Measurement

Periodic meetings will be held with SRR to review the service levels provided and any discussion of performance issues.

4.1.3.2 Responsibilities

SRR will coordinate site level services through the SRNS Site Service Department.

SRNS will administer site level service subcontract in accordance with site procedures.

4.1.3.3 Assumptions

Anticipated volume of requests will be relatively consistent with historic activity.

All site level service requests will be processed through the SRNS Site Services Department.

4.1.4 Procurement of Construction Services

SRNS will provide the site level Construction Subcontract Support to SRR that will include pre-award, award, subcontract management, and invoice review and approval for task releases issued under existing SRNS Construction Unit Price subcontracts and strategic agreements. Typical Unit Price subcontracts include roofing repair, paving, etc.

SRNS will work with SRNS and SRR Safety to obtain, review, and accept all safety submittals required by subcontracts to perform work for SRR. SRR Safety will be the final approver for work being performed in SRR areas.

SRNS will monitor the receipt and acceptance of insurance certificates, and payment and performance bonds to ensure the subcontractor insurance and bond coverages are in accordance with SRNS subcontract requirements.

This FSA does not provide for the procurement of construction services that are unique to SRR.

4.1.4.1 Service Measurement

Periodic meetings will be held with SRR to review the service levels provided and any performance issues.

4.1.4.2 Responsibilities

SRR will prepare and process statements of work in accordance with the requirements of the 3E Manual.

SRR will provide Cognizant Technical Function (CTF) and Cognizant Technical Function (CQF) technical direction and oversight throughout the entire procurement process for requested services.

SRR will provide the Subcontract Technical Representative (STR), End User, and Invoice Approver functions as identified in the 11B Manual.

4.2 Business System Support Services - Procurement

4.2.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR:

4.2.2 Business System Service

4.2.2.1 Performance Requirements - Procurement

SRNS Procurement-SCM Technical Services group will provide technical support to procurement systems services list below. The support will be in accordance with site procedures, the Prime Contract, Federal Regulations and Department of Energy (DOE) orders. The specific system services covered in this FSA are as follows:

- Granting appropriate access to reporting data from legacy systems via the Procurement Data Warehouse.

- Granting the appropriate access roles for SRR staff to access Procurement-Supply Chain Management PeopleSoft Application and Field Material Tracking System (FMTS). The roles include, but are not limited to:
    a. SR_PO_RQSTR_CASUAL_V
    b. SR_PO_ITEM_MAINT_DSIC_LTD
    c. SR_PO_PURCH_INQ
    d. SA_ITEM_INV_INQ
- The interface (Puridiom/PeopleSoft) involves SRR pushing requisitions to SRNS. SRNS will approve test data and support, as required, to ensure functionality continues.

4.2.2.2 Service Measurement

Approval of standard access Roles will be reviewed and approved by SRNS Procurement-SCM within seven (7) business days, then submitted to SRNS IT for application.

Emergency or priority requests will be reviewed by SRNS and SRR Points of Contact (POCs) to determine expediting procedures.

4.2.2.3 Assumptions

SRR will monitor the error table after the PeopleSoft/Puridiom interface is implemented to aid in mutual troubleshooting of system-to-system issues.

Responsibilities

SRNS Procurement-SCM Technical Services Group will execute all requests in accordance with SRNS policies and procedures.

4.3 AM&DO Services

4.3.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR.

4.3.2 Procurement of Materials

4.3.2.1 Performance Requirements

- Coordinate source surveillance services for stores orders, as applicable.
- Provide assistance with problem material, i.e., return to supplier, replacement of material, etc. for Stores orders, as applicable.
- Coordinate cylinder inventories and returns with SRR-assigned Point of Contact (POC).
- This FSA does not provide for direct purchase of commercial items, except for those associated with Stores orders or Stores inventory replenishment.
- This FSA does not provide for releases associated with long-term agreements in the SRNS procurement system, except for those associated with Stores orders or Stores inventory replenishment. However, this FSA does provide for releases through the SRNS Marketplace for SRR's procurement software, Puridiom.

4.3.2.2 Service Measurement

Periodic meetings will be held with SRR to review the service levels provided and any discussion of performance issues.

