



INTEROFFICE CORRESPONDENCE

DATE September 22, 1994

TO L J Hollowell, Commitments Tracking, Bldg 080, X8547

FROM *DSB* D S Brown, Environmental Operations Management, Bldg 080, X8745

SUBJECT OPEN ITEMS, READINESS REVIEW 94/026 OPERABLE UNIT 5, ADDENDUM (TECH MEMO 15, FSP) TO PHASE I RFI/RI - DSB-028-94

DOE Order 5480 19

Action Place three items into Commitments Tracking

Attachment 1 is a truncated copy of the Checklist for ERPD Readiness Review (RR) 94/026, OU 5 Addendum (Tech Memo 15, FSP) to Phase I RFI/RI, reflecting the current status C A Bicher, Responsible Manager, signed the Activity Authorization Form (Attachment 2) on September 1

In accordance with 2-G21-ER-ADM-18 03, ERPD Readiness Assessments, the purpose of this memo is to enter the following open items into the ERPD Commitments Tracking System (CTS) For purposes of the CTS, the direct report-level responsible manager is E C Mast

To facilitate clarity of tracking and closure, I suggest the items be entered as follows

<u>Item No.</u>	<u>Requirement</u>	<u>Evidence of Closure</u>
2 03	EG&G and Subcontractor personnel have documented evidence of required project-specific training/qualification DUE DATE 10/19/94	A responsibility-based training matrix for all designated ASI personnel verifying completion of <u>all</u> required training (17 sub-items under 2 03), to the satisfaction of ERPD Training and Qualification
20 02E	Pre-evolution briefings DUE DATE 10/19/94	Submission of agendas and rosters indicating that all designated ASI personnel have attended required pre-ev briefings
20 03B	Controlled Health & Safety Plan DUE DATE 9/30/94	Copy of a controlled distribution transmittal for RF/ER-94-00045

ADMIN RECCRD
A-0005-000677

L J Hollowell
September 22, 1994
DSB-028-94
Page 2

D S Brown should be noted as the responsible person for verification of overall sufficiency of closure documentation. Should you have any questions, please contact me on extension 8745.

bjw

Attachments
As Stated (2)

cc

J L Anderson

K D Anderson

C A Bicher

M C Broussard *MB*

M G Franchuck

E C Mast

E J Sanchez

M R Wood

~~ERP~~ Project File (2)

ENVIRONMENTAL RESTORATION PROGRAMS DIVISION READINESS REVIEW CHECKLIST 94/026
OU 5, Addendum (Tech Memo 15, FSP) to Phase I RFI/RI - Projected Start: August 29, 1994

