

**BUILDING 440
TRAINING IMPLEMENTATION MATRIX**

This is a
CONTROLLED DOCUMENT (6)
ROCKY FLAHS PLAN I
ENVIRONMENTAL MANAGEMENT DEPARTMENT

REVISION #0

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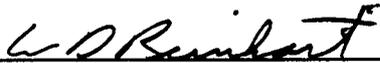
ROCKY MOUNTAIN REMEDIATION SERVICES (RMRS)

MISSION:

Baseline Mission (Category 2 Nuclear Facility)

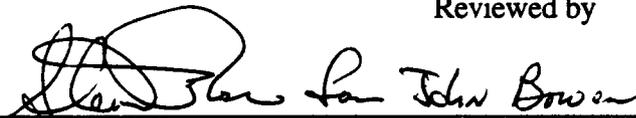
- a. **Prevent a release of radioactive or hazardous material into the environment.**
- b. **Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment.**
- c. **Handle, store, and ship low level waste and transuranic waste.**

Prepared by


Compliance Training Manager

8-29-97
Date

Reviewed by


440 Facility Manager

9-2-97
Date

Approved by


Vice President, Operations

9-4-97
Date

**NOTE: These concurrences and approval pertain to RMRS documents
RF/RMRS-97-065 & -066.**

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Appendix 2

**QUALIFICATION/CERTIFICATION REQUIREMENTS MATRIX FOR
NUCLEAR FACILITIES AT
ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE**
(Includes Qualified Positions Required)

Building 440 (Category 2 Nuclear Facility)

- 1 Baseline Mission (per Basis for Operation, Rev 0, 12/96)
- a Prevent a release of radioactive or hazardous material into the environment
 - b Maintain compliance with laws and regulations pertaining to nuclear facility management, safety, health, and environment
 - c Handle, store, and ship low level waste and transuranic waste
- 2 Staffing Requirements

KEY Q = Qualified Position, QD = Qualification Document

- a Managers
 - Facility Manager Q
 - Deputy Facility Manager Q
- b Supervision
 - Building Manager Q, QD
 - Foreman Q
- c Operators (N/A)¹
- d Technicians/Maintenance
 - Waste Technologist Q
 - Waste Inspector Q
 - Radiological Control Technician (SSOC) Q²
 - Maintenance Technologists Q^{2,3}

¹ There are no "Operators" as defined in DOE Order 5480 20A as there are no engineered safety systems nor handling of fissionable or radioactive materials at Building 440

² Facility Manager reviews the List of Qualified Individuals (LOQI) to maintain the qualification status of non-RMRS Technician/Maintenance personnel in Building 440

³ Both RMRS and other K-H Team companies provide Maintenance Technologists Note 2 applies when other K-H Team personnel perform maintenance tasks

Appendix 2

**QUALIFICATION/CERTIFICATION REQUIREMENTS MATRIX FOR
NUCLEAR FACILITIES AT
ROCKY FLATS ENVIRONMENTAL TECHNOLOGY SITE**
(Includes Qualified Positions Required)

Building 440 (Category 2 Nuclear Facility)

3 Building Drill Requirements

Fire Department Drill	Annual
Emergency/Spill Drill Progression	Annual ⁴

4 Continuing Training Goals

(See Section 6 of the Building 440 Training Implementation Plan)

5 Proficiency Requirements (N/A)

There are no certified personnel positions supporting operations at Building 440

6 Certification and Qualification Authority

Certification Authority (N/A)

There are no certified personnel positions supporting operations at Building 440

Qualification Authority

Building 440 Facility Manager
Building 440 Deputy Facility Manager
Building 440 Building Manager
Solid Waste Operations Manager

⁴ RMRS Operations Division implements Site Emergency Plan drill requirements through a series of fire, evacuation, accountability, spill response and injury drill requirements, with a frequency no longer than annually for each facility's program

