

## **ORNL SITE OFFICE BASE STANDARDS**

### **S1.0 SITE AND FACILITY UNESCORTED ACCESS**

#### **S1.1 Personnel shall demonstrate knowledge of General Employee Training (GET).**

Supporting Knowledge and/or Skills

- a. Complete either General Employee Training or facility-specific General Employee Access Training that cover General Topics, Hazardous Communications, and General Employee Radiological Training.
- b. Maintain this knowledge. The frequency for this training is 24 months. However, to fulfill the requirements of this TQP, this training is required one time only.

#### **S1.2 Personnel shall demonstrate knowledge of Radiological Worker I training requirements.**

Supporting Knowledge and/or Skills

- a. Complete the Radiological Worker I training module.
- b. Maintain this knowledge. The frequency for this module is 24 months to maintain qualification as a radiological worker. However, to fulfill the requirements of this TQP, this training is required one time only.

### **S2.0 ORNL SITE/ FACILITY AWARENESS**

#### **S2.1 Personnel shall demonstrate a familiarity-level knowledge of the ORNL Plant operations, facilities, and hazards related to the ORNL Plant missions.**

Supporting Knowledge and/or Skills

- a. Attend a general orientation by ORNL Site Office management (new employees only).

# ADMINISTRATIVE, MANAGEMENT, AND OVERSIGHT STANDARDS

## 01.0 ORNL SITE OFFICE PROCEDURES:

**01.1 Personnel shall demonstrate a familiarity-level knowledge of the ORNL Site Office Procedures Manual. In addition, personnel shall demonstrate a working-level knowledge of the latest revision of the following procedures because of the importance to performing work in their positions:**

- OSOP-01, “Procedures Control”
- OSOP-03, “Office Maintenance and Office Furniture”
- OSOP 04, “Training”
- OSOP-05, “Safety Shoes and Safety Glasses”
- OSOP-06, “Vehicles”
- OSOP-07, “Freedom of Information Acts”
- OSOP-08, “Purchasing”
- OSOP-100, “Employee Concerns”
- OSOP-104, “Action Item and Commitment Tracking”
- OSOP-105, “Mission, Organization, and Responsibilities”
- OSOP-109, “Corrective Actions”
- OSOP-200, “Operational Awareness Program”
- OSOP-220, “ES&H Planning, Prioritization, and Execution”
- OSOP-230, “Changes to Contractor Work Smart Standards”
- OSOP-240, “Review and Approval of Nuclear Facility Authorization Basis Documents”
- OSOP-300, “Procurements/Financial Assistance”
- OSOP-301, “Work Authorization System”

### Supporting Knowledge and/or Skills

- a. Describe the content of the procedures and how the procedures relate to the incumbent's job.
- b. Describe the process for initiating new procedures and revising existing procedures.

## **TECHNICAL POSITION-SPECIFIC STANDARDS: SITE MANAGEMENT**

### **P1.0 ORNL SITE MANAGER**

**P1.1 Personnel shall demonstrate a working-level knowledge of program guidance, requirements, and budgeting process, related to ORNL programs/activities to ensure adequacy to implement established program goals, meeting environmental, safety, and health (ES&H) regulations, and to coordinate resolution of program/budget disconnects.**

#### Supporting Knowledge and/or Skills

- a. Using DOE Order 412.1, Work Authorization System, describe the DOE system for authorizing work.
- b. Describe the process that Headquarters utilizes to provide funding for specific ORNL programs.

**P1.2 Personnel shall demonstrate a working-level knowledge of the organizations and personnel responsible for implementing the DOE programs of his/her oversight responsibility at ORNL.**

#### Supporting Knowledge and/or Skills

- a. Using a current ORNL organization chart, discuss the primary interfaces between Site Office and contractor personnel.
- b. Using a current ORNL organization chart, discuss the major functions of each ORNL Associate Laboratory Director.

**P1.3 Personnel shall demonstrate a working-level knowledge of emergency management functions associated with ORNL.**

#### Supporting Knowledge and/or Skills

- a. Using ORO Order O 150.1, Emergency Management and Planning, discuss responsibilities of this position.
- b. Maintain knowledge by attending required ORO Emergency Management training.

