

PART I – THE SCHEDULE

SECTION C

PERFORMANCE WORK STATEMENT

This page intentionally left blank

Table of Contents

C.1	Transition.....	C-3
C.2	Operations.....	C-7
C.2.1	Analytical Operations.....	C-7
C.2.1.1	Analytical Services	C-7
C.2.1.2	Analytical Control	C-9
C.2.1.3	Laboratory Process Chemistry and Laboratory Analysis	C-10
C.2.1.4	Laboratory Research and Technology Development.....	C-11
C.2.2	Facility Operations	C-12
C.2.2.1	Conduct of Maintenance.....	C-12
C.2.2.2	Corrective Maintenance and Facility Improvements.....	C-13
C.2.2.3	Operations Control.....	C-14
C.2.2.4	Conduct of Operations.....	C-15
C.3	Core Functions	C-16
C.3.1	Engineering	C-16
C.3.1.1	Conduct of Engineering.....	C-16
C.3.1.2	Nuclear Safety	C-18
C.3.2	Environmental, Safety & Health	C-18
C.3.2.1	Environmental Regulatory Management.....	C-18
C.3.2.2	Event Reporting and Investigation	C-19
C.3.2.3	Waste Handling	C-20
C.3.2.4	Worker Safety and Health Program.....	C-21
C.3.2.5	Industrial Hygiene	C-23
C.3.2.6	Beryllium Program	C-23
C.3.2.7	Radiation Protection	C-24
C.3.2.8	Fire Protection Program.....	C-24
C.3.2.9	Sitewide Safety Systems.....	C-25
C.3.2.10	Emergency Management Program.....	C-25
C.3.3	Assurance Systems	C-26
C.3.3.1	Analytical Quality Assurance	C-26
C.3.3.2	Facility Quality Assurance	C-26
C.3.3.3	Requirements Management Program.....	C-27
C.3.3.4	Contractor Assurance System.....	C-27
C.3.4	Safeguards & Security.....	C-27
C.3.4.1	Safeguards and Security Program.....	C-28
C.3.4.2	Cyber Security	C-32
C.3.5	Interface Management.....	C-33

C.3.5.1	Interface Management	C-33
C.3.6	Business Services	C-35
C.3.6.1	Project Management/Earned Value Management System.....	C-35
C.3.6.2	Property Management.....	C-42
C.3.6.3	Information Management	C-45
C.3.6.4	Training	C-49
C.3.6.5	External Affairs	C-49
C.3.6.6	Procurement.....	C-52
C.3.6.7	Executive Leadership & Management.....	C-52
C.3.6.8	General Counsel.....	C-52
C.3.6.9	Internal Audit.....	C-52
C.3.6.10	Contract Administration	C-53
C.3.6.11	Operational Excellence/Continuous Improvement	C-53
C.3.6.12	Strategic and Operational Planning	C-53
C.3.6.13	Chief Financial Officer Functions	C-53
C.3.6.14	Employee Concerns	C-53
C.3.6.15	Human Resources and Work Force Services.....	C-54
C.3.6.16	Independent Oversight; and Assessment	C-54
C.3.6.17	Miscellaneous Core Functions.....	C-54
C.3.6.18	Outgoing Contract Transition.....	C-54
C.4	Usage-Based Services	C-55
C.4.1	Usage-Based Services Provided.....	C-55
C.4.2	Usage-Based Services Received.....	C-55
C.5	Enhanced Operations.....	C-55
C.5.1	Enhanced Analytical Operations: Refer to Section C.2.1, <i>Analytical Operations</i> , for Scope Description	C-56
C.5.2	Enhanced Facility Operations: Refer to Section C.2.2, <i>Facility Operations</i> , for Scope Description	C-56
C.5.3	Enhanced Core Functions: Refer to Section C.3.....	C-56
C.6	Hanford Site Benefit Plans	C-56

Overview of the 222-S Laboratory

Background

The Hanford Site

The 580 square-mile Hanford Site, located in southeast Washington State, was established in the 1940s as a plutonium production complex for the Manhattan Project. Throughout the Hanford Site's 50 years of operation, by-products of plutonium production have accumulated to become the largest environmental cleanup project in the United States. In 1989, the U.S. Department of Energy (DOE), the U.S. Environmental Protection Agency (EPA), and the Washington State Department of Ecology (Ecology) signed the *Hanford Federal Facility Agreement and Consent Order*, commonly known as the Tri-Party Agreement (TPA), which codifies DOE's commitment to clean up the Hanford Site. The TPA outlines legally enforceable project milestones for Hanford Site cleanup over the next several decades.

Site Management

The Hanford Site is managed by DOE. DOE manages 177 underground tanks of liquid and solid chemical and radioactive waste, and is responsible for construction of the Waste Treatment and Immobilization Plant (WTP). DOE also has responsibility for the remainder of the Hanford Site, which includes cleanup of the River Corridor, cleanup and ongoing waste management operations in the Central Plateau, and providing a variety of crosscutting site services (e.g., utilities, Security, Information Technology [IT], Fire Department, Emergency Management, and Occupational Medical Services).

222-S Laboratory

The 222-S Laboratory Contractor has sole responsibility to operate, manage, and maintain the 222-S Laboratory Complex. The 222-S Laboratory's primary mission is to provide analytical support for the storage and treatment of tank waste at the Hanford Site. These services are performed through a contract with DOE at the 222-S Laboratory Complex, located in the 200 West Area of the Hanford Site. The 222-S Laboratory building is a DOE Hazard Category 3 Nuclear Facility. The laboratory services support cleanup and closure of the Hanford Site and are critical in achieving closure goals of all Hanford Site projects. The Contractor performs work supporting scientific research and, as directed by the Contracting Officer (CO), work needed to support other DOE activities.

Operation of the laboratory requires implementation of multiple programs to ensure its continued operation and the safety and health of its workers. The programs include the Worker Safety and Health Program, and programs such as radiological control, industrial and chemical hygiene, and the specifically trained laboratory personnel needed to implement the programs that are required to support safe execution of laboratory activities.

The 222-S Laboratory analytical workload is expected to grow during Fiscal Year (FY) 2019 through FY 2028 to support increased Hanford Site work activity—requiring enhanced operational capacity and capability for tank waste pretreatment and feed to the Low-Activity Waste Facility, Balance of Facilities, and Analytical Laboratory (LBL); and waste form characterization for vitrification, industrial hygiene, increased tank retrieval activities, and evaporator campaigns.

Tank waste cleanup activities are the primary driver of analytical services at the 222-S Laboratory. Other Hanford Contractors (OHC) may request laboratory services in accordance with Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. The Contractor's work shall be performed under DOE-approved programs.

Sources of Analytical Samples

The samples analyzed at the 222-S Laboratory come from sampling activities across the Hanford Site. Sources of samples include, but are not limited to:

- (a) Tank waste sampling events: These samples may be liquid, solid (i.e., sludge), saltcake, or a mixture. Physical, chemical, and radiological characterization is performed for a variety of purposes (e.g., chemistry control for corrosion, waste compatibility assessments; tank closure; and hard heel dissolution studies);
- (b) Vadose zone sampling: Samples consist of a soil matrix potentially contaminated with tank waste or separations process waste;
- (c) Evaporator campaigns to reduce the volume of tank waste. Samples are composed of evaporator feed (tank supernate) or evaporator boildown;
- (d) Emergent work in a variety of matrices: (e.g., soil, building materials, air, and aqueous or organic liquids. Samples may be contaminated with tank waste, separations process waste, or other hazardous chemical and/or radiological materials);
- (e) Support for demolition that could contain samples with high alpha contamination;
- (f) Industrial hygiene monitoring including beryllium, asbestos, ammonia, mercury, and volatile and semi-volatile organic compounds;
- (g) Support for groundwater monitoring: Samples may contain water-soluble radionuclide species, such as cesium or pertechnetate;
- (h) LBL and support facilities for startup and operations; and
- (i) Failed equipment and infrastructure materials.

TRANSITION CONTRACT LINE ITEM NUMBER (CLIN) 0010

C.1 Transition

The objective of transition is to accomplish the safe, effective, and efficient transfer of full responsibility for the workforce and execution of the Performance Work Statement (PWS) under the 222-S Laboratory Contract to the new Contractor with no disruption to ongoing laboratory operations. Transition shall be performed using a project management approach that ensures all relevant activities in the PWS are addressed, scheduled and budgeted, assigned to personnel within the organizational structure, and monitored on a daily basis to ensure that transition is progressing according to schedule.

The Contractor shall:

- (a) Release a brief Executive Summary of its offer on the Contractor's own website, including the following elements:
 - (1) Name of Contractor, including the identification of any teaming partners and critical subcontractors and a description of the experience that each brings to the project;
 - (2) Summary/description of Contractor's technical approach;
 - (3) Organizational structure and identification of key personnel;
 - (4) Contractor performance commitments; and
 - (5) Brief overview of Contractor's work on similar projects.

The purpose of the Executive Summary is to provide immediate release of relevant information to stakeholders and the public.

- (b) Transition the workforce needed to execute the mission of the Contract:

Transition of the incumbent workforce in accordance with the requirements of the Contractor Human Resources Management Clauses in Section H. The Work Force Transition Plan shall include the following:

- (1) Expected workforce composition;
- (2) Contractor's plan for engaging with labor representatives;
- (3) A schedule for preparation and submission of any bargaining parameters;
- (4) Contractor's plan for complying with Section 4(c) of the Service Contract Labor Standards Statute (formerly entitled *Service Contract Act*) currently codified at 41 United States Code (USC) Chapter 67, as well as any *National Labor Relations Act* Requirements with respect to determination of wages and benefits;
- (5) Contractor's plan to engage external counsel to resolve any legal issues regarding Human Resources Management Requirements (e.g., pension, labor, etc.); and
- (6) Contractor's plan for communicating and engaging with DOE on matters related to items 1 through 5 above.
- (7) Placement of necessary subcontracts, including the assumption of existing subcontracts identified by the Contractor or as directed by DOE.

- (c) Establish the programmatic and management system elements needed to support execution of the PWS under the terms and conditions of the Contract, including but not limited to:
 - (1) Review of existing project, program, and management system documents;
 - (2) Assumption of existing project, program, and management system documents as appropriate;
 - (3) Generation of needed replacement project, program, and management system documents determined by the Contractor to be needed before assumption of responsibility for execution of the Contract;
 - (4) Establishment of operations under existing or any new programmatic and management systems; and
 - (5) Support DOE activities needed to determine Contractor readiness to assume responsibility for execution of the Contract under the terms and conditions of the Contract.

The Contractor shall successfully complete all transition activities and demonstrate its readiness to assume full responsibility for execution of the PWS under the terms and conditions of the Contract. A list of applicable contract deliverables is appended to this Contract as Attachment J-10, *List of Contract Deliverables*. Deliverables listed in Table J-10.1 shall be performed under CLIN 0010, *Transition*, regardless of where the deliverable appears in the contract.

During the Transition Period, the Contractor shall:

- (a) Participate in a post-award orientation session convened by the CO to discuss important Contract terms and conditions, and the overall approach to contract administration;
- (b) Submit a Transition Plan, for DOE-approval, that fulfills the requirements in Section C, *Transition Plan*;
- (c) In coordination with DOE, establish and conduct informational and transition progress reporting sessions with stakeholders and regulators;
- (d) In coordination with DOE and the incumbent contractors, as defined in Section H, Clause H.3, *Definitions*, paragraph (C), establish the mechanisms to communicate introductory information and Transition Progress Reports to the current workforce;
- (e) Develop training for the workforce on the PWS and the Contractor-proposed technical and management approach for execution, and provide DOE a schedule for completion of training that results in 100 percent of the workforce being trained within 6 months after NTP;
- (f) Coordinate and cooperate with OHCs during transition.
- (g) Perform a Due Diligence Review to:
 - (1) Evaluate material differences and pre-existing conditions.
 - (2) Evaluate the listing and assessment of property and equipment condition provided by DOE. Conduct a joint reconciliation of this list with the incumbent contractors.
 - (3) Review all policies, procedures, plans, records, technical documents, permits, safety analyses and other documents or forms of information to ensure they are complete, accurate, and up-to-date. Identify anywhere the 222-S Laboratory Contract does not reflect the most current status of these documents or forms of information.

- (4) Identify any additional material differences and pre-existing conditions associated with Government-furnished property and equipment to be assigned to the Contractor and current conditions of all elements of the PWS established in the RFP.
- (h) Develop and implement a dedicated 222-S Laboratory Configuration Management and Document Control System prior to the end of transition;
- (i) Provide the CO with a Due Diligence Report, listing material differences and pre-existing conditions. Material differences and pre-existing conditions not included in the Due Diligence Report will not be considered. After receipt and evaluation of the Contractor material difference submission, DOE will negotiate the final list of material differences and pre-existing conditions with the Contractor that may represent a change to the Contract. The CO will provide direction to address these potential changes and will establish time frames for completion of applicable actions;
- (j) Identify the policies and procedures necessary to assume full responsibility of the laboratory;
- (k) Develop a nuclear safety protocol as described in Section H, Clause H.54, *Hanford Site Services and Interface Requirements Matrix*. The protocol shall be signed by the Hanford Mission Essential Services Contract (HMESC) Contractor¹, and concurred upon by other affected contractor(s) as applicable;
- (l) Support an initial Safeguards and Security (SAS) survey conducted by DOE. The Contractor shall ensure adequate programs are in place prior the end of the Transition Period to receive a Satisfactory Rating in accordance with DOE O 470.4, *Safeguards and Security Program*;
- (m) Comply with the integrated Material Control and Accountability (MC&A) Plan provided by HMESC. Upon assuming full responsibility for the Contract, the Contractor shall take possession of 222-S Laboratory MC&A materials from HMESC.
- (n) Adopt existing interface agreements and processes related to Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. These agreements shall be implemented in a manner to optimize the use of Attachment J-3.b services to minimize the resources necessary to execute this Contract. Changes to these agreements shall be executed per Section C, *Performance Work Statement*, and Section H, Clause H.54, *Hanford Site Services and Interface Requirements Matrix*;
- (o) Develop the inter-contractor ordering and financial agreements necessary to support providing Usage-Based Services (UBS) identified in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, to OHCs including clear identification of responsibility for the costs incurred under these agreements;
- (p) Provide a weekly written Transition Status Report to DOE during the transition process. The report shall include status of transition activities, updated transition schedule, any issues/concerns, status of Due Diligence Review, and where DOE assistance is needed. This report will be presented at established routine status meetings with DOE;
- (q) Submit a Readiness to Assume Responsibility for Execution of PWS Declaration to DOE, indicating readiness to assume responsibility for execution of the PWS under the terms and conditions of the Contract. Following submission of the declaration, DOE will have 10 days to review the declaration, evaluate Contractor readiness, and issue CO approval to proceed;

¹Herein referred to as HMESC.

- (r) Support DOE in conducting all activities required for DOE to determine that, prior to the end of the Transition Period, the Contractor is ready to assume full responsibility for execution of the Contract and;
- (s) Develop and submit a Graded Approach for Implementation of Contract Requirements Plan for DOE approval to implement requirements and streamline processes, eliminate non-value added requirements, apply a graded approach, and identify efficiencies and performance improvements (e.g., to DOE directives, regulations, and others) that are critical to accomplishing the Hanford Site mission. The plan shall include a review and recommendations of changes to the current Hanford Site standards and implementing procedures for the elimination of requirements and/or streamline processes. The Contractor shall use the Hanford Site interface governance process to reach agreement with the Other Hanford Contractors on proposed changes. The plan shall be updated and submitted to DOE for approval upon exercising each option period.
- (t) Identify agreements, letter approvals, determinations of cost allowability, or understandings the Contractor plans to rely upon and apply to work performed under this Contract, or in the accounting for costs incurred. DOE agreements with predecessor contractors, contract guidance, direction, or interpretation on other contracts shall not apply to this Contract unless they have been identified and approved in advance by the CO. CO approved agreements shall be incorporated into Section J Attachment, *Advance Understanding on Costs*. Agreements on advance understanding of costs will be through partnering between DOE and the Contractor.