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ORDER REQUIREMENTS	REQ MET YES/NO	EXCEPTION TAKEN TO REQ YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
GENERIC REQUIREMENTS (New requirements indicated with a *)					
CONTRACTOR REQUIREMENTS DOCUMENT					
*6 Perform periodic systematic evaluations, using DOE-STD-1070-94 for training and qualification programs	Yes	No	Training Users Manual (TUM), Training and Qualification Program, 96 RF/T&Q-0005 Section 1 Kaiser-Hill (K-H) periodically conducts systematic evaluations of training programs DOE-STD-1070-94 is used as a reference in the TUM section concerning program evaluations The RMRS Training Group (RT) provides for the company level training and qualification (T&Q) program direction and evaluation, and assists facility management in the implementation and compliance to the T&Q program requirements within RMRS nuclear facilities		
CHAPTER I GENERAL REQUIREMENTS					
2. TRAINING ORGANIZATION					
One or more organizations are established to be responsible for the training of operating organization personnel	Yes	No	The Qualification Authorities to sign Qualification Documents (QD) are the Building 440 Building Manager, Facility Manager, and Deputy Facility Manager and responsible line manager, as designated in the Building 440 Training Implementation Plan (TIP) The RT tracks and schedules the related T&Q activities, and is responsible for the overall T&Q program effectiveness		
*This organization(s) is held accountable for providing facility line management with the support necessary to ensure that personnel in the operating organization are qualified to safely and effectively meet job requirements	Yes	No	The RT Group answers to senior management on the adequacy of line management T&Q support Building 440 management is responsible for the T&Q program at the facility and provides for sufficient funding to execute the required T&Q activities Facility management, aided by the RT, implements the Building 440 TIP, which enhances the operating organization safety and effectiveness by providing for proper T&Q of personnel in accordance with the Order		
The responsibilities, qualifications, and authority of training organization personnel (including subcontractors) are documented, and managerial responsibilities and authority	Yes	No	The RMRS Training Manual (RTM) identifies the sitewide programmatic approach to personnel training and qualification including requirements for qualifying instructors RTM, Section III details the training organization responsibilities and presents		

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clearly defined			qualification requirements for instructors The TUM discusses training oversight and the interaction of various training departments at the site		
3. SUBCONTRACTOR PERSONNEL QUALIFICATION					
Subcontractor personnel meet the qualification requirements for the job function to be performed	Yes	No	The Qualification Program Tracking (QPT) system is used to verify and maintain compliance with the Building 440 TIP RMRS subcontractor personnel are treated as RMRS employees with respect to performance of Job and Task Analysis (JTA), tracking, and maintaining T&Q status		
The operating organization ensures that subcontractor and temporary personnel who perform specialized activities such as radiation protection, maintenance, in-service inspection, radiography, and welding are qualified to perform their assigned tasks by properly documenting one of the following	Yes	No	Section II of the TIP states that subcontractor personnel will meet the requirements of the TIP based on their job description, where applicable The QPT system is used to verify and maintain compliance with the Building 440 TIP Also, the RTM addresses subcontractor qualification in Section IV		
a The satisfactory result of an audit of subcontractor records which relate to qualification of the subcontractor personnel being considered for assignment by the operating organization, or	Yes	No	Same as 3		
b Previous verification (within 2 years) of the ability of the subcontractor employee to perform assigned tasks safely and efficiently, or	Yes	No	Same as 3		
c Successful completion by the subcontractor employee of those segments of the operating organization's qualification program which are considered pertinent to the accomplishment of the task to be performed	Yes	No	Same as 3		

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Subcontractor personnel who do not meet the requirements, for work activities on engineered safety features identified in the BFO are supervised by a person who meets the qualification criteria established by the operating organization for conduct of such activities	N/A		The Building 440 BFO does not identify engineered safety features (ESFs) that would require compliance with this provision. The absence of ESFs in Building 440 affects the designation of functional levels for operating organization personnel, both for RMRS personnel and subcontractors.		
4. PERSONNEL SELECTION					
a A process for selecting and assigning personnel into the operating organization is established	Yes	No	Kaiser-Hill Team Salary Administration Program, the TIP, and the QPT		
b DOE approval is required on a case-by-case basis for individuals who do not meet experience requirements for a position but are assigned to the position based on a determination that the overall operating organization is balanced and strong	Yes	No	The RTM Section IV F		
5. QUALIFICATION PROCESS					
a Qualification requirements for personnel in each functional level are defined based on the criteria in 5480.20A	Yes	No	The RTM, Section IV, the TIP, and the QPT. The Radiation Control Technician (RCT) qualification requirements are covered in Site Radiation Control Manual and HSP-5.06		
c Technician and maintenance personnel qualification includes demonstrated performance capabilities (performance demonstrations) to ascertain their ability to adequately perform assigned tasks	Yes	No	The RTM, Section IV states that qualification programs for technician and maintenance personnel shall include demonstration of performance capabilities. The TIP implements this for Waste Technologists and Waste Inspectors. Responsible management of RMRS maintenance support organization is responsible for developing and administering the RMRS Maintenance Technologists' training program. The DynCorp of Colorado (DCI) and Safe Sites of Colorado (SSOC) training programs apply for other technician and maintenance personnel who support the Building 440 operation.		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480 20A

