

# **STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENT**

## **INTEGRATED SAFETY MANAGEMENT SYSTEM DESCRIPTION (U)**

**NOVEMBER 8, 1999  
REVISION 99-19**

This document was approved by DOE-SR on the above date.

**Signature on File** \_\_\_\_\_

Manager, Standards Management  
Compliance Section of QA/Integrated  
Standards Management Department

\_\_\_\_\_ Date

Westinghouse Savannah River Company  
Savannah River Site  
Aiken, SC 29808

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## **1. BACKGROUND**

The Department of Energy (DOE), in response to DNFSB Recommendation 95-2, committed to implementing an Integrated Safety Management System (ISMS) across the complex by issuing an Implementation Plan in April 1996 and, subsequently, DOE Policy P450.4 in October 1996. That Policy, along with the Department of Energy Acquisition Regulation (DEAR) clauses 970.5204-2 and 970.5204-78, requires contractors to follow ISMS objectives, guiding principles, and functions, and to describe the approach for implementing and tailoring an ISMS to the contractor's site/facility or activities. On May 15, 1997, WSRC-IM-97-10, Rev. 0, *Westinghouse Savannah River Company Safety Management System Description* was submitted to DOE-SR for approval. In July 1997, DOE-SR performed a Phase I Verification Review to ensure that the Integrated Safety Management System being used at SRS (including DOE-SR's role) satisfies the Policy and Plan. On August 11, 1997, the DOE-SR Site Manager approved the WSRC ISMS Description on the recommendation of the DOE Phase I ISMS Verification Review Team. Subsequently, the WSRC ISMS Description was incorporated into this WSRC S/RID.

The ISMS is a standards-based system wherein the framework for safety and health across the Department of Energy (DOE) complex is based upon a set of written Policies, Rules, Orders and Standards (hereinafter referred to as standards). The implementation of these standards enables WSRC to conduct work in a manner that ensures protection of the workers, the public and the environment.

## **2. PURPOSE**

This document describes the Integrated Safety Management System (ISMS) used to ensure that safety is integrated into work performed under Contract No. DE-AC09-96SR18500 (hereinafter known as "the Contract") between Westinghouse Savannah River Company (WSRC) and the Department of Energy (DOE). For purposes of this document, the term "safety" includes all aspects of environmental, safety, and health management including pollution control, waste minimization, safeguards, and security. This document and the ISMS described herein fulfill the intent of DOE Policy P 450.4 and the Department of Energy DEAR Clauses 970.5204-2 and 970.5204-78.

The WSRC ISMS, a dynamic system incorporating the concept of continuous improvement, will support worker, public, and environmental safety as the work by WSRC changes to meet new or revised missions of the Department of Energy.

The basic structure of ISMS (i.e., the Core Functions and Guiding Principles), as the overarching system for managing all work under the Contract, is compatible with the introduction of new and improved standards and improved processes. Recent examples of such emergent standards and improved processes include the ISO-14001

standard for Environmental Management, the Voluntary Protection Program (VPP- an OSHA/DOE initiative for recognizing worker safety excellence), and Enhanced Work Planning (EWP- a DOE process that assigns high value to worker involvement in the planning of non-routine work).

### 3. SCOPE

The term WSRC is defined as Westinghouse Savannah River Company and its partners: Bechtel Savannah River Incorporated, B&W Savannah River Company, and BNFL Savannah River Corporation. The ISMS described herein applies to work performed by WSRC under Contract No. DE-AC09-96SR18500, and to all work subcontracted by WSRC. If the subcontracted work is judged by DOE and WSRC to be sufficiently complex and/or hazardous, the subcontractor may be required by contract to have and document its own safety management system that is compatible with the WSRC ISMS.

### 4. INTEGRATED SAFETY MANAGEMENT SYSTEM OVERVIEW

The DOE *Safety Management System Policy*, DOE P 450.4, subdivides the concept of the ISMS into six primary components: Objective, Principles, Functions, Mechanisms, Responsibilities, and Implementation.

The WSRC ISMS Management Policy 1-01,MP 1.22, *Integrated Safety Management System (ISMS)*, Rev.4, adopts these components as follows:

**(a) Objective:** Integrate safety into management and work practices at all levels so that missions are accomplished while protecting the public, the worker, and the environment. In other words, do work safely.

**(b) Principles:**

- 1) **Line Management Responsibility for Safety.** *Line management is responsible for the protection of the public, the workers, and the environment.*
- 2) **Clear Roles and Responsibilities.** *Clear and unambiguous lines of authority and responsibility for ensuring safety are established and maintained at all organizational levels within the Company and its subcontractors.*
- 3) **Competence Commensurate with Responsibilities.** *Personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities.*

- 4) **Balanced Priorities.** Resources are effectively allocated to address safety, programmatic, and operational considerations. Protecting the public, the workers, and the environment is a priority whenever activities are planned and performed.
- 5) **Identification of Safety Standards and Requirements.** Before work is performed, the associated hazards are evaluated and an agreed-upon set of safety standards and requirements are established which, if properly implemented, provide adequate assurance that the public, the workers, and the environment are protected from adverse consequences.
- 6) **Hazard Controls Tailored to Work Being Performed.** Administrative and engineering controls to prevent and mitigate hazards are tailored to the work being performed and the associated hazards.
- 7) **Operations Authorization.** The conditions and requirements to be satisfied for operations to be initiated and conducted are clearly established and agreed-upon.

