

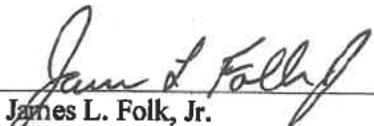


*Savannah River Remediation, LLC*

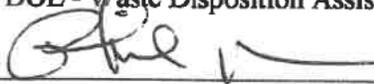
# SWPF Transition to LW Program Plan



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4/2/2020  
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## 1.0 Summary of Revisions

Revision	Description
0	Routing for Approval

## 2.0 Acronyms

BCP	Baseline Change Proposal
DOE	U.S. Department of Energy
DOE-SR	Department of Energy, Savannah River
EM	U.S. Department of Energy (DOE) Environmental Management
ISM	Integrated Safety Management
LW	Liquid Waste
M&O	Management and Operations
MFO	Management Field Observation
POC	Point of Contact
POD	Plan of the Day
ROAR	Risk & Opportunities Analysis Report
ROAF	Risk & Opportunities Analysis Form
SRS	Savannah River Site
STAR	Site Tracking, Analysis, and Reporting (System)
SWPF	Salt Waste Processing Facility

### 3.0 Executive Summary

This Transition Plan identifies the activities that will be conducted by the Liquid Waste (LW) Contractor prior to and during the nominal 90-Day Transition period. These activities will allow the LW Contractor to attain and demonstrate our readiness to assume full responsibility for the U.S. Department of Energy (DOE) Environmental Management (EM) mission to treat liquid waste at the Salt Waste Processing Facility (SWPF) consistent with the LW Contract DE-AC09-09SR22505 and SWPF Contract DE-AC09-02SR22210.

This Plan enables accomplishment of transition in a phased manner that ensures safety of personnel, builds employee morale, and assures continuity of all business services. This includes addressing the interfaces with other Savannah River Site (SRS) contractors.

The transition goals are to:

- Establish safety (workforce, environment, and public) as the top priority
- Perform transition activities without adversely impacting the existing SRS Liquid Waste or Salt Waste Processing Facility work scope
- Complete prerequisites required to assume contract responsibilities at the end of the initial “One Year of Operations” of SWPF
- Communicate with the Liquid Waste, SWPF, and DOE-SR organizations
- Meet or exceed all Transition commitments
- Transfer resources, responsibilities, and accountability from the incumbent contractor to the LW Contractor in an orderly, logical manner
- Integrate SWPF into the LW Contractor business systems
- Document and recommend resolution of any material differences, differing site conditions, or pre-existing conditions
- Fully support DOE-Savannah River (DOE-SR) Transition verification

The three phased approach focuses Transition efforts on essential activities and efficiently achieves the Transition goals.

Phase 1 – Transition Planning

Phase 2 – Pre-Transition Preparations

Phase 3 – Facility Transition

The approach for Transition is to execute the entire scope of this plan as a project. During Transition planning, sound project management principles have been applied that will continue throughout Transition execution. There will be a strong focus on execution accountability through daily, weekly, and ad-hoc status meetings, so that transition issues are identified early, and corrective actions are initiated promptly. The issues will be tracked to closure through a disciplined issues management process.

The overall strategy of the transition review is to provide strategic understanding of SWPF programmatic health and mission status/risks to support the liquid waste contractor assuming contractual ownership of the facility. SWPF programs are assumed to be compliant with SWPF contractual requirements at the time transition based on previous internal/external programmatic reviews, DOE-SR oversight, and their Operational Readiness Review prior to CD-4.

Prior to Phase 3 – Facility Transition, a matrix will be used to compare the current SWPF and LW Contract requirements to assist in identifying transition evaluation focus areas. The LW Contractor will perform interviews, sampling reviews, and walkdowns as needed to identify any significant vulnerabilities or differences in approaches that need to be evaluated post-transition for improved program consistency where beneficial.

Successful transition will be achieved after satisfactory demonstration of completion of the Transition scope of work by the LW Contractor as documented in the transition checklists, certified by the LW Contractor - President & Project Manager, followed by the approval by DOE-SR. The approved checklists completed with summary basis information for acceptance and/or issues will be evidence of the transition review.

The LW Contractor's Business, Project Management, and Risk Management systems will be used to support performance and reporting for pre and post-Transition scope.