Transition Plan

The Transition Plan provides a description of necessary transition activities, identifies all involved organizations, identifies Contractor personnel along with roles and responsibilities of who will be managing transition activities, and includes an integrated, critical path transition schedule that reflects activities by the incumbent Contractor, OHCs, and DOE personnel, as appropriate. The objectives of the Transition Plan are to minimize the impacts affecting continuity of operations, identify key issues, and overcome barriers to transition. Successful completion of the transition activities will enable the Contractor to assume full responsibility for execution of the PWS upon execution of a Final Transfer Agreement with the outgoing contractor.

The Transition Plan shall:

- (a) Describe the approach to transition of services and other work identified in the PWS including the process, rationale, planned activities, and milestones necessary for conducting safe, orderly Contract Transition; minimizing impacts on continuity of operations; identifying key issues and associated resolutions that may arise during transition; and planned interactions with DOE, OHCs, the workforce, regulators, and stakeholders;
- (b) Include a description of the activities necessary for the Contractor to assume full responsibility for the Contract; and
- (c) Identify and address the other activities and contract deliverables specified within the Contract requiring DOE approval prior to completion of transition.

STANDARD OPERATIONS CLINs 0020, 1020, and 2020

C.2 Operations

The Contractor shall manage and control laboratory operations to maintain the capability and capacity to provide analytical services to site customers as negotiated through Service Level Agreements (SLA). Unless specifically approved by DOE, the Contractor may not turn down work for which it has applicable procedures, functioning equipment, and appropriately qualified personnel. The Contractor shall first receive approval from the CO if the Contractor wishes to cancel an existing procedure without issuing a replacement procedure that provides equivalent capability.

The Contractor shall submit to DOE, for review, an Enhanced Operations Plan. The plan shall describe the Contractor's approach to transition from base to enhanced operations staffing, workload, and facility maintenance. (See Section C.5, *Enhanced Operations*.)

C.2.1 Analytical Operations

The Contractor shall chose a standard Hanford 40-hour work week to establish normal operating hours. The Contractor shall maintain capability to receive and process samples 24/7 to support site work activities as necessary.

C.2.1.1 Analytical Services

Analytical Services include, but are not limited to: sample receipt at the 222-S Laboratory facility, sample handling and preparation, customer consultation, sample analysis, data management, issue of data reports, Hanford Site Standards Laboratory services, and sample brokering to offsite laboratories. The desired outcome is to provide efficient analytical support, generate and maintain defensible data, and provide technical services for the Hanford Site Cleanup Mission.

Samples received from tank farms may be highly radioactive tank waste—potentially exceeding 300 rad/hour (3 Gy/hour), with a significant portion of the radiation expected to be gamma. The 222-S Laboratory is responsible for hot cell operations (load-in, manipulator operation, analytical work, load-out) necessary for sample receipt, preparation and distribution. Most high activity samples are received into the 11A Hot Cells (11A-1[a and b] and 11A-2 through 11A-6). Samples are unloaded from heavy, shielded transport containers into the hot cells, where they are prepared (e.g., composited with additional samples, solid/liquid phase separation, extruded, segmented, diluted) and aliquoted for load-out and analysis. Some basic analyses may need to be performed on undiluted samples within the hot cells (e.g., pH, viscosity, evaporator boildowns, visual examinations, and pictures). In addition to the newer 11A Hot Cells, there are four hot cells (1A, 1E-1, 1E-2, and 1F) in the Multi-Curie Area of the 222-S Laboratory installed when the facility started operations. The Contractor shall not use offsite laboratory facilities or services to analyze Hanford Site high activity tank waste samples without prior approval from the CO.

In conjunction with the hot cells, the 222-S Laboratory employs several glove boxes and more than 150 hoods to safely prepare and perform analyses on hazardous and radioactive materials.

The Contractor shall:

- (a) Provide analytical services including organic chemistry, inorganic chemistry, radiochemistry, materials analysis, Industrial Hygiene (IH) sample analysis, physical characterization of sample material, and technical services;
- (b) Track, document, and control samples from receipt through final disposition;

- (c) Use analytical procedures for tank waste and environmental samples based primarily on EPA SW-846, *Hazardous Waste Test Methods* with customer-approved modifications. IH sample analysis procedures shall be based on industry accepted methods. Radiochemistry protocols shall be based on commercially available technologies or have been developed by the 222-S Laboratory specifically for use in the facility;
- (d) Generate reports with defined formats. Components of report formats may include raw data, data summary reports, method detection limits with qualifiers, quality assurance (QA) data and associated QA qualifiers, and data upload into the DOE-approved Laboratory Information Management System (LIMS);
- (e) Procure or produce analytical reagents and standards for use in the 222-S Laboratory facility that have documented traceability to National Institute of Standards and Technology standards, if available;
- (f) Perform routine chemical inventory maintenance and chemical stabilization and establish procedures to determine the acceptability of such materials;
- (g) Maintain the capability to clean, chemically inactivate, and stage sample collection equipment for use in the field;
- (h) Manage contracts with offsite treatment, storage, and disposal facilities (TSDF) to broker contaminated solid, dangerous, and mixed waste. This includes characterization of waste streams, waste shipping, and evaluations of TSDFs. The Contractor shall provide these waste disposal capabilities for the OHCs via SLAs;
- (i) Establish a radioactive waste management basis for the laboratory as described in DOE M 435.1, *Radioactive Waste Management Manual*;
- (j) Determine needs for new and replacement instruments for the 222-S Laboratory and develop the methods and procedures necessary to operate the equipment and instruments that are installed;
- (k) Develop new methods to meet evolving customer analytical needs and/or requirements;
- (l) Archive samples which are analyzed at the 222-S Laboratory at the request of the customer (per Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*). The Contractor shall:
 - (1) Require the customer to provide final disposition scheduling documentation for each archived sample;
 - (2) Maintain the sample archive, including archival reconstitution, documentation, and tracking of archived samples; and
 - (3) Notify customers annually of their archive inventory and make requests to dispose of samples that are no longer needed.
- (m) Deliver final sample analysis reports (deliverables) to the customer on or before the date agreed upon with the customer. The time allotted for generation and transmittal to the customer of a final deliverable is dependent upon sample characteristics, analyses requested, and report format requirements;
- (n) Interface with customers to plan and schedule analytical services and tailor sample analysis methods and reporting formats to customer requirements. Planning and scheduling shall consider the cyclical nature of the laboratory workload, customer priorities, and unplanned or emergent work;

- (o) Assist customers with analytical method selection; and
- (p) Meet all holding time deadlines negotiated with the customer. Holding times are the length of time from sample collection allotted to the Contractor to perform sample analysis. Holding times are established by regulatory organizations and defined by customers to prevent sample degradation and are dependent upon the analyte and testing methodology.
- (q) Broker samples and manage contracts with offsite laboratories. Brokering activities include locating offsite analytical support that meets Hanford contractor requirements, flowing appropriate analytical requirements down to offsite laboratories, audits or evaluations of offsite laboratories, radiological screening of samples, sample packaging and shipping, QA review of data generated by the offsite laboratories, and generation and/or distribution of data reports to sample owners;
- (r) Develop an Analytical Services Business Case Analysis for offsite laboratory performance of the process chemistry and laboratory analysis work scope as described in Section C.2.1.3, *Laboratory Process Chemistry and Laboratory Analysis*.
 - (1) For work scope identified in the analysis, the Contractor shall:
 - (i) Prepare and submit to DOE an Analytical Services Business Case Analysis for the most effective means to perform process chemistry and laboratory analysis work scope based on this assessment. The Analytical Services Business Case Analysis shall address the following:
 - (A) For each of the components of the work scope, the Contractor shall assess the current and future needs over the life-cycle of the Hanford Site cleanup mission considering the following criteria:
 - (I) Availability of necessary facilities, equipment, instrumentation, methods, and services.
 - (II) Availability of necessary technical expertise and experience.
 - (III) Maintenance of any required certifications and accreditations.
 - (B) Include commercial best practices, a transition and implementation plan with life-cycle resource estimate that includes all costs, and an approach for responding to emerging process chemistry and laboratory analysis needs for which there is no established technical capability.
 - (2) The decision to approve all or part of the Analytical Services Business Case Analysis shall be made at the unilateral discretion of the DOE Contracting Officer. If the Contractor is authorized to implement all or part of the identified work scope, the Contractor shall provide a list of requested Government-Furnished Services and Information (GFS/I) and suggested milestones. The analysis shall be updated annually following initial submittal. The Contractor shall not be entitled to an equitable adjustment to Contract Cost and Contract Fee as a result of DOE's decision to approve all or part of the Analytical Services Business Case Analysis.

C.2.1.2 Analytical Control

For activities at the 222-S Laboratory Complex, an analytical control organization shall be responsible for flowing work activities down from the field execution schedule and workweek data to the point of

release. The desired outcome is efficient planning, scheduling, determination of sample disposition, and distribution of final reports.

The Contractor shall:

- (a) Establish and implement a management system for control of the analytical scope performed at the 222-S Laboratory;
- (b) Establish interfaces with customers, DOE oversight, other DOE laboratories, accreditation bodies, performance testing organizations, and regulatory organizations;
- (c) Develop customer SLAs;
- (d) Negotiate Tank Sample Analysis Plans, sample hold times, deliverable due dates, reporting formats and any other specific analytical requirements with customers;
- (e) Determine which samples are self-performed and which are sent to subcontracting laboratories unless otherwise specified by the customer;
- (f) Procure and manage subcontracts with offsite analytical laboratories and instrument vendor support services;
- (g) Audit subcontracted laboratories, provide QA oversight, receive analytical reports from laboratories, and distribute data to the customers;
- (h) Prioritize the sample-testing schedule to meet customer needs;
- (i) Manage routine process chemistry work scope;
- (j) Manage research and technology development work scope;
- (k) Work closely with OHCs to successfully coordinate facility maintenance activities, facility construction projects, and planned facility outages with customers' analytical work schedules;
- (l) Provide Integrated Sitewide Analysis Plans, assist development of OHC data quality objectives, and provide process and analytical technology support. Interface with OHCs to develop sample analysis rates and waste generation estimates for the OHCs, and integrated planning products to plan OHC sample analysis expenditures;
- (m) Adhere to developed budgets and schedules;
- (n) Issue performance status reports; and
- (o) Effectively communicate with DOE and OHCs.

C.2.1.3 Laboratory Process Chemistry and Laboratory Analysis

Laboratory process chemistry refers to the routine analysis of samples to support waste handling and treatment processes for the tank farms on the Hanford Site. Process chemistry samples routinely analyzed by the 222-S Laboratory include liquid and solid tank waste samples as well as IH and environmental samples.

The Contractor shall:

- (a) Conduct analysis as needed at the 222-S Laboratory including highly radioactive, IH, and environmental samples;
- (b) Ensure work activities requiring the handling of highly radioactive materials in gloveboxes or hot cells are performed under rigorous safety requirements (e.g., Documented Safety Analysis [DSA], Technical Safety Requirements [TSR], Conduct of Operations [CONOPS] Process, Radiation Protection Program [RPP], SAS, and Material at Risk requirements);
- (c) Ensure process chemistry and laboratory analysis personnel support analytical production control to meet client requests, address analytical issues, support routine facility maintenance, and assist in the planning for equipment additions;
- (d) Develop integrated organic, inorganic, and radiochemistry analytical schedules;
- (e) Ensure analyses are performed under a DOE-approved Quality Assurance Program (QAP) and sample data is stored in a Government-furnished LIMS. LIMS is used to develop routinely prepared narrative reports, compliantly manage laboratory waste, data management, data reduction, manage laboratory supplies, manage sample archives, track and control samples, and procure laboratory supplies; and
- (f) Provide processes chemistry and laboratory analytical services for Hanford Site contractors and other site users (see Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 95, “Highly Radioactive Sample Analytical Services” and Service Number 96, “Sample Analytical Services”).

The Contractor’s analytical control system manages process chemistry scope.

C.2.1.4 Laboratory Research and Technology Development

The 222-S Laboratory performs research and technology development activities, and performs analytical services for other site users per Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. The laboratory provides research and technology development services to resolve unique issues for DOE or other Hanford Site users, as needed. The desired outcome for this scope is to establish and/or maintain the capability to resolve chemistry, radiochemistry, and material science concerns as requested by customers.

The Contractor shall:

- (a) Develop analytical methods to address unique site analytical needs (e.g., specialized IH analyses);
- (b) Evaluate emergent technologies (e.g., analytical processes developed elsewhere);
- (c) Research physical and chemical characteristics of tank waste (e.g., solids morphology or identification);
- (d) Develop technologies for implementation on the site (e.g., field instrumentation for tank vapor monitoring);
- (e) Perform materials research and analysis to evaluate mechanisms of equipment failure (e.g., materials performance, or corrosion studies); and
- (f) Perform other research functions to meet customer requirements.

The Contractor's analytical control system manages research and technology development scope.

C.2.2 Facility Operations

The Contractor shall establish and implement programs to support facility operations at the 222-S Laboratory.

C.2.2.1 Conduct of Maintenance

Real Property Maintenance

In accordance with DOE O 430.1, *Real Property Asset Management*, real property assets must be sustained by maintenance, repair and renovation activities to ensure: mission readiness; operational safety; worker health, environmental protection and compliance; security; and property preservation to cost-effectively meet program missions.

The Contractor shall establish and document a maintenance management program for real property assigned to this Contract that includes the following:

- (a) Establish a computerized maintenance management system (CMMS) that provides the ability to track, capture, document, and demonstrate the real property maintenance cost expenditures at the component level;
- (b) Method to determine the minimum acceptable level of condition for each asset; methods for categorizing Repair Needs (RN) deficiencies that are also classified as Deferred Maintenance (DM); management of the DM backlog; and a method to prioritize maintenance work;
- (c) Ability to keep existing facilities in an acceptable condition, functional and sustainable in support of current missions. This includes a management process for planning and budgeting for known future cyclical maintenance, repair, and renovation requirements for major building components or infrastructure systems; and a mechanism to track direct and indirect funded expenditures for maintenance and repair and renovation at the asset level;
- (d) Develop technical and management processes to align the performance, functional, and physical attributes of real property facilities, structures, systems, and components in the maintenance program with associated requirements, design, and operational information;
- (e) Ensure real property asset availability for planned use or disposition using preventive and predictive maintenance and repairs;
- (f) Develop five-year forecast (by fiscal year) and update annually to identify financial investments for sustainment of real property assets to support DOE strategic plans, program guidance, and Departmental performance targets. Include consideration for desired level of service, remaining service life, current condition assessments, Energy Independence and Security Act energy and water evaluations, utilizations surveys, the mission dependency of the asset, and projected funding for DM reduction; and
- (g) Support HMESC in the Hanford Site Condition Assessment Surveys/Condition Assessment Information System (CAIS) for assigned facilities, other structures and facilities, real property trailers, and real property Conex boxes. Any issues found during condition assessments surveys will be handled in accordance with the Contract Assurance System.

Nuclear Facility Maintenance

The Contractor shall perform maintenance in accordance with the requirements of DOE O 433.1, *Maintenance Management Program for DOE Nuclear Facilities*, to minimize the likelihood and consequences of human fallibility or technical and organizational system failures.

