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ATTACHMENT

LONG TERM STEWARDSHIP TRANSITION AND  
TURNOVER PACKAGE TEMPLATE  
HNF-47392, REV. 1

Consisting of 12 pages,  
including this cover page

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Revision 1

# Long Term Stewardship Transition and Turnover Package Template

Prepared for the U.S. Department of Energy  
Assistant Secretary for Environmental Management

Contractor for the U.S. Department of Energy  
under Contract DE-AC06-09RL14728



P.O. Box 650  
Richland, Washington 99352

**Approved for Public Release;**  
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P.O. Box 650  
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*A. P. Aandal* 12/17/2010  
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**LTS TRANSITION AND TURNOVER PACKAGE TEMPLATE FOR \_\_\_\_\_**

*(Insert common name of parcel being transitioned here, e.g., Segment 1)*

**Purpose:** The purpose of this document, defined in the Hanford Long-term Stewardship (LTS) Program Plan, is to document that the physical cleanup of a parcel of land (e.g., Segment 1) is complete, to support the transition of the land from the cleanup project to the Hanford LTS Program, to perform interim Surveillance and Maintenance (S&M), and to provide the information needed to support Hanford LTS activities.

**Contents/Authors** - the transition and turnover package includes three parts, written by different contractors.

1. The main text documents the cleanup history, describes the current status of the land parcel (including existing infrastructure and other information needed to support land management activities), and identifies post-cleanup requirements. The main text also documents any remaining cleanup activities to be conducted by the cleanup projects to reach final record of decision (ROD) completion.

The main text of the transition and turnover package will be written primarily by the cleanup contractor. For example in Segment 1, the cleanup contractor is Washington Closure Hanford (WCH). Information will be provided by the CH2M HILL Plateau Remediation Company (CHPRC) for its three waste sites and the groundwater monitoring wells in Segment 1. Information regarding utilities and infrastructure will be provided by the Mission Support Alliance, LLC (MSA), as well as real property information, as needed. Several sections of the transition and turnover package will be developed by both MSA and the cleanup contractors. The responsible contractor of each section or chapter is noted at the end of each corresponding section in this template.

2. The Long-term S&M Plan is an Appendix to the transition and turnover package and defines how the parcel of land will be managed by MSA to meet post-cleanup requirements. The S&M Plan will address all activities (e.g., maintaining institutional controls required by RODs, keeping Hanford LTS records, inspecting, monitoring groundwater, repairing caps, maintaining entombed buildings or facilities, maintaining barriers and containment structures, controlling access, posting signs) necessary to ensure protection of human health and the environment following completion of cleanup. The primary activities anticipated for the initial transition will be the interim S&M activities to meet the post-cleanup requirements.

The S&M Plan will be written by the Hanford LTS Program contractor (MSA).

3. The punch list is an Appendix to the transition and turnover package that includes all items not fully addressed in the transition and turnover package. For example, the punch list will include any regulatory actions that remain for the specific parcel of land. The completion schedule and responsible organization(s) for these items must be identified and agreed to by all parties.

The punch list will be developed by all contractors developing the transition and turnover package: CHPRC, MSA, and WCH.

**EXECUTIVE SUMMARY**

This chapter provides a brief summary of the information presented in the document, including the following:

- Provide background information on who is transitioning what land to whom and the overall schedule for the transfer
- Summary description of what is left, what is included, and what is not included in this turnover
- Summary of the cleanup history
- Summary of the current status
- Summary of post-cleanup requirements
- Brief summary of punch list items (if any)
- Special considerations that need to be addressed.

MSA is responsible for completing the Executive Summary.

## **1.0 PROPERTY DESCRIPTION**

This chapter provides a brief description regarding the real property on the parcel of land.

- The description includes descriptive and geographic information on the boundary of the parcel of land. The information must be sufficient to provide the following:
  - Clarify whether a particular portion of the land is within or outside of the boundary
  - Ensure there are no gaps in the assignment of parcels of land.
- A map showing boundaries of the land parcel to be transitioned (e.g., ROD area, waste sites). The map will refer to where corresponding electronic information is located regarding the boundaries of the site (i.e., the actual map).