#### **4.0 Potential Transition Challenges**

The SWPF Contract was structured to allow the SWPF Project to be performed independently of the Savannah River Site programs and requirements. This results in potential challenges that need to be confirmed / addressed prior to the start of SWPF Transition to the LW Contractor. Examples include:

1. Data and supporting software applications contained at offsite (cloud) servers.
2. Differences in Contract Directives (List B) for programmatic and regulatory requirements.
3. SWPF Non-Exempt workforce with pay grade, seniority unit, salary, compensation, and benefits that are not consistent with other SRS prime contractors.
4. SWPF Exempt workforce job positions with salary, compensation, and benefits inconsistent with equivalent LW Contractor job positions.
5. Offsite location of personnel and other infrastructure that support SWPF facility operations. This challenge is compounded by limited space availability at on-site LW facilities.
6. Salary and pension retention for SWPF employees will need to be consistent with future direction by DOE's Contractor Human Resources lead or the future procurement for liquid waste services.
7. SWPF programs, procedures, training/qualifications developed separately from SRS Site and LW Contractor programmatic systems and requirements.
8. SWPF Contractor will need separate contracting officer authorization to support planning and execution of transition scope.
9. Business system data integration (e.g., EVMS, timekeeping, procurement, accounting).

10. Revisions to state regulatory or DOE approved documents prior to transition if required (e.g., Worker Safety and Health Plans, Environmental Permits, Facility Professional Engineer for Environmental Permitting activities that are typically updated/revised in DOE Contracts for new prime contractors).
11. Integration of SWPF Environmental Reporting to the LW Contractor responsibilities, including Force Majeure and FFA quarterlies.
12. Advance procurement of spare parts, consumables, and production materials for uninterrupted facility operations after completion of SWPF Contract scope.

## 5.0 Approach to Transition

The LW Contractor will execute Transition as a project, with a fully responsible transition manager having the staff, authority, and support to ensure success.

### 5.1 Phased Transition

Due to LW contract scope authorization and funding constraints, the SWPF Transition effort will be performed in three phases:

#### Phase 1 – Transition Planning (6/30/19 to 3/31/20)

- Develop a customer expectations document and utilize functional area Points of Contact (POC) to obtain the voice of the customer from the LW receiving organizations (SRR-SPT-2019-00004, SWPF Transition Acceptance-SRR Customer Expectations Document issued on 10/15/2019).
- Define preliminary scope and approach for transition in a DOE approved Transition Plan (this document).
- Approve Baseline Change Proposal (BCP-SRRx-00979) for Phase 2 implementation in FY20.
- Issue Requests for Information (RFI) letters to obtain SWPF information needed to support Phase 2 & 3 implementation.
- Identify potential issues and risks requiring actions in FY20 or FY21.

#### Phase 2 – Pre-Transition Preparations (Prior to the start of Phase 3 – Facility Transition)

Note: Phase 2 activities may be partially performed under the current SRR Contract and then the future Savannah River Site Integrated Mission Completion Contract depending on the timing of the new contract award.

- Obtain LW contract direction for FY20 and/or FY21 scope to complete Phase 2 and 3 transition scope. This includes a LW Contract – Section B.2 update to allow SWPF operations after the “Option 2 – Operation of SWPF during the 2-Year Option Period” if transition occurs under the current Savannah River Remediation Contract.
- Confirm SWPF contract direction for FY20 and/or FY21 to support completion of Phase

2 and 3 transition scope.