## **P2.0 DEPUTY SITE MANAGER FOR PROGRAM COORDINATION**

### **P2.1 Personnel shall demonstrate a working-level knowledge of ORNL programs, processes, and operations.**

#### Supporting Knowledge and/or Skills

- a. List and describe the major elements of ORNL nuclear facility operations and maintenance practices.
- b. Explain hot cell operations and processing regarding hazard vulnerabilities.
- c. Describe how non-nuclear operations support and contribute to the overall plant efficiency and effectiveness.
- d. Determine what aspects of ORNL maintenance, facility planning, configuration control, and quality assurance require oversight attention.
- e. Identify facility authorization basis document requirements and how the contractor implements the requirements.
- f. Identify and explain DOE training requirements applicable to the contractor training activities/development of training policies and procedures.
- g. Discuss the DOE ISMS program, ORNL implementation and DOE oversight of this program.

### **P2.2 Personnel shall demonstrate a working-level knowledge of DOE training requirements applicable to the ORNL federal employees.**

#### Supporting Knowledge and/or Skills

Using DOE O 360.1A and related directives, describe the major technical training requirements for DOE federal personnel.

### **P2.3 Personnel shall demonstrate a working-level knowledge of emergency management functions associated with ORNL.**

#### Supporting Knowledge and/or Skills

- a. Using ORO Order O 150.0, Emergency Management and Planning, discuss responsibilities of this position.
- b. Maintain training required by ORO Emergency Management current.

### **P3.0 DEPUTY SITE MANAGER FOR OPERATIONS**

**P3.1 Personnel shall demonstrate a working-level knowledge of the ORNL Plant environmental, safety, and health programs, permits, procedures, and hazards associated with processes, areas and equipment to oversee the environmental, safety, and health programs.**

Supporting Knowledge and/or Skills

- a. Discuss the current environmental permits applicable to ORNL operation.
- b. Discuss the ORNL Integrated Safety Management System program, it's implementation and DOE oversight.

**P3.2 Personnel shall demonstrate a working-level knowledge of DOE training requirements, and procedures and policies applicable to ORNL personnel sufficient to oversee the contractor's training program.**

Supporting Knowledge and/or Skills

Identify and explain DOE training requirements applicable to the contractor training activities/development of training policies and procedures.

**P3.3 Personnel shall demonstrate a working-level knowledge of emergency management functions associated with ORNL.**

Supporting Knowledge and/or Skills

- a. Using ORO Order O 150.0, Emergency Management and Planning, discuss responsibilities of this position.
- b. Maintain training required by ORO Emergency Management current.

**P4.0 NUCLEAR FACILITY PROGRAM COORDINATOR**

**P4.1 Personnel shall demonstrate a working-level knowledge of activities associated with their assigned facility(ies) and programs.**

Supporting Knowledge and/or Skills

- a. Discuss the purpose of the facility and its role in meeting DOE mission requirements.
- b. Describe the facility boundary, location, and general layout of the building.
- c. Locate and identify the major equipment in the building (e.g., storage vaults, hot cells, control stations, laboratories, etc.)
- d. Identify and explain the material types (e.g., uranium, plutonium, beryllium, thorium, etc.); material forms (e.g., canned subassemblies, fuel assemblies, oxides, metals, alloys); storage configurations (e.g., cans, drums, birdcages); and the hazards associated with each.
- e. Determine the major criticality safety features and limits applicable to the operations in the building as well as postulated accident scenarios.
- f. Recognize facility management and identify key reporting relationships relative to ORNL management.
- g. Identify Headquarters sponsor organizations relative to the specific facility.
- h. Research and review the facility's near-term budget history and requirements.
- i. Identify and explain the operational limits as documented in the facility Operational Safety Requirements (OSR) or Technical Safety Requirements (TSR).

**P4.2 Personnel shall demonstrate a working-level knowledge of ORNL process development activities sufficient to review and evaluate the contractor's technical progress as defined by laboratory and DOE guidance requirements.**

Supporting Knowledge and/or Skills

- a. Locate and describe ORNL Plant procedures, facilities, laboratories, and related equipment related to process and development activities.
- b. Using the ORNL Performance Evaluation Plan, review, analyze, and evaluate contractor performance in meeting critical outcomes.
- c. Based on the ORNL Plant Development Organization, required resources, and management structure, evaluate the adequacy of support for key processes and technologies.