The cleanup contractor is responsible for completing Chapter 1.0. Additional information defined and provided by the U.S. Department of Energy (DOE), Richland Operations Office (RL) Real Estate Officer may include the following:

- Legal description of the property
- List of associated real property records (e.g., access rights, licenses, easements) associated with the segment
- Documentation showing that all existing restrictions on the property have been codified or memorialized into the recorded legal documents (e.g., deed, local government records)
- Legislative and executive constraints on the land (e.g., the establishment of the Hanford Reach National Monument).

MSA is responsible for gathering this information and completing the second part of this chapter if it is determined there is a need for additional real property records or information.

## **2.0 SITE ASSESSMENT**

This chapter provides a brief description regarding the historical assessments conducted for the land. For example, possible text for Segment 1 includes providing overall information on the remedial investigation/feasibility study process and an introduction to the Orphan Sites

Evaluation Report. Clearly define what is included in the Orphan Sites Evaluation Report and what is not included.

This section defines the RODs under which the waste sites were cleaned-up in the parcel or segment of land. The description will include the following information.

- Results of previous environmental site assessments conducted for this land must be included. Environmental assessments provide information regarding the presence or likely presence of hazardous substances or petroleum products. These assessments also provide information regarding existing releases, past releases, or a material threat of a release of hazardous substances or petroleum products into structures on the property or into the ground, groundwater, or surface water of the property.
- A description of the determinations of prior hazards must be included. The prior hazards may include poly-chlorinated biphenyls (PCB), asbestos, lead-based paints, hazardous substances, hazardous wastes, petroleum products, underground storage tanks, septic systems, and radioactive substances and contamination.

The cleanup contractor is responsible for completing Chapter 2.0.

### **3.0 CLEAN-UP ACTIVITIES**

This chapter provides a brief history of the cleanup activities (e.g., *Comprehensive Environmental Response, Compensation, and Liability Act of 1980* [CERCLA] and *Resource Conservation and Recovery Act of 1976* [RCRA]) and points to the associated cleanup decision documents. The chapter provides the following information:

- An overview of the cleanup actions, including any Critical Decision -4 (CD-4) documentation that has been generated to document the completion of cleanup
- A description of the regulatory framework used in arriving at the cleanup decisions including interim RODs that may require interim S&M activities.
- A timeline of key cleanup decisions and documents issued, as well as who was responsible for cleanup activities (i.e., organizations)
- A description of any unique characteristics of this land in terms of cleanup.

The cleanup contractor is responsible for completing Chapter 3.0.

### **3.1 BUILDINGS**

This section includes the following information:

- A general overview and description of the decommissioning activities
- A summary table listing each building in the area, title, operation dates, demolition dates, reference documents, contractor organization, and other identifying and descriptive information as needed.  
*Note: For older facilities (e.g., facilities torn down in the 1970s), the description will include the scope of information that is known and unknown.*
- Key decisions and documents
  - Cleanup decision documents, such as action memorandum, if applicable

- Post-Demolition Summary Report for buildings included in the cleanup contractor's contract. Some information may not be available for legacy building cleaned-up under a prior contract. This information will be addressed in Section 3.5.

The cleanup contractor is responsible for completing Section 3.1.

### **3.2 REACTORS**

This section includes the following information:

- A general overview and description of the interim site stabilization (ISS) activities
- A summary table listing the reactor, operation dates, demolition and ISS dates, contractor organization, and other identifying and descriptive information as needed
- Key decisions and documents
  - Cleanup decision documents, such as action memorandum, if applicable
  - Decommissioning documentation, such as the ISS Report
  - S&M surveillance documents.

The cleanup contractor is responsible for completing Section 3.2.

### **3.3 WASTE SITES**

This section includes the following information:

- A general overview and description of the cleanup activities
- A summary table listing waste sites, title, type, location, contractor organization, and other identifying and descriptive information as needed
- Key decisions and documents
  - Cleanup decision documents, such as interim RODs, explanation of significant difference, and ROD amendments
  - Closure verification packages (CVPs)/remaining sites verification packages.

