Mission Support Alliance

Statement of Work

Radiological Site Services Life Cycle Support Activities

Title: Radiological Site Services – Radiological Records Microfilm Reader Maintenance
Revision Number: 0
Date: 09/7/2016

Acronyms

BTR – Buyer's Technical Representative
HEDP – Hanford External Dosimetry Program
HIDP – Hanford Internal Dosimetry Program
HRIP – Hanford Radiological Instrument Program
HRRP – Hanford Radiological Records Program
RSS – Radiological Site Services

1.0 INTRODUCTION / BACKGROUND

Radiological site services (RSS) is a fully integrated and documented set of radiological support programs which provide the technical support, Dosimetry, data, instrumentation and records necessary to demonstrate compliance with required radiological monitoring and to verify the adequacy of site radiological control programs in protecting the health and safety of workers, the public, and the environment.

RSS includes the following four components: the Hanford External Dosimetry Program (HEDP), the Hanford Internal Dosimetry Program (HIDP), the Hanford Radiological Records Program (HRRP), and the Hanford Radiological Instrumentation Program (HRIP).

The supplier is required to provide maintenance and repair services for microfilm readers on an as needed basis in support of the HRRP.

2.0 OBJECTIVE

MSA has transitioned the Hanford Radiological Records Program (HRRP) at Hanford from Pacific Northwest National Laboratory. To support HRRP lifecycle activities, MSA is seeking a supplier that can provide maintenance and repair services for microfilm readers.

3.0 DESCRIPTION OF WORK

MSA has been directed by DOE-RL to implement the scope of work defined in Section C.2.1.9 of the MSC Contract (DE-AC06-09RL14728). The RSS program is critical to the protection of the health and safety of Hanford site workers, visitors and the public. Part of the RSS Transition is for MSA to take responsibility for the HRRP work scope. That scope includes in part the use of microfilm readers which require repair and maintenance.

3.1 TASK 1: REPAIR AND MAINTENANCE OF MICROFILM READERS

As requested by the BTR or HRRP Lead, the supplier will support MSA's HRRP lifecycle activities by providing repair and preventative maintenance services for the list of equipment in Table 1.

Table 1

MSA Inventory of HRRP Microfilm/Fiche Equipment				
Item #	**Description**	**Serial #**	**Machine #**	**Room Number**
1	Minolta MS7000 Scanner	35009590	1	149
2	Minolta RFC 15M Carrier	81009839	1	149
3	Minolta MSP3500 Printer	135100459	1	149
4	Canon MS-800 Scanner	BY300487	2	149
5	Canon FS III Carrier	AH300539	2	149
6	Canon FP400 Printer	JJLA005121	2	149
7	Minolta MS7000 Scanner	35009422	3	150
8	Minolta RFC 15M Carrier	81009855	3	150
9	Minolta MSP3500 Printer	1351000440	3	150
10	Minolta MS7000 Scanner	35009808	4	150
11	MinoltaRFC 15M Carrier	81009802	4	150
12	Minolta MSP3500 Printer	1351000462	4	150
13	Minolta MS3000 Scanner	323370	5	1145
14	Minolta UC-7 Carrier	2031	5	1145
15	Minolta MSP3000 Printer	31129513	5	1145

The supplier will be expected to provide two (2) preventive maintenance visits per year for each piece of equipment.

3.2 TASK 2: MICROFILM READER TRAINING

As requested by the BTR or HRRP Lead, the supplier will provide training to MSA staff on the proper operation of the microfilm readers to keep them working at peak performance between scheduled preventive maintenance visits.

4.0 REQUIREMENTS

General

For any work performed at MSA facilities, the subcontractor's environmental; health & safety, and quality control procedures shall apply.

If the subcontractor is not expected to be exposed to 50 volts or more, but has a potential, then the subcontractor shall attend an OSHA based Electrical Cord and Power Tool Safety course offered at Hanford, unless the subcontractor can provide evidence of equivalent training. Refresher training is to be conducted every 36 months.

Topic areas for this training include:

- Lessons learned
- Receptacles and switches
- Power tools
- Circuit breakers, fuses, GFCI's
- Electrical equipment found in the home
- Cords
- What to do in the event of an electrical fire
- First aid for shock victims
- Portable tool battery safety

If the subcontractor is expected to be exposed to 50 volts or more then the subcontractor shall attend the following training at Hanford, unless the subcontractor can provide evidence of equivalent training.

1. First Aid/CPR/AED training, at intervals not to exceed two years.

2. Qualified subcontractors who are permitted to work within the Limited Approach Boundary (LAB) of exposed energized electrical conductors and circuit parts operating at 50 volts or more shall, at a minimum, be trained in all of the following.
    - DOE-0359, *Hanford Site Electrical Safety Program (HSESP),* Revision 2 HSESP Page 10 of 58

- The skills and techniques necessary to distinguish exposed energized electrical conductors and circuit parts from other parts of electrical equipment
- The skills and techniques necessary to determine the nominal voltage of exposed energized electrical conductors and circuit parts
- The approach distances specified in Appendix A, *Limited Approach Boundaries for Overhead Lines*, NFPA 70E Table 130.2(C), and the corresponding voltages to which the Qualified Instrument Specialists will be exposed
- The decision-making process necessary to determine the degree and extent of the hazard, PPE, and job planning necessary to perform the task safely

Topic areas for this training include:

- Lessons learned
- Accident prevention
- Electrical hazards, hazard awareness
- General theory
- Equipment selection
- Personal protective equipment, types, ratings and care
- Personal protective grounding
- Selection of equipment and rules governing its use
- Industry safe work practices
- Hands on PPE selection, use, and inspection

Response Time

The supplier is expected to be onsite within two (2) business days after being contacted by the BTR or HRRP Lead about equipment needing repair.

Acceptance Criteria

Work will be considered acceptable if it is performed in accordance with this SOW and direction from the BTR or HRRP Technical Lead.

4.1 ES&H Requirements

The Supplier 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 Supplier shall comply with, and assist the Buyer in complying with Environmental, Safety, Health, and Quality (ESH&Q) requirements of all applicable laws, regulations and directives.

4.2 Quality Assurance and Regulatory Requirements

The Supplier shall be responsible for performing quality workmanship and shall conduct quality control measures necessary to ensure work conforms to requirements above.

4.3 DELIVERABLES

The supplier will provide written documentation detailing repair and/or preventative maintenance activities.

5.0 PERSONNEL REQUIREMENTS

5.1 Training and Qualification

The Supplier shall provide personnel who are fully trained to perform their assigned work in conjunction with this work scope.

5.2 Security and Badging Requirements

Supplier employees will need to coordinate with the BTR or HRRP Lead to obtain temporary badging to access MSA facilities.

Supplier employees will be required to submit to vehicle searches and not personally carry or transport certain prohibited articles.

5.3 Work Location/Potential Access Requirements:

NA

6.0 MEETINGS, SUBMITTALS, DELIVERABLES

Supplier shall participate in all meetings as required by the BTR or HRRP Lead and prepare and submit to the BTR a meeting summary, if requested by the BTR.

7.0 PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Schedule

Start date: October 1, 2016 Completion date: September 30, 2020

8.0 Special Requirements

Advanced BTR or HRRP Technical Lead approval in writing (email is acceptable) to begin work on any subtask as described in Section 3.0.

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