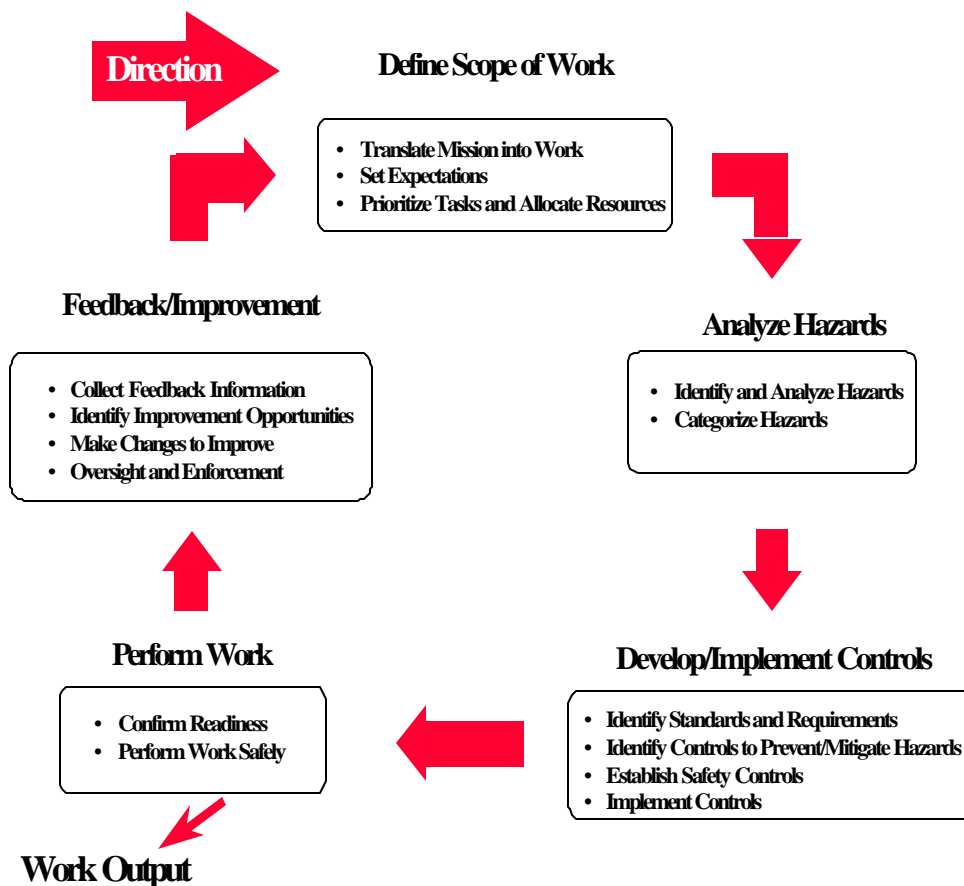
**(c) Functions:**

- 1) Define Scope of Work
- 2) Analyze Hazards
- 3) Develop/Implement Controls
- 4) Perform Work
- 5) Feedback/Improvement

**Figure 1** depicts the Safety Management Functions and sub-functions. Although arrows indicate a general direction, these functions are not independent, sequential functions. They are a linked, interdependent collection of activities that may occur simultaneously. Outcomes during the accomplishment of one function may affect other functions and potentially the entire system.

