



INTEROFFICE CORRESPONDENCE

DATE: November 11, 1996
 TO: J. L. McAnally, President, Bldg. T130F, X2917
 FROM: P. R. Bengel, Engineering/Construction/Decommissioning, Bldg. T130F, X2535 
 SUBJECT: TRANSFER OF THE BUILDING 444 COMPLEX — PRB-130-96

PURPOSE

The purpose of this letter is to inform you of the transfer of the Building 444 complex from Waste Management to Engineering, Construction, and Decommissioning (E/C/D).

DISCUSSION

As of November 11, 1996, the responsibility for the Building 444 complex is transferred from the Waste Management organization to the E/C/D organization. The complex consists of the following buildings: 427, 427A, 444, T444A, 445, 447, 448, 449, 450, 451, 453, 454, 455, 457, the Paint Shop south of 444 dock, Tank 068, and the external laydown area (including materials, etc.).

Since all operations in this complex have ceased, the management of these facilities will be treated as a decommissioning project. The Project Manager (acting) is Bill McAndrew. As with all E/C/D projects, the Project Manager will report to Vern Guthrie. The Project Manager will be responsible for all Decontamination and Decommissioning activities including: all concerns, compliance issues, safety issues, building modifications, and operational budget. His project staff is shown on Attachment 1, Project Organizational Chart. The Project Staffing Plan (Attachment 2) defines the staffing requirements and project organizational structure.

RESPONSE REQUIREMENTS

No response is required. If you have any questions concerning the buildings, organization, or operations, please contact Bill McAndrew at extension 5454, Digital Page 4262, or Facsimile 8244.

WJM:alk

Attachments:
As Stated (2)

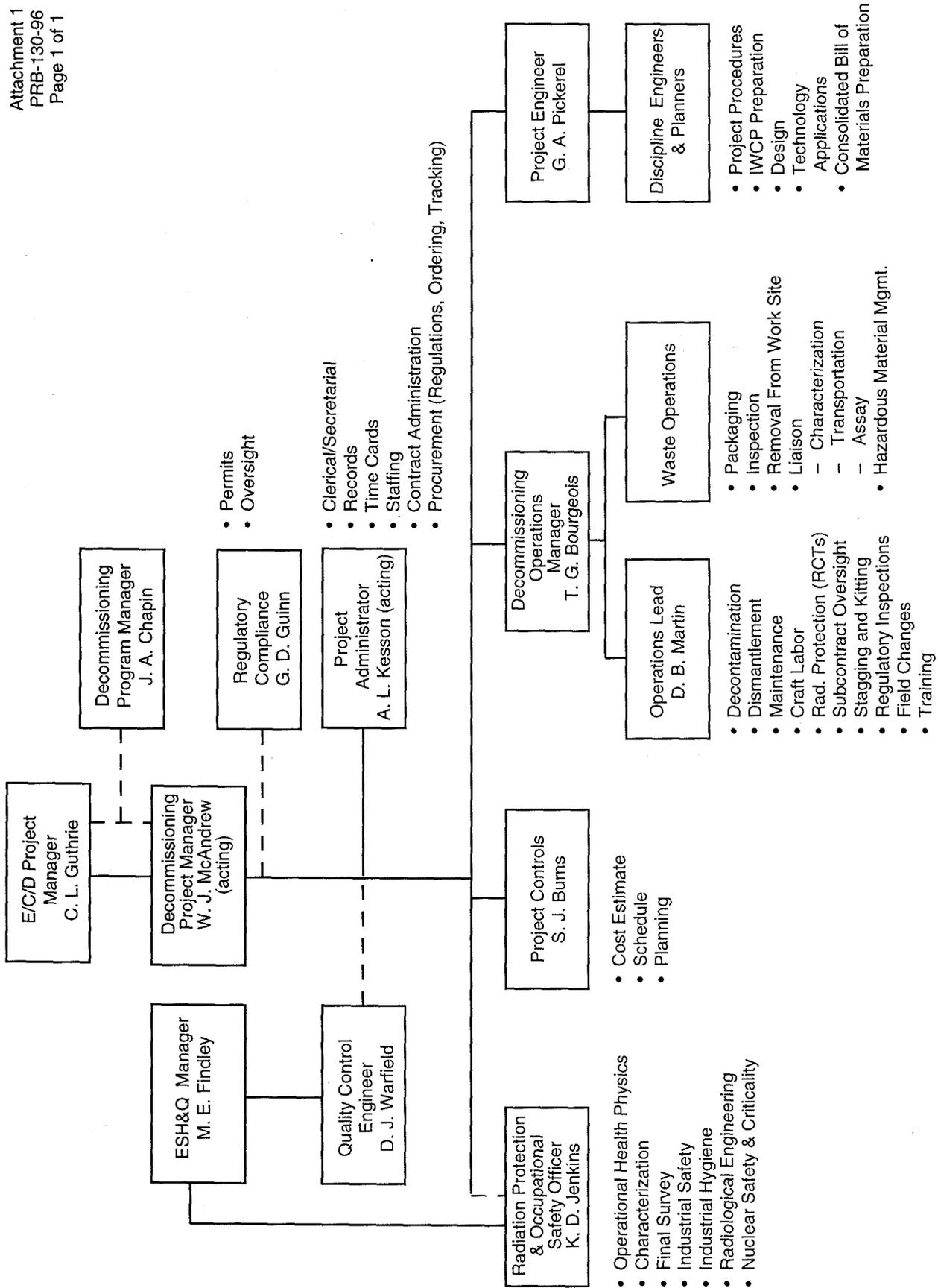
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ADMIN RECORD



