Desk Instruction 2.4
"Change Control for the Tri-Party Agreement"

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 4

Exhibits and Attachments

Exhibit I - Process Flow Diagram 5

1.0 Introduction

This Desktop Instruction (DI) provides the process and required actions to prepare a change request when a change is needed to the Hanford Federal Facility Agreement and Consent Order (HFFACO), also know as the "Tri-Party Agreement."

2.0 Expectations

The Tri-Party Agreement is a legally binding agreement covering the Hanford Site environmental compliance and cleanup activities. As such, it contains specified procedures in Section 12 of its associated Action Plan for any change/modification to the Tri-Party Agreement. Changes are necessitated by changes in schedule, technical issues, and administrative needs.

3.0 Application

This DI applies to the preparation, review, approval, and release of Change Packages to the Tri-Party Agreement developed by ORP staff. This DI applies to all ORP staff having management/coordination responsibility for preparing, reviewing, or transmitting draft or final change requests to the Tri-Party Agreement.

4.0 Procedure and Process

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

The process flow for a graphical view of the required steps to prepare a Change Control for Tri-Party Agreement is in Exhibit I, page 5.

Step #	Description	Performer	Support
Step 1	Draft a Tri-Party Agreement change request using the Change Control Form in the Hanford Federal Facility Agreement and Consent Order. Address the issues needing resolution. The draft change request must do the following: be in accord with baseline funding and schedule requirements emulate the attached change control	Mission Element	TPA SME

	format as outlined.		
Step 2	Provide guidance to the Mission Element during the development of an appropriate change request.	TPA SME	N/A
Step 3	Review the draft change request for adequacy, appropriateness, and format.	TPA SME	N/A
Step 4	If necessary, return the draft change request to the Mission Element to resolve deficiencies.	TPA SME	Mission Element
Step 5	After correction of any deficiencies, develop appropriate correspondence and transmit a formal working draft by letter to the lead regulatory agency for review. **Note**: The change request must not be signed by the DOE at this point.	Mission Element TPA SME	Mission Element Legal Services TPA SME
Step 6	Set up meetings as necessary to receive comments and discuss inputs from the lead regulatory agency.	Mission Element TPA SME	TPA SME
Step 7	Resolve any comments or deficiencies resulting from regulatory agency review.	Mission Element	TPA SME
Step 8	Obtain ORP approvals as necessary assuring that baseline funding and schedules are appropriately addressed.	Mission Element	TPA SME
Step 9	Develop appropriate correspondence and provide a final version of the change request to the lead regulatory	Mission Element TPA SME	Legal Services TPA SME

	agency for approval. If the change request is a Class I or Significant Class II, go to step 10; otherwise proceed to step 11.		
Step 10	Prepare nine copies of the public comment package and submit them to the DOE Public Reading Rooms and information repositories for a 45 day comment period. Public comment packages must include the following key elements: The Focus Sheet The Agreement in Principle The proposed changes which have been negotiated The Tentative Agreement The Conclusion Agreement Any Dispute Resolutions or Agreements. Optional items that may be appropriate to include: An executive summary or project summary for information purposes Related correspondence and documents. This step and step 11 must be coordinated closely with the lead and non-lead regulatory agencies and RL to successfully complete the public comment process.	Communications	Legal Services TPA SME Mission Element, Public involvement team
Step 11	Retrieve any resulting comments from the person designated to receive them and prepare a comment response document. Obtain the approval of the lead regulatory agency before publishing the responses.	Mission Element TPA SME	Mission Element
Step 12	Prepare the final approval version of the change request and transmit it to the lead regulatory agency using appropriate correspondence.	Mission Element TPA SME	Mission Element

Step 13	If approval is not received from the lead regulatory agency within 14 days, evaluate the use of the dispute resolution procedures in the Tri-Party Agreement.	TPA SME	Legal
Step 14	If approval is received from the lead regulatory agency (and non- lead regulatory agency if a Class I change request is involved), distribute the change request to affected Mission Elements, contractors, and others specified in the Tri-Party Agreement and other requirements.	TPA SME	N/A
Step 15	Incorporate approved changes into the Tri-Party Agreement.	TPA SME	N/A