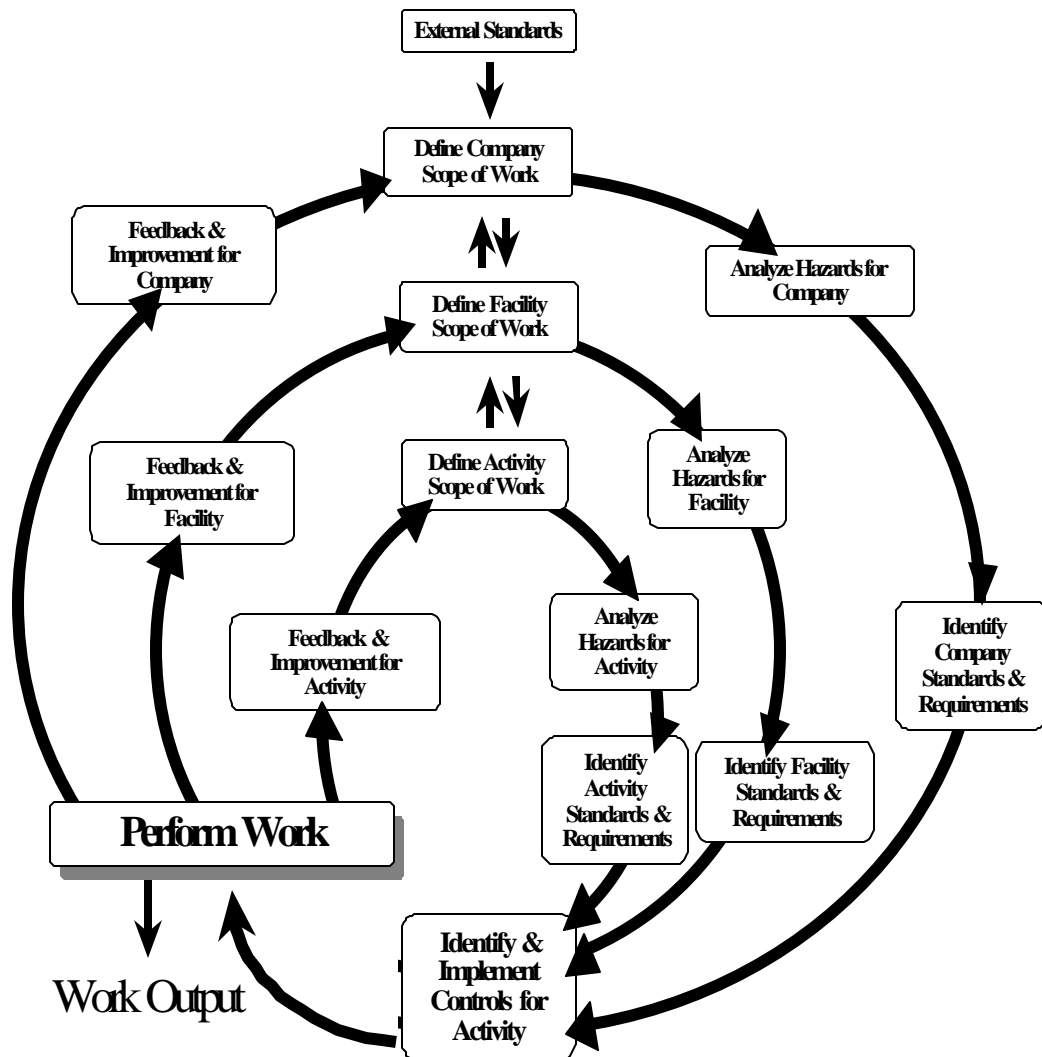
Figure 1

## Safety Management Functions



Additionally, the core safety functions are integrated vertically throughout all levels (i.e. site, facility, and task-level activity) of the organizations as shown by the vertical arrows in **Figure 2**.

Figure 2



The objective, principles, and functions are established and provided by the DOE and are universally applicable to all activities and operations at the Savannah River Site. The ISMS is tailored to the work and organizational structure unique to WSRC. The ISMS provides:

- mechanisms for doing work safely
- unambiguous assignment of responsibilities
- implementation of the objective, principles, and functions

The WSRC Operational Imperatives of Safety, Continuous Improvement, Disciplined Operations, Cost Effectiveness, and Teamwork support the WSRC ISMS. Those Imperatives are aligned with the Department of Energy's management focus areas of Safety; Technical Capability; Community, State and Regulatory Relationships; Cost Effectiveness; and maintaining a corporate perspective that includes the Savannah River Site, the Department of Energy and the U.S. Government.

