



STATEMENT OF WORK

TITLE: Transportation Safety Document Readiness Assessment Support

Revision 0

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STATEMENT OF WORK

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1.0 INTRODUCTION / BACKGROUND

This contract is issued for the performance of Readiness Assessment Activities/Services in support of Central Plateau Cleanup Company (CPCC) work scope for the period of October 1, 2021 through September 30, 2022. CPCCo is a prime contractor to the Department of Energy (DOE) and all work on this Statement of Work will be performed in support of the CPCCo contract with DOE.

2.0 DESCRIPTION OF WORK – GENERAL

Contractor shall provide a Readiness Assessment Coordinator to help CPCC develop and implement a readiness review for implementation of the Sitewide Transportation Safety Document (TSD). Document development in support of this effort may include but is not limited to the TSD Level of Review Score Sheet, the TSD Technical Description Document, input into the quarterly startup notification report, the Activity Readiness Plan (ARP), the Plan of Action (POA), and the readiness affidavits. The work location for this activity is on the Hanford site. Contractor employee(s) shall be responsible for independently planning, organizing and performing a wide variety of non-hazardous specialized administrative/technical duties in support of the successful completion of goals and deliverables and in accordance with all provisions of the contract.

3.0 DESCRIPTION OF WORK – SPECIFIC

The work scope for this activity includes the resources, material and/or equipment necessary to accomplish the following CPCCo activities. The work activities, readiness documents, and readiness process will be performed in accordance with CPCC-PRO-OP-055, Startup Readiness and CPCC-GD-OP-11615, Startup Readiness Guidance.

- Develop Project Schedule. Key readiness elements of the Project Schedule need to include:
 - Readiness related activities (e.g., development and implementation of Safety Bases documents and controls; operational procedure preparation, validation and verification of procedures; development of training plans and curriculum, qualification and certification of operations staff, ensure operator proficiency; activities needed to complete RSAs, test and demonstrate operability of equipment, etc.)
 - Provide weekly updates to the Transportation Safety Manager and the BTR on schedule progress
- Develop the TSD Startup Notification Technical Description Document (A-6002-574) to support Level of Review Score Sheet (LRSS) and Joint Evaluation Team (JET) review.
- Develop of the Level of Review Score Sheet (A-6002-573) and support the necessary reviews and approvals.

- Develop the Activity Readiness Plan (ARP), if required based on LRSS and JET determination.
 - ARP documents the actions necessary to prepare an activity to demonstrate an adequate state of readiness to safely startup. The ARP consists of two sets of documents: 1) Activity Readiness Checklist (ARC) and 2) Readiness Self-Assessments (RSA). The ARC is used by the Project/Facility, to help track readiness preparations. The RSAs contain the details needing to be completed and validated prior to declaring readiness.
- Develop the Plan of Action (POA) which defines the activity being started or restarted, the physical and administrative boundaries, prerequisites to start the review and the schedule for the review.
- Develop the Startup Plan, as applicable based on the LRSS and the JET determination.
- Support development of the Declaration of Readiness documents
 - Which certify that readiness to start operation has been achieved and the prerequisites in POA have be met
 - Includes the results of the RSA/Management Self-Assessment (MSA) including resolution of identified issues and, if needed, documents a manageable list of open items.
- Develop the DRAFT Implementation Plan (IP) which defines the scope of the review (breadth and depth) based upon the boundaries identified in the POA and contains the Criteria and Review Approach Documents (CRADs).
- Coordinate, schedule, and support Readiness Review Boards which are used to help determine the readiness of the team and verify the accuracy of readiness documentation.
- Coordinate and support the Declaration of Readiness to perform the Readiness Review.
- Provide scheduling and logistics support for the Readiness Review Team during their review activities.
- Support completion and closeout of issues identified during the Readiness Review.
- Support development of Readiness to Proceed Memorandum to authorize commencement of the activity by Startup Authority

Written reports will be submitted in Microsoft Office format or as defined in section 7.2 below and as agreed to between the Contractor and the BTR. All submittals will be in accordance with CPCCo procedures.

3.1 Task Description

The work products and services to be provided are described in detail in Section 3.0.

3.2 Special Requirements

No special requirements are identified for the managed task.

3.3 Acceptance Criteria

Work products and services provided shall meet all applicable CPCCo procedures for control and review of work products and pertinent regulatory requirements, as required by this contract and incorporated provisions.

Startup and Readiness documents will be developed per CPCC-PRO-OP-055, *Startup Readiness* and CPCC-GD-OP-11615, *Startup Readiness Guidance*.

3.4 Organizational Interfaces

The Contractor shall interface with various CPCCo (and other) organizations through the CPCCo Contract Specialist (or designee), as required. The interfaces are the Buyer Technical Representative, Nuclear Operations Support and Compliance Manager, Transportation Safety Manager, Project Management, Maintenance and Conduct of Work Technical Support Manager, Readiness and Startup Program Manager.

3.5 Work Not Included

This section is not applicable.