The cleanup contractor is responsible for completing Section 3.3.

### **3.4 MISCELLANEOUS RESTORATION**

This section includes the following information:

- A general overview and description of the cleanup activities
- A summary table listing items, removal dates, quantities, contractor organization, and other identifying and descriptive information as needed
- Cleanup decision documents, such as the Removal Summary Report, if applicable

The cleanup contractor is responsible for completing Section 3.4.

### **3.5 PRIOR CLEANUP ACTIONS**

This section includes the following information:

- Identification of cleanup actions completed and closed out by previous contractors (prior to WCH or CHPRC)

The cleanup contractor is responsible for completing Section 3.5.

### **3.6 NATIONAL ENVIRONMENTAL POLICY ACT OF 1969 (IF APPLICABLE)**

This section includes the following information:

- A description of the results of any *National Environmental Policy Act of 1969* (NEPA) decisions related to the parcel of property
- A reference to the corresponding applicable NEPA documents, including NEPA environmental assessments, environmental impact statements, categorical exclusions, finding of no significant impacts, and RODs
- A description of Site-wide applicable NEPA actions that impact the segment or parcel.

*Note: Boiler plate language may be developed to reference the Site-wide NEPA decisions, which will be supplemented by segment-specific information, if applicable.*

The cleanup contractor is responsible for completing Section 3.6.

### **3.7 NATURAL RESOURCE INJURY ACTIVITIES (IF APPLICABLE)**

This section identifies any natural resource injury activities that have been completed and any associated requirements. Because natural resource injury activities are ongoing and not anticipated to be completed in the immediate future, there may be no completed activities for a particular segment of land. This section also will include a description of activities that have been completed (if applicable). The natural resource injury process is a separate process from the Hanford LTS program; however, it is important to know what activities have been conducted (if any).

The cleanup contractor is responsible for completing Section 3.7.

## **4.0 AS-LEFT CONDITION**

This chapter describes the condition at the time of turnover, including the following:

- A summary table providing the location, map, and legal description.

The cleanup contractor is responsible for completing the introduction to Chapter 4.0 and the summary table.

### **4.1 REMEDIES**

This section includes the following information:

- The condition of the remedies at the time of transition, as well as their location and description:
  - Engineered components, including applicable performance history assessments indicating successful operation
  - Physical (e.g., signs, fences) and administrative institutional controls.

The cleanup contractor is responsible for completing Section 4.1.

#### **4.2 AS-LEFT FACILITIES AND INFRASTRUCTURE**

This section provides the condition of remaining infrastructure managed by the cleanup projects (i.e., infrastructure and Site-services not managed by MSA), including the following:

- Existing groundwater wells not used for monitoring purposes (e.g., potable wells, abandoned wells)
- Existing buildings and facilities, including documentation that the Facilities Information Management System (FIMS) database (maintained by MSA) has been updated for the facilities and ancillary structures, if required
- Existing utilities, including documentation that FIMS has been updated, if required
- Existing infrastructure services
- Existing abandoned structures (e.g., ancillary structures, fencing, miscellaneous equipment) and documentation that WCH's Stewardship Information System (SIS), CHPRC's Waste Information Data System (WIDS), and MSA's FIMS database are updated, as appropriate
- Requirements for security and emergency services, including guards, law enforcement, medical response, and criminal investigation
- Emergency preparedness actions identified in an emergency response plan, if required (An emergency response plan includes response measures for events such as fires; spills and other chemical or radionuclide releases; natural disasters [such as catastrophic storm events], earthquakes, or tornados; and operational emergencies [workplace accidents].).

Cleanup contractor is responsible for identifying any remaining facilities and MSA is responsible for completing Section 4.2.

#### **4.3 SITE-WIDE UTILITIES AND INFRASTRUCTURE**

This section includes the following information:

- A description of known requirements to access Site-wide utilities and infrastructure to support post-cleanup activities
- Introduction and reference to applicable Site-wide infrastructure plans.