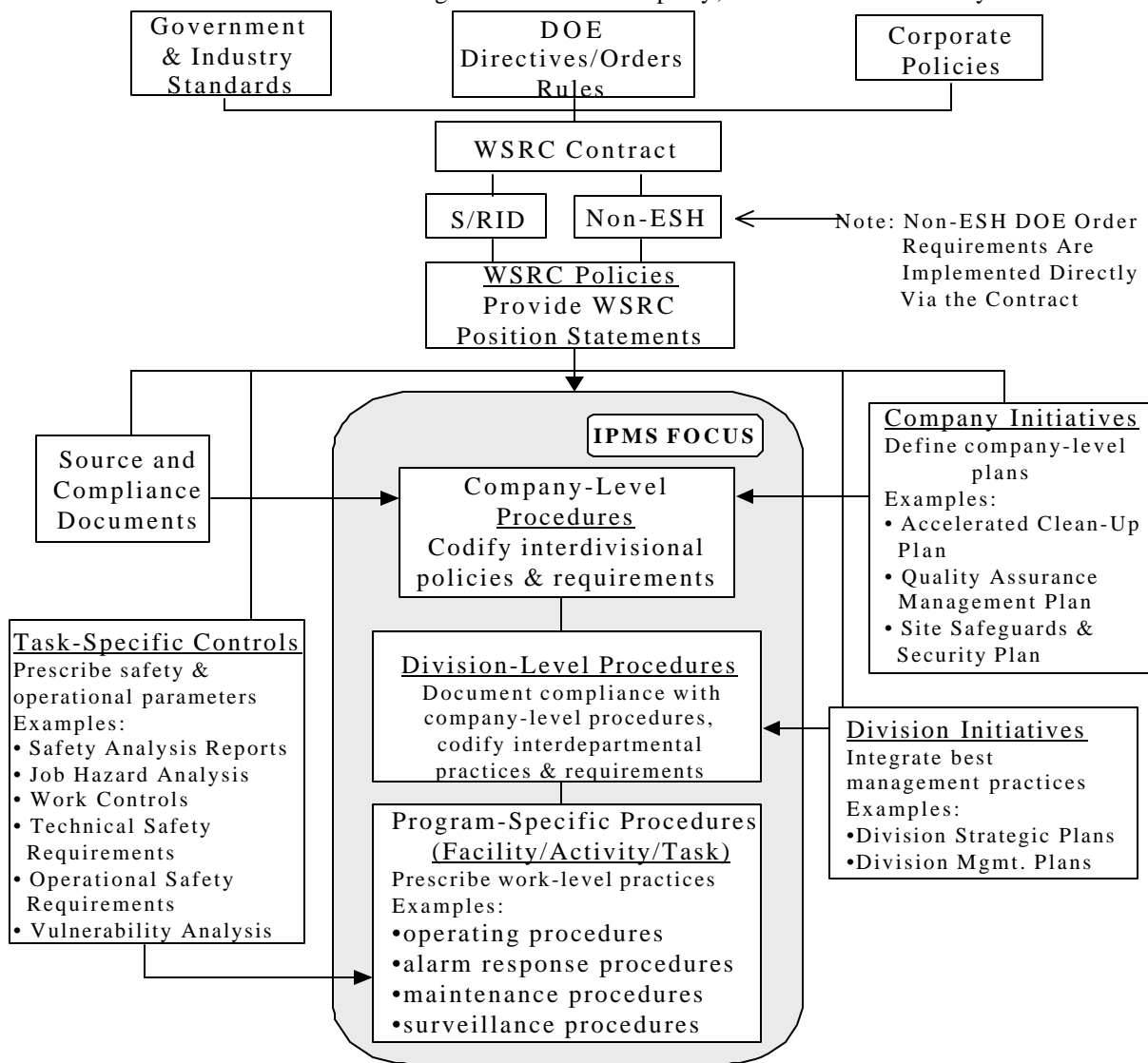
#### **(d) Mechanisms**

Mechanisms are the means by which agreements are reached with DOE-SR and the safety management functions are implemented and performed. WSRC policies and procedures define the principal Mechanisms for implementing the ISMS. WSRC is committed to operate by procedures. The *Integrated Procedures Management System*, shown in **Figure 3**, ensures that these policies and procedures provide mechanisms tailored to the work/activity and hazards. Specific mechanisms used by WSRC to accomplish the ISMS Functions in accordance with the ISMS Guiding Principles are presented in Section 5.

Figure 3

### The Integrated Procedure Management System (IPMS)

Provides a disciplined approach to translate requirements and plans into direction for conducting work at the company, division and activity levels.



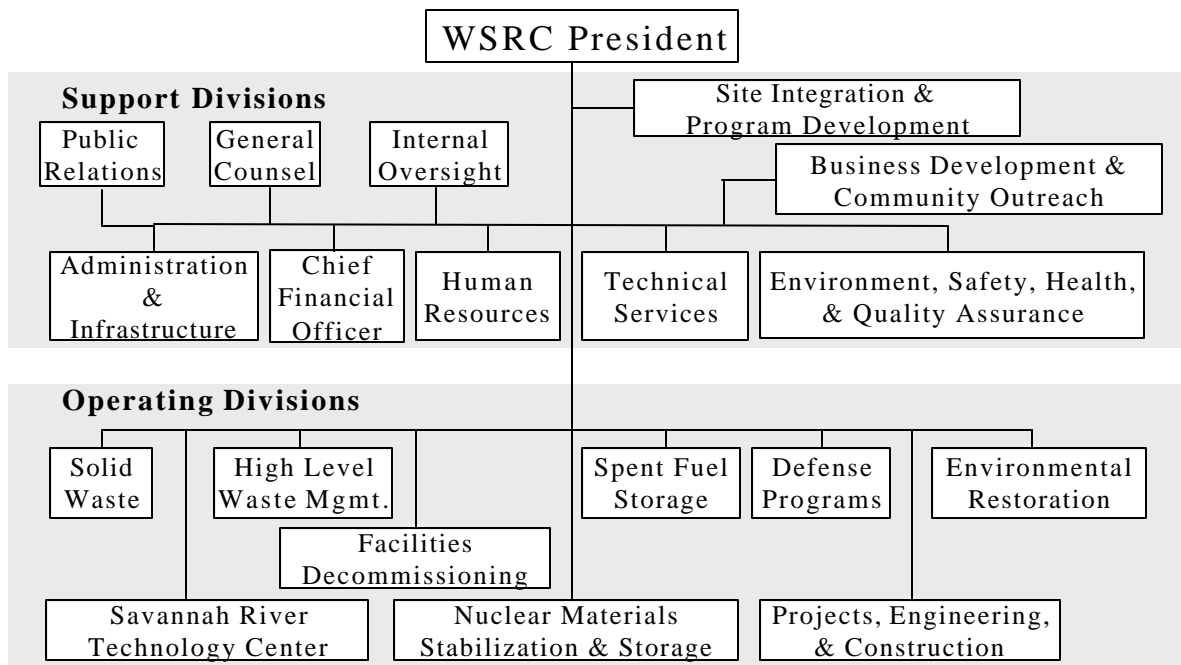
→ Reflects typical level at which requirements/plans & controls are translated into procedures  
 — Varying document types for capturing and responding to requirements & direction

**(e) Responsibilities**

WSRC is organized to satisfy the first Guiding Principle that Line Management is responsible for safety. Unambiguous lines of responsibility within WSRC are paramount to effective safety management at SRS. The second Guiding Principle, that roles and responsibilities are clearly defined, is satisfied in the Integrated Procedure Management System by the assignment, within each procedure, of responsibilities and approval authorities for each proceduralized activity. WSRC satisfies the third Guiding Principle by staffing the organization with personnel having competence commensurate with their responsibilities. Reporting to the WSRC President are senior management personnel having appropriate line management authority for their areas of responsibility. **Figure 4** depicts the organizational entities as either a Support or Operating organization. This is shown only to depict the primary type of services provided by that particular organization.