RF/RMRS-97-066

Rev # 0 Date 8/28/97

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Participation in continuing training programs is required to maintain and improve their abilities to continue to function safely in the operating organization	Yes	No	RTM, Section IV G and the TIP, Section VI		
*d The successful completion of the requalification program and formal requalification of operators and supervisors is indicated by signature	N/A		The Building 440 operating organization does not include personnel at the Operator functional level 1		
(THE REMAINDER OF THE REQUIREMENTS OF THIS SECTION (examination requirements) ARE REPEATED ELSEWHERE IN THE ORDER AND NOT REFERENCED HERE)					
e Qualification may be granted only after assuring that all requirements (including training and examinations as required) and other specified requirements (e.g., medical examination) have been satisfactorily completed	Yes	No	The TUM, RTM, TIP, and QPT		
f Qualification of operators and their immediate supervisors is valid for a period not to exceed two years unless revoked for cause (e.g., medical disqualification, performance deficiencies)	N/A		Same as 5d		
6. CERTIFICATION PROCESS					
a Certification is governed by written procedures which include requirements for documented assessment of a person's qualifications through examinations and operational evaluations	N/A		No positions at Building 440 require certification because the nature of the planned activities and nuclear material safety limits preclude criticality occurrence potential and ensure that significant quantities of fissionable materials are not handled, stored, or processed in this facility (Building 440 BFO Table 4-2 POC1)		
b Certification may be granted only after assuring that all qualification requirements (including written and oral	N/A		Same as 6a		

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examinations and operational evaluations) and other specified requirements (e.g., medical examinations) have been satisfactorily completed, and management has assured that the person is capable of safely performing all functions of the position					
Certification is verified by a person or group other than the person or group that provided the training or the candidate's immediate supervisor	N/A		Same as 6a		
Certification is valid for a period not to exceed two years	N/A		Same as 6a		
c Certification is required of positions equivalent to positions listed in 5480 20A 16c	N/A		Same as 6a		
All other operator or immediate supervisor positions to be certified are identified in the Training Implementation Matrix	N/A		Same as 6a		
7. TRAINING					
*Training to support qualification and certification programs is based on a systematic approach to training	Yes	No	The RTM and TIP		
*A graded approach is used to establish the systematic approach to training for operations personnel, maintenance personnel, technicians, and the technical staff	Yes	No	The RMRS TIM Narrative provides the graded approach rationale for classification of waste handlers in either the Technician or Operator functional level The RTM, Section IV H describes the development of training and qualification requirements using a graded approach		
a GENERAL					
Training programs consist of a combination of classroom-type and on-the-job training	Yes	No	The RTM and the TIP		

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including simulator and laboratory training as applicable					
(1)(a) Personnel who are appointed to positions in the operating organization subsequent to approval of the Training Implementation Matrix required by DOE 5480 20 of 2-20-91 meet the education and experience requirements of DOE 5480 20A	Yes	No	Kaiser-Hill HR Manual and Rocky Flats TIM approved September 1992		
(1)(b) Personnel who are appointed to positions in the operating organization prior to the approval of the TIM are required to participate in job-specific training and qualification/certification programs and subsequent continuing training programs	Yes	No	The TIM, the TIP, and the QPT All personnel are required to receive the job specific training in accordance with these documents		
(3) Qualification and certification programs are reviewed by facility management and kept up to date to reflect changes to the BFO, procedures, regulations, and applicable industry operating experience	Yes	No	The TIP, Section VI		
Team training is incorporated into the training program if job functions require team solutions and activities	N/A		Team training is not necessary for the routine waste handling and movement tasks performed in Building 440, and personnel are qualified individually		
b Training Process					
*A systematic approach to training is used to establish initial and continuing training programs to ensure operating organization personnel are qualified to perform job requirements	Yes	No	The RTM, and TIP and JTAs for Building 440 The JTAs for Building 440 positions are task-specific, which produces the necessary training methodology and frequency for performance of job-specific duties These requirements are then incorporated into the TIP as initial and continuing training and qualification programs for each position		