MSA is responsible for completing Section 4.3.

#### **4.4 GROUNDWATER MONITORING WELLS**

This section includes the following information:

- The condition of the groundwater monitoring wells (if responsibility for the wells is to be transitioned along with the land) at the time of transition, as well as their location and description.
- Any groundwater monitoring wells that are on the land but are not being transitioned, (i.e., groundwater monitoring wells) and will continue to be monitored and maintained by the Soil & Groundwater Project, including text that notes the presence of such wells and reference to the Soil & Groundwater Project.

CHPRC is responsible for completing Section 4.4

#### **4.5 STEWARDSHIP ITEMS**

This section includes the following information:

- The condition of prior hazards at the time of transition, as well as their location and description. This includes underground storage tanks, septic systems, PCBs, hazardous substances, radioactive substances and contamination, and other hazards.

For Segment 1, this includes overall information regarding the Orphan Sites Evaluation Report, including information about what is included in the scope of the activities described in the report and what is not.

The cleanup contractor is responsible for completing Section 4.5.

#### **5.0 REMAINING REGULATORY ACTIONS**

This chapter describes the regulatory actions that remain to be completed for the parcel. For example, in Segment 1, this includes the development of the final RODs and deletion from the National Priorities Listing. This section includes the following:

- Description of all follow-on cleanup regulatory activities required for the parcel of land (e.g., the Final Remedial Action Report, Preliminary Closeout Report, Final Close Out Report Certificate of Completion)
- Clarification of the responsible parties for the follow-on activities
- The punch list to document remaining actions and assign responsibility.

The cleanup contractor is responsible for completing chapter 5.0.

#### **6.0 RESOURCE MANAGEMENT**

This chapter describes the Site-wide resource management process and parcel-specific resource information.

MSA is responsible for discussing the Site-wide approach to managing the biological, cultural, and natural resources associated with the land parcel. The resources are managed in accordance with the *Final Hanford Comprehensive Land-Use Plan Environmental Impact Statement* (HCP EIS) and its associated Resource Management Plans as referenced in Chapter 6.0 of the HCP EIS.

The cleanup contractor is responsible for identification of any unique resource requirements for the individual parcel or segment of land. This will include any NEPA, cultural or biological reviews, or actions that apply to the cleanup activities in this parcel or segment of land.

#### **7.0 RECORDS AND INFORMATION SYSTEMS TURNOVER PLAN**

This chapter provides information on what records and information systems will be turned over (if any). This section may include punch list items, such as the transfer of the complete SIS at the end of River Corridor cleanup, associated records sent to the Records Holding Area at the end of the River Corridor contract, and future information available in the Land Management Tracking and Documentation System (being developed by MSA). The following information will be included:

- A description of the plan to ensure all necessary records are turned over and that appropriate data systems (or data subsets of such systems) are migrated to the receiving organization
- The plan, including the following, as applicable:
  - Electronic systems
- SIS Database description of information available in the SIS and a determination on whether there is a need to provide access to MSA and/or electronically transfer information
- WIDS description of information available regarding the waste sites in WIDS.
- Related closure and sampling reports that contain information regarding the sampling results from tracking contaminants present at the site; monitoring their migration potential; and identifying threats to drinking water, soils, and air
- Geographical Information System Layers, such as slabs, CVP excavation footprints, remaining pipelines/structures
  - Records/documents
- May include referencing the Administrative Record for many of the documents
- Reference applicable documents available in the Integrated Document Management System (IDMS).

The cleanup contractor is the lead in developing Chapter 7.0; however, additional input will be needed from the DOE, Records Management Program.

## **8.0 SURVEILLANCE AND MAINTENANCE**

This chapter describes the primary S&M post-cleanup requirements that will become the responsibility of MSA. The primary activities anticipated for the initial transition will be the interim S&M activities to meet the post-cleanup requirements. Where needed, the chapter will reference the appropriate cleanup decision documents.

