

Functional Area WBS #: 17.1 - ISMS

Completed by: R. D. Phipps (ANL-W) B. A. Streeper (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) **ACTIVITIES** needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Combine ISMS Description Documents.			X
2. Combine processes for ISMS Annual Evaluations and submittal of FY Safety Performance Objectives, Measures, and Commitments.			X

2) **GAP(S)**

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- DEAR Clause 970.5223.1 in the INEEL contract requires BBWI to, on an annual basis, submit Safety performance objectives, measures, and commitments (SPOMC) for DOE-ID approval. ANL has the same contract requirement. BBWI is required by DOE-ID to submit the SPOMC on a fiscal year basis, typically submitting the current year's SPOMC in the late October timeframe. The SPOMC submittal for FY-2005 will be expected in October 2004. The submittal of FY-2005 SPOMC will need to be negotiated with DOE-ID to determine the extent of integration with ANL-W, the intent to conduct an ISMS Annual Evaluation which provides the input to the SPOMC, and the division of ICP SPOMC and INEEL SPOMC for FY-2005. This will need to be coordinated with DOE-CH.

3) **Other**

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

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4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

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GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
- DEAR Clause 970.5223.1 in the INEEL contract requires BBWI to, on an annual basis, submit Safety performance objectives, measures, and commitments (SPOMC) for DOE-ID approval. ANL has the same contract requirement. BBWI is required by DOE-ID to submit the SPOMC on a fiscal year basis, typically submitting the current year's SPOMC in the late October timeframe. The SPOMC submittal for FY-2005 will be expected in October 2004. The submittal of FY-2005 SPOMC will need to be negotiated with DOE-ID to determine the extent of integration with ANL-W, the intent to conduct an ISMS Annual Evaluation which provides the input to the SPOMC, and the division of ICP SPOMC and INEEL SPOMC for FY-2005. This will need to be coordinated with DOE-CH.
- b) Rank the risk, on a scale of 1 to 5, associated with the above gap, and describe the impact(s)? (Risk 1 = minimal consequence on January 31, 2005; Risk 5 = operational barrier to laboratory on January 31, 2005)
- Risk: 2
- Description: Minor consequences on 1/31/05; operations hindered; execution timeframe not a factor
- c) What steps should be taken to address the gap(s) and when (pre-transition, transition, incoming contractor)? Please indicate the owner of the action (ANL-W, INEEL, or both where applicable).

	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Negotiate with DOE-ID and DOE-CH to determine an acceptable approach to meeting the contract requirements for ISMS.	INEEL and ANL-W		

Functional Area WBS #: 17.2 - Fire Protection (FP)

Completed by: D.S. Kirschner (ANL-W) S.D. Thorne (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) **ACTIVITIES** needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. All fire alarm receiving functions are not consolidated. Procedures, operations, and equipment should be consolidated to INEEL Fire Department.			INL (Evaluate Alarm Reporting Systems and determine whether integration is warranted.)
2. Integration of fire protection programs. This includes, but is not limited to, consistent personnel qualifications, consistent FHA/FSA provisions, consistent controls over fire protection system impairments, and consistent fire prevention Authority Having Jurisdiction (AHJ) delegated activities. This activity can be deferred to new contractor.			INL (Identify procedures, train affected personnel and implement. Establish FPE and AHJ resources.)
3. Evaluate and integrate the inspection, testing, and maintenance (IT&M) of fire protection systems. This includes qualifications of personnel work control processes, impairments, performance indicators, etc. This activity can be deferred to new contractor.			INL (Identify a single set of program procedures for implementation. Cross qualify existing personnel to facilitate site wide IT&M personnel allocations.)

<p>4. ANL-W utilizes dial-13 system. INEEL utilizes dial-777 system. A single "Site" emergency phone number should be established and implemented.</p>			<p>INL (Evaluate the development of single "site emergency phone number." *Integrate with decision with respect to fire alarm reporting.)</p>
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2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

- None

Functional Area WBS #: 17.3 Hoisting & Rigging Safety

Completed by: D.S. Kirschner (ANL-W) S.D. Thorne (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Differences exist between ANL-W and INEEL in load testing requirements; ANL-W goes beyond DOE requirements by requiring annual load testing of equipment and tackle. This is felt to provide an appropriate extra margin of operational safety.			X
2. The hoisting and rigging program falls under occupational safety programs at both ANL-W and INEEL with the same issues noted as in the 18.2 Industrial Safety summary form.			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

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4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

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Functional Area WBS #: 17.4 - Chemical Safety

Completed by: D.S. Kirschner (ANL-W) S.D. Thorne (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. Establishment of a single Chemical Safety program as defined through written procedures, policy documents, and process forms such as INEEL Form 442.10 Chemical purchase approvals. (Note: A major element of discussion may include the transfer of the BBWI chemical management program to the Mentor/ Protégé contract with Northwind.)			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

Note: See Industrial Hygiene “Gap/Risk Description form”

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

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4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

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Functional Area WBS #: 17.5 Construction

Completed by: D.S. Kirschner (ANL-W) S.D. Thorne (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. The construction safety program falls under occupational safety programs at both ANL-W and INEEL with the same issues noted as in the 18.2 Industrial Safety summary form.			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

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4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

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Functional Area WBS #: 17.6 Explosive Safety

Completed by: D.S. Kirschner (ANL-W) S.D. Thorne (INEEL)

FUNCTIONAL AREA SUMMARY FORM

(ANL-W & INEEL Laboratory Consolidation to INL)

Consider facilities, hardware, processes, procedures, personnel, training, database, etc. in your functional area.

1) ACTIVITIES needed to transition

What activities should be conducted to support to transition to a single contractor? When is the most opportune time to conduct each activity (pre-transition, transition, incoming contractor)?

Activities to transition functional area to one contractor	3/1 – 11/15 Pre-transition	11/15 – 1/30 Transition	1/31/05 Incoming Contractor
1. An explosive safety program falls under occupational safety programs at both ANL-W and INEEL with the same issues noted as in the 18.2 industrial safety summary form.			X

2) GAP(S)

In your functional area, identify gap(s) that may inhibit a smooth transition. Please list below. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

- None

3) Other

Are there issues or concerns outside of your functional area that may inhibit the consolidation? If so, please list. Additionally, utilize the Gap/Risk Description form to define each gap/issue.

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4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.

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