

Desk Instruction 2.3

“Notification of Milestone Completion Delays”

April 30, 2004

Revision 0

Approved by: _____

Date: _____

Table of Contents

1.0 Introduction 1
2.0 Expectations 1
3.0 Application..... 1
4.0 Procedure and Process 1
5.0 Additional Guidelines 2

Exhibits and Attachments

Exhibit I - Process Flow Diagram.....3

Notification of Milestone Completion Delays
Desk Instruction 2.3, Rev. 0

1.0 Introduction

This Desktop Instruction (DI) provides the process and required actions to be performed when a delay is anticipated to work which may necessitate delay in completion of a scheduled milestone under the Hanford Federal Facility Agreement and Consent Order (HFFACO), also know as the “Tri-Party Agreement.”

2.0 Expectations

The Tri-Party Agreement (TPA) is a legally binding agreement covering the Hanford Site environmental compliance and cleanup activities. Each Tri-Party Agreement major milestone has a legally enforceable completion date for work associated with the milestone. Inability to complete work within the specified timeframe can lead to penalties and fines. Section 12 of the TPA Action Plan defines procedures for handling any change/modification to the Tri-Party Agreement.

3.0 Application

This instruction applies to all ORP staff having management/coordination responsibility for Tri-Party Agreement commitments.

4.0 Procedure and Process

Upon the discovery of issues affecting the completion of any Tri-Party Agreement milestone or target date, conduct notification activities following the below process.

A graphical Flow Chart for Notification of Milestone Completion Delays can be viewed in Exhibit I, page 4.

| Step # | Description | Performer | Support |
|---------------|---|----------------------------|--------------------------------|
| Step 1 | Evaluate the Mission Element's information regarding actual or potential milestone delays. Note: The review is supposed to ensure compliance with Tri-Party Agreement requirements on timeliness and adequacy of notifications. | Mission Element TPA SME | Legal Services |
| Step 2 | Determine the appropriate type of | TPA SME | Legal Services Mission Element |

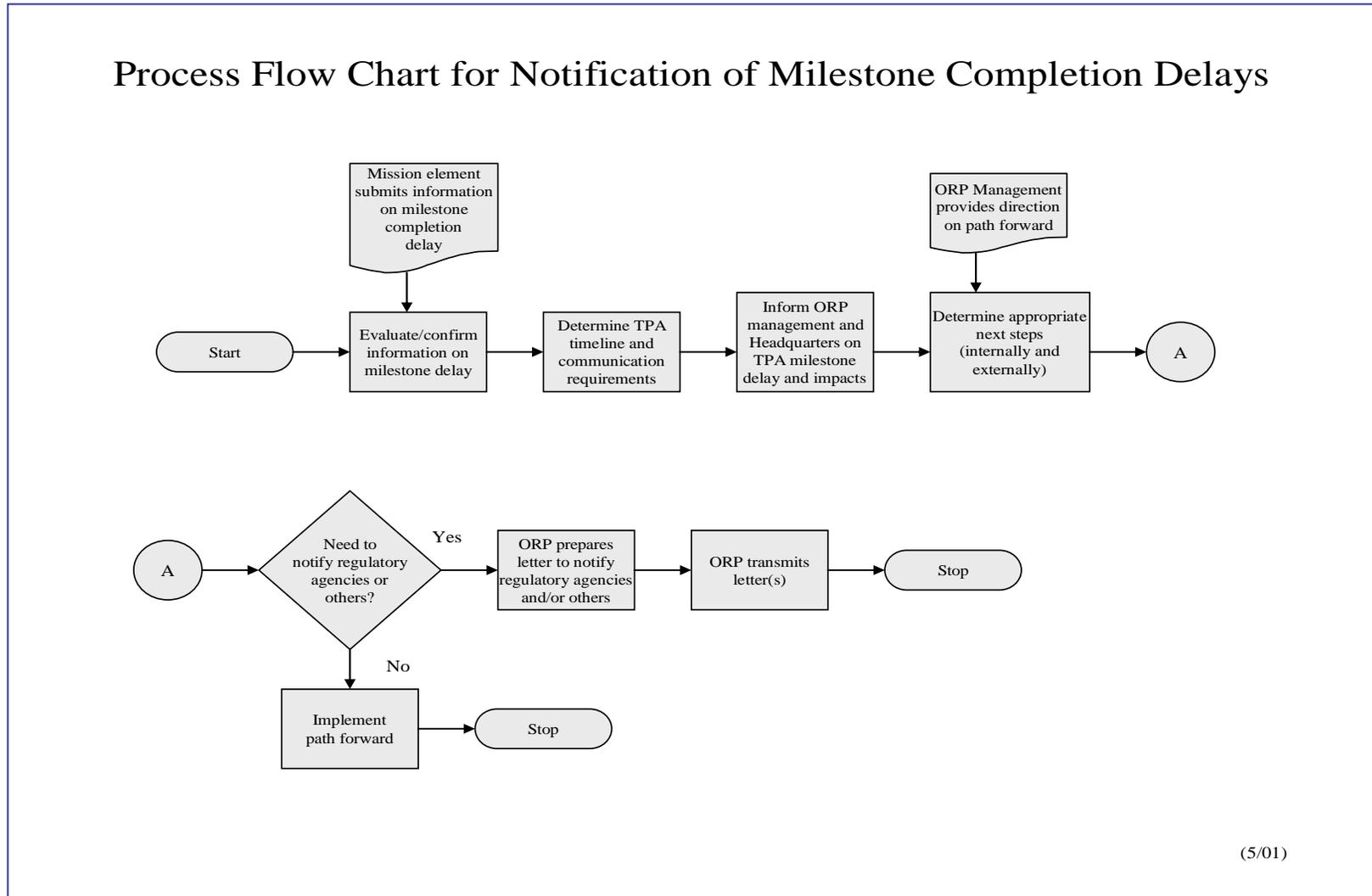
Notification of Milestone Completion Delays
Desk Instruction 2.3, Rev. 0

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|---------------|---|----------------------------|------------------|
| | notification for the milestone delay. Note: This can range from verbal discussions with the regulators to change requests. | | |
| Step 3 | Based upon the evaluation above and in coordination with the responsible/ORP Mission Element, inform ORP management (and Headquarters depending upon the scope and nature of the impact) of the delays and impacts. | Mission Element TPA SME | Legal Services |
| Step 4 | Using ORP management input, determine if notification is appropriate and if so, prepare appropriate correspondence or other mechanism for communication of delays to milestones to regulatory agencies. | Mission Element TPA SME | Legal Services t |
| Step 5 | Transmit appropriate correspondence to the regulatory agency. | TPA SME | Mission Element |

5.0 ADDITIONAL GUIDELINES

Refer to the [Hanford Federal Facility Agreement and Consent Order](#), as amended. Additionally, refer to Headquarters guidance of June 16, 1997 "Review and Approval Guidance for Environmental Compliance and Cleanup Agreements for the Office of Environmental Management".

Exhibit I – Process Flow Diagram
Notification of Milestone Completion Dates



(5/01)