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CP3-SI-0001 **FRev. 1**	**TITLE**: Site Interface	Page 1 of 12

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FUNCTIONAL AREA: Program Management **SUBJECT MATTER AREA:** Shared Site Issues	**SUBJECT MATTER EXPERT**: Myrna E. Redfield, Integration and Strategic Partnering Director
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REVISION/CHANGE LOG

Revision/Change Letter	Description of Changes	Pages Affected	Date of Revision/Change
FR0	Procedure Bluesheeted	All	10/20/2017
FR1	Non-intent revision to remove from Bluesheet	All	01/18/2018

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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides guidance (instructions) for implementing the Four Rivers Nuclear Partnership, Inc. (FRNP) Site Integration Program (the" Shared Site Agreement") at the Paducah Gaseous Diffusion Plant (PGDP).

1.2 Scope

1.2.1 The Site Integration Program is established to ensure the following:

- The activities of one site entity do not adversely affect the activities (safety first and performance second) of other site entities.
- Situations with the potential to affect U.S. Department of Energy (DOE) operations and personnel, such as emergencies and threats, are managed in a coordinated manner that protects the safety and health of site personnel and the public.

1.2.2 The focus of Site Integration is first in terms of health and safety (especially nuclear safety), environmental protection, safeguards and security, nuclear regulatory compliance, and work efficiency (cost and schedule).

1.2.3 The Shared Site concept has been expanded to cover activities between all Paducah DOE prime contractors. The various site entities have established formal programs, policies, and procedures in order to implement the concept of the Shared Site Agreement.

1.2.4 In addition, representatives of DOE and the PGDP site contractors conduct regular Integration Meetings to discuss and resolve common issues, including issues outside the focus of the Shared Site Agreement. The scope of this procedure does not address activities of the Integration Meetings. The FRNP Integration and Strategic Partnering Director is responsible for and chairs the PGDP Site Integration Meeting.

2.0 REFERENCES

2.1 Use References

- CP3-RD-0010, *Records Management Process*
- PGDP Facility Management Map (Appendix B)

2.2 Source References

None

3.0 COMMITMENTS

None

4.0 RESPONSIBILITIES

4.1 Work Control Manager

4.1.1 Establish controls for scheduling work such that interruptions to essential services

necessary for safety, safeguards, and security are controlled to prevent adverse conditions; that work on systems shared between FRNP and other contractors are coordinated; and that any required Shared Site approvals have been obtained before proceeding.

4.1.2 Establish a system to provide a weekly schedule of FRNP planned and in-process work that can be made available to other site entities.

4.2 Chief Engineer

4.2.1 Establish a system to provide site counterparts with copies of revised or new Unreviewed Safety Question Determinations (USQDs)/Safety Analyses when changes to FRNP-managed facilities, systems, or operations have the potential to impact another entity. Specifically included are any USQD evaluations that conclude that a proposed change does involve an Unreviewed Safety Question (USQ).

4.2.2 In the event that one site entity has a concern about the potential impact of any plant changes by the other entity on the safety of its own operations and activities, the appropriate representatives shall jointly review the change and take appropriate action to resolve the concern in a prompt manner.

4.3 Managers, Supervisors, and Engineers

4.3.1 Evaluate upcoming activities in advance to determine if there is a chance that the activity could affect another entity's safety basis, activities, or personnel.

4.3.2 If applicable planned activities have not been reviewed previously for compliance with safety basis documents, ensure that a USQD Screening is initiated.

4.3.3 Consult the FRNP Integration and Strategic Partnering Director, as needed, to determine if a Shared Site Form should be initiated.

4.3.4 Initiate Form SI-F-0001, *Shared Site Activity Screening Form*, as appropriate, allowing reasonable time for other site contractors to review the planned activity, and allowing sufficient time for any concerns raised to be resolved. Sufficient information shall accompany the form to adequately describe the planned activity to reviewing entities, such as drawings, sketches, scopes of work, timeframe implementation, etc.