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<p>c Initial Training</p> <p>Initial training programs are established for operating organization personnel at operable nuclear facilities to develop or enhance their knowledge and skills to perform job assignments</p> <p>Examinations (written, oral, operational evaluations, performance demonstrations) on material included in the training programs are administered and documented as appropriate</p> <p>Operational use of trainees is in accordance with (IAW) 5480 20A I 7 c</p>	Yes	No	The TUM and the TIP		
<p>d Continuing Training</p>					
<p>Continuing training programs are established for operating organization personnel who perform functions associated with engineered safety features as identified in the facility BFO</p>	N/A		The Building 440 BFO does not identify any "engineered safety features" Consequently, there are no "operating organization personnel who perform functions associated with engineered safety features " as noted in DOE Order 5480 20A Section 7 d		
<p>(1) Continuing training is structured commensurate with specific position needs</p>	N/A		Same as 7d		
<p>Continuing training is administered on a cycle not to exceed two years</p>	N/A		Same as 7d		
<p>Continuing training includes, at a minimum, training in significant facility system and component changes, applicable procedure changes, applicable industry operating experience, selected fundamentals with emphasis on seldom used knowledge and skills necessary to assure safety, and other training as</p>	N/A		Same as 7d		

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needed to correct identified performance problems					
(2) Periodic examinations (written, oral, operational evaluations, performance demonstrations, as applicable to the position) are administered and documented throughout the cycle on material included in the operator (operators and their immediate supervisors) training programs	N/A		Same as 7d		
(3) Continuing training programs for certified operators include preplanned classroom-type training, on-the-job training, and operational evaluations on a regular and continuing basis	N/A		Same as 6a		
Continuing training programs for certified operations personnel includes, at a minimum, the following training items as related to job performance					
(a) Training and examination covering abnormal facility procedures and emergencies at least annually for certified operators and certified supervisors,	N/A		Same as 6a		
(b) Training drills conducted in the facility or on a simulator to enable personnel and operating teams to maintain their ability to respond to abnormal and accident situations	N/A		Same as 6a		
Training drills conducted in the facility do not lead to or have the potential for safety concerns	N/A		Same as 6a		
(c) Instruction in the use of facility systems to control or mitigate accidents, including both classroom and training conducted in the facility	N/A		Same as 6a		

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(d) Training on the subjects indicated in 5480 20A 17 d (4) (d) 1 through 8 as applicable to the position, whenever examinations and experience (Industry and nuclear facility specific) or evidence indicates a need for emphasis	N/A		Same as 6a		
c General Employee Training (GET)					
A GET program is in place and all persons are trained in the subjects specified in 5480 20A 17 e (1) commensurate with their job duties	Yes	No	TUM 1-S52-T&Q-TR-004		
(2) Visitors, contracted personnel and temporary personnel are under continuous escort while at the facility unless they have been trained in appropriate areas from the subjects specified above to the extent necessary to ensure safe execution of their duties	Yes	No	TUM 1-S52-T&Q-TR-004		
(3) A written examination covering the areas specified in 5480 20A 17 e (3) is required for all personnel except short-term visitors	Yes	No	TUM 1-S52-T&Q-TR-004		
Persons who do not pass this examination are not permitted access without a continuous escort	Yes	No	TUM 1-S52-T&Q-TR-004		
(4) Changes in GET areas identified in 17e(1) of the Order are included in continuing training programs for all facility personnel	Yes	No	TUM 1-S52-T&Q-TR-004		
f Probabilistic Risk Assessment (PRA) Training					
For those facilities for which a PRA has been performed, PRA results are included in initial and continuing training programs for	N/A		A PRA has not been performed nor is one planned for Building 440, therefore, this requirement is N/A		