The Contractor shall:

- (a) Develop and implement a Nuclear Maintenance Management Program (NMMP) using the general and specific requirements and attributes identified in DOE O 433.1, for the DOE Hazard Category 3 Nuclear Facility;
- (b) Provide to DOE for approval NMMP description documents consisting of entries for each general and specific maintenance requirement and attribute of DOE O 433.1; and
- (c) Review, update, and obtain DOE approval of nuclear maintenance documentation in (b) demonstrating conformance at inception, when changes in conditions require changes in the documentation, and at least every 3 years or as directed by DOE (minor administrative changes and corrections or routine updates to cited documents do not require new DOE approval).

An NMMP may be written to encompass both nuclear and non-nuclear facility maintenance in a single program.

Personal Property Maintenance

The Contractor shall:

- (a) Complete the Deferred Maintenance and Repairs Disclosure for Personal/Capital Equipment Form by September 30 for each year. For capital equipment not to be reported on by the Contractor, a request also shall be submitted to DOE for approval of non-reporting. The following definitions for Deferred Maintenance and Repair Needs are provided:

Deferred Maintenance and Repair. Maintenance and repairs that were not performed when they should have been or were scheduled to be and which are put off or delayed for a future period. [Federal Accounting Standards Advisory Board, Statement of Federal Financial Accounting Standards 42, Deferred Maintenance and Repairs] Record in FIMS only the DM cost estimates associated with real property assets.

Repair Needs. The estimated cost to restore a real property asset's component system failures noted during a condition assessment survey to a state substantially equivalent to the most recently configured capacity, efficiency, or capability. The "needs" originate from the real property asset, not necessarily management. Repair needs will always equal or exceed DM; the difference between the two depends on each noted deficiency's optimum period and acceptability to management [adapted from Federal Real Property Council, 2013 Guidance for Real Property Inventory Reporting].

- (b) Align and integrate the CMMS, addressed in this section, for tracking all Personal Property Maintenance Activities Work Packages including cost and schedule.

C.2.2.2 Corrective Maintenance and Facility Improvements

Corrective maintenance is defined as repairs, alignments, etc. needed when equipment or systems fail or do not perform their intended function. Facility improvement is defined as the construction, expansion, or extension of an existing asset to accommodate a change of function or programmatic need, or to incorporate new technology.

The Contractor shall:

- (a) Assess mission needs and perform corrective maintenance and facility improvements up to \$250,000 in value per project in compliance with a DOE-approved 222-S Laboratory Complex NMMP.
- (b) Submit a requirements package to the CO for all facility improvements projected to exceed \$250,000. Requirements packages shall be tailored to size, scope, and complexity of the improvement and shall include:
 - (1) Mission Need Statement;
 - (2) Performance Work Statement;
 - (3) Cost estimate;
 - (4) Recommended contracting approach and justification, including a Labor Standards Determination from the U.S. DOE Labor Standards Board, as described in Section J, Attachment J-7, Labor Standards Board Process (reference Section H, Clause H.10, *Labor Standards*);
 - (5) Key terms and conditions; and
 - (6) Updated nuclear safety and supporting documentation or other supporting documentation as requested by DOE to design or construct improvements, such as drawings, schematics, warranties, and maintenance agreements.
- (c) Support 222-S Laboratory Complex facility improvement projects by performing the following functions:
 - (1) Engineering Studies
 - (2) Conceptual Planning
 - (3) Design Review
 - (4) Interface meetings
 - (5) Schedule integration
 - (6) Procedure development and implementation

The desired outcome is a cooperative relationship between the Contractor, DOE, OHCs, and any third-party design and/or construction organization(s) to design and construct quality improvements in a cost-effective manner with minimal impact to schedule while protecting worker safety.

The *222-S Life Extension Strategic Management Plan* (RPP-RPT-40632) shall be updated and submitted for DOE approval. This strategic plan includes analytical equipment replacements, room renovations, facility or room upgrades, and new facility construction to help maintain the facility in working order and promote efficient operations.

C.2.2.3 Operations Control

For facility management and maintenance activities at the 222-S Laboratory Complex, an operations control organization shall be responsible for flowing work activities down from the field execution schedule and workweek data to the point of release. The desired outcome for this scope is for operations

control to integrate and coordinate labor and equipment resources so that facility operations are scheduled and performed efficiently.

The Contractor shall:

- (a) Implement an operations control system for the full operations scope performed at the laboratory;
- (b) Maintain a Work/Resource Schedule for facility operations control;
- (c) Develop and maintain an Integrated Priority List to address emergent work;
- (d) Develop and maintain a Planned Maintenance Schedule for the 222-S Laboratory Complex;
- (e) Evaluate maintenance schedule requirements, facility priority needs, procurement schedules, safety impacts, and vendor support availability to attempt to develop a production schedule maximizing the use of available resources;
- (f) Interface with OHCs for the performance of maintenance activities (see Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*) to ensure scheduling and resources are maximized and impacts to laboratory operations are minimized; and
- (g) Ensure adequate planning and scheduling to minimize impacts to laboratory operations for analytical equipment replacements, room renovations, facility or room upgrades, and new facility construction.

C.2.2.4 Conduct of Operations

The Contractor shall:

- (a) Establish a Conduct of Operations (CONOPS) Program using the graded approach to CONOPS requirements and attributes identified in DOE O 422.1 for the DOE Hazard Category 3 nuclear facility and for other than Hazard Category 1, 2, and 3 nuclear facilities. Facilities may be grouped as appropriate; and
- (b) Define graded approach for causal analysis and corrective actions for High, Low and Informational Level reports as required by DOE O 232.2A, *Occurrence Reporting and Processing of Operations Information* in the QAP.

The CONOPS Program shall include the Contractor's implementing process or procedure for activity level work planning and control that achieves the following goals:

- (a) Applies to all facilities and is not limited to nuclear facilities and activities;
- (b) Protects the worker, the public and the environment by scoping, planning, scheduling and preparing in a manner that results in the safe execution of work;
- (c) Mitigates or eliminates the hazards associated with work;
- (d) Identifies the impact of work to the facility and work groups and plan, control, and execute the work without incurring unanticipated issues resulting from the work;
- (e) Maximizes efficiency and effectiveness of site personnel and material resources;
- (f) Maximizes availability and reliability of facility equipment and systems; and
- (g) Maximizes continuous feedback and improvement including worker feedback mechanisms.

C.3 Core Functions

The Contractor shall manage and control Core Functions to maintain the capability and capacity to provide analytical services to site customers and to maintain the 222-S Complex in a safe and compliant mode. One of the purposes of this section is to assist in describing the specific responsibility of the 222-S Laboratory Contract in Hanford Site crosscutting programs. The following sections define the programs that must exist to safely and successfully perform the cleanup mission of the Hanford Site. These programs shall be conducted in an integrated manner that protects the workers, public, and environment while enabling efficient cleanup. These activities are associated across all work within the PWS.

C.3.1 Engineering

The Contractor shall provide engineering support to maintain and upgrade the 222-S Laboratory Complex facilities.

C.3.1.1 Conduct of Engineering

The delegations below are provided for operational flexibility. DOE retains overall authority for the Hanford site.

The Contractor shall:

- (a) Accept delegation per DOE O 420.1, *Facility Safety* to act as owner as it applies to industry codes and standards;
- (b) Act as the NFPA 70, *National Electrical Code*, Authority Having Jurisdiction (AHJ);
- (c) Be responsible for the professional quality, technical accuracy, and coordination of all designs, drawings, specifications, and other services furnished by the Contractor under this Contract.
- (d) Submit to DOE an Independently Qualified Registered Professional Engineer (IQRPE) review as required by Washington Administrative Code 173-303, *Dangerous Waste Regulations*;
- (e) With the manager of the tank farms as the lead, support the development and maintenance of and provide concurrence to the Hanford Site NPH requirements document, HNF-SD-GN-ER-501, *Natural Phenomena Hazards, Hanford Site, Washington* (Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service 101);
- (f) Utilize the Hanford Site NPH requirements document HNF-SD-GN-ER-501, *Natural Phenomena Hazards, Hanford Site, Washington* in the design, construction, and analysis of facilities assigned to this contract in accordance with DOE O 420.1;
- (g) Develop annual System Health Reports (SHR) to status and trend the operability, reliability and material condition of the confinement ventilation system, and structural and confinement boundary components of hot cells to include the following elements:
 - (1) A System scorecard or health score;
 - (2) System operational status including key equipment availability;
 - (3) Maintenance backlog;
 - (4) Closed and outstanding corrective actions;
 - (5) Closed and outstanding problem or Adverse Condition Reports;

- (6) System deficiencies;
- (7) System performance trending;
- (8) Material condition assessment including any walkthrough results; and
- (9) Other significant events and issues.

Drawing Updates

The 222-S Laboratory Complex uses a systematic approach to maintain, prepare, verify, approve, and revise two- and three-dimensional engineering drawings. The system applies to all drawing series that are released into Document Control. Any deviation from the system shall have the approval of the procedure owner.

The Contractor shall update engineering drawings as facilities are modified. In addition, the Contractor shall manage the backlog of drawing updates for projects that have previously been completed.

The Contractor shall maintain drawing configuration management. Drawings are based on the following drawing categories:

- (a) Essential Drawings;
- (b) Support Drawings; and
- (c) Reference Drawings.

The system engineer drawing administrators, as the decision-making authorities, shall determine the status of drawings for review, approval, and initial release or revision to document control. Vendor drawings shall meet the requirements of the Contractor's drawing procedures.

222-S Local Area Network (SLAN)

The 222-S Laboratory employs a laboratory specific, firewalled local area network, SLAN, to isolate the IT Network and devices within the 222-S Facility. Instrument controllers, computers, storage devices and other IT devices are kept separate from the Hanford Local Area Network (HLAN) and data access points to the SLAN network are controlled.

The Contractor shall:

- (a) Manage and maintain the secured SLAN within the 222-S Laboratory facility;
- (b) Manage and maintain the 222-S Laboratory LIMS and its interface with SLAN
 - (1) Procure and install a new LIMS within 2 years of NTP; and
- (c) Obtain, maintain, and manage software necessary for laboratory operations (e.g., analytical data management tools and instrument controller software) (see Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix* for software which may be obtained from HMESC.)

C.3.1.2 Nuclear Safety

The Contractor shall:

- (a) Perform work in accordance with the safety basis for the 222-S Laboratory; and
- (b) Implement a nuclear safety program that satisfies the requirements of 10 CFR 830, *Nuclear Safety Management* including Subpart A, *Quality Assurance Requirements*, and Subpart B, *Safety Basis Requirements*.

C.3.2 Environmental, Safety & Health

C.3.2.1 Environmental Regulatory Management

The Contractor shall:

- (a) Comply with environmental requirements and cleanup requirements under the TPA, DOE/RL-89-10; Consent Decree D-08-5085-FVS as amended; Hanford Air Operating Permit 00-05-006; *Resource Conservation and Recovery Act* (RCRA) Permit (WA7890008967); compliance and negotiations in accordance with the DOE/RL-2009-81, *Central Plateau Cleanup Completion Strategy*;
- (b) Execute work consistent with DOE NEPA decisions (Section J, Attachment J-2, *Requirement Resources and Implementing Documents*, Table J-2.2, “Implementing Documents”);
- (c) When requested by DOE prepare technical information required for additional NEPA analyses and/or documentation;
- (d) Execute the Hanford Site environmental permitting and regulatory compliance activities per Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 38;
- (e) Support DOE for response to regulatory issues; and
- (f) Cooperate and coordinate when requested during enforcement actions including tracking, trending, and evaluating actions; coordinating and integrating responses; developing a protocol with the OHCs for enforcement inspections; and, for resolving compliance issues.

Inspection Actions

The Contractor shall:

- (a) Interface with other contractors in providing legally and contractually required air, liquid effluent, and other media environmental monitoring data;
- (b) Collect, compile, and/or integrate air and liquid effluent monitoring data from facilities assigned under the contract;
- (c) Submit annual Environmental Management System (EMS) compliant with DOE O 436.1, *Departmental Sustainability*; and
- (d) Every three years obtain a qualified third party audit of the contractor’s EMS.

C.3.2.2 Event Reporting and Investigation

Event Reporting and Investigation is required to provide accurate and timely reporting to DOE and investigation of environmental, safety, and health events at DOE facilities or in support of DOE facility operations.

Reporting

The Contractor shall report occurrences resulting from activities performed by Contractor personnel and subcontractors in support of facility operation and other externally driven events (such as natural phenomena), categorize the occurrences, notify DOE elements as required, and prepare and submit Occurrence Reports. Reporting programs shall include the following: Event or Condition Identification and Response, Event or Condition Categorization, Prompt Notifications, Occurrence Report Processing, Occurrence Investigation and Analysis, and Identifying Safety Performance Trends and Recurring Occurrences.

Notifications

The Contractor shall:

- (a) Establish and implement these two elements to ensure appropriate event notification for timely response:
 - (1) If an event occurs while the Contractor is working in a facility operated by another Hanford contractor, the contractor who has primary responsibility for the facility or activity shall make the event notification; and
 - (2) Communications equipment for notifications.
- (b) Notify the DOE Facility Representative (FR) for events such that real time notification of DOE line management occurs for personnel injuries, personnel radioactive contamination or internal deposition, chemical exposures, work stoppages, and other situations that might receive public, regulatory, or DOE-HQ attention. The FR shall be notified on a 24-hour basis of events that reach a threshold to notify the Facility Manager, including non-reportable and adverse conditions. Additional specific criteria for FR notification shall be, but are not limited to, the following:
 - (1) Employees receive occupational injuries or are exposed to hazards that result in transport to a first aid facility, a hospital, or necessitates the use of a medical monitoring program for one or more affected individuals;
 - (2) Employee exposure to hazardous substances (e.g., beryllium, asbestos, mercury, and lead) in excess of regulated limits;
 - (3) Employees experience contamination of skin or personal clothing. Contractors shall distinguish between clothing contamination and skin contamination;
 - (4) Employees have indications of potential radioactive internal deposition, such as positive nasal smears, positive workplace monitoring results requiring follow-up (i.e., whole body count, bioassay), or other measured indications of a potential internal deposition;
 - (5) Issuance of a Stop Work;
 - (6) The discovery of an immediate danger to workers, the environment, or the public;

- (7) The discovery that one of the barriers used to isolate hazardous energy failed (e.g., Lockout/Tagout Preparation, Technical Review, Installation, Verification, Safe Condition Check, and Safe to Work Check);
- (8) Transportation incident/accident involving radioactive or hazardous materials;
- (9) Whenever an incident occurs that involves the potential loss of control or compromise of classified or nuclear materials;
- (10) Identification of a non-compliance with an environmental permit or requirement prior to self-notification to a regulatory authority;
- (11) Potential Inadequacy in the Safety Analysis (PISA); and
- (12) Violation or non-compliance of Criticality Safety Evaluation control.

Investigation

The Contractor shall:

- (a) Establish and implement these six elements for investigating events to determine their impact and prevent recurrence:
 - (1) Specific events requiring investigation and criteria for identifying other events or conditions to be investigated;
 - (2) Designation of investigators and their training and qualification;
 - (3) Investigation processes and techniques;
 - (4) Causal analysis and corrective action determination;
 - (5) Event investigation reporting, training, and trending; and
 - (6) Responses to known or suspected sabotage.
- (b) Support DOE accident investigations for accidents occurring on self-performed and subcontracted work activities, as required in current DOE Directives.
- (c) Notify the FR of plans to perform event investigations (e.g., critique, fact-finding, etc.), so the FR is able to attend.

C.3.2.3 Waste Handling

Waste is anything that can be discarded or abandoned regardless of condition and is regulated by EPA and Washington Department of Ecology. The primary waste types encountered at the 222-S Laboratory Complex include RCRA (hazardous/dangerous, radioactive, and mixed), solid, and *Toxic Substances Control Act of 1976 (TSCA)* waste.