C. A. Bicher, Responsible Manager

ITEM NO	REQUIREMENT / ITEM DESCRIPTION [Source of Requirement]	COMMENTS / > REQUIRED CLOSURE DOCUMENTATION	P C O P C O R L P I O L P E S E S E D N T D N										RR TASK SUPPORT	DATE DUE	DATE VERI	
			P	C	O	P	C	O	P	C	O	P				C
THE SUBCONTRACTOR(S) ON THIS PROJECT IS Advanced Sciences, Inc (ASI)																
203	EG&G and subcontractor personnel have documented evidence of required project specific TRAINING and [QAP]P 2.0 §s 4.0 and 4.1, DOE Order 5480 11, RFETS ER Site H&S Plan § 4.1.2, RFETS 1-10000-TUM § 1.0, ERPD 2-11000-ADM 2.01, 2.21000-OPS-FO 14]	<p>This section is based upon an analysis by ECRM T&Q, ref D G Breen ltr, DGB-145-94, to C A Bicher, 07/28/94</p> <p>NOTE At startup, 9/1/94, only certain of the subcontracted personnel met training requirements. Project management accepted responsibility for allowing only trained personnel into the field until all training is completed</p> <p>As of 9/14, the following seven (7) ASI personnel were "field designated," with only those in CAPS fully field authorized: Dennison, J HARWELL, L HOST, P JORDAN, T SANTANGELO-DREILING, M Thornbrough, T Yancey</p> <p>Intrusive work is NOT authorized, pending clarification and verification of training status for ASI personnel</p>	ANHOLD													
203A	RESPONSIBILITY-BASED personnel matrices for subcontractors AND for EG&G personnel MUST be provided to facilitate verification of compliance															
A.1	OSHA 40-hour (#018-691-03) 8-Hour OSHA Refresher (#018-691-05) # 40-hr not current-- 9/14/94> 7 of 7 current		X	C	X	C	X	C	X	C	X	C	X	C	10/19	9/14
A.2	OSHA Supervisor (#018-691-01)		X	C	X	C	X	C	X	C	X	C	X	C	10/19	9/25
A.3	3-Day On-Site Haz Waste Ops (OJT) (#018-691-07) Provide OJT forms to RA Coordinator within 5 days of field start		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
203B	REQUIRED READING [ERP]D QAP/P, RFETS Policy] Provide copy of signed-off reading list(s) and personnel roster(s)		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
B.1	OU 5 WPI/FSP and/or TM-15, at Manager's discretion		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
B.2	Applicable OPs as identified in the approved QAA		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
B.3	Environmental Mgt. Radiological Guides (EMRGs)		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
B.4	SSHSP [See also item 20.03]		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
203C	ERP]D QA Program Overview (420-08-94) [ERP]D QAP/P] 9/14/94> 2 of 7 not current		X	C	X	C	X	C	X	C	X	C	X	C	9/9	
203D	GET Subcontractor (incl. Fire Protection & Gen'l Radiation) (#019-235-04) [DOE 5480 20, TUM] 9/14/94> 5 of 7 not current		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
203E	RCRA [CDH Haz Waste Regs, RCRA Permit Appl., Rev 1, 1-10000-HWR, §2] RCRA Haz Waste CBT (#023-435-01 or #023-440-01) 9/14/94> 1 of 7 not current		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
203F	OJT/Checklist (RF Form 47174) 9/14/94> 7 of 7 not current		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
F.1	Sample Management (428-08-94) 9/14/94> 7 of 7 not current		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
203G	Rad Worker Level II (023-482-01) [DOE 5480 11, HSP 5.01, DOE Radiological Control Manual (eff. 1/1/1994)] 3 of 7 not current		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
203H	WASTE GENERATOR TRAINING [NVO-325, WP-1027, HWRM, 40 CFR] See item 20.02C.2 >>>> [M R Wood is designated generator pending completion of subcontractor training]		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
H.1	Waste Generator Classroom (#067 576-01)		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
H.2	Waste Generator Qual (#067-577-01)		X	C	X	C	X	C	X	C	X	C	X	C	10/19	
H.3	Waste Determination & WSRIC (#125-574-01)		X	C	X	C	X	C	X	C	X	C	X	C	10/19	

ERP]D RR Checklist 94/026 - Revision 0
 Shaded areas indicate closed items
 Items remaining open at authorization will be placed into ERM CTS

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ENVIRONMENTAL RESTORATION PROGRAMS DIVISION READINESS REVIEW CHECKLIST 94/026

OU 5, Addendum (Tech Memo 15, FSP) to Phase I RFI/RI - Projected Start: August 29, 1994

C. A. Bicher, Responsible Manager

ITEM NO	REQUIREMENT / ITEM DESCRIPTION [Source of Requirement]	COMMENTS / >REQUIRED CLOSURE DOCUMENTATION<	P R E	C L S E	O P E N	P O S S I B L E	C O N T R O L L E D	RR TASK SUPPORT	DATE DUE	DATE VERI
H3	>>>>FO 23 and FO 29 CBT (#431-08-94)		X	C	X	O			10/19	
H4	>>>>Drum School		X	C	X	O		T Lockhart	10/19	
2.03I	Of Awareness Employee Training (gen.) (#023-434-02) [49 CFR 172.704]		X	C	X	O			10/19	8/11
2.03J	Respirator Indoc and Fit (056-284-01)	9/14/94> 2 of 7 not current	X	C	X	O			10/19	
2.03K	Buffer Zone Indocination (BZ1-04) [HSP 20.01]	9/14/94> 5 of 7 not current	X	C	X	O			10/19	
2.03L	Hazard Communication (CBT) (#019-750-01) [OSHA 29 CFR 1910.66, DOE 5480.10, HSP 9.07]	9/14/94> 3 of 7 not current	X	C	X	O			10/19	
3.07	Any CHANGES or REVISIONS to applicable OPs have been identified and DMRs have been prepared and approved in accordance with ERP/D 3-21000-ADM-05 07.	EQS must verify that required OPs DMRs are identified. (Asst identified, list DMRs here for clarity of status).						FRANCHUCK		
3.07A	>>>>Approved	DMR to 5-21000-OPS-FO 14, Rev. 2, Field Data Management	C	C				BROWN	9/31	N/A
3.07B	>>>>Controlled		C	C				BROWN	9/31	N/A
B2	EOM Field Operations has a schedule of the proposed operations as they impact EOM support resources (i.e., decom, drum storage, etc.)	The RR Coordinator will confirm that this information has been received by the EOM MDF Manager and IDM Manager.	X	C				Schriechers Myrick		9/31
B.3	Subcontractor space requests	ASI will use already assigned space.	X	C				BROWN		7/19
20.02C	LAND USE REQUEST (LUR)	Intrusive activities may NOT commence until these items are completed and approved. Final authorization shall be from the RR Coordinator	X	C				Harston		9/9
C.1	>>>>Soil Disturbance Approval		X	C				LaBorde	9/7	9/12
C.2	(Preliminary) Hazardous Waste Determination		X	C				LaBorde	9/7	9/21
20.02D	See also item 2.03H EOM Plan-of-Day Meeting	The RR Coordinator will verify that the activity is on the EOM	X	C				Harston		8/29
20.02E	Pre-Evolution Briefing(s) [1-31000-COOP-011] to include, when applicable	>Project Manager provide copy of the agenda, with signed attendance roster, to RR Coordinator immediately upon conclusion<	X	C				BROWN		8/29
E1	Site-Specific Safety Briefing(s)	9/14/94> 6 of 7 not verified	X	C				BICHER	10/19	
G3	>>>>Qualified HSS approved and identified	>Verification from Rad Engr. that this requirement has been met<	X	C				WOOD	10/19	
20.03	A site specific H&S Plan is prepared and approved [ER Site Health & Safety Program Plan, Chptr 6]		X	C				J ANDERSON		8/31
20.03A	>>>>Approved	>Approval page<						K ANDERSON		
20.03B	>>>>Controlled [ERP/D/GAPD §4.0]	>Controlled distribution transmittal cover<	X	C				BICHER		8/30
20.03C			X	C				WOOD		
20.03D			X	C				BICHER		9/30