> NOTE:
>
> It is acceptable for other site entities to respond by e-mail or other methods in lieu of using Block 12 of Form SI-F-0001, *Shared Site Activity Screening Form.*

4.3.5 Either comply with stipulations required by other site contractors following their review of Form SI-F-0001, *Shared Site Activity Screening Form,* or resolve concerns such that the stipulations are no longer an issue (stipulations are often listed to prevent FRNP activities from adversely affecting another entity's safety, operations, or regulatory requirements).

4.3.6 Advise site personnel whether Form SI-F-0001, *Shared Site Activity Screening Form,* is appropriate.

4.3.7 Resolve all schedule, review, and initial content issues associated with review and

approval/disapproval of shared site activities.

4.4 FRNP Integration and Strategic Partnering Director

4.4.1 Act as the Shared Site "hub" for the entire Paducah Site.

- Process Form SI-F-0001, *Shared Site Activity Screening Form,* submitted by FRNP personnel to the appropriate Shared Site points of contact (POCs) for review by other entities.
- Process any Form Sl-F-0001 , *Shared Site Activity Screening Form,* or equivalent communication, received from another site entity's POC, by forwarding to the appropriate FRNP personnel and to appropriate POCs for other site entities, for review.
- Compile responses from Shared Site reviews and forward back to the originator of Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication, copying appropriate POCs and other personnel.
- Maintain a Shared Site Log for the Paducah Site, to track Form SI-F-0001, Shared Site Activity Screening Form, or equivalent communication, submitted, the reviewing entities, and issue closures. Provide the log to the FRNP management, as requested, and provide updated copies of the log to attendees of the periodic Site Interface meetings.

4.4.2 Maintains copy of PGDP Facility Management Map (Appendix B). The drawing reflects areas of responsibility among the site tenants as define by, or agreed to, by DOE.

4.4.3 Maintain procedure CP3-SI-0001, *Site Interface Agreement*.

4.4.4 Represents FRNP at Site Integration Meetings.

5.0 GENERAL INFORMATION

None

6.0 INSTRUCTIONS

6.1 Pre-Evaluation of FPDP Planned Activities

<u>FRNP Manager/Supervisor/Engineer</u>

6.1.1 Review the scope of the planned activity and the location of work to determine if there will be a change to physical systems, structures, or components, an addition or removal of a facility, or a change to the FRNP operations.

- **If** a change to physical systems, structures, or components is anticipated, **then** initiate an USQD Screening Evaluation.

6.1.2 During the review of the scope and location of the activity/work, address the following questions:

A. Will any of the activity/work occur in a facility controlled by another DOE contractor?

NOTE:

Examples of issues that would necessitate a "yes" answer to the question below and therefore require Form SI-F-0001, *Shared Site Activity Screening Form*, would include the following:

- Work near another entity's wiring or piping
- Introduction of a hazard not previously analyzed
- Changes creating a USQ
- Work affecting traffic density or routes
- Work affecting schedules or budgets of other sites
- Work involving security issues
- Addition or removal of a facility
- Work affecting a shared interface or system, such as potable water, fire water, power lines, or on-site rail system
- Work falling under the purview of a regulatory body other than DOE (e.g., Nuclear egulatory Commission, Kentucky Department for Environmental Protection)

B. Might the activity/work affect another entity's personnel, operations, or contractual commitments?

6.1.3 **If** either question under **6.1.2** (1 or 2) can be answer “yes”, **then** initiate Form SI-F-0001, *Shared Site Activity Screening Form*

6.1.4 **If** there is any doubt whether Form Sl-F-0001, *Shared Site Activity Screening Form,* is required, **then** contact the FRNP Integration and Strategic Partnering Director for guidance ("in case of doubt, fill it out”)

6.1.5 Submit the completed Form SI-F-0001, *Shared Site Activity Screening Form,* to the Integration and Strategic Partnering Director or alternate.

<u>Integration and Strategic Partnering Director</u>

6.1.6 Provide guidance, as required, to assist FRNP personnel in determining whether Form SI-F-0001, *Shared Site Activity Screening Form*, should be initiated and assist in the completion of the form.