The Contractor shall be responsible for the waste management and handling activities at the 222-S Laboratory Complex. Waste management at the laboratory includes, but is not limited to liquid waste storage in the 219-S Waste Handling Facility; subsequent staging and transfer of 219-S waste back to the tank farms; operating compliant satellite and 90-day accumulation areas; compliant management of permitted dangerous and mixed waste storage units; and management of contaminated equipment storage units. Close cooperation between the Contractor (as generator) and the manager of the tank farms (as the recipient of waste streams from the 219-S Tank System and 207-SL gray water storage facilities) will be

required. The interface shall be governed by procedures maintained by both contractors through frequent consultation with each other. Individuals who generate or handle hazardous waste shall be required to participate in all courses as designated in the 222-S Laboratory Dangerous Waste Training Plan.

Approved, RCRA compliant liquid wastes are discharged through designated drains into the 219-S Tank System and later transferred to the Hanford Site tank farms for long-term storage. Hazardous waste not approved for discharge into the 219-S Tank System are accumulated in satellite accumulation areas (SAA) and 90-day accumulation areas in accordance with federal, state, and local codes. For waste that cannot be accepted by the 219-S Tank System, the Environmental Restoration Disposal Facility, or elsewhere on the Hanford Site, agreements shall be brokered with offsite disposal facilities for shipment and storage of that waste. The Contractor shall perform a periodic waste management audit of any offsite facilities used to store or dispose of 222-S Laboratory waste as required by the CO. The Contractor is responsible for the costs of managing and disposing of waste generated by 222-S Laboratory operations after it has been collected from SAAs and 90-day accumulation areas, discharged into the 219-S Tank System, or otherwise removed from the 222-S Laboratory Complex.

The Contractor shall:

- (a) Receive, handle, and provide a disposal pathway for radioactive waste in accordance with DOE O 435.1, *Radioactive Waste Management*;
- (b) Appropriately manage TSCA waste;
- (c) Manage the 219-S Tank System;
- (d) Designate the laboratory wastes;
- (e) Determine whether specific waste streams may be brought into or generated by the laboratory;
- (f) Manage discharge of specific waste streams into the 219-S Tank System;
- (g) Maintain accreditation from a proficiency testing organization (e.g., Environmental Resource Associates [Waters ERA]) approved by the Washington Department of Ecology and comply with all policies and procedures applicable to the accrediting bodies' activities.
- (h) Package, collect and dispose of wastes; and
- (i) Provide janitorial services within the 222-S Laboratory Complex.

C.3.2.4 Worker Safety and Health Program

The Contractor shall develop (or adapt) and implement a Worker Safety and Health Program that complies with 10 CFR 851, *Worker Safety and Health Program* and submit the program to DOE for review and approval.

Work Place Substance Abuse Programs

The authorities and requirements for a Workplace Substance Abuse Program (WSAP) are derived from 10 CFR 707, *Workplace Substance Abuse Programs at DOE Sites* and 49 CFR 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs*. The WSAP is required of the Contractor, their subcontractors and other low-tier subcontractors with personnel in testing-designated positions. HMESC will establish program requirements, provide program procedures, conduct employee and supervisory training, establish testing programs, and maintain the official WSAP records.

The Contractor shall:

- (a) Provide a WSAP Implementation Plan to DOE for approval, and review and update the plan annually;
- (b) Comply with the requirements in 10 CFR 707, *Workplace Substance Abuse Programs at DOE Sites*; DOE O 350.1, *Contractor Human Resource Management Programs*; and 49 CFR 40, *Procedures for Transportation Workplace Drug and Alcohol Testing Programs*, as administered by the overall WSAP Implementation Plan;
- (c) Comply with the HMESC-established testing program for employees in testing designated positions. Testing designated positions are identified by the Contractor and apply to employees whose duties involve:
 - (1) Access to or handling of classified information;
 - (2) Access to or handling of Special Nuclear Material (SNM);
 - (3) High risk of danger to life, the environment, public health and safety, or national security; and
 - (4) Transportation of hazardous materials to or from a DOE site.
- (d) Coordinate and provide drug/alcohol testing information to HMESC, as required by the HMESC program and U.S. Department of Transportation (DOT) regulations;
- (e) Comply with the HMESC-established procedures and records management requirements for the implementation of the WSAP;
- (f) Comply with procedures and programs established by HMESC for education awareness on illegal substance use in the workplace, supervisory training regarding their responsibilities with impaired employees, and Employee Assistance Program services; and
- (g) Report occurrence and/or reasonable suspicion testing regarding the WSAP to HMESC within the timeframe established by HMESC to allow notice to DOE within 4 hours from the time the testing is ordered.

Safety Culture

The Contractor shall:

- (a) Adopt and continuously improve organizational culture (site core values and behaviors), Safety Culture, and Safety Conscious Work Environment, including implementation and utilization of programs/processes that support employees raising concerns without fear of retaliation. These programs/processes include, but are not limited to the Employee Concerns Program (ECP), the Differing Professional Opinions Process; Ethics and Compliance Program/Process; and Alternative Dispute Resolution;
- (b) Continuously promote a work environment where employees are encouraged to raise concerns. The Contractor shall define expectations, rigorously reinforce those expectations, and take actions to mitigate the potential for a chilling effect;
- (c) Conduct business in a manner fully transparent to DOE. Activities are demonstrated by open, clear, and well-communicated management actions and technical and project documentation. Identified issues and trends are proactively shared with DOE;

- (d) Champion a culture that promotes proactive self-identification and reporting of issues that identifies and takes action on systemic weaknesses leading to sustained continuous self-improvement
- (e) Champion a culture that emphasizes the following attributes:
 - (1) Demonstrated safety leadership;
 - (2) Risk-informed, conservative decision making;
 - (3) Management engagement and time in the field;
 - (4) Staff recruitment, selection, retention, and development;
 - (5) Open communication and fostering an environment free from retribution;
 - (6) Clear expectation and accountability;
 - (7) Personal commitment to everyone's safety;
 - (8) Teamwork and mutual respect;
 - (9) Participation in work planning and improvement;
 - (10) Mindful of hazards and controls;
 - (11) Credibility, trust and reporting errors and problems;
 - (12) Effective resolution of reported problems;
 - (13) Performance monitoring through multiple means;
 - (14) Use of operations experience; and
 - (15) Questioning attitude.

C.3.2.5 Industrial Hygiene

The Contractor shall implement a comprehensive IH program in compliance with 10 CFR 851, *Worker Safety and Health Program* and the associated regulatory and consensus standards that are incorporated by reference.

C.3.2.6 Beryllium Program

The Contractor shall:

- (a) Perform work in compliance with 10 CFR 850, *Chronic Beryllium Disease Prevention Program*. The contractor shall work with HMESC to develop and manage the integrated Hanford Sitewide Chronic Beryllium Disease Prevention Program (CBDPP) plan; and
- (b) Provide interface with the HMESC Beryllium Health Advocate regarding management of the Hanford Site CBDPP.

C.3.2.7 Radiation Protection

The Contractor shall:

- (a) Develop and implement a radiological health and safety program that complies with the requirements of 10 CFR 835, *Occupational Radiation Protection*, and DOE/RL-2002-12, *Hanford Radiological Health and Safety Document*. Utilize guidance from DOE-STD-1098-2017, *Radiological Control* to develop the program; and
- (b) Utilize the Hanford Radiological Site Services defined in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 49.

Radiological Assistance Program

HMESC manages the Region 8 Radiological Assistance Program (RAP), as described in DOE O 153.1, *Departmental Radiological Emergency Response Assets*, on behalf of DOE. The Region 8 RAP is responsible for Alaska, Oregon, Washington, and other regions, as directed by DOE-HQ. The RAP Mission is to provide first-responder radiological assistance to protect the health and safety of the general public and the environment; assist DOE program elements, and other federal, state, tribal and local agencies in the detection, identification and analysis, and response to events involving the use of radiological/nuclear material. The RAP provides 24-hour-a-day radiological response capabilities. The RAP teams consist of DOE and DOE contractor personnel that perform radiological assistance duties as part of their normal employment or as part of the terms of the Contract between their employer and DOE. HMESC will require augmentation of RAP Response Team personnel, equipment, and expertise as delineated in work scope arrangements with the Contractor, OHCs or offsite vendors.

The Contractor shall:

- (a) Establish an agreement with HMESC detailing the specific services to be provided by the Contractor in support of the Region 8 RAP;
- (b) Provide qualified personnel, technical expertise, equipment, and support to the DOE Region 8 RAP as delineated in the inter-contractor agreement to ensure maintenance and staffing of emergency teams with the ability to respond under the direction of DOE National Nuclear Security Administration and the U.S. Department of Homeland Security; and
- (c) As specified in the inter-contractor agreement, adhere to the requirements established by HMESC, consistent with DOE O 153.1.

C.3.2.8 Fire Protection Program

Existing Fire Protection Exemptions and Equivalencies are provided in Section J, Attachment J-18, *Exemptions and Equivalencies*.

The Contractor shall:

- (a) Institutionalize and recognize the Hanford Fire Marshal's (HFM) authority as contained in the Authority, Responsibilities, and Duties and Enforcement section of the DOE approved HFM Charter (HNF-52336, *Authority, Responsibilities, and Duties of the Hanford Fire Marshal* [aka Fire Marshal's Charter]);
- (b) Ensure individuals performing testing of any backflow preventers shall have a Washington State Backflow Assembly Tester certificate issued by the Washington State Department of Health;

- (c) Ensure new projects and facility design, construction and modifications involving fire systems are in accordance with *Hanford Fire Protection Design Requirements* (HNF-36174); and
- (d) Ensure all fire permits required by NFPA 1, *Fire Code*, Section 1.12, shall be issued by the HFM permit system. HFM permits shall be obtained and posted (or readily accessible) prior to the proposed activity or configuration.

C.3.2.9 Sitewide Safety Systems

HMESC integrates and coordinates the Hanford Site safety and health standards through MSC-MP-41080, *Hanford Integrated Standards Management Plan*. The Contractor shall participate in the development of and implement the integrated Site safety and health programs.

The goal is to have integrated and standardized programs at Hanford for worker safety and health where there are similar hazards, requirements, and worker expectations. Since Hanford Site workers may perform work in facilities controlled by OHCs, safety and health is improved through integrated and standardized safety and health programs.

The Integrated Site Safety and Health Programs provide standardized safe-work practices and applicable mandatory training provided by HMESC. All worker safety and health practices must be compliant with 10 CFR 851, *Worker Safety and Health Program*. MSC-MP-41080 defines the processes used to develop, implement, maintain, and revise Site Safety and Health Standards. The processes defined in MSC-MP-41080 are intended to encourage and reinforce collaboration through a consensus process among DOE, Hanford Contractors, and Bargaining Units on the Hanford Site.

Although there are ten (10) Site standards listed in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 46, the Contractor is allowed to increase or decrease the number of site standards with DOE's approval. Discrepancies amongst the Contractors that cannot be resolved internally by the facilitator and or Integrated and Site Wide Safety Systems (ISWSS) Director must be elevated to the Senior Management Team (SMT) for resolution. If the SMT cannot resolve the impasse, it is elevated to DOE for final resolution. The Committee and Contractors shall adhere to the decision through contract direction. The above actions do not eliminate or replace contractor internal dispute resolution processes, CBAs or Hanford Site employee concerns programs.

The Contractor shall:

- (a) Work collaboratively to develop and approve MSC-MP-41080;
- (b) Provide representatives to attend regular Site safety and health program meetings to resolve standardized safe-work practices and training needs; and
- (c) Provide inputs to HMESC as required to ensure integration and implementation of the site integrated and standardized safety and health programs.

C.3.2.10 Emergency Management Program

HMESC establishes and maintains a centralized Emergency Operations program and the Hanford Sitewide Emergency Preparedness (EP) Program for the Hanford Site on behalf of DOE as described in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. HMESC is responsible for the Hanford Emergency Operations Center (EOC), develops and maintains emergency plans and procedures, performs hazard surveys and assessments, reviews hazard assessments for all facilities at the Hanford Site, and supports Hanford Sitewide EP training and drills.

The Contractor shall:

- (a) Develop and maintain an emergency management program as described in DOE/RL-94-02, *Hanford Emergency Management Plan*, for structures and waste sites under its control. The Contractor's emergency management program shall be consistent with DOE requirements and the centralized EP Program. The Contractor's program shall establish processes and instructions for all Contractor EP activities; and
- (b) Due to the potential for the Contractor to become the event contractor as defined in the *Hanford Emergency Management Plan*, maintain a 24-hour-per-day, 7-days-per-week capability to staff the required facility specific Emergency Response Organization positions within 60 minutes of receipt of notification from the Occurrence Notification Center of a Hanford Site emergency.

Emergency Services

HMESC manages and conducts the Fire Services for the Hanford Site. This includes wildland fire, structural fire, and ambulance emergency response. This also includes hazardous material and chemical, biological, radiological emergency response, pre-fire planning in designated facilities, Sitewide Respiratory Protection Services, and the testing and maintenance of life safety fire protection systems in designated facilities.

The Contractor shall:

- (a) Support facility access to HMESC's fire services personnel, and notify the HFD of work activities, events, and incidents that may require Fire Services involvement and/or response (e.g., medical assistance, hazardous or radiological emergency help, etc.) (see Section C.3.2.8, *Fire Protection Program*); and
- (b) Provide respiratory protection for its workforce when appropriate. Respiratory Protection Program implementation and support services may be self-performed or subcontracted (Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*).

C.3.3 Assurance Systems

Assurance Systems include QA and Contractor Assurance System (CAS) necessary to operate the 222-S Laboratory Complex.

Contractors are required to implement QA Programs that provide confidence that quality is achieved.

The Contractor shall implement Assurance Systems at the 222-S Laboratory.

C.3.3.1 Analytical Quality Assurance

Analytical quality assurance (QA) requirements are established by 222-S Laboratory clients or data users and conveyed to the laboratory through sampling and analysis plans, data quality requirements, data quality objectives, or similar documents. The Contractor shall interface with clients to assist with the identification of and mutually agree upon the appropriate set of QA requirements for the analytical work performed.

C.3.3.2 Facility Quality Assurance

The Contractor shall submit a Quality Assurance Plan (QAP) that implements QA program requirements identified in Table J-2.1, "DOE Directives, Regulations, Policies, and Standards" (Section J, Attachment J-2, *Requirement Sources and Implementing Documents*) and Section E, E.3 FAR 52.246-11,

Higher-Level Contract Quality Requirement (Dec 2014) using a graded approach for DOE approval. The graded approach shall be documented and submitted for DOE approval as a standalone document or combined with the QAP.

C.3.3.3 Requirements Management Program

The Contractor shall:

- (a) Develop, document, and implement an effective requirements management system that establishes and maintains an adequate requirements dataset and provides bi-directional traceability;
- (b) Use the HMESC-provided (Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 5) requirements management software; and
- (c) Participate in the requirements management forum.

Procedure Management

The Contractor shall:

- (a) Prepare, review, approve, issue, use, and revise documents to prescribe work processes; and
- (b) Identify and control procedures to ensure proper use.

The HMESC-provided Hanford Site Procedure Management System (Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 80) is available for use by the contractor.

C.3.3.4 Contractor Assurance System

CAS covers the full scope of contractor operations and is applied to all operating and business functions, including systems for the protection of the worker, public, environment, property, business, and financial matters. The Contractor shall:

- (a) Develop and implement an effective CAS that complies with DOE O 226.1, *Implementation of Department of Energy Oversight Policy*;
- (b) Participate in the CAS Forum for the purposes of: development, approval and maintenance of the Site Wide Assurance Systems Approach Document for the purpose of identifying and describing approaches; benchmarking best practices; consolidating contractor feedback, and managing workflow configuration alignment among DOE, HMESC and other participating prime contractors;
- (c) Develop and implement appropriate workflow applications using the HMESC-provided software; and
- (d) Develop and submit an implementation plan to DOE that aligns CAS elements and implementing procedures with the Site Wide Assurance Systems Approach Document and, HMESC-provided software. Full implementation shall occur within 180 days of NTP.