3.6 Buyer Furnished Materials and Equipment

The CPCCo will furnish the following materials, equipment and facilities at no cost to the Contractor for use in performing this work scope:

Office/cubicle, computer, and necessary supplies to conduct scope of work on the Hanford Site. Location of office and facility access will be determined upon contract initiation based on each Mentor's assigned scope. It is expected the Mentors are co-located in the field with the CPCCo conduct of work program and project personnel.

3.7 Site Conditions and Known Hazards

The site conditions and/or known hazards are general office hazards and industrial hazards.

3.8 Site Coordination Requirements

There are no special site coordination requirements for this managed task scope.

4.0 TECHNICAL REQUIREMENTS

Contractor will perform in accordance with the terms and conditions of this contract, CPCCo internal policies and procedures, and quality assurance provisions, including safety programs, laws, orders, permits, rules, confidentiality of information and intellectual property safeguards.

4.1 Work Location / Access Requirements

To be determined upon contract initiation and it is expected the Readiness Assessment Coordinator will be on site for some of the interface tasks and activities.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

- A. 000001 - Hanford General Employee Training – CBT
- B. 000006 - CPCCO – General Employee Training – CGET
- C. The Contractor is expected to provide appropriately trained and qualified staff to perform the type of work associated with their skill of craft at the Hanford site.
- D. Must have experience in the Hanford Site Readiness Review Process to include development of the documentation needing to support an Operational Readiness Review or Readiness Assessment.
- E. Knowledgeable on DOE O 425.1D, *Verification of Readiness to Start Up or Restart Nuclear Facilities*.
- F. Prefer knowledge in CPCCo Readiness Process as outlined in CPCC-PRO-OP-055, Startup Readiness and CPCC-GD-OP-11615, Startup Readiness Guidance.
- G. Must have experience in participating in the Readiness Review process either as a team member of an assessment team or coordinator of the Readiness Assessment process for a facility start-up.

5.2 Security and Badging Requirements

For any on site work, general site access badging is required.

- Special clearance requirements will be provided, if applicable.

5.3 Site Access and Work Hours

- A. Work will be done on a 4 x 10 schedule. The standard workday shall consist of ten (10) hours of work between 6:00 AM and 4:30 PM, with one-half hour designated as an unpaid period for lunch. No work occurs on the non-working Fridays. If schedule alternative is required BTR will communicate to contractor's contact.

6.0 ENVIRONMENTAL, SAFETY, HEALTH, AND QUALITY REQUIREMENTS

The Contractor shall perform work safely, in a manner that ensures adequate protection for employees, the public, and the environment, and shall be accountable for the safe performance of work. The Contractor shall comply with, and assist CPCCo in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

Materials supplied or purchased for use in performance of this contract, to the maximum extent practical, shall be environmentally preferred as described in 40 CFR 247 and including Biobased products as designated by the USDA www.biopreferred.gov.

The following project-specific ESH&Q requirements are applicable to this scope of work in addition to the requirements identified in the contract [General Provisions](#) and, when work is being conducted on site, the additional ESH&Q requirements in [SP-5 \(On-Site Services\)](#) should be followed.

7.0 MEETINGS AND SUBMITTALS

7.1 Meetings

- A. Contractor shall participate in the following meetings:
- a. Kickoff meeting with the BTR and Transportation Safety Manager.
 - b. Weekly status meeting with BTR and Transportation Safety Manager

7.2 Submittals

Generally, documents shall be provided with an electronic file submitted in the current site standards. Clean originals of all figures, tables, or other graphics not contained in the text file shall also be provided and separate files submitted. Submittals shall be provided in electronic format unless available only as a hard copy. Electronic formats must be non-password protected in one of the following formats:

- Microsoft® Office Compatible
- Portable Document Format (PDF)
- Tagged Image File Format (TIFF)
- Graphics Interchange Format (GIF)
- Joint Photographic Experts Group (JPEG)
- Windows Media Video (WMV)
- Moving Picture Expert Group (MPEG)
- Extensible Markup Language (XML)
- HyperText Markup Language (HTML)
- Comma Separated Values (CSV)
- Text (TXT)
- AutoCAD (DWG)

- A. Weekly Activities Report: The Contractor shall provide Buyer with a Weekly Activities Report identifying detailed work activities performed for the week/day: by name/hours worked and company, and if applicable, any detailed problems or issues in completing assigned work. Weekly Activities Reports shall be submitted to the BTR by 10:00 a.m. each week documenting the previous week's activities. Additionally, the Weekly Activities Reports will be submitted as an attachment to each invoice. Submission of Weekly Activities Reports is required until the contract work is completed. A Weekly Activities Report will be submitted on weeks where no work has been done.

8.0 DELIVERABLES, PROJECT CONTROLS, MILESTONES, AND PERFORMANCE SCHEDULE REQUIREMENTS

- A. Submittal Register – not required
- B. Deliverables include:
- a. TSD Readiness Assessment Project Schedule.
 - b. TSD Startup Notification Technical Description Document (A-6002-574) to support Level of Review Score Sheet and Joint Evaluation Team review

- c. Activity Readiness Plan (ARP), if required based on LRSS and JET determination.
- d. Plan of Action (POA)
- e. Startup Plan, as applicable based on the LRSS and the JET determination.
- f. DRAFT Implementation Plan (IP).