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operations and technical support personnel IAW 5480 20A I 7 f					
g Technician and Maintenance Personnel Training					
(1) Personnel in this category are qualified to perform tasks associated with their job specialty, or are directly supervised	Yes	No	RCT training is covered in Site Radiation Control Manual, and is the responsibility of SSOC RMRS waste handling Technicians achieve qualification for the routine waste handling and movement tasks they perform through the core and job-specific training and task-related briefings and readings listed in the TIP appendices Job-specific training and qualification of Maintenance Technologists from the RMRS maintenance organization and DCI are the responsibility of management for their support organizations		
(2) Training is provided on engineered safety features identified in the facility BFO and includes the systems (as applicable) and elements specified in 5480 20A I 7 g (2)	N/A		Same as 7d		
(3) Training program content for radiological control technicians (RCT) is in accordance with the requirements contained in 10 CFR 835, Occupational Radiation Protection, and DOE/EH-0256T, DOE Radiological Control Manual	Yes	No	Site Radiation Control Manual and HSP-5 06		
RCT training program elements (i.e., selection, training process, continuing training, qualification) are in accordance with the requirements of this Order	Yes	No	Site Radiation Control Manual and HSP-5 06		
h Technical Staff Training					
(1) A list of specific technical support personnel positions that have a direct impact on employee, facility, or public safety is developed	N/A		Building 440 has no Technical Support personnel The Building 440 waste handling Technicians perform nuclear material limits surveillances for which they and their supervision are qualified as listed on TIP Appendix 2		

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(2) A training program is established for entry-level technical support personnel	N/A		Same as 7h (1)		
Subject areas (as appropriate to the position) specified in 5480 20A 17 h (2) are included in the training program	N/A		Same as 7h (1)		
1 Management and Supervisory Training					
The topics listed in paragraph 17 h (2) are included as appropriate	Yes	No	The TIP and JTAs The topics given in the DOE Order were evaluated for applicability to both the manager and supervision positions The listing of briefings in Appendix 2 of the TIP and content of the Building Manager QD indicate the topics found to be applicable		
Training programs for managers and first line supervisors are established and contain the topics listed in 5480 2017 (1)&(2) as appropriate	No	No	Management and supervision personnel formerly participated in the Rocky Flats Manager/Supervisor Academy as documented through Site training records An assessment of the scope and responsibilities of all RMRS management and supervision positions is in progress Following that assessment and any indicated re-alignments, appropriate training topics from the Order will be evaluated for the position scopes and responsibilities and the manager/supervisor training program will be revised accordingly	RMRS Line Mgmt & RT	11/30/97
8. OPERATOR AND SUPERVISOR EXAMINATIONS					
Comprehensive written and oral examinations and operational evaluations are prepared and administered for initial certification of certified operators and supervisors	N/A		Same as 6a		
Comprehensive written examinations and individual performance demonstrations are prepared and administered for the initial qualification of other operators and supervisors	N/A		Same as 7d		
Separate oral examinations and operational evaluations are administered to Category A	N/A		Same as 6a		

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personnel (they may be combined for Category B and non-reactor nuclear facilities)					
These examinations contain a representative sampling of the knowledge and skills identified in and derived from the learning objectives resulting from the systematic analysis of the position, and from information in the BFO, system description manuals and operating procedures, lessons learned from Occurrence Reports, and other applicable sources	N/A		Same as 7d		
a Written procedures which address examination/evaluation development, approval, security, and administration are in place to administer examinations and operational evaluations	N/A		Same as 6a and 7d		
Written procedures are in place to establish and maintain examination question banks	N/A		Same as 6a and 7d		
b The oral examination content is tailored to evaluate the candidate's operational knowledge (initial/continuing training program subjects) and organizational awareness to determine how the individual will function in an operating environment	N/A		Same as 6a		
9. OPERATOR AND SUPERVISOR REEXAMINATIONS					
Reexaminations for certified and qualified operators and supervisors include subjects in which the person is expected to be knowledgeable and emphasize those subjects covered by the continuing training program	N/A		Same as 6a and 7d		