C.3.4 Safeguards & Security

HMESC is responsible for the management and execution of Hanford's Sitewide Safeguards and Security (SAS) programs. The Contractor shall maintain compliance with Hanford Site Security and participate in the Hanford Sitewide SAS programs. The Contractor shall safeguard Category IV Accountable Nuclear Material kept at the 222-S Laboratory.

C.3.4.1 Safeguards and Security Program

- (a) SAS Program Management. The Contractor shall coordinate and interface with HMESC and its subcontractors who provide SAS Services (e.g., Hanford Site Access Control, Security Police Officers, Vulnerability Analysis, etc.). (See Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 28, “Safeguards and Security (SAS) Awareness.”);
- (b) The Contractor shall perform the following SAS program management functions:
 - (1) SAS Program Planning, Oversight, and Administration. The Contractor shall identify and coordinate its SAS operational planning activities with HMESC operational planning activities on a Hanford Sitewide basis. The Contractor shall provide SAS technical, cost, and schedule performance information to HMESC;
 - (2) Security Conditions (SECON). The Contractor shall conform to and comply with the DOE SECON System. The Contractor shall comply with any protective measure requirements that may be implemented in the event of a crisis or emergency, and/or in response to a malevolent or terrorist threat to any or all DOE facilities, assets, and personnel;
 - (3) Site SAS Plan and other SAS plans. The Contractor shall provide information to HMESC in support of maintaining the Hanford Site SAS Plan and other SAS plans;
 - (4) Vulnerability Assessments. The Contractor shall provide the necessary operational and technical expertise in support of the preparation of vulnerability assessments, security analyses, and special SAS studies and evaluations as identified by HMESC for the Hanford Site;
 - (5) Design Basis Threat (DBT). The Contractor shall implement SAS actions, procedures, and/or processes as assigned by DOE that are necessary to comply with DOE DBT requirements. Overall DBT implementation actions and/or plans shall be consolidated and prepared by HMESC and approved by DOE;
 - (6) Performance Assurance. The Contractor shall provide information on an annual basis to HMESC to support preparation of the Hanford Sitewide Performance Assurance Program Plan as part of the Hanford Site SAS Plan;
 - (7) Surveys, Reviews, and Assessments. The Contractor shall:
 - (i) Provide operational and technical expertise, when requested, to support SAS surveys, reviews, assessments and/or SAS performance tests (e.g., force-on-force exercises) that are conducted by HMESC and/or DOE for SAS program elements;
 - (ii) Conduct formal self-assessments at intervals consistent with risk management principles and/or as directed by the DOE cognizant security office;
 - (iii) Identify, implement, and close corrective actions for deficiencies in accordance with the SAS Corrective Action Management Programs and applicable DOE requirements;
 - (iv) Coordinate with HMESC on the input of information into various SAS tracking databases for findings identified in self-assessments, DOE periodic SAS surveys, and by other outside sources in the SAS Program; and
 - (v) Develop procedures applicable to these activities.
 - (8) Facility Clearance and Registration. The Contractor shall submit all required information to HMESC for facility clearance and registration actions;
 - (9) SAS Training. The Contractor shall identify SAS training needs for Contractor personnel and

shall arrange, fund, and schedule training in accordance with applicable requirements;

(10) SAS Awareness. The Contractor shall:

- (i) Comply with the requirements of the Hanford Security Awareness Program;
- (ii) Maintain awareness of Hanford Sitewide security issues/topics and incorporate them into the Contractor's internal practices and procedures, as appropriate; and
- (iii) Implement supplementary SAS awareness activities and/or briefings (e.g., at staff and safety meetings) in coordination with Hanford Sitewide policies.

(11) Equivalencies and Exemptions. The Contractor shall:

- (i) Identify, evaluate, and submit equivalencies and exemptions to SAS requirements to DOE; and
- (ii) Coordinate with HMESC prior to submitting equivalencies and exemptions to DOE. Equivalencies and exemptions requests shall be applicable and unique to the project/program scopes of work, and submitted only when other means to meet requirements would not meet DOE's SAS Program objectives.

(12) Incidents of Security Concern. The Contractor shall:

- (i) Develop and implement procedures and processes consistent with DOE requirements for addressing incidents of security concern;
- (ii) Provide information and facility access to HMESC for investigation of security incidents;
- (iii) Develop and implement corrective actions to address investigation findings; and
- (iv) Provide information to HMESC to support administration of the Hanford Site Security Infraction Program.

(c) Physical Security

The Contractor shall:

- (1) Comply with HMESC security plans and DOE security plans/requirements;
 - (2) Support HMESC in the development or updating of facility asset protection agreements for 222-S facilities and shall conduct operations consistent with the agreements;
 - (3) Be responsible for all facility security costs, including capital investments and maintenance, except for sensors or equipment that is a component of a security system (for example, a communication cable from a sensor to a central processing unit). HMESC is responsible for security system-specific costs; and
 - (4) Submit, through HMESC for DOE review and approval, any SAS arrangements or changes prior to operations commencing, or changing operations, or configurations that might alter the performance of existing SAS systems (e.g., limited/protected area boundaries, physical security configurations and associated hardware [sensors/cameras], Patrol coverage and responses, safeguards methods or boundaries, and entry/access control systems/procedures).
- (d) Protective Forces: HMESC provides Protective Forces (e.g., armed personnel, specialized equipment, and tactical procedures) to protect DOE assets, including people and property on the Hanford Site. HMESC is responsible for the protective force activities; however, many areas (e.g., information about the facility, reporting about events in the facility and access to the facility) of facility operations

management require cooperation and/or support from the Contractor.

The Contractor shall:

- (1) Support and integrate operational/business activities in conjunction with HMESC Protective Forces in use at the Hanford Site for physical protection of SNM, industrial assets, and mitigation and deterrence of radiological and toxicological sabotage events at the 222-S Laboratory; and
 - (2) Manage its activities consistent with DOE-approved risk and vulnerability assessments, the Hanford Site SAS Plan, and other security plans and facility asset protection requirements coordinated by HMESC that involve the use of Protective Forces.
- (e) Information Security: The Information Security Program encompasses the identification and protection of sensitive information. The Information Security scope shall include, but is not limited to: Operations Security (OPSEC); Unclassified Controlled Nuclear Information (UCNI) Program; Official Use Only (OUO); and Critical Infrastructure.

The Contractor shall perform the following information security functions:

- (1) Operations Security:

The Contractor shall:

- (i) Participate in and support Hanford Sitewide OPSEC Working and Awareness groups and perform the necessary management and support functions required for an effective OPSEC program;
- (ii) Provide support to HMESC OPSEC assessments of facilities having SNM and OPSEC reviews of facilities that have the potential to process or store sensitive information; and
- (iii) Support the annual HMESC Hanford Site OPSEC threat assessment and preparation of the annual OPSEC plan by participating in unclassified meetings and providing unclassified information as requested by HMESC.

- (2) Official Use Only and Unclassified Controlled Nuclear Information:

The Contractor shall:

- (i) Manage and implement an OUO and UCNI Information Program consistent with the common Hanford Sitewide information program policies;
- (ii) Provide OUO and UCNI education and awareness for all staff; and
- (iii) Review 222-S Laboratory documents released to the public or assigned a formal document number for OUO content.

- (3) Critical Infrastructure:

The Contractor shall protect 222-S Laboratory information systems that are critical to the Hanford Site from internal and external threats in accordance with the HMESC SAS Program.

(f) Personnel Security: HMEESC manages and conducts a centralized Personnel Security Program for the Hanford Site:

(1) Site and Facility Access Processing:

The Contractor shall:

- (i) Request and obtain personnel badges from HMEESC;
- (ii) Support HMEESC's processes for obtaining security badges, keys, proximity cards, etc. from terminating employees and removing such individuals from automated access control systems; and
- (iii) Provide HMEESC pre-employment suitability investigations information for 222-S prospective employees.

(2) Unclassified Foreign National Visits and Assignment (FNVA):

The Contractor shall:

- (i) Notify HMEESC of potential foreign visitors, assignees, or employees, prepare and submit security plans to HMEESC for foreign national visitors to the Hanford Site before approval of the visit/assignment;
- (ii) Require FNVA training for Contractor personnel that host or escort FNVAs;
- (iii) Conduct the FNVA in compliance with approved security plans; and
- (iv) Submit a list to HMEESC of delegates with authority to approve unclassified foreign visits and assignments.

(3) Foreign Travel: The Contractor shall submit projections of potential foreign travel, and all official foreign travel request packages, to DOE for review and subsequent submittal to DOE-HQ for approval in accordance with established timeframes prior to any official foreign travel utilizing Foreign Travel Management System. Notification to CO and approval by CO before DOE-HQ approval is required for any foreign travel.

(g) Nuclear MC&A: The MC&A scope involves accountable nuclear material (e.g., other, source, and SNM). Controls shall be appropriate for the nuclear material attractiveness and quantities as described in DOE requirements. HMEESC manages and conducts a centralized MC&A Program for the Hanford Site on behalf of DOE (see Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*).

The Contractor shall perform the following MC&A functions:

- (1) Assign an individual that will serve as the Contractor's MC&A single point-of-contact, independent of line operations, with the responsibility and authority to effect implementation of MC&A requirements. This individual shall work with the Hanford Site MC&A Management Official within the HMEESC organization to provide oversight of accountable nuclear material in the possession of the Contractor;
- (2) Support HMEESC in preparation and maintenance of a Hanford Site MC&A Plan, administration of treaty related activities (e.g., International Atomic Energy Agency), performance of safeguards occurrence investigation and reporting, and scheduling of periodic inventories

- consistent with the Contractor's project work schedules;
- (3) Identify personnel requiring MC&A training provided by HMESC and coordinate training schedules with HMESC;
 - (4) Conduct on-the-job MC&A training specific to 222-S Laboratory facilities and systems;
 - (5) Request from HMESC:
 - (i) Final authorization to move, ship, process, or store nuclear materials, including approval of shipper/receiver plans;
 - (ii) Final approval of Material Balance Area (MBA) custodians;
 - (iii) Final determination of MBA categorizations; and
 - (iv) Final approval of MC&A-related implementing procedures.
 - (6) Respond to HMESC or DOE data calls related to the MC&A program;
 - (7) Coordinate and integrate all aspects of its MC&A activities with HMESC;
 - (8) Utilize HMESC for:
 - (i) MC&A requirement interpretation with overall responsibility for the MC&A program;
 - (ii) Training and qualification of all personnel performing MC&A functions (with the exception of specific facility/system on-the-job MC&A training);
 - (iii) Nuclear materials accounting and reporting requirements for all nuclear materials both active and inactive (e.g., "V-Reporting Identification Symbol" [V-RIS]) and be responsible for the official nuclear material inventory, including discrepancy reconciliation;
 - (iv) Statistical services needed for managing nuclear material;
 - (v) Purchasing, regulating, and managing MC&A-controlled forms and tamper indicating devices; and
 - (vi) Nuclear materials measurement system approvals and measurement system control requirements for all MC&A nuclear materials measurement activities (e.g., monitoring measurement control information; collecting and analyzing measurement control information; and calculating control limits; and monitoring equipment performance against those limits).
 - (9) Integrate MC&A requirements with other plans, projects/programs, and activities at all life-cycle stages and inform HMESC of such; and
 - (10) Proactively take into account MC&A requirements, systems, and technologies in the planning, design, construction, and operation of new or renovated DOE facilities and activities.

C.3.4.2 Cyber Security

Unclassified computing at the Hanford Site is conducted on the Hanford Local Area Network (HLAN). HLAN is the central electronic communications network that provides computing infrastructure to DOE and the majority of the Hanford Site Prime Contractors and their subcontractors. HMESC manages and conducts a centralized Cyber Security Program for the Hanford Site.

The Contractor shall manage and execute cyber security responsibilities consistent with DOE O 205.1, *Department of Energy Cyber Security Program*, and HMESC's centralized Cyber Security Program to

provide for confidentiality, integrity, and availability of cyber security components and information such that there is no degradation of performance, disruption or compromise of the Cyber Security System, including impacts to the users.

The Contractor shall coordinate and interface with HMESC regarding activities involving unclassified and classified information processing and use, consistent with the Office of the Under Secretary of Energy Program Cyber Security Plan, EM Program Security Plan, and DOE-approved Hanford System Security Plan(s).

(a) Unclassified Cyber Security:

The Contractor shall:

- (1) Identify all computers and other accountable electronic media used by the Contractor or any tier subcontractor;
- (2) Ensure that all computers and other accountable electronic media used are certified, accredited, and properly decommissioned when no longer required;
- (3) Protect information and systems against loss, improper use, compromise, or unauthorized alteration or modification of information as required by DOE directive;
- (4) Comply with the Hanford Information Systems Security Plan;
- (5) Comply with the Hanford Classified Information Systems Security Plan(s) if directed to conduct work involving classified information or systems;
- (6) Train users of computer systems on cyber security requirements;
- (7) Support the DOE cyber officials and/or DOE site integration agents, as required, to facilitate resolution of computer systems security issues and associated incident reporting; and
- (8) Report all cyber security incidents as required by DOE directive.

(b) Telecommunications: The Contractor shall comply with Hanford Site procedures and policies regarding activities involving Communications Security, protected distribution systems, and TEMPEST/Transmission Security programs of Telecommunications Security.

C.3.5 Interface Management

C.3.5.1 Interface Management

Interface management is a key Hanford Site function for the effective and efficient delivery of services between Site contractors. It is also an integral part of resolving issues from detailed field operations to establishing high-level policy between Contractor senior management. Interface management success is defined by the results that stem from two or more organizations working together to develop solutions within the parameters of their contracts. The role of interface management is to solve issues in the best interest of the Government at the lowest level possible in the respective organizations.

The Contractor shall:

- (a) Adopt existing interface agreements, processes, and site work schedules as related to Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. Changes to those agreements, processes, and work schedules as related to Interface Management shall be executed per this Section C, *Performance Work Statement*, and Section H, Clause H.54, *Hanford Site Services and Interface Requirements Matrix*;
- (b) Participate in developing a Hanford Site Interface Governance Policy to be signed by all Hanford Site Contractors. The policy outlines the interface management documents and business structure, including change control processes and hours supported by the Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, “Direct Funded Services,” to be used in executing the hundreds of work transactions that take place daily between the various Hanford Site contractors. The Hanford Site Interface Governance Policy also helps to illustrate the different interface types and processes for managing these inter-contractor transactions, including Service Delivery Documents, Memorandum of Agreement (MOA), Administrative Interface Agreements, Interface Control Documents (ICD), etc.;
- (c) Along with OHCs, make every effort to improve mutual understanding and cooperation and to seek resolutions in the best interest of the Government and Hanford Site mission completion, as opposed to an individual contractor’s best interest;
- (d) Appropriately document, execute, and manage interfaces and agreements made with OHC’s, DOE, and other site users in accordance with Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*; Section H, Clause H.54, *Hanford Site Services and Interface Requirements Matrix*; and other documented interfaces. Interface agreements shall detail the scope of the interface, including boundaries and constraints, standard and special service circumstances as well as any nuclear safety, QA and quality control, health, safety, site access, schedule concerns, and/or environmental protection requirements;
- (e) Generate new ICDs with the manager of the tank farms to support transfer of waste from 219-S to SY Tank Farms and gray water waste from 207-SL to the Liquid Effluent Retention Facility. Additional ICDs may be necessary during this Contract to support laboratory operations;
- (f) Work with other contractors in generating an MOA/MOU in order to support working relationships (e.g., an MOU between the Central Plateau Cleanup Contract contractor and the 222-S Laboratory Contractor for work performed at the 202-S Reduction-Oxidation [REDOX] Facility due to the proximity of REDOX to the laboratory, or a 222-S Laboratory MOU with HMESC to support radiological material transfers between contractors);
- (g) Work with its customers to develop SLAs for each FY or more often if mutually agreeable. The SLAs shall be submitted to DOE for review 30 days prior to implementation. The SLAs shall describe the task requirements including reporting format and shall contain a level of detail sufficient for DOE to determine whether the task is consistent with customer baselines and represents a reasonable use of resources. DOE will review customer projections and work with the Contractor to develop a strategy for managing the expected work;
- (h) Provide input to HMESC to support development and maintenance of the interface management processes and storage of the interface agreements;
- (i) Provide input to HMESC to support the development of periodic updates to the Hanford Site Services and Interface Requirements Matrix. HMESC is responsible for submitting the Hanford Site Services

and Interface Requirements Matrix to DOE. The Contractor shall concur on any changes to the matrix prior to HMESC submittal to DOE;

- (j) Within 6 months of completion of transition of the last contractor identified in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, participate in a review of the *Hanford Site Services and Interface Requirements Matrix*, which shall be led by HMESC; with cooperation and participation of the OHCs. Proposed and agreed upon changes to the *Hanford Site Services and Interface Requirements Matrix* shall be in the best interest of the Government and Hanford Site mission completion. Changes to Attachment J-3.b shall be submitted, by HMESC, to DOE for evaluation and potential incorporation into Hanford Site contracts; and
- (k) Participate in the Sitewide Contractor Leadership Council and Contractor Interface Board (CIB) to improve overall delivery of effective accomplishment of the Hanford Site Mission. The council is comprised of Hanford Site contractor presidents, with participation from DOE Field Offices' Representatives. Hanford Site contractors shall attempt to resolve interface issues through the CIB prior to escalating an issue to DOE.