### **8.1 POST-CLEANUP S&M REQUIREMENTS**

This section provides the identification, description, and source of all post-cleanup requirements for the following:

- Physical remedies (e.g., engineered barriers) to ensure continued protection of human health and the environment
- Institutional controls (e.g., signs, fences) to ensure continued protection of human health and the environment
- Performance monitoring requirements (These requirements may include groundwater monitoring, air monitoring, surface water monitoring, and other types of monitoring to ensure the selected remedies are remaining protective of human health and the environment.)
- Waste disposal program for the post-cleanup period (if any) to manage the waste generated by the selected remedies or other similar activities (Examples of waste disposal programs include a low-level burial system for a monitoring program or a treatment and disposal system for a landfill's leachate collection.)

- Existing contingency plans that required for the post-cleanup period (These include plans for addressing potential off-normal events, such as deterioration of a physical control beyond predicted levels, an error that results in a “near-miss” injury, and the discovery of previously unidentified sources of contamination.)
- Permits required for post-cleanup activities on the parcel of property (Permits may be required by the *Clean Air Act of 1977*, the *Clean Water Act of 1977*, RCRA, *Safe Drinking Water Act of 1974*, and the *Washington Administrative Code*.)
- Existing emergency procedures required for the post-cleanup period (Emergency procedures, typically developed in conjunction with the contingency plan, may be required for a particular parcel of property, depending on its features, e.g., engineered barriers, physical controls.)

The cleanup contractor is responsible for completing Section 8.1.

## **8.2 SITE-WIDE ENVIRONMENTAL MONITORING ACTIVITIES**

This section includes the following information:

- Previous Site-wide environmental monitoring activities that pertain to this parcel of land on the reference list. Monitoring activities include air, groundwater, surface water, and other monitoring, required by statutory and/or DOE policy or order requirements.

Both MSA and the cleanup contractor are responsible for providing information in Section 8.2.

## **9.0 COST**

This chapter provides the initial cost estimate of post-cleanup S&M activities, including the following:

- Initial interim S&M cost estimate
- Basis of cost.

The cleanup contractor is responsible for providing information in Chapter 9.0.

**APPENDIX TO LTS TRANSITION AND TURNOVER PACKAGE TEMPLATE**  
**MSA LONG-TERM SURVEILLANCE AND MAINTENANCE (S&M) PLAN**

The S&M Plan is an appendix to the transition and turnover package and is developed by MSA for each segment of land transitioned from the cleanup program to the Hanford LTS Program.

1. Purpose of Plan

Annotate section to include discussion of the process and the contract requirements. Include a discussion of what is not included. In this section, it should be noted as to whether the S&M requirements are based on interim RODs. The Transition and Turnover Package identifies the requirements – this appendix reflects how MSA will perform S&M.

2. Description of Segment

Boundaries and description of the land parcel or segment

Description of remaining hazards

3. S&M Requirements

- a. S&M requirements for specific parcel or segment – This section is designed to cover all S&M requirements identified in Section 8.1 of the Transition and Turnover Package.
- b. S&M Activities – This section describes the S&M activities that MSA will perform to meet the S&M requirements identified by the cleanup contractor.
- c. Applicable Site-wide Institutional Controls – This section describes the Site-wide institutional controls and the activities that MSA will perform to address these controls.
- d. S&M Performance Measures – This section defines what needs to be measured and how performance will be reported.

**APPENDIX TO LTS TRANSITION AND TURNOVER PACKAGE TEMPLATE  
PUNCH LIST OF REMAINING TRANSITION AND TURNOVER PACKAGE  
ACTIONS**

This appendix includes the punch list of remaining actions that must be accomplished to complete the transition of land management responsibility from the cleanup program to the Hanford LTS Program. These remaining actions are identified and tracked in the following format.

Table B-1. Punch List of Remaining Transition and Turnover Package Actions.					
Parcel Description: <i>Description of the land parcel being transitioned</i>					
<b>Identification Number</b>	<b>Description of the Remaining Action</b>	<b>Cleanup Organization Responsibility</b>	<b>LTS Organization Responsibility</b>	<b>Date Due</b>	<b>Date Completed</b>