**Figure 4**

**WSRC Organizational Structure**



The Line Management of the Operating Divisions has primary responsibility for safely operating facilities and conducting activities. Support Divisions perform in advisory and service roles to Operating Divisions. However, it should be noted that some Support Divisions, such as ESH&QA and TS Divisions, although considered primarily as Support, operate certain facilities. In such cases, they function as Line Management having primary responsibility for safety for those facilities.

### **(f) Implementation:**

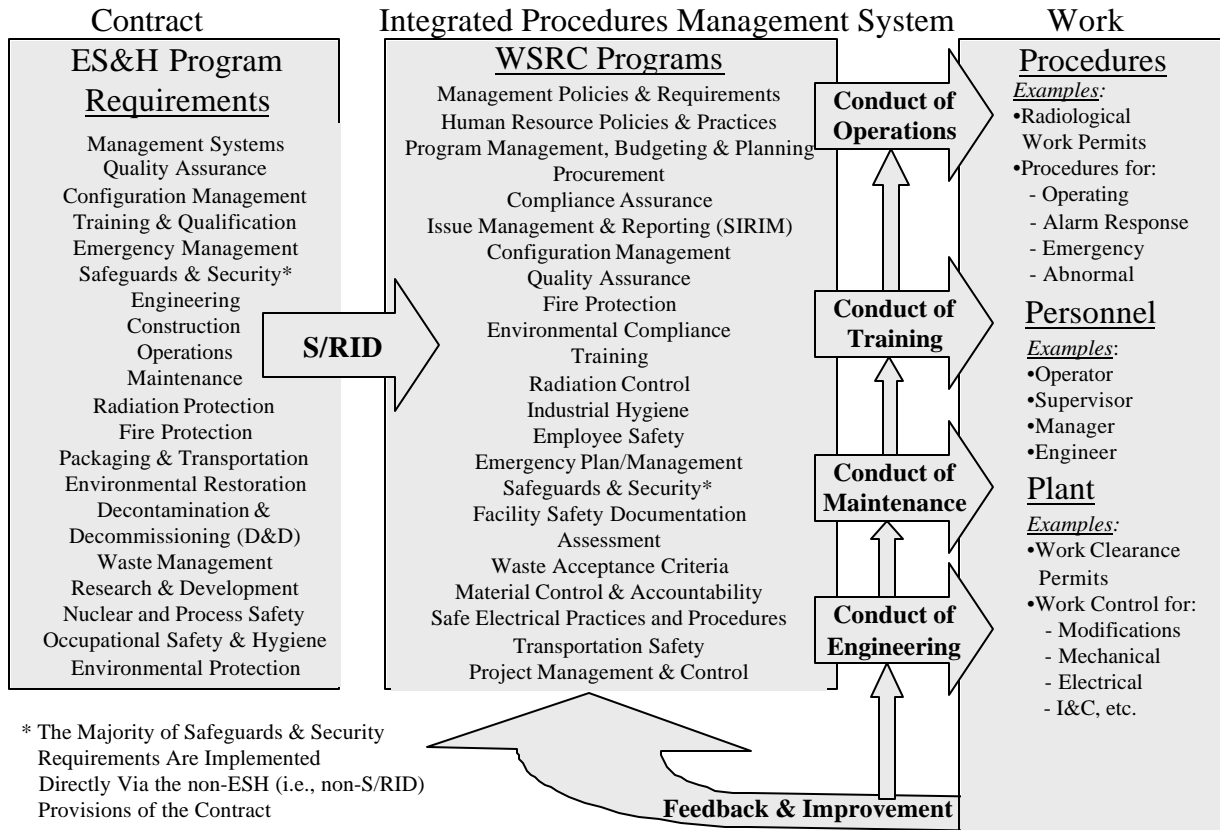
The strategy for implementing the ISMS continues to be the use of site-wide programs. These site-wide programs meet the DOE's and WSRC's shared objective, principles, and functions for tailoring requirements to safely accomplish specific work at specific facilities. The WSRC *Integrated Procedures Management System (IPMS)*, depicted in **Figure 3** above, with the policies, charters, and procedures created and maintained within that system, form the primary mechanism for implementing the objective, principles, and functions of the ISMS. Environment, Safety and Health program requirements, including Safeguards and Security requirements, are incorporated into the implementation of the work, using the IPMS, through the process illustrated in **Figure 5**.

To enhance ISMS implementation, the following WSRC ISMS-specific courses are available to SRS personnel:

- ISMS Overview - 15 Minutes (computer version available on ShrINE)
- Introduction to ISMS for Managers/Professionals (TQAISM01) - 3 Hours
- Introduction to ISMS for Workers (TQAISM02) - 2 Hours
- Advanced ISMS Workshop (TQAISM03) - 8 Hours
- ISMS Executive Orientation (TQAISM04) - 1 Hour