C.3.6 Business Services

Business Services refers to the area of management controlling the process for human resources, property management, procurement, finance, training, records management, and project management necessary to operate the 222-S Laboratory Complex.

The Contractor shall furnish all things necessary for, or incident to, the performance of work described above and in this section of the contract, excluding that which is furnished directly by the Government or through OHCs, identified in Section C.4.2, *Usage-Based Services Received*.

The desired outcome is cost-effective operations and management that enables good business decisions, sufficient resources to manage the Contract activities, and a cooperative and collaborative working relationship with OHCs, stakeholders, and DOE.

The Contractor shall operate and manage Business Services, Training, Records Management and Project Management/Earned Value Management System (EVMS) for the 222-S Laboratory Complex.

Elements of this work scope shall require support from and input to Hanford Sitewide systems managed by HMESC.

C.3.6.1 Project Management/Earned Value Management System

Successful execution of the project management work scope will ensure cost and schedule efficiency while minimizing programmatic risks. The Contractor shall ensure that project management practices are used in the performance of work including the development of Project Management Plans, Baselines, disciplined change control processes and Service Level Agreements.

The Contractor shall establish, maintain and use an Earned Value Management System that accurately records and reports the contract performance against the requirements of the contract and accurately reflects the total estimated cost of the contract exclusive of fee for the work scope and period of performance being authorized. The EVMS shall comply with Electronic Industries Alliance (EIA)-748, *Earned Value Management* standard and be consistent with DOE and EM policies and guidance for work activities. The Work Control System shall employ either a standardized or a tailored Earned Value Management method.

The Contractor shall prepare and submit for DOE approval within 60 days after completion of transition, a Project Management Plan (PMP). The PMP shall describe the approach for managing and controlling all activities necessary to execute this Contract and shall focus on Contractor policies, methods, and approach to provide integration and control of scope, schedule, and cost information.

The Contractor shall provide all management and technical information to:

- (a) Support the budget formulation activities including, but not limited to, emerging work items list; budget formulation input (including Integrated Priority List), fall limited budget update submission, budget scenario development, and budget presentations (such as public and regulatory briefings, etc.).
- (b) Meet the data requirements of the DOE Integrated Planning, Accountability, and Budgeting System (IPABS) and Project Assessment and Reporting System II (PARS-II).
- (c) Ensure transparency in project performance and efficiency in project execution.
- (d) Support audits, evaluations, and external technical reviews.
- (e) Support other DOE project performance assessments and information needs.

All project management information developed under this Contract shall be accessible electronically by DOE. The desired outcome is a predictable and consistent contractor performance aligned to customer needs conducted within annual and multi-year baselines.

Integration Control and Earned Value Management

The Contractor shall provide an Earned Value management System Description (EVMSD), as an attachment to the PMP, that complies with EIA-748 *Earned Value Management System Acceptance Guide*, EIA-748, *Earned Value Management Intent Guide*, and FAR 52.234-4, *Earned Value Management System*.

The EVMSD shall describe the management processes and controls that shall be used to implement a compliant EVMS, manage and control work, and complete Contract requirements.

The EVMSD shall include:

- (a) The baseline development process and the hierarchy of documents that shall be used to describe and maintain the Performance Measurement Baseline (PMB)
- (b) Identification of the systems, tools and software and integration of these systems with the WBS and accounting systems and data
- (c) The process the Contractor intends to use for earned value management, configuration control, interface control, and document control
- (d) The Contractors Project Baseline Change Control Process,
- (e) The Contractors process for handling changes that are only impacts to costs and not identified as a schedule impact,
- (f) The organizational breakdown structure, including roles and responsibilities of each major organization and identification of key management personnel
- (g) A list of project software the Contractor proposes to use for project control

Upon DOE approval of the PMP, the Contractor shall fully implement the EVMSD. The Contractor shall obtain CO approval prior to implementing significant changes to the PMP. The Contractor shall provide DOE with access to all pertinent records, data, and plans for purposes of initial approval, approval of proposed changes, and the ongoing operation of the Project Control System.

Performance Measurement Baseline

The PMB shall be an integrated and traceable technical scope, schedule, and cost execution baseline that encompasses all activities to execute the requirements of this Contract, informs and is integrated with the RPP and OHC's life-cycle scope, schedule and cost baseline, as applicable, and enables safe, effective and efficient advancement and completion of the Hanford Mission.

(a) The PMB shall include the following:

- (1) Technical Scope. The following baseline documents shall be viewed collectively as the technical scope for the cost/schedule control system:
 - (i) Contract Statement of Work and other sections that define work scope and requirements,
 - (ii) Waste site and facility lists,
 - (iii) Approved interface agreements, and
 - (iv) WBS Dictionary Sheets required to a WBS level to be determined post-award by DOE; (the WBS submittal shall include a data column which cross references the WBS elements at the lowest level to the appropriate CLIN).

(b) The PMB shall comply with the following requirements:

- (1) The WBS shall encompass all activities required in this Contract and provide the basis for all project control system components, including estimating, scheduling, budgeting, and project performance reporting (as required under this contract);
- (2) Control accounts within the WBS shall be identified; and
- (3) The baseline and management thereof shall comply with EIA-748 Earned Value Management Systems.

(c) The schedule shall:

- (1) Include all significant external interfaces, all Tri-Party Agreement (TPA) and Consent Decree milestones, other regulatory and DNFSB commitments, and GFS/I dependencies;
- (2) Be an activity based, resource loaded, logical network-based and integrated plan that correlates to the WBS and is vertically traceable to the EVMS control accounts and aligns with the contractor's field schedules;
- (3) Include activity level earned level methodology and be capable of summarizing from control accounts to higher WBS levels;
- (4) Any additional working level schedules deemed necessary by the Contractor shall be integrated with the PMB and be able to provide earned value reporting in compliance with EIA;

- (5) The PMB cost estimate shall include project resource plans, detailed resource estimates, basis of estimates, budgetary requirements, and identification of direct costs, indirect costs, management reserve, and fee;
 - (6) The method used to determine earned value shall be identified for each control account;
 - (7) The PMB shall be accessible to DOE at any time through access to electronic software and native data files; and
 - (8) The Contractor shall update the Enterprise Project Structure Node of the DOE Primavera Schedule Database with the Primavera XER files for the baseline and current performance schedules
- (d) The PMB shall be logically tied, driven and integrated with:
- (1) Financial system(s) for consistency and accurate reporting of information with traceability to budget and reporting requirements,
 - (2) DOE, congressional, regulatory and external commitments, and
 - (3) Performance milestones including contract performance incentives and other performance measures established by DOE.

Performance Measurement Baseline Submittals

The Contractor shall develop and submit an initial PMB, covering the first 15 months of performance starting from contractor assumption of full responsibility, that is representative of the scope as defined in the Contract, cost, and schedule (as applicable), as contained in the Contractor's proposal. The Contractor shall develop and submit, for DOE approval, a final PMB, within 180 days after completion of transition, with subsequent annual updates for DOE approval through the baseline change control process. The contractor shall also follow the requirements of their EVMSD requirements for baseline change control process.

The Contractor shall provide the WBS, WBS dictionary data, and basis of estimate data in either Microsoft Word® or Microsoft Access® format. Cost data shall be provided in Microsoft Access® or Excel® format and the schedule shall be provided utilizing the current version of Primavera Systems, Inc., Enterprise for Construction® software unless agreed to otherwise by DOE.

Approval of the initial baseline, final baseline, annual updates, or approved baseline changes shall constitute DOE authorization for specific contract work scope.

The PMB does not replace or modify the Contract's terms or conditions and does not create DOE obligations.

The Contractor shall provide additional data that may be required by the HMESC for development of the Hanford Site-wide life-cycle baseline and DOE Integrated Master Plan.

Project Performance Reporting

The Contractor shall provide DOE with the necessary project performance information to support budget planning and execution, project planning and execution; project performance reporting, audit and evaluation; and other DOE performance assessment and information needs.

Contractors must submit monthly project performance data no later than CD-2 for projects having a total project cost (TPC) greater than or equal to ten million dollars. The required project performance data

include: EIA-748 earned value data; earned value time-phased incremental costs and quantities; management reserve; schedule; variance analysis; and risk management data. For firm fixed price contracts, the required project performance data will include: schedule activity and relationship; and cost and quantity data (budget, actual, Estimate to Complete [ETC], and Estimate at Completion [EAC]) by Work Breakdown Structure (WBS) and Organizational Breakdown Structure (OBS). For projects meeting the criteria set forth in DOE O 413.3, *Program and Project Management for the Acquisition of Capital Assets* for capital asset projects, data must be submitted electronically via the Project Assessment and Reporting System II (PARS-II) in accordance with the current version of the "Contractor Project Performance Upload Requirements" document maintained by PM. Unless PM has granted a temporary exemption, all requested data must be submitted. Data must be loaded into PARS-II no later than 11 business days before the end of each month, or as otherwise stipulated by PM, and must be current as of the previous month's accounting period closed. Reporting by the contractor may be required earlier than CD-2 as specified by the Contracting Officer.

Monthly Performance Report

The Contractor shall submit and transmit to DOE a Monthly Performance Report representing the prior month's performance by the 15th of each month.

The Monthly Performance Report shall include a summary of overall contract performance and a separate report for each of the major work scopes and projects at the PBS level.

The summary of overall contract performance shall include:

(a) Key accomplishments:

- (1) Major issues including actions required by the Contractor and DOE;
- (2) Analysis of funds expenditure, with projections for the Project by Fiscal Year and life of the Contract;
- (3) Technical scope, schedule, and cost variance analysis; including implications to near term and long term milestones and deliverables at risk of being missed;
- (4) Discussion of corrective actions currently in place to address performance issues including initiation date of corrective actions;
- (5) Information on any safety or quality matters that emerged or persisted during the reporting month.

(b) Each of the major project reports shall include:

- (1) Project manager's narrative assessment including:
 - (i) Significant accomplishments and progress towards completion of project goals and objectives
 - (ii) Key risks and challenges
 - (iii) Evaluation of safety performance (including Integrated Safety Management Systems [ISMS] metrics and all recordable injuries, lost-time injuries, and near misses).

- (2) Project Baseline Performance including:
 - (i) EVMS information using the following OMB Contract Performance Report formats (DID-MGMT-81466)
 - (ii) Format 1, DD Form 2734/1, Mar 05, Work Breakdown Structure
 - (iii) Format 2, DD Form 2734/2, Mar 05, Organizational Categories
 - (iv) Format 3, DD Form 2734/3, Mar 05, Baseline
 - (v) Format 4, DD Form 2734/4, Mar 05, Staffing
 - (vi) Format 5, DD Form 2734/5, Mar 05, Explanations and Problem Analysis
- (3) The CPRs shall be provided in the format forms referenced in Integrated Program Management Report (IPMR) Data Item Description (DID) DI-MGMT-81861 unless the Contract specifies otherwise;
- (4) CFSR shall be provided in accordance with Data Item Description, DI-MGMT-81468, Contract Funds Status Report (CFSR), or equivalent;
- (5) Baseline schedule status, which reflects progress against the baseline and includes critical path analysis, performance trends, variance discussion(s), and potential issues related to TPA or DNFSB milestones;
- (6) Contract estimates-to-complete and estimates at complete;
- (7) A change control section that summarizes the scope, technical, cost, and/or schedule impacts resulting from any implemented actions; and that discusses any known or pending baseline changes and utilization of management reserve;
- (8) Project risk assessment, including identification of critical risks, actions planned, and actions taken to address those risks, potential problems, impacts, and alternative courses of action, including quality issues, staffing issues, assessment of the effectiveness of actions taken previously for significant issues, or the monitoring results of recovery plan implementation
 - (i) The project risk assessment shall also identify the engineering and technology to reduce the risk and uncertainty with the project;
- (9) Actions required by DOE, including GFS/I and DOE decisions.
- (c) The PMB change process shall be sufficiently rigorous and disciplined to ensure that the PMB is accurate, up to date and capable of providing meaningful data and information. The Contractor shall:
 - (1) Develop and submit for DOE-approval, a Performance Measurement Baseline Change Control Process Document within 60 days after completion of transition, with change authorities consistent with the approved PMP; and
 - (2) Implement the Project Baseline Change Control Process with the PMB used as the reference for all baseline changes.

Project Review Meetings

The Contractor shall participate in a monthly contract/project review and be prepared to address any of the information in the monthly report and other information as requested by DOE. A weekly contract or project status meeting shall be conducted at DOE request to provide interim updates and address issues.

Cost Estimating

Cost estimates shall be a credible, well documented, accurate, and comprehensive estimate.

Contractor developed cost estimates form the basis of the cost baseline of the PMB and are important when evaluating proposed Contract changes. DOE uses these cost estimates for budget formulation, Contract change management, cleanup program planning, establishing a database of estimated and actual costs, and performance measurement. The Contractor shall utilize “The Twelve Steps of High-Quality Cost Estimating Process” identified by the Government Accountability Office (GAO) in GAO-09-3SP, *GAO Cost Estimating and Assessment Guide*, for all priced Contract actions exceeding the simplified acquisition threshold.

Scheduling

The contractor shall support DOE and the MNESC contractor in the development and maintenance of the DOE Integrated Master Plan (IMP) through the use of a DOE provided standardized coding structure. The Contractors PMB and IMS shall utilize the DOE provided coding structure to integrate the Contractors activities and capital asset projects into the DOE Program Integrated Master Plan (IMP). The IMS integrates the operations activities, capital asset projects, and other activities managed by the Contractor into one schedule. DOE will use the individual Contractor IMS from the Contractor and OHCs to construct the IMP.

The Contractor shall develop the IMS in accordance with the National Defense Industrial Association *Planning & Scheduling Excellence Guide* (v3.0), and EIA-748 Guidelines. The Contractors IMS shall be resource loaded. HMESC will lead development of the Hanford IMP for DOE.

Risk Management

Successful execution of the Hanford cleanup mission requires an integrated risk management program where crosscutting risks and mitigation actions are identified, communicated, and coordinated with DOE and OHCs. The conduct of risk management shall result in risk informed prioritization of program, project and infrastructure investments that facilitates successful project execution and program management.