6.1.7 Receive Form SI-F-0001, *Shared Site Activity Screening Form*, from FRNP personnel, a tracking number, and distribute to the appropriate POCs for review. Consider also distributing the form to the Site Shift Operations Manager, if unclear whether other processes/procedures will require his/her review.

6.1.8 Enter data for the activity being screened into a Shared Site Log. No particular format is required, but typical data recorded includes the tracking number, a brief summary distribution of the activity, the date that Form SI-F-0001, Shared Site Activity Screening Form, was received, which entities were asked to review the Shared Site Activity Screening Form, and (later) the date of final closure.

6.1.9 Maintain copies of significant documents and correspondences on FRNP's S drive server (or other appropriate shared access site) for ready access by members of the FRNP's Directors.

6.2 Evaluation FRNP or Other Entities' Activities

Integration and Strategic Partnering Director

6.2.1 Receive Form SI-F-0001, *Shared Site Activity Screening Form,* from FRNP Manager/Supervisor/Engineer, and assign a tracking number as in **6.1.7**.

A. Enter data for the activity being screened into a Shared Site log, as described in **6.1.8**.

B. **If** one or more other site entities' activities could potentially be impacted by the activity described on Form SI-F-0001, *Shared Site Activity Screening Form,* **then** forward to the appropriate POC(s) for review/comment.

C. **When** responses are received from other entities' POC(s), **then** review, provide responses to the initiator, and ensure initiator is aware of any required follow up or stipulations.

6.2.2 Receive Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication, from another DOE contractor and assign a tracking number as in **6.1.7**.

A. Enter data for the activity being screened into a Shared Site Log, as described in Step **6.1.8**.

B. **If** FRNP could potentially be impacted by the activity described on Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication, **then** forward to the appropriate POC(s) for review/comment.

C. **If** one or more other site entities activities could be impacted by the activity described in Form SI-F-0001, **then** forward to the appropriate POC(s) for review/comment.

D. **When** responses are received from FRNP subject matter expert(s) [SMEs] and/or other entities' POC(s), **then** review, provide responses to the initiator, and ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

6.2.3 Receive information or an inquiry from an off-site entity, whereby the off-site entity is planning an activity could impact DOE activities or activities of entity, and assign a tracking number as in Step **6.1.7**.

A. Enter data for the activity being screened into a Shared Site log as described in step **6.1.8**.

B. **If** FRNP could potentially be impacted by the activity described on Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication, **then** forward to the appropriate FRNP SME(s) for review/comment.

C. **If** one or more other site entities" activities could potentially be impacted by the activity described on Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication, **then** forward to the appropriate POC(s) for review/comment.

NOTE:

It is acceptable for other site entities to respond by e-mail or other methods in lieu of using Block 12 of Form SI-F-0001, *Shared Site Activity Screening Form.*

D. **When** responses are received from FRNP SME(s) and/or other entities' POC(s), **then** review, provide responses to the initiator, and ensure initiator is aware of any required follow up or stipulations, and attempt to coordinate any conflict of activities.

6.2.4 Maintain copies of significant documents and correspondences on FPDP's S drive server (or other appropriate shared access site) for ready access by FRNP Directors.

FRNP SME (Manager/Supervisor/Engineer)

6.2.5 Receive Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication, from another site entity, from FPDP Planning and Integration Manager, along with any other provided documentation, noting the "respond by" date , or lacking such a "respond by" date, the "Date Response is Needed" block on Form SI-F-0001, *Shared Site Activity Screening Form,* or equivalent communication.

6.2.6 Review the documentation and respond to the Integration and Strategic Partnering Director describing any conflicts with FRNP's safety basis, activities, schedules, etc. Provide any ideas that could resolve the conflict(s), or stipulations that would allow the proposed activity to occur without creating the conflict.

6.3 Site Interface Program

Integration and Strategic Partnering Director

Represent FRNP at Site Integration meetings, which include DOE representative(s) and representatives of other site entities.

