

Functional Area WBS #: 24.1 Packaging and Transportation

Completed by: A.M. Collins (ANL-W) M.S. Kaptein (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. Standardization of packaging and transportation programs, processes, and procedures.		X	X
2. Consolidation of Department of Transportation registration requirements for carriers and shippers.		X	X
3. Registration of shipping casks under new contractor.		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.

- The packaging and transportation programs, processes, and procedures are different at each laboratory.

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.

- The INEEL and ANL-W utilizes different Collective Bargaining agreements for represented personnel. Both laboratories utilize Union personnel in some job functions, but their agreements are different. See WBS 1.6 Labor Relations.

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

- The INEEL and ANL-W are already integrated in some functions of packaging and transportation.
 - Both laboratories utilize the Integrated Waste Tracking System to track their waste shipments.

- Both laboratories utilize some of the same programs/databases to perform shipments, such as Radcalc and Low-Track.
- ANL-W ships its hazardous waste and recyclable material through the INEEL packaging and transportation organization. The INEEL maintains the official records of these shipments.

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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.

The packaging and transportation programs, processes, and procedures are different at each laboratory.

- 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: No immediate impact to operations. Both packaging and transportation programs are complying with the same regulations just through different methods.

- 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. Standardization of packaging and transportation programs, processes, and procedures.		New Contractor	INL

Functional Area WBS #: 24.2 Waste Generator Services

Completed by: A.M. Collins (ANL-W) M.S. Kaptein (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. Standardization of waste management programs, processes, and procedures.		X	X
2. Consolidation of external vendor contracts.		X	X
3. Integrate ANL-W server with existing of one Integrated Waste Tracking System server.			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 waste management programs, processes, and procedures are different at each laboratory.
- The INEEL utilizes Union/Collective Bargaining agreements for waste handlers while the ANL-W waste processes are performed by non-Union employees.

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.

- The INEEL utilizes Union/represented waste handlers while the ANL-W waste processes are performed by non-Union employees. See WBS 1.6 Labor Relations.

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

- The INEEL and ANL-W are already closely integrated in many of the waste management functions.

- Both laboratories use the same EPA identification number.
- Reporting to the State is typically coordinated through one report.
- Both laboratories utilize the Integrated Waste Tracking System (only through different servers) for functions such as waste management, waste reporting, and waste tracking from generation, storage, processing, through disposal.
- Both laboratories meet the INEEL Waste Acceptance Criteria for disposal of waste, such as low level waste and sanitary waste, on the INEEL.
- Both laboratories ship hazardous waste and recyclable material for treatment, disposal, or recycling to the same commercial vendor administered through the INEEL.
- Both laboratories are listed on the INEEL Site Treatment Plan.
- The laboratories coordinate the treatment and disposal of mixed waste when possible.

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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.

The waste management programs, processes, and procedures are different at each laboratory.

Although the two laboratories typically treat and dispose of their waste through the same mechanisms, the up-front programs, processes, and procedures to manage the wastes prior to shipment are different. One general example of this is the centralized INEEL Waste Generator Services organization versus a decentralized ANL-W waste management program.

- 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: No immediate impact to operations. Both waste management programs are complying with the same regulations just through different methods.

- 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. Standardization of waste management programs, processes, and procedures.		New Contractor	INL