- Finalize transition team members.
- Obtain/adapt information systems and software to support migration of SWPF data (early hardware and software procurement actions may be needed).
- Identify and initiate long-lead or bulk quantity procurements for continued operations (e.g. spare parts, production materials).
- Obtain the latest approved SWPF requirements and programmatic controls to produce a crosswalk matrix with LW Contractor requirements.
- Develop electronic “Smart Books” with SWPF documentation.
- Perform non-intrusive due diligence activities (e.g. document reviews, observations)
- Prepare organizational structure for SWPF personnel / work groups who will be transitioning.
- Provide SWPF process and program overview training to LW Contractor management and transition team personnel who will be responsible for implementation of SWPF related scope.
- Finalize HR processes for interviewing, selecting, and offering employment with the LW Contractor. Process to accommodate entire or partial SWPF work group transitions.
- Develop “Blue Sheeting” process and perform preliminary blue sheeting of SWPF programs. Procedure reviews will be performed with a graded approach prior to attaching a blue sheet based on assumption that the current programs implemented by SWPF are compliant with SWPF contractual requirements at the time of transition and will continue to be performed by qualified SWPF personnel who will transition to the LW Contractor. Liquid Waste Contractor procedure sampling reviews would be to identify significant vulnerabilities or differences in approaches to be evaluated post transition for improved program consistency within the new combined liquid waste contract scope for efficiency and consistency if cost/technically beneficial.
- Identify LW Contractor procedures that will need to be revised to reflect SWPF as a LW facility rather than facility operated by another contractor.
- Evaluate environmental permit related changes.
- Update the issues list and/or risk register as needed based on new information or conditions.
- Update Transition Plan as needed based on LW/SWPF integrated operations experience, alignment with SWPF Contractor transition plan, and other changing conditions.

**Phase 3 – Facility Transition (Starts 90 Days prior to completion of SWPF One Year of Operations)**

- Perform SWPF facility walkdowns, interviews, and other activities to finalize due diligence activities and generate material differences list.
- Resolve and close any Pre-Transition issues and risks that will prevent transition completion. Document closure in associated transition checklist(s).
- Document Post-Transition issues and opportunities in the Site Tracking, Analysis, and Reporting (STAR) system.

- Transition the SWPF related people, plant, and programs.
- Obtain DOE approval to declare SWPF Transition complete.

## 5.2 Responsibilities

The LW Contractor – President & Project Manager, is responsible for safe and effective completion of contract transition:

- Maintain overall responsibility for SWPF Transition activities and deliverables.
- Establish the Transition expectations and standards.
- Be the senior contact with DOE-SR, other site contractors, the community, and regulators.
- Certify readiness to DOE-SR to assume operations at the end of Transition.

The SWPF Integration - Project Director will serve as the Transition Project Manager, who is accountable to and will work under the direction of the LW Contractor – President & Project Manager. Primary responsibilities include:

- Lead the preparation and execution of the SWPF Transition Plan.
- Support revisions to the LW Contactor’s Transition Plan and alignment / integration with the SWPF Contractor’s transition plan.
- Serve as the primary transition POC for the LW Contractor.
- Direct the Transition Team, which includes functional area leads, subject matter experts, and transition support staff.
- Using the core functions and guiding principles of Integrated Safety Management (ISM), the SRR Transition Project Manager will ensure integration of safety and quality into the transition activities.
- Focus on coordination with DOE and the incumbent contractors, facilitation of transition work, control of transition resources, and maintenance of the transition work schedule.

Transition Team members will represent the receiving functional area organization in completing the transition activities. Primary responsibilities include:

- Evaluate differences between SWPF and LW work processes.
- Complete due diligence and documenting any potential issues affecting the transition of the SWPF plant, programs, or personnel to the LW contractor.
- Perform “blue sheeting” and/or revision of SWPF programmatic controls to allow continued safe, compliant operations of SWPF facilities after acceptance by the LW contractor.
- Determine the organizational changes required to incorporate SWPF work groups into the LW organization structure.
- Accomplish transition of work activities safely and securely in a manner protective of human health and the environment.

- Maintain compliance with SWPF regulator commitments.
- Support SWPF commitments during and after the transition.
- Minimize disruption to the workforce.
- Assure adequate management controls and accountability.
- Encourage routine communications and timely resolution of issues.
- Be highly responsive to DOE, LW Contractor, and SWPF Contractor requests regarding transition performance.

### **5.3 Transition Baseline Management**

The scope of the Transition is described in this Transition Plan with additional details contained in the Transition Checklists.

The preliminary cost and schedule estimates for Transition as well as the Staffing Plan will be documented in a Draft Baseline Change Proposal (BCP) that will be prepared and approved upon Contracting Officer approval to proceed with Transition Phase 2 and/or Phase 2&3. The configuration managed, approved baseline will then be used to measure project performance. The Transition Checklists will serve as objective evidence for transition scope completion. They will be used to status progress during Phase 3 – Facility Transition.