4.3.2.3 Assumptions

- All Stores material requests will be documented as a SRR Puridiom Purchase Order (PO), then transferred for processing through the Supply Chain Management (SCM) PeopleSoft Application Ordering system.

- Data Sheet Requisitions (DSR) will be processed through the DSR FileMaker Pro Database. Utilization of DSRs will be considered after review with SCM Senior Management.

4.3.2.4 Responsibilities

Both parties will execute all requests in accordance with applicable policies and procedures.

SRR will appoint a Division Spare Parts Inventory Coordinator (DSIC) to coordinate activities for Stores inventory in accordance with Site inventory growth targets and the 3B Manual, *Property and Materials Management Manual*.

4.4 Business System Support Services - AM&DO

4.4.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR:

4.4.2 Business System Service

4.4.2.1 Performance Requirements

SRNS SCM Technical Services Group will provide technical support to procurement systems services list below. The support will be in accordance with site procedures, the Prime Contract, Federal Regulations and DOE orders. The specific system services covered in this FSA are as follows:

- Material Item ID Data Sheet Requisition (DSR) submission and maintenance.
- Stores ordering and inventory management via Supply Chain Management PeopleSoft Application.
- Receiving services via Supply Chain Management PeopleSoft Application.
- Delivery services via Supply Chain Management PeopleSoft Application.
- FMTS (Field Material Tracking System) support.
- Excessing functionality via Site Applications.
- AMIS (Asset Management Information System) and Property Management System services.
- Reports for information applicable to the SRR contract for SRNS-procured materials and services. This data is maintained in Supply Chain PeopleSoft Application, FMTS, AMIS or accessible from the Procurement Data Warehouse. Examples include, but are not limited to, Stores order reports, TEC Project POs by Project, PO Status Activity, Asset Warehouse Items by Project, Inventory, or Hand Receipt Report by Storage Facility.

4.4.2.2 Service Measurement

Approval of standard access roles will be reviewed and approved by SCM within seven (7) business days, then submitted to SRNS Information Technology for application.

Emergency or priority requests will be reviewed by SRNS and SRR POCs to determine expediting procedures.

4.4.2.3 Assumptions

SRR will monitor the error table after the PeopleSoft/Puridiom interface is implemented to aid in mutual troubleshooting of system-to-system issues.

4.4.2.4 Responsibilities

SRNS SCM Technical Services Group will execute all requests in accordance with SRNS policies and procedures.

4.5 Warehousing Support Services (Materials Management)

4.5.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR:

4.5.2 Receiving

4.5.2.1 Performance Requirements

Parameters specific to the services covered in this FSA are as follows:

- SRNS will provide material freight acceptance and receipt verification services for SRR from its current N-Area Facility locations. SRNS will own, maintain, operate, and manage associated facilities, yards, and equipment used in performing this function. SRR will respond to material receipt-related questions, problems, or issues as appropriate and as needed.

- For items received at SRR Field Locations, where receipts are required to be processed by SRNS, SRR will provide to SRNS:

1) Freight acceptance;

2) Receipt documentation;

3) Notification to Property Management for set-up, marking/tagging of property.

- SRNS will transfer materials requiring Quality Assurance (QA) inspection, as a part of the receipt/acceptance process, to the SRNS Receipt Inspection Organization, unless SRR received the item in the field. In this case, it is the responsibility of SRR to contact Quality Assurance for receipt inspection services, per the governing FSA.

- SRNS will receive SRR procured materials in Puridiom.

- SRNS will process field receipts for SRR procured materials in Puridiom, provided SRR submits the required documentation.

- SRNS will expedite material receipts when requested to support DOE Liquid Waste Program needs. It is assumed this option will be exercised infrequently and with the approval of SRR Senior Management.

4.5.2.2 SERVICE MEASUREMENT

Service measurement average of three (3) business days from time of receipt, for non-QA items only, barring any protracted circumstances.

4.5.2.3 Assumptions

SRNS Receiving hours are from 9:00 a.m. to 3:00 p.m., Monday through Thursday. If receiving is needed on Friday through Sunday, field receipts are to be used if possible. In the event of an emergency where field receipt is not an option, receiving will be pre-arranged and is available at the current N-Area Facility locations, with costs to be collected separately.