Decommissioning Project Organization

PROJECT STAFFING PLAN FOR BUILDING 444 COMPLEX

1.0 OBJECTIVE

This plan defines the staffing requirements for the Building 444 decommissioning project. The plan describes a project organization structure and staffing requirements. This organization plan is intended to provide guidance on organizational structure and a consistent definition of organizational responsibilities. Project staffing specifics will be determined and agreed upon by the Decommissioning Program Manager and Decommissioning Project Manager with input from others.

2.0 TECHNICAL APPROACH

The plan defines a cost-effective project management organization established to meet the criteria for successful completion of the Building 444 decommissioning project. The responsibilities of the management positions in the project are described.

3.0 ACTIVITIES

3.1 MANAGEMENT ORGANIZATION

The project management organization is illustrated in Attachment 1. In general, the team members are present full-time. At the end of the project execution phase (Operations Phase) the Decommissioning Project Manager and Radiation Protection and Occupational Safety Officer (RPOSO) will continue on the project on an "as needs" basis to conclude demobilization, final status surveys, and prepare and submit the Final Decommissioning Survey Report.

3.2 MANAGEMENT

The responsibilities of the management organization are as follows:

3.2.1 Decommissioning Program Manager

The Decommissioning Program Manager is responsible for insuring the decommissioning project is performed in accordance with the Decommissioning Program Plan and its subordinate documents. The Decommissioning Program Manager is also responsible for conducting meetings regarding contractual issues. If requested, the Decommissioning Program Manager may also participate in meetings with representatives from local, state, or federal stakeholders and regulatory bodies.

3.2.2 Engineering/Construction/Decommissioning (E/C/D) Project Manager

The E/C/D Manager has overall responsibility for the project, including periodic reviews of all aspects of the project management team's responsibilities, conducting review meetings with the project management team, and reporting project progress on cost and schedule to the Decommissioning Program Manager.

3.2.3 Decommissioning Project Manager

The Decommissioning Project Manager is responsible for managing all of the activities referred to in the Decommissioning Operations Plan, including the performance of decommissioning activities, surveys, industrial and radiological safety, quality assurance, training, plans, programs, costs, and the assay, packaging, and transport of low level radioactive waste (LLRW) on site. He/she

is responsible for conducting progress meetings with all members of the project team, arranging for periodic audits of the project.

3.2.4 Radiation Protection and Occupational Safety Officer (RPOSO)

The RPOSO reports to the Decommissioning Project Manager. The RPOSO is responsible for defining and implementing procedures related to radiological and industrial safety. The procedures assess safety criteria, monitoring, and training necessary to ensure the protection of employees, the public, and the environment. As part of this responsibility, the RPOSO ensures that As Low As Reasonably Achievable (ALARA) policy is considered in the decommissioning process. The RPOSO/designee is also responsible for the approval of radiation work permits. If the RPOSO believes an operation to be unsafe, he or she has the authority to halt that operation. Operations halted for safety reasons shall not be restarted without the concurrence of the RPOSO or the Decommissioning Project Manager.

The RPOSO is provided with Rocky Mountain Remediation Services, L. L. C. (RMRS) occupational safety support from the company Occupational Safety Officer, to ensure compliance with Occupational Safety and Health Act (OSHA) and the Environmental Protection Agency (EPA) regulations. The RPOSO is responsible for the activities of the radiation technicians, the preparation of radiation work permits, radiation related procedures, assaying procedures, LLRW disposal procedures, the application of the methodology to be utilized for obtaining and recording the final characterization surveys and final status survey measurements required to achieve the release criteria and the operation and submission of the final status survey report. The RPOSO is also responsible for the management and quality of all radiological data. This position may also be referred to as the Radiation Safety Officer (RSO).

3.2.5 Decommissioning Operations Manager

The Decommissioning Operations Manager reports to the Project Manager and is responsible for managing the decommissioning team, labor and supervision, performing the decommissioning activities including the decontamination of surfaces, structures, materials and equipment, the movement, packaging and storage of wastes on site; the monitoring of performed work against plan and for maintaining time records of the operating staff. The Decommissioning Operations Manager is also responsible for ensuring that activities are performed in accordance with procedures, including Integrated Work Control Programs (IWCPs), radiation work permits, and safety requirements. The Decommissioning Operations Manager is also responsible for initiating purchase requisitions/purchase orders for all project supplies, materials, equipment, and subcontracts associated with the decommissioning activities, liaison with the RMRS Purchasing Department as necessary.