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Comprehensive biennial examinations or periodic examinations throughout the continuing training cycle are administered	N/A		Same as 6a and 7d		
Written examinations and performance demonstrations are administered to requalify operators and supervisors	N/A		Same as 7d		
Written and oral examinations and operational evaluations are administered to recertify operators and supervisors	N/A		Same as 6a		
Separate biennial oral examinations and operational evaluations are administered to Category A personnel (they may be combined for Category B and non-reactor nuclear facilities)	N/A		Same as 6a		
10. REQUALIFICATION					
Operators and their supervisors are not allowed to continue to function in qualified or certified positions if they have not completed all of the requalification or recertification program elements (continuing training and associated examinations) within the two year continuing training cycle	N/A		Same as 7d		
If a qualified or certified operator or supervisor fails a requalification or recertification examination, or shows serious job performance deficiencies which indicate that he or she may perform in an unsafe manner, the individual is removed from activities requiring qualification or certification	N/A		Same as 7d		
a Qualification or certification is regained only after completing remedial training	N/A		Same as 7d		

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designed to correct the deficiency(s) and satisfactory completion of a reexamination					
(1) Recertification includes a review of individual operating performance during the past certification period by either line management, by a committee, or by a person designated by management and a current medical examination	N/A		Same as 6a		
b When a certified operator or supervisor has been absent from certification duties for greater than 3 months, but less than 12 months, selected retraining (including written and oral examinations and operational evaluations) is provided as deemed necessary prior to reassignment to certification duties	N/A		Same as 6a		
If the absence is greater than 12 months, comprehensive written and oral examinations and operational evaluations (as required of initial candidates) are given to determine weak areas	N/A		Same as 6a		
Retraining and reexamination are required in areas of weakness	N/A		Same as 6a		
11. EXCEPTIONS TO TRAINING					
In all cases, the requisite examinations (as described in 18) to establish qualification are completed	Yes	No	TUM 1-S49-T&Q-EX001		
a Written procedures and criteria are in place for taking and documenting exceptions to the initial training program requirements of 5480 20A	Yes	No	TUM 1-S49-T&Q-EX001		

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The name of the person, the specific subject for which the exception is requested, and the justification are included as part of the documentation for each exception	Yes	No	TUM 1-S49-T&Q-EX001		
The operating organization ensures that sufficient facility-specific instruction is provided to enable the candidate to perform job requirements	Yes	No	TUM 1-S49-T&Q-EX001		
Exception procedures are submitted to and approved by the DOE Operations Office Manager	Yes	No	TUM 1-S49-T&Q-EX001		
Individual exceptions are approved by contractor management after approval of the exception procedure by the Operations Office Manager	Yes	No	TUM 1-S49-T&Q-EX001		
If challenge examinations are administered, they are sufficiently comprehensive to adequately test the learning objective(s) that are stated in the training program	Yes	No	TUM 1-S49-T&Q-EX001		
12. EXTENSIONS					
Written procedures which include the elements contained in 5480 20A I 12 a (1) through (3) are in place to control extensions of qualification and certification	Yes	No	RTM Section IV J addresses extension of qualification, no positions in Building 440 require certification		
Extension of certification is approved by the Operations Office Manager	N/A		Same as 6a		
Extension of qualification is approved by contractor management	Yes	No	RTM Section IV J		

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13. ALTERNATIVES TO EDUCATION AND EXPERIENCE					
a Alternatives to the education requirements specified are considered on a case-by-case basis and approved and documented by the operating organization	Yes	No	K-H Manual HSP-5 06, RTM, Section IV F, K-H Team Salary Administration Program, CBA and job position descriptions		
A system or written procedure is in place for determining alternatives to educational requirements using the guidelines provided in 5480 20A	Yes	No	Same as 13a		
(4) Related experience may substitute for education at the rate of six semester credit hours for each year of experience up to a maximum of 60 credit hours	Yes	No	K-H Team Salary Administration Program		
b A system or written procedure is in place for determining alternatives to experience requirements using the guidelines provided in 5480 20A	Yes	No	Same as 13a		
(1) Formal education is not allowed to substitute for more than 50 percent of the experience requirement unless otherwise stated in 5480 20 requirements	Yes	No	Same as 13a		
(2) Job-related training in the position sought may qualify as equivalent to nuclear experience on a one-for-one basis for up to a maximum of two years	Yes	No	Same as 13a		
15. RECORDS					
Written procedures are in place that specify requirements for the maintenance of training, qualification, and certification records for operating organization personnel	Yes	No	TUM 96 RFT&Q-0005		

APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480 20A

RF/RMRS-97-066

Rev # 0 Date 8/28/97

ORDER REQUIREMENTS	REQ MET YES/NO	EXCEPTION TAKEN TO REQ YES/NO	COMPLIANCE REFERENCE, CORRECTIVE ACTION, OR JUSTIFICATION	ACTION TO BE TAKEN BY GROUP/ PERSON	COMPLETION %/DATE
a Qualification and certification of personnel is documented in an easily auditable format	Yes	No	TUM 96 RF/T&Q-0005		
Individual qualification and certification records include all items specified in 5480 20A I 15 a (1) through (7)	Yes	No	TUM 96 RF/T&Q-0005		
b A historical record that documents initial qualification or certification, and applicable information from a above, that verifies the most recent qualification or certification is retained in individual records	Yes	No	TUM 96 RF/T&Q-0005 1 1		

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CHAPTER IV NON-REACTOR NUCLEAR FACILITY PERSONNEL

2. ENTRY LEVEL

a MANAGERS

Meets the following prior to assuming the position

(1) Has a BS in engineering or related science	Yes	No	K-H Team Salary Administration Program and TIP		
(2) Experience, 4 years nuclear (3)(a) A degree may fulfill 3 years (job related education or experience may substitute for a degree)	Yes	No	Same as 2a(1)		
(3)(b) Establish facility-specific training based upon comparison of persons background and abilities with position requirements	Yes	No	Same as 2a(1)		
(c) The Training Manager has a Baccalaureate which includes courses in education and technical subjects	Yes	No	Same as 2a(1)		

b SUPERVISORS

Meets the following prior to assuming the position

(1) Has a High School Diploma	Yes	No	K-H Team Salary Administration Program, CBA, Job Position Descriptions and TIP		
(2)(3) Experience, 3 years nuclear of which full-time academic training may fulfill 2 years	Yes	No	Same as 2b(1)		

c OPERATORS

(1) Has a High School Diploma	N/A		See 16a and 17d		
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d TECHNICIANS					
(1) Experience, 1 year job related	Yes	No	K-H CBA, Job Position Descriptions and TIP		
e MAINTENANCE PERSONNEL					
(1) Experience, 1 year maintenance related	Yes	No	Same as 2d(1)		
f TECHNICAL SUPPORT PERSONNEL					
(1) Baccalaureate in engineering or related science	N/A		See 1 7h(1)		
(2) Experience 2 years Job related and 1 year Nuclear	N/A		See 1 7h(1)		
g TRAINING ORGANIZATION PERSONNEL					
(1) Training Coordinators					
(a) High School Diploma	Yes	No	Same as 2a(1)		
(b) 2 years nuclear and 6 months on site	Yes	No	Same as 2a(1)		
(2) Training Instructors					
(a) High School Diploma	Yes	No	Same as 2b(1)		
(b) Experience Consistent with the material being presented	Yes	No	Same as 2b(1)		
(c) Special Requirements					
Instructors responsible for instruction on subjects such as Technical Safety Requirements have received training on facility operating characteristics and principles, and operating limits and their bases	Yes	No	TUM 96-RFT&Q-0005 and RTM, Section III B		

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Instructors have demonstrated knowledge of instructional techniques through training or experience and are qualified by the Training Manager (or equivalent) for the material being presented	Yes	No	RTM, Section III B		
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3. MEDICAL EXAMINATIONS

The physical demands imposed upon personnel for both routine and emergency functions are determined	Yes	No	HSP 4 09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
An initial medical examination is administered to candidates	Yes	No	HSP 4 09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		
Certified operators, fissionable material handlers, and certified supervisors are reexamined at least every two years	N/A		Same as I 6a		
Certified operators, fissionable material handlers, and certified supervisors are medically cleared prior to returning to work following any sickness or injury which keeps the person from performing duties for a period exceeding one month	N/A		Same as I 6a		
Medical examination requirements for other operating organization personnel are established by contractor procedures	Yes	No	HSP 4 09, OHDP&PM-0406, Section Medical Surveillance & M-0010-2 Comprehensive Medical Examination Criteria		