4.5.3 Warehousing

4.5.3.1 Performance Requirements

Parameters specific to the services covered in this FSA are as follows:

SRNS will provide material warehousing services for SRR from its current N-Area Facility locations for all Stores and Spare Parts Financial Inventory. SRNS will also

provide additional material warehouse storage as available, requested by SRR under the current "Storage for Others" program guidelines. SRNS will own, maintain, operate and manage associated facilities, yards, and equipment used in performing this function. SRR will respond to material warehousing related questions, problems, or issues as appropriate and as needed.

4.5.3.2 Storage and Issuance of Financial Inventories

SRNS will provide material storage and issuance for SRR from its current N-Area Facility locations for all Financial Inventories held in 1511 Asset Accounts or its future equivalent. The SCM PeopleSoft Application will be used for order placement and fulfillment tracking and monitoring. SRR shall provide funding for all materials ordered from this inventory.

SRNS SCM, on behalf of the SRNS Chief Financial Officer, will provide SRR the costing methodology for stores items annually. SRNS will communicate any changes to this methodology, if it occurs within a year.

<u>Stores/Spare Parts Emergency/Critical Services</u>

SRNS will provide SRR with after-hours support Monday – Friday and Saturday through Sunday access to financial inventories via a SLA. In the event of an emergency, SRNS will provide access to financial inventories during normal day shift operations on Fridays (7:30 a.m. – 4:00 p.m.) and will collect costs separately.

4.5.3.3 Service Measurement

Stores Orders for on-hand, financial inventory materials will be filled within an average of three (3) business days, barring any protracted circumstances.

4.5.3.4 Assumptions

Normal operating days for Warehousing is Monday through Thursday. For after-hours support see "Stores/Spare Parts Emergency/Critical Services" covered under a SLA.

4.5.4 Delivery

4.5.4.1 Performance Requirements

Parameters specific to the services covered in this FSA are as follows:

SRNS will provide material delivery services for SRR from its current N-Area Facility locations to the designated SRR delivery location provided on the Purchase Order or Stores Order documentation. SRNS will manifest all items delivered using the SRNS Manifest System for Stores items and the SRR Manifest System for all other items. SRR will provide a delivery manifest and receipt verification (signature), as requested for all accountable materials. SRR will respond to material delivery related questions, problems, or issues as appropriate and as needed.

4.5.4.2 Service Measurement

Service measurement will be an average of three (3) business days from time of receipt acceptance or stores order fulfillment, barring any protracted circumstances.

4.5.4.3 Responsibilities

SRNS is responsible for material protection during the delivery process until the material is transferred to the SRR designated locations. Transfer will be documented by completion of the manifest process.

SRR is responsible for material acceptance and protection at SRR designated locations.

4.5.4.4 Assumptions

Delivery Operations will be available Monday through Thursday. SRNS SCM will work with SRR to ensure deliveries meet the Site's business needs. In the event of an emergency, where delivery from N-Area Facility is required on Friday through Sunday, pre-arranged service will be available and costs collected separately.

4.5.5 Shipping

4.5.5.1 Performance Requirements

Parameters specific to the services covered in this FSA are as follows:

SRNS will provide material shipping services for SRR from its current N-Area Facility locations. SRR will be responsible for approving shipping requests entered into the Electronic Shipping Order (ESO) Database located in Site Applications in accordance with the 3B Manual, *Property and Materials Management Manual*.

SRR will ensure the items to be shipped are properly identified, categorized, and authorized for release in accordance with site procedures. SRR will respond to material shipping related questions, problems, or issues as appropriate and as needed.

4.5.5.2 Service Measurement

The service measurement will be an average of three (3) business days from time of receipt of materials to be shipped against an approved ESO, barring any protracted circumstances.

4.5.5.3 Assumptions

Shipping Department will be available Monday through Thursday. In the event of an emergency where shipment from N-Area Facility is required on Friday through Sunday, pre-arranged service will be available and costs collected separately.