Figure 5

**How Environment, Safety, and Health Requirements Are Incorporated Into Work**



**5. INTEGRATED SAFETY MANAGEMENT SYSTEM MECHANISMS**

This Section describes how Environment, Safety and Health programs are incorporated into the work. This Section also links the Department of Energy’s safety objective, principles, and functions with the WSRC implementing strategy and responsibilities discussed earlier. **Figure 6** illustrates the primary company-level manuals and procedures that define the mechanisms that direct the safe conduct of work at all facilities, for all activities and organization levels, covered by the WSRC Contract, which itself is a mechanism. Work performed by subcontractors, as directed by the DEAR Clause 970.5204-2 in the WSRC Contract, may either be conducted according to WSRC

mechanisms, or by the subcontractor's mechanisms. In either case, the Subcontract will contain clauses to reflect the appropriate requirements that apply. Also described are the roles the primary manuals serve in satisfying the ISMS Core Functions and Guiding Principles. Vertical integration is illustrated by the flowdown of ISMS requirements to the primary company-level procedural mechanisms (manuals) and other supporting company-level manuals and procedures. There are six primary manuals that serve as vertical integrators:

- WSRC-6B, *Program Management Manual*
- WSRC-11Q, *Facility Safety Document Manual*
- WSRC-8B, *Compliance Assurance Manual*
- WSRC-12Q, *Assessment Manual*
- WSRC-2S, *Conduct of Operations Manual*
- WSRC-1Y, *Conduct of Maintenance Manual*

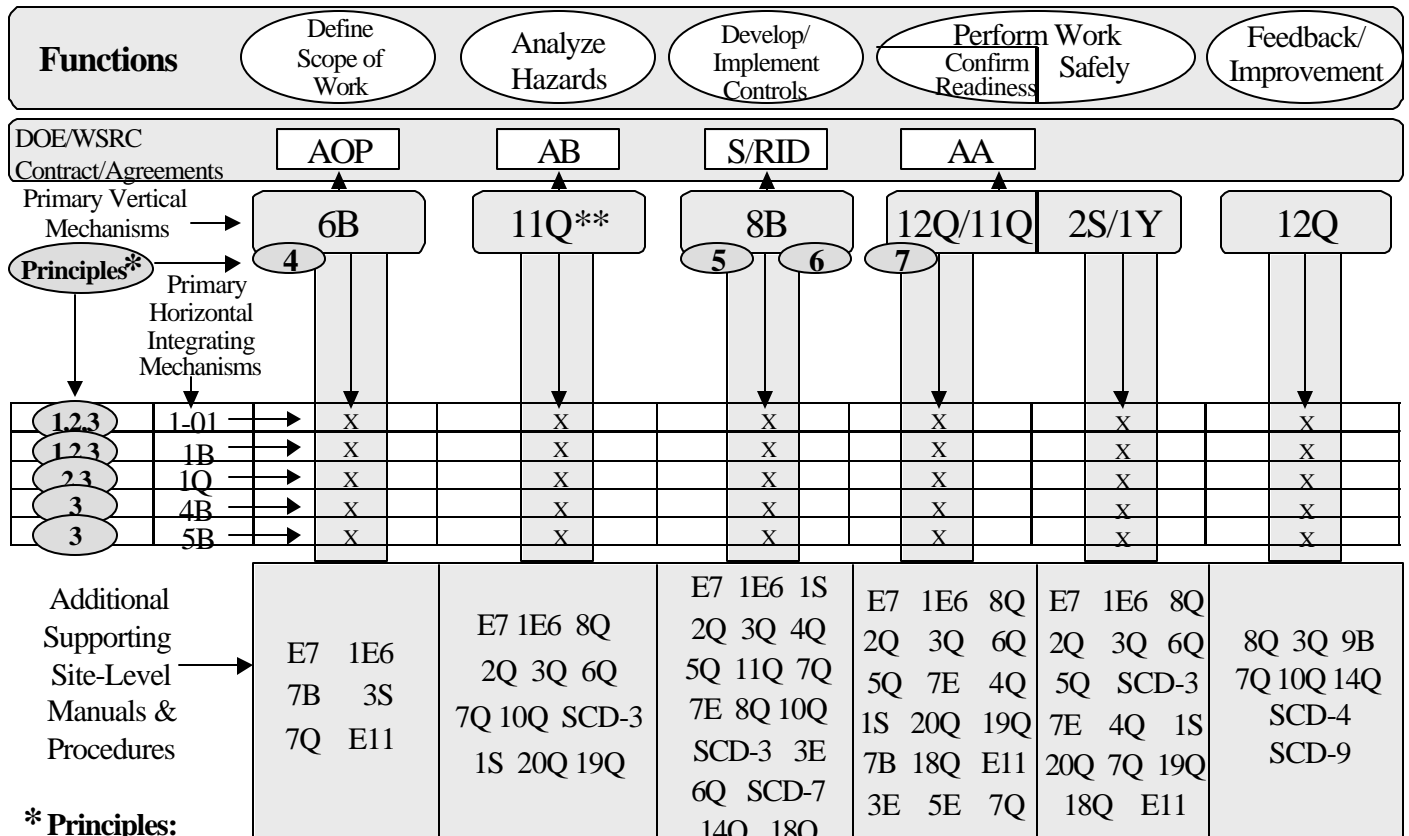
Horizontal integration is illustrated by the Manuals which cross-cut all of the Core Functions. There are five Manuals of this type:

- WSRC-1-01, *Management Policies*
- WSRC-1B, *Management Requirements and Procedures*
- WSRC-1Q, *Quality Assurance Manual*
- WSRC-4B, *Training and Qualification Program Manual*
- WSRC-5B, *HR Policies, Practices, and Procedures Manual*

The ISMS roles served by the eleven primary ISMS Manuals above and the additional supporting Manuals and Procedures, as illustrated in **Figure 6** are described in detail in this Section and in Section 8 below.