3.2.6 Radiation Safety Officer (RSO)

The RSO reports to the RPOSO and is responsible for the preparation and implementation of radiation protection procedures; radiological data management including: bioassay, sample results, tracking samples, final survey, and characterization surveys. The RSO is further responsible for resolving and responding to audit findings related to health physics and for conducting ALARA reviews of work as specified in procedures. The RSO is responsible for staffing the project Radiation Protection organization with qualified individuals as required.

The RSO is also responsible for initiating purchase requisitions/purchase orders for all project supplies, materials, equipment, and subcontracts associated with health physics activities, liaising with RMRS Purchasing Department Manager as necessary.

The RSO serves as the RPOSO designee when the RPOSO is not available.

3.2.7 Occupational Safety Officer (OSO)

The OSO reports to the RPOSO and is responsible for the industrial safety of the decommissioning workers. The OSO is further responsible for the safe conduct of work by subcontractors and has the authority to stop work whenever it is determined that unsafe conditions exist or are likely to develop. Work can only recommence with the concurrence of the RPOSO or the Project Manager.

The OSO is also responsible for: locating, inspecting, and maintaining project first aid supplies; inspecting and maintaining inspection records for cranes, and all lifting and rigging equipment; and shall verify all subcontractor equipment is properly certified and marked where required prior to its use. The OSO will train workers on project Occupational Safety procedures, issue safe work permits, when required, and close out all Safety permits and forms at completion of specific work activities.

3.2.8 Health Physics Supervisor

The Health Physics Supervisor reports to the RSO and is responsible for supervising the day-to-day activities of the health physics technicians. He is also responsible for assisting with the preparation and implementation of radiation related procedures, radiation work permits, dosimetry records, and maintaining an accountability log of the special nuclear material (SNM) inventory. The RSO is also responsible for maintaining time card records of the Radiation Control Technician (RCT) staff.

3.2.9 Project Administrator

The Project Administrator is responsible for establishing and maintaining project master files of all documentation relating to the project schedule, project plan, procedures, radiation work permits, work plans, training records, survey measurements, incoming and outgoing project correspondence and audit reports. The tracking and recording of purchases through purchase requisitions and purchase orders and the administration of petty cash is also the Project Administrator's responsibility.

3.2.10 Cost and Schedule Planner

The Cost and Schedule Planner is responsible for establishing and maintaining project costs and performance utilizing the computerized Primavera system in accordance with RMRS 006, Cost and Schedule Plan.

3.2.11 Quality Control Engineer

The Quality Control Engineer reports directly to the Project Manager and receives overview from the company Quality Assurance/Quality Control Manager. The Quality Control Engineer is responsible for performing audits and surveillance of site activities; inspections of selected site activities; assisting in training site personnel; concurrence of the disposition of non-conformance reports and reviews of project procedures for quality requirements by providing quality related input. The Quality Control Engineer is also responsible for initiating discrepancy reports, non-conformance reports, corrective action requests, and reviewing worker training records to ensure workers are appropriately trained.

4.0 HUMAN RESOURCES POLICY

Standard RMRS Human Resources policies will apply to all employees on the RMRS payroll.

4.1 OVERTIME PAY

Federal and state laws required that all non-exempt employees be compensated for all hours worked. Overtime pay must be given, even if time is not authorized or billable to a client. Non-exempt employees working overtime without supervisory approval will be subject to disciplinary action.

4.2 POLICY AND RESPONSIBILITIES

4.2.1 General

All decommissioning employees have a responsibility to be available, when required by circumstances, to work outside of their normal work day or normal work week. The company recognizes that working overtime involves certain disruptions of the employee's home life and will, whenever possible, attempt to minimize the frequency and duration of overtime.

Overtime is payable to non-exempt employees for all hours over 40 worked in a payroll week at one and one-half times the employee's regular rate. A paid holiday that is not worked will be calculated as time worked for purposes of computing overtime payments. Non-exempt employees who are required to work on paid holidays will be paid one and one-half times the employee's regular rate in addition to straight time for the holiday. In the event the employee is required to work Sunday as part of a seven consecutive day work period, the employee will be paid double time for those hours worked on Sunday. Other than for holidays, hours worked in any one week will not qualify for overtime payment until 40 hours of actual work are performed.

5.0 ADMINISTRATION

The Decommissioning Project Organization is illustrated in Attachment 1.

6.0 QUALITY ASSURANCE

Human Resources will receive feedback from Project Management and RMRS Quality Assurance Department. Concerns will be addressed as necessary. Decommissioning activities will be performed in accordance with the RMRS Quality Assurance Program Plan, 95-QAPP-001, and the governing Rocky Flats Environmental Technology Site infrastructure documents.

7.0 REPORTING

Not applicable.

8.0 AUTHORIZATION

Authorization to establish project specific organizations in accordance with this plan resides with the Vice President; Engineering, Construction, and Decommissioning.