### **5.4 Transition Risk & Opportunities Planning and Execution**

The LW risk management process is being used in the development of this plan and will continue to be used to document and manage significant risks identified during Transition planning and execution.

The LW Contractor has performed a Premortem Risk meeting to document the risks going into the transition of SWPF into the LW Program. Sixty-five (65) risks have been identified and handling strategies have been developed. Assessment Criterion has been developed as well. During Phase 1 & 2, the LW Contractor will develop and approve the Risk & Opportunity Analysis Forms (ROAFs) to support the development and approval of the Risk & Opportunities Analysis Report (ROAR), titled as, “SWPF Transition Risk and Opportunity Analysis Report” and the document ID is: Y-RAR-J-00002”. Approval of this ROAR document is scheduled for Q3FY20.

Examples of Key Transition Risks are:

- ROAF 3: Dose rates at SWPF are Greater Than Anticipated.
- ROAF 18: SWPF Contractor Does Not Support Transition Planning.
- ROAF 30: Insufficient Funds from DOE for LWC to Perform Transition.
- ROAF 42: Records Taken by Parsons (e.g. Proprietary) Are Needed for SWPF Operations and Are Not Available.

### **5.5 Transition Team Communications**

Frequent communication among DOE-SR, SWPF, LW Contractor is essential to achieving

effective Transition. Throughout the Transition period, the LW Contractor will interact with these entities at two formal levels:

1. Daily (on normally scheduled workdays) plan-of-the-day (POD) meetings of the transition managers (DOE-SR, SWPF, LW Contractor) to ensure that schedule milestones are being met and issues that have been identified are addressed
2. Weekly meetings between the LW President / Project Manager, the LW Transition Manager, SWPF Transition Manager, senior DOE-SR Site Management, and the DOE-SR Transition Manager. The weekly meeting will document Transition progress for each program area against the schedule and budget allowing an opportunity to discuss any issues not resolved below the senior management team.

Day-to-day informal communication will occur between staff of the organizations as necessary for the accomplishment of Transition tasks. This interaction will occur through designated points of contact (POC) for each party. A listing of such points of contact will be prepared prior to the first week of Transition, and the appropriate protocols for exchanging information will be put in place. In addition, the LW Contractor will hold meetings with key SWPF personnel to ensure workplace transformation commences during Transition.

In addition, the SRS Management and Operations (M&O) Contractor will be provided updates as needed to maintain services to the SWPF Facilities during and after the transition period.

## 5.6 Transition Reviews

The SWPF Transition reviews include the following:

- People - Employees and subcontractors
- Plant- Facilities and equipment
- Programs - Policies, descriptions, plans, processes, procedures, and forms

The person responsible for each work scope area will conduct Transition assessments in tailored "drill down" areas based on factors such as:

- Significant risks
- Past and current problems
- Technical and management challenges
- Potential material differences
- Areas of concern to DOE-SR, regulators, incumbent employees, stakeholders, and others

The approach of horizontally reviewing key aspects and then drilling down vertically in strategic areas will provide high confidence that areas required for a successful contract execution have been identified and completed as prerequisites to certifying readiness for contract responsibility without incurring unnecessary transition costs.

The reviews will be strategic in nature. Since the team includes incumbent LW personnel, they begin Transition with a comprehensive understanding of the Liquid Waste (LW) program and

will be knowledgeable of any issues with SWPF facility operations that have materialized during the initial one year of hot operations. The areas of greatest risk and opportunity will be emphasized.

The LW Contractor will perform due diligence to the level necessary to understand the facility status, conditions, and risks associated with the execution of site functional programs and operations. In some instances, this may only be receipt of a briefing and review of available information. For more complex subject matters, this may include a cost and schedule review, a walkdown of facilities, and interviews of the project/program team. Management of the due diligence process will be facilitated through the Smart Book approach.

Electronic Smart Book files (referred to as just “Smart Books” in the remaining sections of this plan) will be developed and used as tools in support of Transition activities. Smart Books have three principle functions described below.

1. Initial Information Resource.

Smart Books will be provided as initial information resource for LW Contractor transition personnel with responsibility for managing Transition activities. During the Phase 2 Pre-Transition period, available, relevant information will be obtained from the SWPF Contractor information systems and placed into the electronic Smart Book file folders.