Pickup Receipts shall be requested through the Receiving Organization Manager by email only.

Email requests shall be sent by a Level 3 Manager or above, stating the emergency. *If a pickup request does not meet the 1Y, Procedure 8.20 criteria but is deemed an emergent need, provide a speed code in your email request to the Receiving Organization Manager.* Additionally, receipt pickup requires the following information, as a minimum:

- Carrier's (UPS, FedEx) tracking number or motor freight bill of lading number
- A valid SRS-generated purchase order number

Receipt items are required to be picked up the same day as requested. If the receipt is not picked up from the Receiving department by the close of business, then the material will be forwarded to the Delivery organization to be palletized and delivered to the material drop point.

4.5.6 Site Mail

4.5.6.1 Performance Requirements

Parameters specific to the services covered in this FSA are as follows:

SRNS will provide mail services for SRR from its current N-Area Facility locations in accordance with the 3B Manual, Procedure 6-1 *Mail Management*. SRR will provide adequate and appropriate mail drop locations at each SRR location receiving this service.

SRNS will ensure proper postage metering on all outgoing mail. SRR will respond to mail related questions, problems, or issues as appropriate and as needed.

4.5.6.2 Service Measurement

- Onsite Mail – an average of three (3) business days from receipt of mail, barring any protracted circumstances. Includes total cycle time from pick-up at Aiken Post Office to delivery at a SRR Facility/Material Access Center.
- Outgoing Mail – Next day metering and Post Office drop off, depending on time of day received.

4.5.6.3 Assumptions

The cost for the SRR metered mail is funded through this FSA.

Mail Services are available Monday through Thursday.

4.6 Property Management Support Services

4.6.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR:

4.6.2 Property Management Service

4.6.2.1 Performance Requirements

The following services will be provided by Property Management:

- Marking and Tagging for property received through Central Receiving, within Marking and Tagging Program requirements established in the 3B Manual, with SRR maximizing the use of the exceptions allowed in 3B Manual, Property and Materials Management Manual, Procedure 5-1 *Management of Government Property at Savannah River Site (SRS).*
- Setup of property records for items identified as accountable before receipt by Central Receiving.
- For items field received by SRR, the agreement stated in paragraph 4.5.2 of this FSA will apply.

- Setup of property records for purchased computers and other purchased computer related equipment procured through the SRNS PC Administrative Purchase Program, which requires an auto feed from the SRNS Purchasing System.
- Setup of property records for equipment purchased and received directly by SRR when SRNS is provided Field Setup Sheets, copies of the purchase orders and signed accountability receipts (Operations Savannah River, OSR 3-156) from SRR.
- Advice regarding continued implementation of the DOE-SR Approved Property System as documented in the Manual 3B, *Property and Materials Management Manual*.
- Day-to-day advice and assistance to SRR Accountable Equipment Custodians and Managers concerning responsibilities for management of their Government property.
- Asset Management Specialist support services for SRR Property Management (Limited to one (1) FTE, annually).
- Administration and record keeping for conduct of automated inventories, within the capabilities of the current AMIS.
- Administration and record keeping for conduct of an automated property pass system, within the capabilities of the current AMIS.
- Provide SRR necessary access to property system data for use in development of required Property Management reports. If access is not provided, SRNS will provide the necessary data reports within five business days of request. Examples include:
  - Annual Inventory
  - Property Information Database System (PIDS)
  - Monthly Acquisition & Disposal Summaries
  - Loss/Damage/Destruction Reporting
- Provide SRR with AMIS data to support Project Closeouts.
- Input SRR Property Book Data into the HQ PIDS.
- Providing advice for preparation of and performing the recording of properly documented transactions in the Property System to include, but not limited to, the following:
  - Retirement Work Orders
  - Property Adjustment Documents (OSR 22-345)
  - Administrative Transfers
  - Loan Agreements
  - Non-Excess Disposal Requests

- Accountable Asset Loss Reports (OSR 6–129)
- Intra DOE-SR Transfer Forms (OSR 3-212)