## **P5.0 NUCLEAR FACILITY SAFETY**

**P5.1 Personnel shall demonstrate a working-level of knowledge of the Facility Safety Program implementation at the ORNL Plant (in accordance with DOE Orders 5480.22, *Technical Safety Requirements*, and 5480.23, *Nuclear Safety Analysis Reports*) in order to identify problems, to evaluate solutions, and to monitor technical progress.**

### Supporting Knowledge and/or Skills

- a. Describe the ORNL Nuclear Facility Safety Program policies, procedures, and organizational structure.
- b. Describe the basic requirements of the ORNL Safety Analysis Report Update Program (SARUP) Program, including the current schedule/plans to issue DOE-Approved Safety Analysis Reports (SARs)/Technical Safety Requirements (TSRs).
- c. Identify the ORNL Plant OSR/TSR requirements and explain how they relate to facility safety.
- d. Describe the ORNL Plant implementation plans for meeting Unreviewed Safety Question Determination (USQD) requirements.

## **P6.0 QUALITY ASSURANCE/OPERATIONAL AWARENESS COORDINATOR**

**P6.1 Personnel shall demonstrate a working-level knowledge the ORNL Plant quality assurance requirements that is sufficient to identify problems, to evaluate solutions, and to monitor technical progress.**

### Supporting Knowledge and/or Skills

- a. Describe the policies, procedures, and organizational structure of the ORNL Plant Quality Assurance Program and the requirements that implement 10 CFR 830.120.
- b. Explain how the Price-Anderson Amendments Act relates to Quality Assurance at ORNL Plant.
- c. Identify the ORNL Plant Counterfeit and Suspect Part requirements that are currently established.
- d. List the attributes of the ORNL Plant Corrective Actions and Issues Management Program.
- e. Explain the purpose and the content of the STRIDe database and how it is utilized in surveillance activities.

**P6.2 Personnel shall demonstrate a working-level knowledge of the Industrial Safety, Radiological Control, and Industrial Hygiene Programs at ORNL that is sufficient to identify problems, to re-evaluate solutions. and to monitor technical progress.**

### Supporting Knowledge and/or Skills

- a. Describe the Operational Awareness Program and its applicability to ORNL work areas.
- b. Identify the policies, procedures, and organizational structure of the ORNL Industrial Safety Programs; and describe the DOE-contractor interface.
- c. List the common and unique workplace hazards in ORNL facilities, including the identification, the elimination, and the control of such hazards.
- d. Identify the policies, procedures, and organizational structure of the ORNL Radiological Control Program; and describe the DOE-contractor interface.
- e. Identify the major radiological concerns at the ORNL.
- f. Identify the policies, procedures, and organizational structure of the ORNL Industrial Hygiene Program; and describe the DOE-contractor interface.
- g. List and describe the types of monitoring equipment and their applications that are used in the ORNL Industrial Hygiene Program.
- h. Given a contractor response to a radiological hazard event, assess how well the contractor responded and determine what other ways the contractor could have responded.

## **P7.0 WASTE MANAGEMENT**

**P7.1 Personnel shall demonstrate a working-level knowledge of program guidance, requirements, and budgeting process, related to ORNL/ORISE programs/activities to ensure adequacy to implement established program goals, meeting environmental, safety, and health (ES&H) regulations, and to resolution of program/budget disconnects.**

Supporting Knowledge and/or Skills

- a. Using DOE Order 412.1, Work Authorization System, describe DOE system for HQ authorizing work to the field.
- b. Describe methods of transferring funds between DOE Operations/field offices and/or DOE contractors.
- a. Describe the process that Headquarters utilizes to provide funding for specific ORNL/ORISE programs.

**P7.2 Personnel shall demonstrate a working-level knowledge of the organizations and personnel responsible for implementing the DOE programs of his/her oversight responsibility.**

Supporting Knowledge and/or Skills

- a. Using a current ORNL/ORISE organization chart, discuss the primary interfaces between Site Office and contractor personnel for applicable programs.

**P7.3 Personnel shall demonstrate a working-level knowledge of activities associated with their assigned facilities, and a familiarity level knowledge with the ORNL Waste Management Operations.**

Supporting Knowledge and/or Skills

- a. Describe the purpose of the ORNL Laboratory Waste Services Organization and Its role in meeting the DOE Mission requirements.
- b. Locate and identify major facilities in the various waste management systems at ORNL.
- c. Identify the major waste types and where they are typically stored or disposed.
- d. Describe the satellite accumulation area and ninety day area general requirements
- e. Be cognizant of LWS near term budget history and requirements.
- f. Describe the general features of the Pollution Prevention plans at ORISE and ORNL