2. Repository for Observations.

The Transition Smart Books will be a vehicle to enter and hold additional important Transition information obtained during transition reviews.

3. Completion Record.

At the completion of Transition, the Smart Books and the completed, signed off transition checklists will constitute a completion record for each work area.

During Phase 2, the Smart Books will be developed in a hierarchy, which will align with the Work Breakdown Structure (WBS) and management organization functions so that the entire SWPF Scope of Work is thoroughly reviewed. Each Smart Book will be assigned to a member of the LW Contractor Transition Team.

When initially issued to the Transition staff, the smart books will contain:

- Relevant Information from the SWPF and LW Contract and supporting documents
- Initial checklists to guide Transition activities, assessments, and document reviews

As Transition progresses, information will be added to the Smart Books as appropriate and transition checklists will reflect the current status of Transition activities within its area of focus.

Each individual Smart Book will address a SWPF work scope element from all aspects of project management (e.g. scope, schedule, costs, risks).

The Smart Books will include a crosswalk of the SWPF contract requirements as listed in Section J - List of Attachments Appendix D - List B, Applicable DOE Directives and Orders, against the current LW contractual requirements so that any compliance vulnerabilities are identified. The Smart Books will also be designed to capture a thorough evaluation of LW Environment, Safety, Health & Quality (ESH&Q) and business program implementation. Each responsible Transition team member will refine a Transition review approach tailored to their specific work scope. Transition Checklists and a Facility Walkdown Matrix will be developed to perform the reviews. Examples of Transition Checklists are provided in Appendix A and will be used to support the estimate for Transition Phase 2 and 3 scope. The checklists and matrix will be augmented as necessary to support the DOE-SR Transition Oversight Plan and to address information gained during the Transition time period.

The Smart Books, with associated checklists and matrices, provide the responsible Transition Team member with a comprehensive tool to effectively allocate assigned Transition resources to maximize value.

## **5.7 Potential Issue Identification, Tracking, and Disposition**

During the Transition period, the Transition Team will initially document potential issues using the Management Field Observation (MFO) program to summarize the basis of the issue along with any confirmation based on field observations or interviews. Potential issues will be evaluated with input from the Transition Team Lead and affected Functional Area Manager representative to categorize each potential issue as No Action Required, Pre-Existing Condition, or Differing Site Condition using the MFO Module in the Site Tracking, Analysis, and Reporting (STAR) – Commitment Tracking System.

1. No Action Required indicates the potential issue is deemed not a significant discovery and no follow-up is required.
2. Pre-existing Conditions are defined as conditions that could give rise to a liability, obligation, loss, damage, penalty, etc. or a non-compliance with terms and conditions of the contract. Pre-Existing Conditions are graded with respect to significance to Transition as follows:
  - Major: Must Be Resolved Prior to Turnover
  - Significant: Acceptable for Initial SRR Operations with Mitigating Actions
  - Concern: Document and Address Improvements Post Transition
  - Potential: Requires Further Assessment Post Transition
3. Differing Site Conditions are defined as work activity, planning assumption, configuration management, or physical condition that is different from the assumed condition at the completion of the SWPF Contract scope. Differing Site Conditions are graded with respect to significance to Transition as follows:
  - Characterized and Understood

- Further Assessment Needed to Determine Extent of Condition Post Transition - Low Risk of Material Difference.

Once categorized, the resulting items for follow-up will be documented in STAR as an Opportunity for Improvement (OFI) or Finding in accordance with the Corrective Action Program.

## **5.8 Transition Completion**

Transition will end upon DOE-SR authorization to begin LW contract scope performance for the SWPF facilities following the LW Contractor's demonstration to DOE-SR that they have satisfactorily completed the Transition scope of work.

At least 10 working days before the end of Transition, the LW Contractor will conduct a series of subject matter specific presentations to the cognizant DOE-SR managers. These final reviews will provide an excellent forum for demonstrating Transition readiness, answering questions, and formally documenting any Transition items that will require future implementation. If there are any open issues, they will be thoroughly reviewed with the planned resolution to confirm that there are no obstacles to the LW Contractor's assumption of SWPF responsibility. These reviews will document the basis for the LW – President & Project Manager to certify readiness to assume responsibility for SWPF operations.

