



Statement of Work

Title: Radiation Protection Technical Support for Conducting Radiological Audits under 10 CFR 835.102

Revision Number: 0

Date: 08/23/17

1.0 INTRODUCTION / BACKGROUND

Mission Support Alliance (MSA) (Buyer) supports the DOE Richland Operations Office (RL) Project Hanford, which entails cleanup of the Hanford Site with the exception of Hanford Site tank waste. Key cleanup activities include Remediation Definition and Analysis, Facility Cleanup, Waste Site Cleanup, Facility and Waste Site Surveillance & Maintenance, and Groundwater Protection.

10 CFR 835, *Occupational Radiation Protection*, Part 102, *Internal Audits* requires audits of the radiation protection program, including examination of program content and implementation, that shall be conducted through a process that ensures that all functional elements are reviewed no less frequently than every 36 months. MSA is contractually required to have this audit performed within the specified time frame.

2.0 OBJECTIVE

MSA does not currently have the necessary resources to support completing the audit within the requirements of 10 CFR 835.102. The Subcontractor is requested to provide radiation protection services to the MSA Radiation Protection Organization when conducting radiation protection audits for each functional element and preparing the required documents.

Candidates providing support are to be approved by MSA Lead Auditor for 10 CFR 835.102 Internal Audits.

3.0 DESCRIPTION OF WORK – SPECIFIC

The Subcontractor shall support MSA in the planning, conducting and documenting of internal audits per the requirements defined in 10 CFR 835.102. Subcontractor shall provide individuals that meet the training and qualification requirements specified in Section 5.1.

- A. Provide a health physicist to assist with the planning, conducting and implementing of 10 CFR 835.102 internal audits. The work will be performed under the general supervision of the MSA Lead Auditor for 10 CFR 835.102 Internal Audits.
- B. Provide a technical editor to support the preparation of the documents associated with the planning and documenting of 10 CFR 835.102 internal audits.



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4.0 REQUIREMENTS

General

For any work performed on the Hanford Site or any MSA controlled facility, the provisions of the [On Site Services Special Provisions - SP-5](#), will apply to Subcontractor personnel.

4.1 Engineering Requirements

N/A

APPLICABLE ENGINEERING CODES AND STANDARDS

	Number	Title
1.		

4.2 Environment, Safety, & Health (ES&H) Requirements

The Subcontractor shall exercise a degree of care commensurate with the work and the associated hazards. The Subcontractor shall ensure that management of environment, safety and health functions and activities is an integral and visible part of the Subcontractor's work planning and execution processes. The Subcontractor shall flow down environmental, safety and health requirements to the lowest tier Subcontractor performing work on the Hanford site commensurate with the risk and complexity of the work.

Prior to start of work the Subcontractor shall work with the MSA BTR to perform a Job Hazard Analysis (JHA).

All subcontractor and sub-tier employees shall have completed OSHA Hazard Communication training that meets the requirements of [MSC-PRO-WP-13299](#), *Hazard Communication*. See [MSC-PRO-WP-10468](#), *Chemical Management Process*, for more information.

Subcontractors and its lower-tier subcontractors shall be responsible to complete an Employee Job Task Analysis (EJTA) in accordance with [MSC-PRO-WP-11058](#) for any of the following situations:

- For any subcontractor employee who will be on the Hanford Site for more than 30 days in a year.
- For any subcontractor employee who may potentially be exposed to hazards (e.g. radiological, beryllium, hazardous wastes, noise) while performing in accordance with the subcontract statement of work.



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- For any subcontractor employee enrolled in a medical or exposure monitoring program required by 10 CFR 851, and/or any other applicable federal, state or local regulation or other obligation.

If any of the above conditions are met, the subcontractor and its lower-tier subcontractor employee is to have a current approved EJTA prior to that employee beginning work on the Hanford Site.

Buyer's Safety and Health Procedures are available on the internet at <http://www.hanford.gov/pmm/page.cfm/Construction>. The documents on this site are kept current and are available for Subcontractors and lower-tier Subcontractor use.

APPLICABLE ES&H REQUIREMENTS

	Number	Title
1.	10 CFR 835	<i>Occupational Radiation Protection</i>
2.		
3.		
4.		

Safety Requirements

The Subcontractor shall perform work in compliance with facility-specific procedures and requirements documents applicable to the work area.

The Subcontractor shall take appropriate action, up to and including stopping work, and immediately notify the BTR if an unplanned risk or hazard is discovered that is not covered by directions provided by Buyer. This action includes notifying the BTR if the work exposes their workers to hazards that require medical monitoring.

4.3 Quality Assurance (QA) Requirements

N/A

APPLICABLE QUALITY ASSURANCE STANDARDS

	Number	Title
1.	N/A	



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4.4 Government Property

The Subcontractor will be responsible for managing the Government-owned property as required in the Subcontract Provisions: N/A

It is anticipated that some of the work will be at the Subcontractor's facility. However, a turn-around office space will be provided by the buyer to facilitate interfaces. Note that this space may be shared by other personnel and may not be a dedicated space for the Subcontractor.

