

Functional Area WBS #: 18.1 - Industrial Hygiene (IH)

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 IH program as defined through written procedures, policy documents, and process forms, such as IH qualification program, training, staffing, work control, job function evaluations (INEEL Form 340.02), chemical purchase approvals (INEEL Form 442.10), confined space permits, calibration forms, etc.			X
2. Establishment of single databases to manage IH program areas, such as exposure assessment and sampling (HASS), MSDS services, WorkPace Ergonomic Software, Beryllium Registry, etc.			X
3. Establishment of company-approved analytical services for IH sampling activities. INEEL’s current contract is with Schneider Labs. Analytical services are also available in-house with the AIHA-accredited lab located at INTEC.			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.

- The consolidation to single IH databases may present challenges in the transfer and management of existing data. (For additional information on Chemical Management System issues see Integration WBS 16 – Environmental)

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.

-

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

-

Functional Area WBS #: 18.1 - Industrial Hygiene (IH)

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

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
 The consolidation to single IH databases may present challenges in the transfer and management of existing data.

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 1

Description: Other IH databases (such as the exposure database) can continue as-is until such time as the new contractor makes decisions regarding database selection.

NOTE: The IH Programs rely heavily on the Chemical Management System. The ANL-West chemical inventory and associated MSDS collection may not be functional once transition occurs and ANL-West is split from ANL-East (ANL-East maintains the database). Work arounds may need to be established to ensure the safe and compliant operation of the INL. Early action by ANL-W and action by the incoming contractor should identify means to ensure that the ANL-E Chemical Management System data is available after transition. This Chemical Management issue is addressed in Integration WBS 16 – Environmental.

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. Coordinate with information resources personnel regarding the transition of databases and software. (e.g. the hazard assessment sampling system (HASS) database, MSDSNet, and the Beryllium Registry)			INL
2. Assign resources and implement consolidation of IH exposure data.			INL
3. Evaluate compatibility (access, use and reporting) of IH database with Occupational Medical Program (OMP).			INL

Functional Area WBS #: 18.2 - Industrial Safety
(IS)

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 Industrial Safety Program through written procedures, policy documents, IS qualifications, training, staffing levels work control, and related elements, such as information management systems.			X
2. Separate and distinctly different processes utilized for hazard assessment and work control. Consolidation of these processes needs to be coordinated with consolidation changes to work control programs.			X
3. Present safety organizations are structured differently; ANL-West is in a centralized organization, INEEL is in a matrixed organization.			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.

- None known

- 4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe.
- No

Functional Area WBS #: 18.5 Occupational
Injury & Illness (OI&I)
Recordkeeping

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. Consolidate OI&I reporting processes and procedures.			X
2. Determine types of reports or performance measures that OI&I data will be used to generate or feed.			X
3. Work with DOE-HQ to obtain appropriate codes to facilitate reporting data into CAIRS			X
4. Determine responsibility for updating and maintaining OI&I records of prior contractors.			X
5. Resolve differences in payroll hours and how these will be reported with respect to injury/illness tracking.		X	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.

- Payroll hours need to be consolidated at the time of transition in order to fulfill applicable injury/illness reporting requirements.

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.

-

4) Have you initiated any actions outside of this review to facilitate the integration? If so, please describe. No

Functional Area WBS #: 18.5 Occupational
Injury and Illness
(OI&I) Recordkeeping

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

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.
Payroll hours need to be consolidated at the time of transition in order to fulfill applicable injury/illness reporting requirements.

- 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: This action is needed to keep incoming contractor's OSHA and DOE recording keeping current and compliant.

- 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. Evaluate process to consolidate or track payroll hour records in the two separate companies. Offer a joint recommendation to the incoming contractor.	ANL-W and INEEL		
2. Establish a process of consolidation or tracking of payroll hour records for both ANL-W and INEEL.		New Contractor	
3. Payroll hours need to be consolidated at the time of transition in order to fulfill applicable injury/illness reporting requirements.			INL

Functional Area WBS #: 18.3 Occupational
Medicine

Completed by: D.S. Kirschner (ANL-W) P. N. Creighton (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. Medical control of patients resides mostly in one organization; the INEEL medical department. There are limited circumstances where emergency medical determinations are also made at ANL-W.			X
2. Duplication of medical records.			X
3. Minor differences in medical processes and procedures; ANL-W is essentially using a majority of the INEEL medical system.			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.

- Nurses at the INEEL are union employees; the ANL-W nurse is not. Nurse training requirements may differ for the two areas. (See WBS 1.6 Labor Relations)
- Computer firewall between INEEL and ANL-W. (See WBS 12.12 Information Management)

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

Functional Area WBS #: 18.4 - Voluntary Protection Program (VPP)

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)?

NOTE: It is a basic assumption that VPP will be a contractual requirement specified in the final RFP. If not, then this analysis assumes that the incoming contractor will wish to maintain the INEEL VPP Program.

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. Designate ANL-W VPP Points of Contact and Sr. Champions (“Share the Program” elements and Onsite Review criteria and application)		X	
2. Establish ANL-W Unit VPP infrastructure and Employee Safety teams at facility level. (Identify non-positional leaders.)		X	
3. Educate ANL-W facility team on VPP principles and concepts. Team leadership attends regional and national VPPPA conferences.			X
4. Conduct an assessment to identify which VPP criteria program elements are less than adequate			X
5. Develop an action plan(s) to fully implement the criteria. Adopt VPP Path Forward for FY 2005.			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.

- The INEEL is currently recognized by the Department of Energy as a DOE VPP Star site. ANL-W as a separate contractor has not been a participant in the VPP process.

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.

-

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

- Representatives of ANL-W attended our recent INEEL “Building upon Success” conference held on March 24th at the Shilo Inn.

Functional Area WBS #: 18.4 - Voluntary Protection Program

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

GAP/RISK DESCRIPTION FORM

Please complete one form per gap.

- a) Describe the gap(s) that affects the integration of ANL-W and INEEL.

The INEEL is currently recognized by the Department of Energy as a Star site in the Voluntary Protection Program (VPP). ANL-W as a separate contractor has not been a participant in the VPP process. Based on the requirements identified in the Final RFP, the New Contractor may seek VPP recognition for the INL.

- 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: The accomplishment of the activities listed on the Functional Area Summary form are recommended to ensure maintenance of the INEEL DOE VPP Star designation. Depending on the terms and conditions of the RFP, this recommendation may not apply to the new contractor.

- 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. Designate ANL VPP Points of Contact and Sr. Management champions (Share the VPP Program elements, onsite review criteria and the INEEL Application).		New Contractor w/ support from ANL-W	
2. Establish ANL-W Unit VPP infrastructure and Employee Safety teams at facility level. (Identify non-positional leaders).		New Contractor w/ support from ANL-W and INEEL	

3. Educate ANL-W facility employee safety team on VPP principles and concepts. ANL-W facility team leadership attend regional and national VPPPA conferences.			INL
4. Conduct an assessment to identify where the VPP criteria program elements are less than adequate.			INL
5. Develop an action plan(s) to fully implement the VPP criteria where it is less than adequate. Adopt VPP Path Forward for FY2005.			INL