## **6.0 Key Assumptions**

It is recognized that SWPF has continuing responsibility for SWPF operations during Transition and that those responsibilities include the orderly transfer of designated people, plants, and programs to the LW Contractor. Accordingly, it is assumed that SWPF personnel will be available to assist in the LW Contractor's due diligence efforts along with other Transition activities. This support is not included in the LW Transition cost estimate as it is assumed to be covered under the SWPF contract scope. This support will be closely coordinated with SWPF to avoid any resource conflicts and to ensure a successful Transition.

SWPF will have its own Transition responsibilities to support Phase 2 and 3 of the transition that will be separately authorized, funded, and monitored by DOE-SR. SWPF executes its own Transition activities and reports the status of its authorized work separately to DOE-SR. Included in the SWPF scope is responsibility for out-processing any employees who do not receive employment offers from the LW Contractor or who do not accept LW Contractor employment offers.

A Transition Agreement will need to be executed between the LW Contractor, SWPF, and DOE-SR to define the roles and responsibilities among the parties for the subsequent Transition of the LW Statement of Work (SOW), facilities, equipment, property, litigation, grievances/ arbitration, subcontracts, purchase orders, subcontract claims, and other ongoing operational matters.

The M&O contractor will need to support the LW Transition by providing site landlord services and by supporting the development of interface documents and SLAs consistent with the SRS Interface Management Plan (G-IMP-G-00001).

Comprehensive briefing materials on programs, projects, and budgets will need to be shared with the LW Contractor by week 2 of the Transition. The LW Contractor will capitalize on the experience with integrated LW/SWPF operations to minimize the administrative demand of these briefings for the SWPF Contractor.

Transition briefings and reviews will be tailored to identify significant vulnerabilities or differences in approaches to be evaluated post transition for improved program consistency within the new combined liquid waste contract scope for efficiency and consistency if beneficial.

Service Level Agreements for SWPF Contractor will need to be revised during Phase 2 to reflect that the services will be provided directly to the LW Contractor (e.g. incorporated into LW Contractor - Facility Service Agreements or revised Service Level Agreements) upon completion of transition.

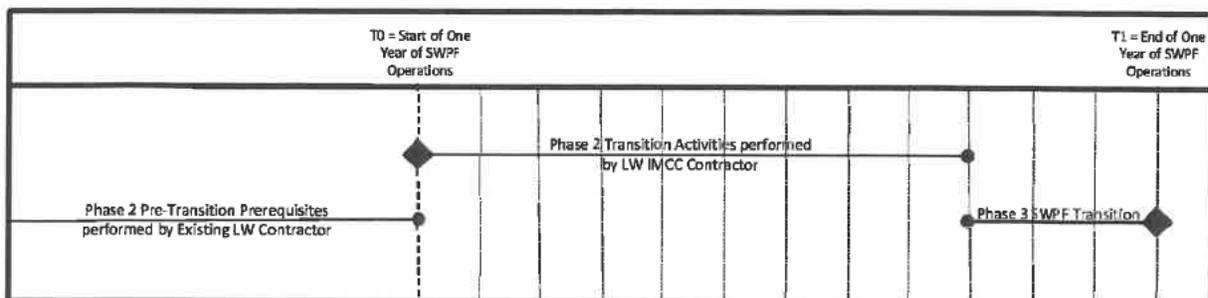
Points of Contact (POCs) will be assigned to assist the transitioned SWPF employees with use of LW Contractor's program and business systems (e.g. departmental software applications, timekeeping, employee profile updates, benefits websites).

The SWPF Contractor will actively support the LW Contractor's objective to attain and demonstrate readiness to assume full responsibility for SWPF operations, programs, and personnel.

Immediately upon notification by DOE that SWPF is ready to begin transition to the LW Contractor, the SWPF Transition Acceptance Manager will work with the SWPF Contractor and DOE-SR to initiate performance of the SWPF Transition Plan.

Phase 2 & 3 of this transition will align with the Hot Commissioning and Operational Turnover of the SWPF to the LW Contractor. The proposed schedule logic below is representative of Phases 2 & 3 of this Transition Plan.