4.6.2.2 Assumptions

- SRR will operate according to applicable SRS site-level procedures relative to the services provided.
- SRR will be responsible for providing personnel to conduct and perform required inventories and inventory validation of the annual personal property inventory during the scheduled period for that task. SRR will provide SRNS with the inventory criteria for resource planning purposes 30 calendar days prior to execution.
- SRR will be responsible to conduct any necessary fact-finding event arising from any loss, damage, theft, or misuse of Government property. SRR will be responsible to identify, implement, and track any corrective actions. SRR will coordinate to have appropriate SRNS and DOE officials represented at any fact-finding event.
- SRR will be responsible to obtain appropriate signatures for documents authorizing SRR actions to add, edit, or retire property records. Note: As previously agreed, automated feed of data to assist in the set-up of property procured via the SRR procurement system will be evaluated once the production environment is stabilized.

4.6.3 Excess Support

4.6.3.1 Performance Requirements

When interfacing with the Excess Operations or Salvage Operations business functions, SRR will adhere to the requirements defined in the 3B Manual, *Property and Materials Management Manual*, other procedures referenced therein and direction provided by DOE-SR. SRNS will accept from SRR all items that meet the requirements identified in applicable procedures and disposition those items using appropriate regulations, contract direction and procedures.

Parameters specific to the services covered in this FSA are as follows:

SRNS will provide services to SRR for the disposition of excess materials as defined in and in accordance with the requirements specified in the 3B Manual, Procedure 4-3, *Turn In and Issue of Available Property and Material Assets*. This will include the withdrawal of excess assets by SRR from the Excess Operations organization for reuse on site.

SRNS will also provide disposition of scrap metal for SRR as defined in and in accordance with the requirements specified in the 3B Manual, Procedure 4-4, *Salvage Yard Operations*.

4.6.3.2 Assumptions

The following assumptions are integral to this service:

- Excess Operations hours are two days per week by appointment.
- Salvage Operations hours are 10 hours per week by appointment.
- SRR will operate to applicable SRNS procedures relative to the service provided.
- SRR will deliver all excess or scrap items to the appropriate SRNS facility. If SRR requests to utilize an additional service from SRNS to pick up items from SRR and deliver them to the appropriate SRNS facility, it will be covered via a SLA.
- SRR will prepare the appropriate documentation and receive a schedule for delivery (or pick-up by SRNS) for all items being processed to SRNS facilities.
- SRNS will not disposition contaminated or hazardous property for disposal. SRR is responsible to accurately document, on the applicable Site forms, the radiological history of items to be processed by SRNS.
- SRNS will not accept scrap metals that have been in radiological areas for processing as scrap metal for recycle. SRR will be responsible to properly disposition those items.
- SRR will be responsible for all information provided about items tendered for excess or salvage disposition.
- SRR will be responsible for any costs associated with rigging or other special handling of items tendered for excess or salvage dispositions. If these services are performed by SRNS, then the associated costs will be funded by SRR via a SLA.
- SRR will be responsible to provide funding and/or resources for disposition actions outside of normal methods (i.e., disposition of high risk property) via a SLA.

4.7 Warehousing and Storage Support

4.7.1.1 Performance Requirements

SRNS will provide this service in accordance with the requirements identified in the 3B Manual. SRNS will accept items for storage provided adequate space is available of the required level – i.e., Levels A, B, C, or D as defined in the 1Q Manual, Procedure 13-1, *Packaging, Handling, Shipping, and Receiving*. SRR Cognizant Technical Function (CTF) will specify the lowest storage levels to meet the minimum requirements.

SRNS will provide services to SRR for the warehousing and storage of equipment and materials required for SRR operations.

4.7.1.2 Assumptions:

- Storage for Others Warehouse operating hours are two days per week by appointment.
- SRR will operate to applicable SRNS procedures relative to the service provided.
- SRNS will not accept contaminated or hazardous property for warehousing and storage.
- SRR will be responsible for funding and all information provided about items tendered for excess or salvage disposition.
- SRR will be responsible to identify and document any required in-storage maintenance actions for any items tendered for storage and the frequencies required for those actions.
- SRR will be responsible for any costs associated with the record set-up and performance of in-storage maintenance actions via a SLA.
- SRR is responsible for establishing shelf life and traceability requirements.