Figure 6

## ISMS MECHANISMS AT WSRC



**\* Principles:**

- 1 - Line Management Responsibility for Safety
- 2 - Clear Roles and Responsibilities
- 3 - Competence Commensurate With Responsibilities
- 4 - Balanced Priorities
- 5 - Identification of Safety Standards and Requirements
- 6 - Hazard Controls Tailored to Work Being Performed
- 7 - Operations Authorization

**Note:** For a brief description of each Manual shown above, refer to the Bibliography in Section 8 of this ISMS Description.

**\*\* The Vertical Mechanism for Safeguards and Security Vulnerability and Risk Analyses is the Security Manual (WSRC-7Q)**

**5(a) Role of Company-Level Mechanisms in Implementing the ISMS Functions****FUNCTION 1: Define Scope of Work****Primary Company-Level Procedural Mechanism:**

WSRC- 6B	<i>Program Management Manual</i>	Custodian: SIPD
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**Related Agreement Mechanism(s):** Contract DE-AC09-96SR18500; Annual Operating Plan, Site Safeguards and Security Plan

**Discussion:**

The *Program Management Manual* (WSRC-6B) contains the mechanisms by which WSRC determines what work will be accomplished given the priority of the work and the available funding. The *Work Authorization Document*, described in that manual, authorizes a performing organization to execute a defined scope of work. That document accommodates annual and multi-fiscal year definition and authorization of tasks. The Annual Operating Plan (AOP) details the work scope, schedule, resources and estimated cost of the programs that constitute the WSRC total contract for a given fiscal year. This plan, when approved by DOE-SR, defines the contractual baseline and provides the baseline for WSRC annual activities against which performance is evaluated.

The *Management Plan for Planning, Budgeting, Work Authorization and Control (PBWAC)* contains DOE's process for defining the scope of work, translating missions into work, setting expectations, prioritizing tasks, allocating resources and authorization, control and reporting of work. The Management Plan is specified in the Prime Contract as the controlling process document for integrating strategic planning and budget formulation (Out Year Budget and EM Ten Year Plan), budget execution year planning (Annual Operational Plan - AOP), and provides summary-level funding, scope, performance measures, and schedule documents.

The WSRC Site Management Control System (MCS) is the WSRC process used to manage and integrate the mission requirements by the WSRC team, and its sub-contractors. The MCS transforms mission and requirements into a baseline consisting of scope, schedule, cost and performance metrics. It also provides a prioritization process to ensure a balanced approach to line and support tasks and resources, and ensures that safety management is integrated into the budget process.

The WSRC Program Management Council (PMC - Charter WSRC-MP6.17) is responsible for ensuring site wide implementation of the Management Control System (MCS). The PMC ensures the MCS procedures and guidelines are in conformance with the U. S. Department of Energy (DOE), Savannah River Site (SRS) Management Plan for Planning, Budgeting, Work Authorization and Control (PBWAC).

The PMC approves company-level MCS procedures and guidelines for planning, budgeting, resource allocation, work authorization, change control and performance management. The PMC ensures comprehensive integration and prioritization of all program activities, with involvement of all WSRC senior management through their Program Managers on the PMC. The PMC ensures safety is integrated into the MCS process and ensures the process is continually improved. The PMC develops mission scope and resource options and recommendations for senior management to maximize mission accomplishment within available resources.

Line Management is responsible for identifying the performing organizations and defining detailed activities, estimates, and schedules for executing the mission. Performing organizations are responsible for preparing specific estimates within the constraints defined and approved by Line Management. Line Management incorporates these specific estimates into a work plan. Performing organizations are WSRC internal organizations or outside contractors who execute specific jobs or tasks identified by the Line Management. For example, the performing organization for designing an evaporator may be PE&CD or its subcontractor when the Line Management of HLWD identifies the need for a new evaporator.

*The Program Management Manual (WSRC-6B)* also specifies use of the *Project Management and Control System Description Manual (WSRC-E11)*, which establishes the site responsibilities and requirements for a process to perform cost effective planning, control, and execution of projects using a risk-based approach. That procedure is applicable to all projects at the Savannah River Site managed by WSRC. For the purposes of that procedure, a project is defined as a unique effort that supports a program mission with defined start and end points, undertaken to create a product, facility, or system with interdependent activities planned to meet a common objective/mission. Projects include planning and execution of construction, renovation, modification, environmental restoration, or decontamination and decommissioning efforts, and large capital equipment or technology development activities. When modifications are necessary, Project Managers are directed by WSRC-6B to the *Conduct of Modifications Manual, (WSRC-3S)*.

*The Site Safeguards and Security Plan (SSSP)*, as described in the *Security Manual (WSRC-7Q)*, is used in addition to the AOP for defining the scope of S&S work and allocation of resources. The SSSP must be approved by DOE-HQ/NN-51 and EM-60.