The Contractor shall implement a risk management program in compliance with DOE policy Requirements for Management of the Office of Environmental Management’s Cleanup Program. The Contractor shall also incorporate the principles of GAO-09-3SP in its risk management process.

The Contractor shall submit a Risk Management Plan (RMP) to DOE for approval. The plan shall identify the processes and procedures that will be implemented to address risk identification, qualitative risk assessment, quantitative risk analysis, risk handling, schedule risk analysis, risk monitoring and reporting and calculating the recommended management reserve and schedule reserve required for adequate management of Contractor-controlled risk.

The Contractor shall communicate its risk analysis pertaining to crosscutting decisions to DOE and OHCs, including agreement as to who shall be the lead for managing each risk. These crosscutting

impacts shall be quantified in terms of probability, cost, and schedule impact to the overall Hanford cleanup mission where possible.

C.3.6.2 Property Management

Personal Property Management

The Hanford Site Personal Property and Materials Management Program managed by HMESC is an over-arching program conducted in accordance with applicable laws and regulations (FAR Part 52.245-1, *Government Property*; 41 CFR 109, *DOE Property Management Regulations*).

The Contractor shall participate in the Hanford Site Personal Property Management Program. The program provides for efficient tracking of accountable personal property Sitewide, management of the primary property management Sitewide database, including providing Sitewide property management reports and other related systems, central recycling, excess property dispositioning, equipment transfers and loans, and maintenance of central warehouses and associated inventory.

The Contractor shall manage a Contract-specific Personal Property Management Program consistent with the Hanford Site Program and requires the following:

- (a) Provide a Contract-specific Personal Property and Material Management Program (Property Management System) and submit for DOE approval;
- (b) Work with HMESC and OHCs in establishing Hanford Site Personal Property and Materials Management policies and procedures;
- (c) Conduct a complete, wall-to-wall physical Contractor Controlled Inventory, including bar coding and tagging as applicable, and provide a report to DOE;
- (d) Participate in Sitewide personal property borrowing and loaning activities (domestically and abroad); loans of Government property to and from non-contractors, other DOE sites, and/or other agencies;
- (e) Participate in the Sitewide precious metals recycling program; and
- (f) Maintain an accurate inventory through the life-cycle of the Contract.

Disposition of Excess Personal Property

When personal property is determined to be excess to the needs of this Contract, it shall be excessed in accordance with 41 CFR 109-43.304-1.50 and processed through DOE electronic internal screening prior to reporting excess personal property to GSA.

The Contractor shall:

- (a) Manage planning, coordination, asset isolation, cleanup, preparation for removal, transfer, and other activities required to complete the transfer of targeted assets;
- (b) Process scrap metal, paper, wood, and recyclable materials through HMSEC;
- (c) Report excess items within the timeframes specified in FAR Part 52.245-1, *Government Property*, and 41 CFR 109, *Department of Energy Property Management Regulations*; and
- (d) Dispose nuclear-related or proliferation sensitive property in accordance with the requirements of 41 CFR 109 and DOE O 474.2, *Nuclear Material Control and Accountability*.

Inventory Management

The Contractor shall:

- (a) Manage assigned inventory storage facilities. Storage facility operations shall provide for tracking, storage and disbursement of inventory items.
- (b) Perform an annual inventory of government property within storage facilities assigned to this contract.
- (c) Support an annual inventory with HMESC as the lead of HMESC's convenience storage warehouse and any other shared warehouses containing 222-S Laboratory personal property;
- (d) Maintain appropriate levels of designated supplies and emergency response-related items, to ensure the timely availability of critical items;
- (e) Establish the most cost-effective method to provide common-use and critical items, including onsite storage, just-in-time contracts, and basic ordering agreements;
- (f) Follow the priorities for use of mandatory government sources listed in FAR Part 8, *Required Sources of Supplies and Services*, prior to purchasing personal property;
- (g) Maintain stock on hand or provide immediate access to critical items;
- (h) Support the Hanford Site automated material systems required to provide customer access and accountability for stored items; and
- (i) Develop, implement, and administer the 222-S Laboratory Spare Parts Program in compliance with DOE O 433.1, *Maintenance Management Program for DOE Nuclear Facilities*.

Real Property Asset Management

In accordance with DOE O 430.1, real property must be managed in a safe, secure, cost-effective, and sustainable manner; ensure that financial investments in real property are aligned to meet DOE mission needs and requirements; and ensure the real property portfolio is appropriately sized, aligned, and in proper condition to support efficient mission execution. This also includes providing reliable Facility Information Management System (FIMS) information to HMESC that provides current, complete, and accurate information on real property holdings, enabling informed decision making in the planning, budgeting, operation, maintenance, and disposal of real property.

The Contractor shall participate and coordinate with HMESC in strategic and tactical planning of real property short-term and long-term forecasts for the 222-S Laboratory Complex; and provide information to HMESC to document appropriately in master plans, Infrastructure and Services Alignment Plan (ISAP), Five-Year Site Plan (FYSP), Facility Master Plan, and other planning activities (e.g., Hanford Site Population Forecasts) being developed and maintained by HMESC.

Facilities Information Management System (Reporting Systems)

- (a) Provide to the HMESC FIMS Administrator on an annual basis, the required maintenance costs, and other data elements that need to be updated in FIMS at the asset level utilizing the captured component level maintenance data to meet the FIMS reporting requirements and timelines.
- (b) Participate in the annual FIMS data validation effort, encompassing records review, onsite asset inspection, and validation of a select number of records. Support development of validation scorecard results and corrective action plan.
- (c) Support HMESC to develop real property performance measurement/metrics for the Hanford Site to trend life cycle management of real property assets.

General Purpose Facility Planning and Management

The Contractor shall, with HMESC as the lead, participate in the Joint Contractor Space Utilization Board to:

- (a) Coordinate, manage, and integrate office and warehouse needs across the Hanford Site to provide cost-effective, efficient, safe, and secure posture of real property to meet operating requirements.
- (b) Evaluate the supply and demand of facilities for the Hanford Site to develop, maintain, and implement a collective strategy and objective to support and improve the effectiveness and efficiencies of facilities, as documented in the ISAP, FYSP, and Facility Master Plan.

Land-Use Planning and Management

The Contractor shall coordinate with and support HMESC in a range of real property activities, such as conducting land-use planning for areas and specific parcels; conducting reviews and integrating land-use requests for new facilities, infrastructure systems, land improvements, or change of land use; conducting land management activities, including day-to-day implementation of the Comprehensive Land Use Plan (CLUP); managing land use requirements and beneficial reuse of land; and conducting real estate activities in the out-grant and disposal of real property or interests therein.

The desired outcome for land-use planning and management is to perform work in compliance with the CLUP and its implementing plans and procedures, support HMESC in performing management of real property at the Hanford Site for DOE, and cooperate in the use of real property among OHCs.

The Contractor shall:

- (a) Comply with the CLUP and associated Area and Resource Management Plans as directed or interpreted by DOE;
- (b) Provide input to HMESC to assess the need for updating the existing or developing new Area Management Plans and Resource Management Plans;
- (c) Ensure that land use actions of 222-S Laboratory projects do not impede safety or completion of OHC projects on the Hanford Site;
- (d) Provide necessary data and information to HMESC for performing Hanford Site Land-Use Planning and Management and for the development, maintenance, and implementation of an integrated, comprehensive Land Management Tracking and Documentation System;
- (e) Maintain real property assets and identify corrective actions for deficiencies in land use. Document and track deficiencies until corrective actions are completed;

- (f) Participate in the Site Selection and Evaluation and Excavation Permit Processes managed by HMESC;
- (g) Provide land-use planning and management information to HMESC for the Stewardship Information Portal and the integration of data from, including but not limited to, the following data systems:
 - (1) Ecological Information System;
 - (2) Waste Information Data System and Wells;
 - (3) Stewardship Information System;
 - (4) Real Estate Records;
 - (5) Borrow Pits;
 - (6) Site Evaluations;
 - (7) Site Excavation Permits;
 - (8) FIMS;
 - (9) CAS;
 - (10) Hanford Structure Responsibility Assignment Matrix;
 - (11) Caretaker II;
 - (12) Chemical Information Tracking System; and
 - (13) Hanford Fire Occupancy Permits.

C.3.6.3 Information Management

Strategic Planning, Governance, and Enterprise Architecture

The primary goal of the Strategic Planning, Governance, Enterprise Architecture, and Program Management scope of work is to enable the successful execution of the Hanford Site mission and associated activities by providing effective, efficient, and innovative Information Management (IM) and IT, maintenance of Hanford Site technical data in support of regulatory decision-making, and long-term stewardship (LTS).

The Contractor shall participate in a Governance Advisory Board (Board) composed of key Contractor and federal senior IT managers and stakeholders, subject to the approval of the DOE Federal Chief Information Officer (CIO). The board will provide policy guidance (e.g., analyses to be used by the government to develop policy), advice, and assistance in the definition, design, and implementation for the IT Program. In addition, the board serves as the core group providing advocacy for IT services and infrastructure business and technology across the Hanford Site. The governance function will work to foster full integration between the Hanford Enterprise Architecture and Capital Planning and Investment Control processes, including strategic planning, investment management, and portfolio management. The Governance Entity serves as the focal point for the development and coordination of Hanford Sitewide policy, guidance, including standards and best practices for IT services and infrastructure. This team is responsible for establishing common terminology definitions, and frameworks, including policies, standards, processes, and procedures.

The Contractor shall execute this Contract in accordance with OMB Circular A-130, *Management of Federal Information Resources*, and provide detailed input into the ongoing Capital Planning Investment Control (CPIC) process, including but not limited to IT investment cost, schedule, and risk. This also includes responding to occasional data calls for more detailed IT investment and performance information.

IM Strategic Planning and Enterprise Architecture: The Contractor's participation in the Board will sufficiently engage them in Strategic Planning and Enterprise Architecture.

Hanford Site IM Standards: Site IM standards are managed through DOE or a separate DOE integration agent via the Board. The Contractor shall adhere to established Hanford Site IM standards.

Information Management-Technical

In addition to the IM services provided via Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, certain other requirements apply generally to all OHCs.

The Business Management System (BMS) is a collection of various enterprise IM investments that provide core business functions such as Enterprise Resource Planning—including business intelligence, human resources, supply chain, finance, work management, and other related functions. BMS is managed through DOE or a separate DOE integration agent (e.g., HMEESC). In accordance with the business and mission requirements outlined in this and other sections of the Contract, the Contractor shall utilize BMS information systems and services, as necessary and sufficient, to support Enterprise Resource Planning and other business functions.

For infrastructure and other Contractor-proposed systems not mentioned elsewhere in this Contract but deemed mission essential, the Contractor shall provide the full life-cycle management for the investment. Systems brought to the Contract by the Contractor shall be compatible with the systems utilized by DOE.

The Contractor shall comprehensively identify its Supervisory Control and Data Acquisition (SCADA) Systems/Industrial Control Systems (ICS) and feed this information into the Business Impact Assessment Process conducted by DOE or DOE integration agents. The Contractor shall extend and integrate IT practices, programs, procedures, and requirements (e.g., engineering, configuration management, governance, architecture, cyber security, etc.) to its SCADA/ICS. Specialized cyber engineering services are available in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*.

The Contractor will have access to DOE or DOE integrator agent managed software assets covering many common business and mission needs. More details can be found in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*.

Government Furnished and Other Available Software

The Contractor will be provided access to the software systems listed in Section J, Attachment J-11, *Government-Furnished Services and Information*, and other software systems as may be necessary to coordinate information exchange with customers and interface partners.

The Contractor shall:

- (a) Where applicable, use the software systems listed in Section J, Attachment J-11, *Government-Furnished Services and Information*. The Contractor is not responsible for any updates of listed software except where noted;
- (b) Regarding software engineering and development, bring software development needs to the attention of the Governance Advisory Board as found in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*;
- (c) Provide any additional databases and software programs they deem necessary to manage staff training requirements, laboratory equipment, analytical data, compliance with environmental regulations, and protection of the safety and health of its employees, in accordance with the strategic planning and governance provided above;
- (d) Ensure that all software meet the QA Requirements of their software QAP; and
- (e) Maintain and update any software it implements in the 222-S Laboratory.

Government-furnished Services and Information

The Contractor will be provided with some programs and services to accomplish its mission. A detailed listing of services and information is given in Section J, Attachment J-11, *Government-Furnished Services and Information*.

The GFS/I included in this Contract are for the first year of this Contract term. DOE is committed to providing effective support to the Contractor throughout the period of Contract performance, and the Contractor may request that DOE consider providing additional GFS/I. To manage the GFS/I furnished under this Contract and to evaluate the additional GFS/I that may be required by the Contractor, the Contractor shall submit for DOE approval:

- (a) GFS/I Request: Twelve-month advance projection of GFS/I to be furnished under the Contract and additional Contractor-requested GFS/I, prior to each FY, for DOE approval; and
- (b) GFS/I Request—Update: Quarterly update to the projection of GFS/I to be furnished under the Contract and additional Contractor-requested GFS/I, prior to each quarter, for DOE approval.

DOE will review the 12-month and quarterly advance projections. If DOE can support the additional Contractor-requested GFS/I, DOE will notify the Contractor within 30 days that the additional Contractor-requested GFS/I can be provided, and will provide the Contractor details regarding DOE action(s). The supported GFS/I will be added to Section J, Attachment J-11, *Government-Furnished Services and Information*, by Contract modification. If DOE cannot support a Contractor request, DOE will notify the Contractor within 30 days that the requested GFS/I cannot be provided, and there will be no DOE commitment to the Contractor to furnish the GFS/I.

For the additional Contractor-requested GFS/I, DOE will use its best efforts to meet these requests; however, in the event that DOE is unable, for any reason, to provide the Contractor with its requested additional GFS/I, the Contractor remains fully and solely responsible for obtaining the needed services and/or information in a timely manner and without any further recourse against DOE.

Records

Records Management is a key component of documenting the Hanford Site's legacy, compliance, cleanup progress, and decisions. It is essential that the Contractor maintain and manage records to ensure adequate

and proper documentation of work accomplishments and document DOE stewardship of Federal responsibilities and funds. The scope includes developing a strategy for life-cycle management of records, including inventory and schedule management, vital records, restoration, preservation for litigation actions, major collection management, and long-term records storage.

The Contractor shall:

- (a) Conduct Records Management in accordance with 44 USC Chapters 21, 29, 31, 33, and 35; 36 CFR, Subchapter B (Chapter XII), *Records Management*; the current DOE Records Management Program and Vital Records Orders in Section J, Attachment J-2, *Requirement Sources and Implementing Documents*, and any other DOE requirements as directed by the CO. These functions include, but are not limited to:
 - (1) Tasks associated with creation/receipt, maintenance, storage/preservation, protecting, scheduling, indexing and dispositioning active and inactive records;
 - (2) Retrieving records from on and offsite storage facilities; and
 - (3) Supporting new and ongoing Freedom of Information Act (FOIA), Privacy Act, *Energy Employees Occupational Illness Compensation Program Act (EEOICPA)*, Former Worker Medical Screening Program, CBDPP, congressional inquiries, litigation holds, and legal discovery requests to ensure that records in Electronic Information Systems can provide adequate and proper documentation for as long as the information is needed.
- (b) Ensure records generated in the performance of the Contract containing personal information routinely retrieved by name or other personal identifier are classified and maintained in *Privacy Act* System of Records (SOR) in accordance with FAR 52.224-2, *Privacy Act (Apr. 1984)* and DOE O 206.1, *Department of Energy Privacy Program*;
- (c) Preserve and disposition records in accordance with National Archives and Records Administration-approved records disposition schedules. (**Note:** Records Retention Standards are applicable for the classes of records described therein, whether the records are owned by the Government or the Contractor [DEAR 970.5204-3]); and
- (d) Prepare/revise, submit for DOE approval, and execute an approved Records Management Plan, which addresses at a minimum, Records Disposition Plan, Vital Records Program Plan, Vital Records Update, and Records Management Close-out Plan consistent with records management regulations.