4.8 Chemical Management Support Services

4.8.1 Scope

The following services are provided by SRNS and covered by this FSA for SRR:

4.8.2 Chemical Management Services

4.8.2.1 Performance Requirements

- The SRNS Chemical Management Center has programmatic oversight for chemical activities on SRS for the organizations who are contractually required to follow the program administered by the organization. This includes, but is not limited to,

maintaining the chemical inventory database, Manual 13B Chemical Management, Safety Data Sheets (SDSs) and for providing training to chemical coordinators.

- As the Additional Approver for SRR, the SRNS Chemical Management Center is available to provide advice and interpretations of chemical management requirements as specified in regulations, codes, standards and procedures. Specific areas of the services covered in the FSA are as follows:
- Provide Chemical Management Procedures (Manual 13B, Chemical Management).
- Provide access to Safety Data Sheets (SDSs) to all employees.
- Provide SRS Chemical Hazard Labeling system.
- Generate SRS Chemical Hazard Ratings in accordance with DOE Order 151.1D, *Comprehensive Emergency Management System*.
- Provide access to the Chemical Inventory Database.
- Provide electronic chemical inventory reports for Chemical Coordinators.
- Provide Tier II data collected to Regulatory Integration and Environmental Services (RI&ES) and Regulators.
- Update and maintain training for Hazard Communication, including the Globally Harmonized System (GHS) for classification and labeling of chemicals.
- Provide initial and ongoing Chemical Coordinator Training.
- Provide list of National Fire Protection Association 45 special hazards chemicals for facilities review.
- Administer the Trade Secret Program.
- Review and approve chemical procurements.
- Review and approve Stores chemical setup.
- Assist with received chemical discrepancies.
- Maintain Emergency Planning Hazards Assessment (EPHA) and/or Auditable Safety Analysis (ASA) thresholds in FMTS as appropriate.
- Administer the Excess Chemical Program (per Manual 13.B, Procedure 2.4).

4.8.2.2 Service Measurement

Requisition reviews will be completed within an average of three (3) business days of requisition receipt.

SDS set-ups will be processed within one (1) to two (2) weeks of request.

4.8.2.3 Assumptions

Regulatory reporting data will be extracted from the SRNS Chemical Inventory Database.

All field walk downs inventory management updates, and chemical handling/storage are the responsibility of SRR.

4.8.2.4 Responsibilities

SRR is the responsible owner for their chemicals throughout the lifecycle and for ongoing inventory changes and consumptions. To ensure accurate SRS regulatory reporting, it is SRR's responsibility to maintain an accurate chemical inventory.

SRR is responsible for regulatory reporting on scheduled reporting due dates and for properly reporting data for chemical storage and consumption owned by their organization.

SRNS is not responsible for any improperly ordered chemicals that were caused by improper data provided by SRR.

SRNS is not responsible for any damaged, defective, expired, or unwanted chemicals in SRR’s possession.

SRR is responsible for establishing shelf-life and traceability requirements.

5.0 INTERFACE CONTROL INFORMATION

There are no physical interface points and no physical boundaries need to be determined. Service level is based on previous years historical averages. SRR must contact AM&DO Facility Operations personnel at least one (1) week prior to shipment of large items (e.g., mixing pumps) to facilitate offloading of materials into Storage for Others (SFO) facilities or SRR pickup of large items from SFO facilities.

6.0 SERVICE UNIT INFORMATION

See MOA (G-MOA-G-00002) Section 6 and Attachment 1.

7.0 POINTS OF CONTACT

Both Parties shall assign single POCs who will be responsible for coordinating and administering all matters related to this agreement. All requests for services shall flow through these POCs, their designees, or a process agreed upon by the POCs. The POCs for this agreement are:

SRNS: Renée Stewart, Manager Business Support Services
SRNS Supply Chain Management

SRR: Ellen Hansmann, Manager
SRR Supply Chain Manager

8.0 APPROVALS

SRNS: _____ 9/11/2018
Mike Newman, Senior Director **Date**
SRNS Supply Chain Management

SRR: _____ 8/20/18
Sandra Fairchild, Manager **Date**
SRR Project Services and Support