5.0 PERSONNEL REQUIREMENTS

Subcontractor shall ensure that its personnel meet and maintain the appropriate training, qualification and certification requirements.

The following types of training qualifications are required:

- MSA General Employee Training (MGET) (4-hour average per individual).
- RadWorker 1 Training is required for the Health Physicist position

All required trainings are provided by the Buyer.

Required Qualifications:

A. Task 1 – Health Physicists

Required Qualifications:

- BS and/or MS degree in health physics, physics, or related discipline
- Fifteen years of experience in a health physics-related field.
- At least 10 years of experience in health physics activities at Hanford
- Strong background in planning and conducting internal audits under 10 CFR 835.102.
- Requires mid-level experience using Microsoft Word and Excel.

Desired qualifications:

- Have a firm understanding of the requirements of 10 CFR 835 and associated documents such as Radiation Protection Program Plans and Radiological Control Manuals.
- Have experience writing, conducting and documenting audits under 10 CFR 835.102.
- Have a general understanding of MSA Radiation Protection's document hierarchy and procedures.

B. Task 2 – Technical Editor

Required Qualifications:



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- BA/BS degree or equivalent combination of education and experience in technical writing or related field.
- Two+ years' experience in developing and preparing technical documents, with an emphasis on radiological type documents.
- Requires extensive experience and strong competence using computer programs such as Microsoft Word, Visio, and Excel.

5.1 Security and Badging Requirements

For any on site work, see Special Provisions – On Site Services for details.

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

5.2 Work Location / Potential Access Requirements

The MSA turnaround office is located in MO-286, 200 East Area. As the schedule and audit plan is defined, the MSA Lead Auditor for 10 CFR 835.102 Internal Audits will assist with access to the required facilities.

5.3 Site Access and Work Hours

Hanford personnel at the Hanford Site work a standard 4/10 schedule. The standard work week consist of ten (10) hours of work between 6:00 am and 4:30 pm, with one-half hour designated as an unpaid period for lunch, Monday through Thursday.

Work performed outside normal operating hours shall be coordinated and/or approved through the BTR and/or the Contract Specialist prior to performing the work.

- A. Work will be conducted at the Subcontractor's work site and at MSA facilities.
- B. The Subcontractor will have access to the job site from contract award through September 30, 2019. The Technical Point of Contact will be Gary Davis, MSA Lead Auditor for 10 CFR 835.102 Internal Audits (376-5173).

6.0 MEETINGS

Subcontractor shall participate in all meetings as required by the BTR.

7.0 DELIVERABLES AND PERFORMANCE SCHEDULE REQUIREMENTS

7.1 Deliverables

The Subcontractor shall deliver an electronic audit plan, an electronic audit report and copies of information developed during the audit. The work defined in this contract release is to assist the



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MSA Lead Auditor for 10 CFR 835.102 Internal Audits in the planning, conducting and documenting of internal audits under 10 CFR 835.102.

7.2 Schedule

Start Date: October 1, 2017

Completion Date: September 30, 2019, with three 1-year option periods through 2022

The MSA Lead Auditor for 10 CFR 835.102 Internal Audits will develop the overall schedule for quarterly audits and provide a report format. Findings and recommendations will be processed through MSA's IIF system in accordance with MSA's corrective action management program.

MSA and the Subcontractor will develop a mutually agreeable project schedule for each of the tasks. The audit assistance will be needed on a quarterly basis, not to exceed 120 man-hours each quarter, until September 30, 2019.

8.0 SPECIAL REQUIREMENTS

Submittals:

Subcontractor information shall be submitted in either hard copy or electronic format (If electronic, it must be viewable using either Microsoft® Windows®, Microsoft® Office, or Adobe® Acrobat® software).

Configuration Management:

Meetings

General purpose of meetings is for the coordination, control, and direction of the Work. In addition to meetings addressed by this Section, Subcontractor may be required by other Sections and other Subcontract documents to conduct special-purpose meetings and various safety meetings and briefings.

MSA will issue meeting notices and prepare an agenda and minutes for each meeting addressed in this Section. When applicable, minutes will identify action items, assigned actionees, and due dates.

- **KICKOFF MEETING** - Before start of the Work, MSA will conduct a conference at a time and Hanford Site location agreed to by Subcontractor and MSA. Invited attendees will include MSA, Subcontractor, key lower tier subcontractors and others having an interest in the Work. Purpose of the conference is the coordination of Work start up and familiarization of project participants with the Work and worksite.



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- PROGRESS MEETINGS -Every week MSA will conduct a progress meeting at time and Hanford Site location determined by MSA. Invited attendees will include MSA, Subcontractor and key subcontractors. At the progress meeting, Subcontractor shall submit a written report showing actual man-hours expended versus planned and scheduled progress versus actual progress giving details of Work completed in relation to the approved schedule, together with a two (2) week "look ahead" which provides details of how the Work will be completed.
- The purpose of the meetings is the exchange of Work-related information.