4. SPECIFIC TRAINING

The depth and scope of training and qualification programs are commensurate with the hazard level and complexity of the operations	Yes	No	RTM and TIP The low hazard level of operations in Building 440 is directly factored in to the T&Q program for waste handling Process Specialists Building 440 is a Category 2 nuclear facility principally due to the total quantity of radioactive material stored		
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APPENDIX 3 - BUILDING 440 COMPLIANCE MATRIX FOR DOE ORDER 5480 20A

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a OPERATORS					
Training is sufficiently comprehensive to cover areas which are fundamental to the job duties	N/A		in the building, rather than relating to hazards associated with the operation of the building for only packaged and drummed waste storage		
(1) A core of subjects such as industrial safety, instrumentation and control, basic physics, chemistry, industry operating experience, and major facility systems as applicable to the position and the facility is established	N/A		Same as I7d		
(2) Training programs include on-the-job and classroom-type training on the topics identified in IV 4 a (2)	N/A		Same as I7d		
b FISSIONABLE MATERIAL HANDLERS					
Training includes the same categories specified for Operators, and additional categories listed in IV 4 b to the extent applicable to the position	N/A		Same as I7d		
c SUPERVISORS					
Training includes the categories and on-the-job training specified for Operators and Fissionable Material Handlers to the extent to which they apply, and is of increased depth to reflect the added responsibility of the supervisor position	N/A		Same as I7d Although not required per this Order requirement, supervision personnel for the waste handling Technicians receive an increased depth of training by virtue of the supervisor-level core classes they attend, per TIP, Appendix 1		
d CERTIFIED OPERATOR WRITTEN EXAMINATION CONTENTS					
The examination includes a representative sampling from the items listed in IV 4 d, in addition to the items listed in paragraph 4a, as appropriate to the position and to the facility	N/A		Same as I6a		

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e CERTIFIED SUPERVISOR WRITTEN EXAMINATION CONTENTS					
The examination includes a representative sampling from the items listed in IV 4 e, in addition to the items listed in paragraph IV 4 d, as appropriate to the position and to the facility	N/A		Same as I 6a		
f OPERATIONAL EVALUATIONS					
The operational evaluations administered to certified operator, fissionable material handler, and certified supervisor candidates are generally similar in scope	N/A		Same as I 6a		
The evaluation contains questions and operational exercises and includes a facility walkthrough, and may include system and/or component operation	N/A		Same as I 6a		
Operational evaluations, to the extent applicable to the facility, require the candidate to demonstrate an understanding of, and the ability to perform the actions necessary to accomplish a representative sampling from the items listed in IV 4 f (1)-(12)	N/A		Same as I 6a		
*g CONTROL MANIPULATIONS					
*A list of control manipulations that is based on an analysis of the job is established	N/A		Same as I 6a		
*Certified operator, fissionable material handler, and certified supervisor candidates perform control manipulations for initial certification and	N/A		Same as I 6a		
*On a biennial basis as part of the continuing training program after certification is achieved	N/A		Same as I 6a		

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5. OPERATOR, FISSIONABLE MATERIAL HANDLER, AND SUPERVISOR PROFICIENCY					
Certified operators, fissionable material handlers, and certified supervisors actively participate in the job functions associated with their certification	N/A		Same as I 6a		
a Procedures are established by the operating organization which define requirements and frequency necessary to maintain an active status	N/A		Same as I 6a		
b If active status (proficiency) is not maintained, certification is suspended	N/A		Same as I 6a		
Prior to resuming duties associated with certification, the operating contractor ensures that					
(1) Certification is otherwise current and valid, and	N/A		Same as I 6a		
(2) The certified operator, fissionable material handler, or certified supervisor performs certification duties under the direct supervision of a certified person, as appropriate to the position, for a specific period of time	N/A		Same as I 6a		
c If the facility is not operated frequently enough to meet normal proficiency requirements certification is reinstated prior to facility operation	N/A		Same as I 6a		