7.0 RECORDS

The following records may be generated by this procedure:

Form SI-F-0001, *Shared Site Activity Screening Form*, or equivalent communication.

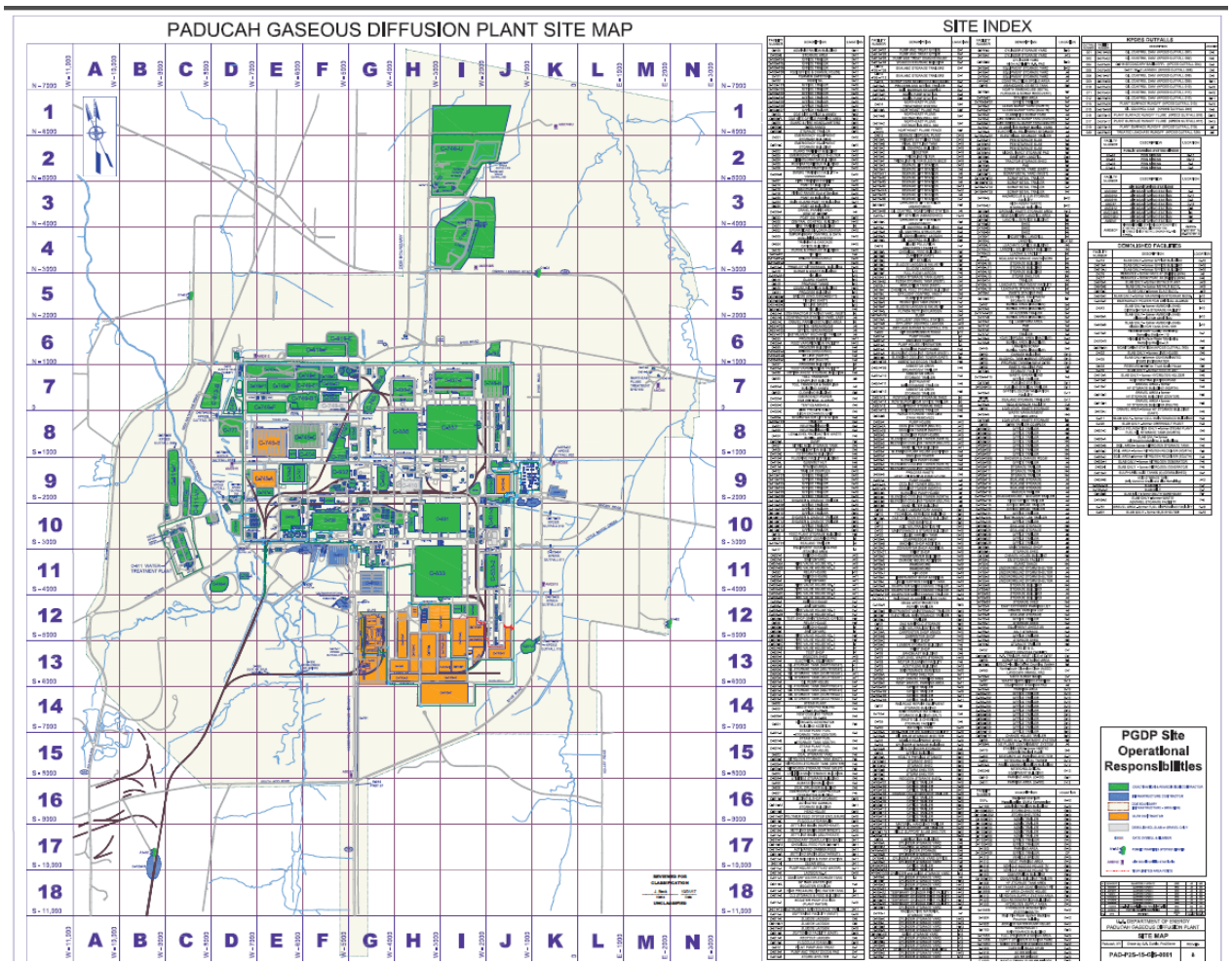
Records generated by this procedure will be maintained in accordance with CP3-RD-0010, *Records* Management *Process.*