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ENVIRONMENTAL RESTORATION PROGRAMS DIVISION READINESS REVIEW CHECKLIST 94/026
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C. A. Bicher, Responsible Manager

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ext	RR TEAM MEMBERS																												
6974	J L Anderson, Rad Engr	/s/ Jerry L. Anderson	8/9/94																										
6979	K D Anderson, H&S	/s/ Jerry L. Anderson for K. D. Anderson	8/11/94																										
8631	K. A. Anhold, T&Q	/s/ K. R. Anhold	8/11/94																										
9100	C. A. Bicher, Responsible Manager	/s/ R. M. Cygnarowicz for C. A. Bicher	8/11/94																										
8745	D. S. Brown, RR Coordinator	/s/ D. S. Brown	8/11/94																										
6998	M. G. Franchuck, OU 5 QS	/s/ M. G. Franchuck	8/11/94																										
8784	M. R. Wood, OU 5 Support	/s/ M. Wood	8/11/94																										
Team Member signatures above signify CONCURRENCE with Checklist scope/content and completion of training in 3-21000-ADM-18 03																													
RR BOARD MEMBERS																													
8517	M. C. Broussard, EOM-Chair	/s/ M. C. Broussard	8/11/94																										
8753	K. Bentzen, DM&RS	/s/ K. Bentzen	8/16/94																										
8522	W. S. Busby, OU 2 Closure Manager	/s/ P. J. Laurin for W. S. Busby	8/16/94																										
8679	N. M. Hutchins, Strategic Planning / Peer Review	signature not available, 8/15/94																											
Board Member signatures above signify APPROVAL of Checklist scope and content and completion of training in 3-21000-ADM-18 03																													
Other Identified RR resource personnel>>>																													

ERP RR Checklist 94/026 - Revision 0
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ERPD ACTIVITY AUTHORIZATION FORM ORIGINAL

ACTIVITY TITLE **RR 94/026**
OU 5, ADDENDUM (TECH MEMO 15) TO PHASE 1 RFI/RI

Having undergone a Readiness Review designed to verify compliance with ERPD Health and Safety, Training, Quality Assurance, Environmental, and Facility Operations requirements and regulations, management and field personnel for the activities under Technical Memorandum 15 to the OU 5 Phase 1 RFI/RI are authorized to commence operations as described in the reviewed and approved project control documents

This authorization is expressly contingent upon the closure, prior to commencement of actual operations, of all items designated as "Prestart" on the Readiness Review Checklist 94/026, dated 9/1/94

APPROVAL:

A L Pinner - for S G S
S G Stuger, Director
Environmental Restoration Programs Division

8/23/94
Date

AUTHORIZATION:

M C Broussard
M C Broussard, Manager, Environmental Operations

8/24/94
Date

CONCURRENCE:

By my signature below, I

- (1) Concur with the sufficiency and accuracy of the Readiness Review conducted,
- (2) Acknowledge any conditions of this authorization as stated in the cover letter to this AAF and RR Checklist, and,
- (3) Accept responsibility for closure of any Post-Startup Open Items as stated in the referenced RR Checklist.

C A Bicher
C A Bicher, Responsible Manager, OU 5

9/1/94
Date

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