**SWPF Transition to LW Program**



## **7.0 Transition Team & Functional Review Areas**

Execution of the SWPF transition scope has been grouped by the following LW Contractor functional areas which will serve as the numbering basis for the Transition Checklists:

- 7.1 Project Services & Support**
  - 7.1.1 Business Management
    - 7.1.1.1 Finance & Accounting
    - 7.1.1.2 Information Technology
    - 7.1.1.3 Cyber Security
    - 7.1.1.4 Property Management
    - 7.1.1.5 Chemical Management (Non-Bulk)
  - 7.1.2 Project Integration
    - 7.1.2.1 Project Controls
    - 7.1.2.2 Contract Management
  - 7.1.3 Supply Chain Management
    - 7.1.3.1 Procurement
    - 7.1.3.2 Subcontracts
    - 7.1.3.3 Field Procurement Engineering / Warehouse
    - 7.1.3.4 Packaging and Transportation
- 7.2 Project Execution and Plant Operations**
  - 7.2.1 Operations
    - 7.2.1.1 Production
    - 7.2.1.2 Work Planning and Control
    - 7.2.1.3 Operations Support
  - 7.2.2 Maintenance
  - 7.2.3 Engineering
    - 7.2.3.1 Engineering Programs
    - 7.2.3.2 Fire Protection
    - 7.2.3.3 Nuclear Safety
    - 7.2.3.4 Criticality Safety
    - 7.2.3.5 Configuration Management
    - 7.2.3.6 Startup Testing
    - 7.2.3.7 Process Computing Systems
    - 7.2.3.8 Design Basis and Code of Record
    - 7.2.3.9 Cognizant Engineering Program
  - 7.2.4 Projects, Design, and Construction
    - 7.2.4.1 Project Management
    - 7.2.4.2 Design
    - 7.2.4.3 Construction
  - 7.2.5 Training & Procedures
    - 7.2.5.1 Training
    - 7.2.5.2 Procedures
- 7.3 Communications**

**7.4 Human Resources & Labor Relations**

**7.5 General Council**

**7.6 ESH, QA, & CA**

7.6.1 Safety & Health Programs

7.6.2 Environmental

7.6.3 Industrial Safety & Hygiene

7.6.4 Quality

7.6.5 Contractor Assurance

7.6.6 Radiological Controls

7.6.7 Emergency Preparedness

7.6.8 Security

## 8.0 References

1. SRS-DE-AC-09-SR22505, Liquid Waste (LW) Program at the Savannah River Site (SRS). U. S. Department of Energy, 2008
2. DE-AC-09-02SR22210, Design, Construction, and Commissioning of a Salt Waste Processing Facility (SWPF). U. S. Department of Energy, 2002
3. 22Q Manual, Procedure CAP-1, Corrective Action Program, Rev 7, 10/4/2018
4. 22Q Manual, Procedure MFO-1, Management Field Observation Program, Rev 1, 8/23/2018
5. S14 Manual, Procedure 1.12, Risk Management, Rev 7, 9/28/2017

Appendix A – Example Transition Checklists

SWPF Transition Checklist 1.12 - Security

Transition					Results
Item #	Description	Type*	Accept	Date	Basis
<b>1.1.I</b>	<b>Workforce Transition Completed</b>				
1	Review existing organization chart, roles/responsibilities and qualifications				
2	Develop fully detailed final SRR organization chart				
3	Transition existing staff				
4	Fill open staffing needs				
5	Extend offers and receive decisions				
6	Ensure individuals are trained and qualified for assigned positions				
<b>1.1.II</b>	<b>Subcontract Assessments Completed</b>				
1	Obtain existing subcontract information				
2	Determine needed subcontracts				
3	Evaluate existing subcontracts				
4	Recommend disposition of existing subcontracts				
5	Support development of extended, modified, or new subcontracts				
6	Validate EAC for subcontracts				
<b>1.1.III</b>	<b>Baseline Assessments Completed</b>				
1	Review current baseline (scope, requirements, cost, and schedule)				
2	Determine current status				
3	Assess compliance with regulatory requirements, conditions, and commitments				
4	Compare to SRR Proposal and Contract				
5	Validate and/or update Proposal assumptions (scope, BOE, & Schedule) and risks				
6	Validate the actual EAC is commensurate with the LW Contract requirements.				
7	Identify potential material differences or pre-existing conditions				