Appendix A – Acronyms/Definitions

ACRONYMS

DOE	U.S. Department of Energy
FRNP	Fluor Rivers Nuclear Partnership, Inc.
PI&O	Planning Integration & Optimization
POC	Point of Contact
SME	Subject Matter Expert
USQ	Unreviewed Safety Question
USQD	Unreviewed Safety Question Determination

Appendix B -PGDP FACILITY MANAGEMENT MAP



SI-F-0001 – Shared Site Activity Screening Form

SHARED SITE ACTIVITY SCREENING FORM
Page 1 of 2

Tracking Number:

(Co. abbrev.) – (year – 2-digit) – (3-digit sequential no.)

1. Requesting Organization:								
2. Location of Work:			3. Date Response is Needed:					
4. Description of Work: (attach additional pages as necessary)								
5. The facility system is:			FRNP's		MCS's		SST's		Other's
6. Who "owns"/has responsibility for the work area?			FRNP's		MCS's		SST's		Other's
7. Could work affect another company's facility, activities, or safety basis?					YES		NO		N/A
8. Is a USQD required?					YES		NO		N/A
9. Is work to be performed in a SWMU (Solid Waste Management Unit), wetland, or other regulated area?					YES		NO		N/A
10. Preparer/Requester's Name (print & sign):	Print:					Date:		
	Signature:					Date:		
11. FRNP Integration and Strategic Partnering Director or Alternate's Name (print & sign):	Print:					Date:		
	Signature:					Date:		
12. Response(s) from reviewing Contractor(s):								
I&SP Director: (print)	Myrna E. Redfield							
Signature:						Date:		

SHARED SITE ACTIVITY SCREENING FORM
Page 2 of 2

Tracking Number
Leave this line empty. It will be completed by the FRNP Integration and Strategic Partnering Director (or if originating from another company, perhaps by that company's coordinator for shared site reviews). The tracking number is a unique identifier for each issue to be screened.

Block 1
Place appropriate identifier here, such as "FRNP", "MCS", "SST", or "Other" if being completed by another company entity.

Block 2
Briefly where is the work to take place? Examples: C-335, southwest corner of Virginia Avenue and 11th Street, etc. If the location can't be described briefly, you could insert "See Description of Work", "See attachment", or "See attached sketch."

Block 3
To permit recipients of the form as much time as possible to complete an adequate review, insert the last date for a report that will still permit the activity to proceed without delaying the schedule.

Block 4
Provide as much detail of the job as possible to allow the reviewers to understand the potential for impacts to or interference with their activities, safety basis, or design characteristics. Other common area of concern could be security, environmental ability or safety-related systems, excavation/penetrations or radiological or hazardous materials, or unusual quantities of fuels, reactive agents, etc. How are risks being mitigated or addressed? More detail is usually better to reduce the chance of misunderstandings or revisions.

Block 5
Who "owns" the equipment or system that is to be worked on?

Block 6
One company may have the equipment but the equipment may be located in another company's space. Multiple answers are possible. The work may take place in more than one company's space. If unsure of the status, contact the Site Integration Supervisor or other Site Interface personnel.

Block 7
Self-explanatory. Answer to best of your ability.

Block 8
Is a USQD required?

Block 9
SWMUs are FRNP's responsibility but may exist in space owned by another company. If not confident whether an area may be a SWMU or not, answer "Don't Know."

Block 10
Please ensure that the name of the person initiating the form is printed or typed in and that the block is signed and dated.

Block 11
Personnel from the Integration and Strategic Partnering Director will ensure that this block is completed.

Block 12
This block will be completed by the Shared Site Point of Contact for the reviewing company. When FRNP is reviewing another company's form, the FRNP Integration and Strategic Partnering Director or alternate will normally completed this block. In most cases, the reviewing company will approve the activity but will list any restrictions or stipulations in this block. Note: An e-mail response form the reviewing company upon completion of Block 12.