All records (see 44 USC 3301 for statutory definition of a record) acquired or generated by the Contractor in performance of this Contract, except for those defined as Contractor-owned (see Section I, DEAR 970.5204-3, *Access to and Ownership of Records*) and including, but not limited to, records from a predecessor contractor (if applicable) and records described by the Contract as being maintained in *Privacy Act* SORs shall be the property of the Government.

Electronic Records Management System

The only certified Electronic Records Management System on the Hanford Site is the Integrated Document Management System (IDMS) based on the OpenText content server product, administered and maintained by HMEESC.

IDMS shall be used as the repository for electronic records unless a replacement system is implemented.

The Contractor shall develop and implement a plan, subject to approval by DOE, to manage records in IDMS.

Hanford Radiological Records Program

The Hanford Radiological Records Program provides for the management and preservation of current and former radiation monitoring records for DOE (and predecessor agencies) employees, Hanford Site contractors, subcontractors, and visitors, including records of existing and past Hanford Site Radiation Dosimetry policies and practices, to demonstrate compliance with radiation exposure requirements.

The Contractor shall utilize the HMESC Hanford Radiological Records Program (Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Number 49).

C.3.6.4 Training

The Contractor shall:

- (a) Establish a training program in accordance with DOE O 426.2, *Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities*, and all applicable laws and regulations. The Training Program Plan shall be submitted to DOE for approval. The program shall include a Training Implementation Matrix, which shall be updated annually and submitted to DOE for approval;
- (b) Track employee training status and notify employees of training needs (this includes training provided by OHCs, instrument vendors, and internal Contractor training). Training records shall be maintained and retrievable for current employees;
- (c) Coordinate with OHCs to consolidate training modules, where practicable;
- (d) Ensure that its training program is configured/managed so the personnel who do not have the necessary training (e.g., not trained, not pre-qualified, etc.) are prohibited from performing the work that requires the training; and
- (e) Coordinate training needs through the Volpentest HAMMER (Hazardous Materials Management and Emergency Response) Federal Training Center and the Hanford Site Training Program for Hanford Site-specific Training (see Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*).

C.3.6.5 External Affairs

External Affairs includes information and involvement programs to reach diverse external parties interested in the Hanford Site (e.g., Tribal Nations, stakeholders, news media, elected officials and their staff, local community officials, and the public) with the status, challenges and objectives of the cleanup work. For all external constituencies, the Contractor shall anticipate specific areas of concern, interest, or controversy, and employ appropriate communication strategies that inform and ensure close coordination with DOE Communications personnel throughout.

DOE retains the primary role in directing the timing, substance and form of public information and must approve all products and outreach.

The desired outcome is a wide-ranging and inclusive External Affairs/Public Affairs program that provides timely responses to DOE requests for information and assistance, outreach to keep external constituencies informed about work under the Contract, an effective Hanford Site website, and integrated and effective Site tour planning.

For activities within the Contract scope, the Contractor shall:

- (a) Submit an External Affairs/Internal Communications Program Description for DOE approval that provides a comprehensive description of the External Affairs Program, staffing, products and services, with an emphasis on innovative approaches to communications;
- (b) Provide timely, accurate, and complete responses to information requested by DOE to comply with *Freedom of Information Act* and *Privacy Act* requirements;
- (c) Develop, plan and coordinate proactive approaches to dissemination of timely information regarding DOE unclassified activities. Proactive communications or Public Affairs Programs shall include or make use of a variety of tools, including open houses, newsletters, press releases and/or conferences, audio/visual presentations, speeches, forums, and tours. The Contractor shall implement this responsibility through coordination with DOE in such a manner that the public, whether it is the media, citizen's groups, private citizens or local, state or Federal Government Officials, has a clear understanding of DOE activities at the Hanford Site;
- (d) Maintain effective interactions with local, regional, national and international news media. Provide information and/or resources as requested in support of DOE media interactions;
- (e) Work with DOE to inform and involve the Tribal Nations as part of cleanup decision making processes, in accordance with the DOE American Indian and Alaska Native Tribal Government Policy and Implementation Guidance. Support and coordinate with DOE on the ongoing technical staff interactions to ensure that affected tribes can be involved early and often in activities;
- (f) Inform and involve the public, citizen's advisory boards, and other interested parties in proposed plans and activities. Provide strategy and resources for required public comment and outreach processes related to upcoming decision making (e.g., *National Environmental Policy Act* and *CERCLA*);
- (g) Reach out to the communities affected by the Hanford Site to provide information, answer questions, and gain feedback, when requested by DOE;
- (h) Participate in tour planning and preparation, and make facilities and personnel available as requested by DOE. Visits to the project sites shall be part of ongoing communication and outreach activities;
- (i) Provide HMESC with current information related to the Contract scope to maintain the external Hanford Site website;
- (j) Participate in meetings and briefings to update interested external parties on Contract activities when requested by DOE;
- (k) Provide ongoing support to DOE in the preparation of communication materials, such as presentations, fact sheets, specialized graphics and charts, large posters, and up-to-date photography;
- (l) Coordinate internal employee communication products through DOE for review and approval, if they are related to issues/incidents which have the potential to garner external media and stakeholder interest; and
- (m) Receive DOE approval prior to externally releasing information related to the Hanford Site.

External Review and Support

External Review and Support to DOE involves providing support during audits, engagements, and assessments by entities having oversight responsibility for DOE and its contractors. These entities include, but are not limited to:

- (a) DNFSB;
- (b) Government Accountability Office (GAO);
- (c) DOE Office of Inspector General (OIG); and
- (d) Other governmental and DOE Oversight Organizations.

The Contractor shall support DOE in hosting staff from auditing and assessing organizations, providing required presentations, responding to information requests, and by providing required subject matter experts to respond to questions and information requests.

The Contractor shall support DNFSB oversight activities by:

- (a) Conducting activities in accordance with DOE commitments to the DNFSB, which are contained in DOE Implementation Plans and other DOE correspondence to the DNFSB;
- (b) Providing support for the preparation of DOE responses to DNFSB issues and recommendations that affect Contract scope;
- (c) Cooperating with the DNFSB and providing access to work areas, personnel, and information, as necessary;
- (d) Maintaining a document process in accordance with the DOE M 140.1, *Interface with the Defense Nuclear Facilities Safety Board*; and
- (e) Obtaining approval from DOE at least 5 days in advance before committing to completion of actions to the DNFSB.

The Contractor shall support GAO, OIG, and other governmental and DOE oversight activities by:

- (a) Providing subject matter expertise;
- (b) Cooperating with assessors, analysts, and auditors, and providing access to work areas, personnel, and information;
- (c) Providing support during audits and assessments, including delivering information within a specified time, arranging briefings, preparing presentation materials, maintaining a record of documents provided in response to requests, and making this record available to DOE as requested; and

(d) Provide knowledgeable single points-of-contact for each of the following:

- (1) DNFSB; and
- (2) OIG, GAO, and other assessing governmental and DOE oversight organizations (including the DOE Office of Enforcement).

C.3.6.6 Procurement

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for procurement activities to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.7 Executive Leadership & Management

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for executive leadership and management to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.8 General Counsel

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for General Counsel to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.9 Internal Audit

The desired outcome is an internal audit function that is fully compliant with applicable requirements.

The Contractor shall:

- (a) Conduct internal audits and examination of the records, operations, management systems and controls employed in programs and administrative areas, expenses, subcontractor costs and the transactions with respect to costs claimed to be allowable under this Contract, at least annually. Ensure the systems of controls employed by the Contractor are audited, documented, and satisfactory to the Contracting Officer. Additional audits shall be conducted based on risk analysis, including input from DOE. The results of such audits, including the working papers, shall be submitted to the DOE CO or a Contracting Officer Representative.
- (b) Provide annual Internal Audit plans for Contracting Officer approval which lists planned audits to be performed. The Contractor shall perform internal audits consistent with IIA audit standards.
- (c) Provide to the Contracting Officer annually, or at other intervals as directed by the Contracting Officer, copies of the reports reflecting the status of recommendations resulting from management audits performed by its internal audit activity and any other audit organization.
- (d) Audit of subcontractors' records. The Contractor also agrees, with respect to any subcontracts (including fixed-price or unit-price subcontracts or purchase orders) where, under the terms of the subcontract, costs incurred are a factor in determining the amount payable to the subcontractor of any tier, to either conduct an audit of the subcontractor's costs or arrange for such an audit to be performed by the cognizant government audit agency through the Contracting Officer.
- (e) Provide annual Subcontract Audit plans for Contracting Officer approval which lists planned audits to be performed. The Contractor shall perform internal audits consistent with unmodified Institute of

Internal Audit (IIA) and external audits consistent with unmodified Generally Accepted Government Auditing Standards (GAGAS).

C.3.6.10 Contract Administration

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for Contract administration to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.11 Operational Excellence/Continuous Improvement

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for operational excellence and continuous improvement to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.12 Strategic and Operational Planning

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for strategic and operational planning to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.13 Chief Financial Officer Functions

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for Chief Financial Officer functions to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.14 Employee Concerns

- (a) The Contractor shall establish and maintain an ECP that effectively addresses, resolves, and prevents recurrence of employees' concerns.
- (b) In addition, the Contractor shall establish and maintain an ECP that complies with CRD O 442.1, *Department of Energy Employee Concerns Program*.
- (c) The Contractor shall:
 - (1) Accept, for resolution, existing employee concerns unresolved at the close of the initial Contract transition period.
 - (2) Participate in the chartered Sitewide ECP committee.
 - (3) Assist DOE in the resolution of employee concerns in a manner that protects the health and safety of both employees and the public and ensures effective operation of DOE-related activities under their jurisdiction.
 - (4) Conduct an annual self-assessment to measure the effectiveness of the ECP and implement corrective actions, as necessary.
 - (5) Provide timely notification to DOE of significant staff concerns or allegations of retaliation or harassment.

C.3.6.15 Human Resources and Work Force Services

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for Human Resources and Work Force Services to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.16 Independent Oversight

The Contractor shall provide support to DOE and HMESC in hosting the Defense Nuclear Facilities Safety Board, GAO, Office of Inspector General, and other Government and DOE oversight staff from auditing and assessing organizations, providing required presentations, preparing DOE responses, responding to information requests, and by providing required SMEs to respond to questions and information requests.

The Contractor shall also support the following:

- (a) Providing access to work areas, personnel, and information, as necessary; and
- (b) In coordination with DOE audit liaisons, providing support during audits and assessments, including delivering information within a specified time, arranging briefings, preparing presentation materials, maintaining a record of documents provided in response to requests.

C.3.6.17 Miscellaneous Core Functions

The Contractor shall provide the management expertise, leadership, and business administration processes and systems for miscellaneous core functions to perform Contract Section C requirements safely, securely, efficiently, and in a cost-effective manner.

C.3.6.18 Outgoing Contract Transition

At the completion of the Contract, or portion(s) of the Contract, the Contractor shall cooperate with DOE and assist the incoming contractor(s) to facilitate an overall effective and seamless transition. The desired outcome is a smooth transition of work scope from the Contractor to other contractors to avoid disruptions that could impact accomplishing the Hanford Site mission.

The Contractor shall perform the following activities for transition resulting from the Contractor transferring responsibility for performing work scope to another contractor:

- (a) Ensure property, Government property and Government-furnished property associated with the scope of work being transferred is accounted for, with the current condition documented. Provide the results to DOE in a Comprehensive Property List within 30 days of written request by the CO;
- (b) Assess the current conditions of elements of the PWS associated with the scope of work being transferred and provide DOE with a report presenting this assessment;
- (c) Coordinate with the contractor assuming responsibility for performance of work in transference of workforce, subcontracts, property, programmatic and management system functions;
- (d) Support DOE in conducting a safe, effective, and efficient transfer of responsibility for execution of the work scope, resulting in the different contractor assuming full responsibility for the project and workforce with no disruption to ongoing operations; and
- (e) Support the Transfer Agreement to the incoming contractor.

C.4 Usage-Based Services

Hanford Site contractors provide services in order to create efficiencies across the Hanford Site. The 222-S Laboratory provides consultation and integrated analytical planning, highly radioactive analytical services, and non-radioactive analytical services. OHCs provide UBS that the 222-S Laboratory has traditionally utilized.

The Contractor shall provide the services identified in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. The Contractor shall utilize UBS identified in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix* as needed.

USAGE-BASED SERVICES PROVIDED CLINs 0040, 1040, 2040

C.4.1 Usage-Based Services Provided

The Contractor shall provide the services identified in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*, Service Numbers 94, “Integrated Analytical Planning”; 95, “Highly Radioactive Sample Analytical Services”; and 96, “Sample Analytical Services” for requests within the scope of this PWS. The Interface Requirements Matrix identifies the “Service Type” as either “mandatory” or “optional” for use by Hanford Site Customers, including DOE and/or OHCs and their subcontractors. Changes to the matrix shall be signed, showing concurrence, by the Contractor and OHCs. UBS are a pass-through cost for the OHCs; the accounting for the obligation of DOE funds and cost reimbursement for UBS is described in Section B, *Supplies or Services and Prices/Costs*, under the “UBS Provided” CLINs.

USAGE-BASED SERVICES RECEIVED CLINs 0041, 1041, 2041

C.4.2 Usage-Based Services Received

The Contractor shall use mandatory services and desired optional services identified in Section J, Attachment J-3.b, *Hanford Site Services and Interface Requirements Matrix*. Changes to the matrix shall be signed, showing concurrence, by the Contractor and OHCs. UBS used are pass-through costs; the accounting for the obligation of DOE funds and cost reimbursement for UBS is described in Section B, *Supplies or Services and Prices/Costs*, under the “UBS Provided” CLINs.

ENHANCED OPERATIONS CLINs 0021, 1021, 2021

C.5 Enhanced Operations

LBL configuration, commissioning, and operations will require an increased volume of samples analyzed by the 222-S Laboratory. This additional sampling will require enhanced operational capacity and capability from the 222-S Laboratory.

To support LBL operations, the Contractor shall:

- (a) Configure and staff the 222-S Laboratory to support enhanced operations, and
- (b) Interface with appropriate contractors to support waste characterization, constituent testing, and other analyses prior to, during, and after waste transfers to the vitrification facilities.

The desired outcome is the capability, capacity, and facility reliability to support LBL operations by generating defensible data to meet customer requirements and schedules. The DOE CO will notify the Contractor when the Contractor shall commence Enhanced Operations.

The Contractor shall maintain enhanced capabilities and capacity in order to support LBL operations.

C.5.1 Enhanced Analytical Operations: Refer to Section C.2.1, *Analytical Operations*, for Scope Description

C.5.2 Enhanced Facility Operations: Refer to Section C.2.2, *Facility Operations*, for Scope Description

C.5.3 Enhanced Core Functions: Refer to Section C.3

HANFORD SITE BENEFIT PLANS CLINs 0030, 1030, 2030

C.6 Hanford Site Benefit Plans

Responsibilities for Sponsorship, Management, and Administration of Contractor Employee Pension and Other Benefit Plans:

The Contractor shall have certain responsibilities regarding sponsorship, management and administration of pension and other benefit plans for certain active and retired contractor employees at the Hanford Site. The requirements associated with these responsibilities are set forth in the Section H, Clause H.5, *DOE-H-2001 Employee Compensation: Pay and Benefits (Oct. 2014)*. Non-labor related cost to performing these functions reside within these CLINs. Labor related costs to perform the management and administration function are to be charged to the Management and Administration scope under CLINs 0020, 1020, and 2020.