5.0 Additional Guidelines

Refer to the Hanford Federal Facility Agreement and Consent Order, as amended, and the latest version of the Community Relations Plan for the Hanford Federal Facility Agreement and Consent Order. 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."
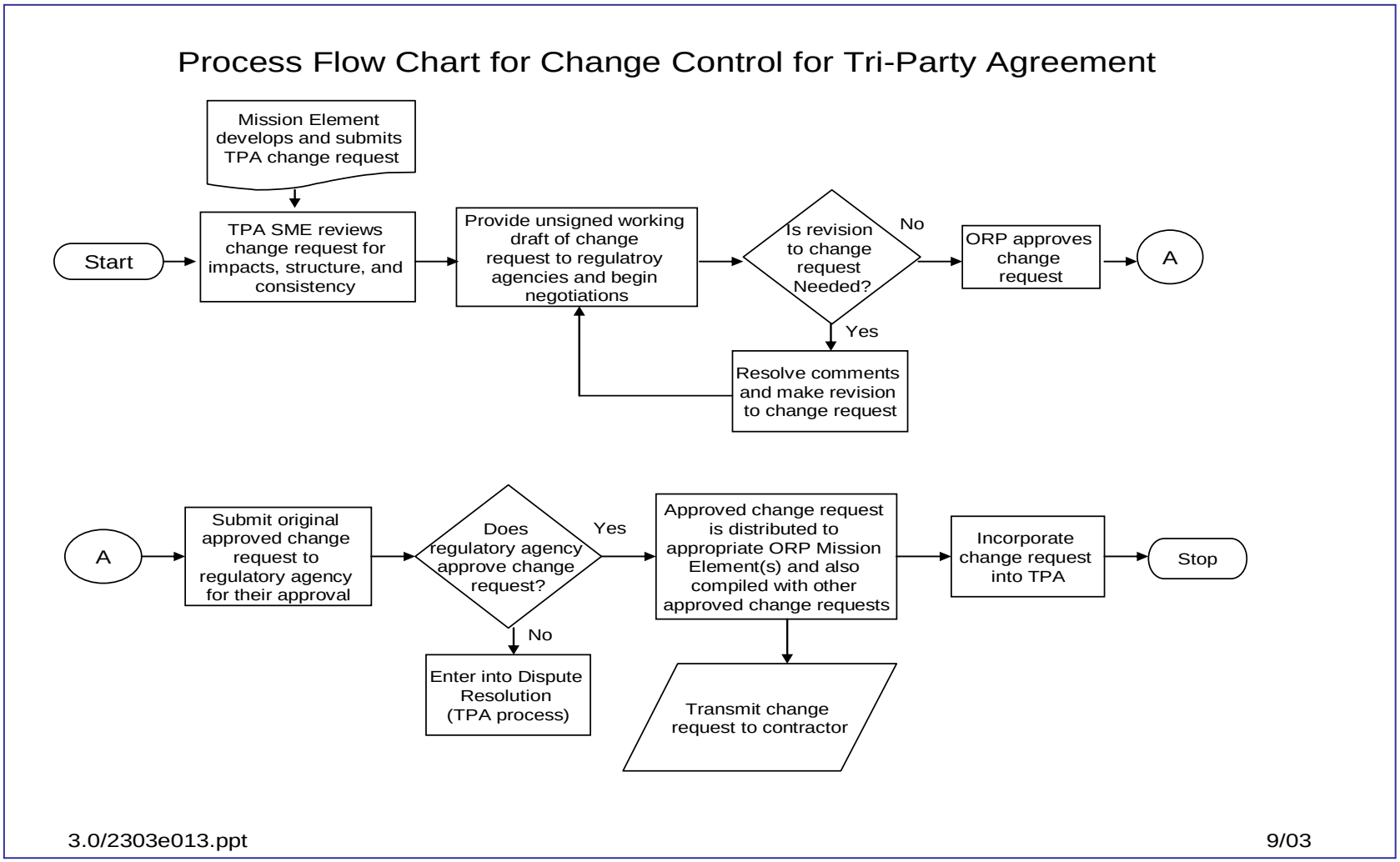
Exhibit I – Process Flow Diagram
TPA Change Control