At the site level, WSRC and DOE Line and Program Management utilize a prioritization process to decide which work scopes will be executed with the available funding. This process ensures that significant risks and safety hazards are identified, reviewed, and factored into critical funding decisions. The mechanism for setting expectations for the execution-year work is the *AOP* process. The iterative *AOP* process culminates in a formal DOE-SR/WSRC agreement document that contractually establishes performance measures, award/incentive fee criteria, performance milestones, scope of work and resources for the budget execution year. Authorization to execute the mission is obtained through a formal approval process. Once DOE has approved the scope, schedule, performance measurements and cost, all changes are formally controlled.

## FUNCTION 2: Analyze Hazards

### Primary Company-Level Procedural Mechanism:

WSRC-11Q*	<i>Facility Safety Document Manual</i>	Custodian: ESH&QA
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\* The mechanism for analyzing Safeguards and Security Threats and Vulnerabilities, which are treated as hazards in ISMS, is WSRC-7Q, *Security Manual*, the Custodian of which is TSD.

### Related Agreement Mechanism: Authorization Basis Documentation, Vulnerability Analysis Reports

#### Discussion:

The *Facility Safety Document Manual* (WSRC-11Q) is the primary document that specifies the process for determining facility hazard categories and specifies how to tailor the type and level of Safety Documentation to the type and level of hazards. That manual also specifies the documentation process to establish the safety envelope and approval authorities for the Authorization Basis safety documents. The *Conduct of Engineering and Technical Support Procedure Manual* (WSRC-E7) implements the requirements of the *Facility Safety Document Manual* and establishes the processes for developing safety documentation.

In the area of Safeguards and Security (S&S), vulnerabilities and threats are treated much the same as traditional safety hazards. The Security Manual (WSRC-7Q) is the primary document that specifies the process for determining the levels of threats and specifies how to tailor Safeguards and Security controls to the type and level of threat. The Vulnerability Analyses in the Site Safeguards and Security Plan (SSSP) serve as the S&S analog to the Authorization Basis safety documents. The SSSP is approved by DOE-HQ/NN-51.

After a scope of work is defined, the hazards of specific work elements (such as a new facility or new work for an existing facility) are identified. Once identified, hazards are analyzed and categorized by type and quantity as a

basis for determining the documentation standards applicable to the work. The term Safety Documentation is used to describe this documentation. The hazards analysis provides the foundation for identifying standards, requirements, and engineered controls needed to prevent/mitigate identified hazards. This foundation is a crucial element of the standards selection aspect of the WSRC Site Standards/Requirements Identification Document (S/RID), in that applicability of requirements is tailored largely to facility hazard categories. Functional Area 00 of the S/RID explains this aspect in detail and includes the identification of SRS facilities within each hazard category.

Line Management is responsible for the hazard analyses (a term used broadly here to include Safety Documentation and associated limits), change management of safety documentation, and assuring that the operation is within the safety envelope parameters set forth in the Authorization Basis. The Unreviewed Safety Question (USQ) process (WSRC-11Q, Procedure 1.05) is the mechanism that ensures proposed changes can be conducted within the bounds of the Authorization Basis.

The *Facility Safety Document Manual* (WSRC-11Q) addresses process hazards to workers, the public and the environment. At the activity/task level, common industrial hazards to the worker during operations and construction are analyzed more specifically by Work Clearance Permits (WCPs) or Job Hazard Analyses (JHAs) conducted according to the *Employee Safety Manual* (WSRC-8Q). The *Security Manual* (WSRC-7Q) specifies the measures necessary to determine appropriate protection of nuclear materials commensurate with the attractiveness of the materials for theft or diversion. An essential element of worker safety is participation of the workers in the identification of hazards. More detail on this Function is presented below in Section 5 (c) "Protection of the Workers, the Public and the Environment."

### FUNCTION 3: Develop/Implement Controls

#### Primary Company-Level Procedural Mechanism:

WSRC-8B	<i>Compliance Assurance Manual</i>	Custodian: ESH&QA
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**Related Agreement Mechanism:** *Standards/Requirements Identification Document*, WSRC-RP-94-1268

#### Discussion:

The *Compliance Assurance Manual* (WSRC-8B) details how all standards are documented, their applicability is determined, and WSRC compliance is assessed. The mechanism for cataloging ES&H requirement applicability for all facilities operated under the Contract is the Standards/Requirements Identification Document (S/RID), a document approved by DOE-SR. The WSRC S/RID, which lists applicable ES&H requirements, and another

document entitled *Applicable Non-ESH DOE Directives* are both incorporated into Contract DE-AC09-96-SR-18500, by reference, in Attachment 2 of the Contract.

The majority of the DOE Directive requirements that drive Safeguards and Security (Manuals WSRC-7Q, 10Q and 14Q) and Program Management (Manual WSRC-6B) are on the Non-ESH List. The contractually-driven requirements in the non-ESH List are mandatory unless exemptions are granted by the cognizant DOE-HQ office (e.g., for S&S is NN-51). Together, the S/RID and the Non-ESH List represent what is termed 'List B' in DEAR 970.5204-78. That DEAR Clause also defines an optional 'List A', a list of "...Applicable Laws and regulations..." A formal 'List A' is not documented; however, the WSRC S/RID includes those applicable laws and regulations that are ES&H requirements. Of course, WSRC is obligated to follow all applicable laws and regulations regardless of their presence on any list. The S/RID and the *Applicable Non-ESH DOE Directives* list are both administered by WSRC 8B which directs that both are accessible on the Savannah River Information Network Environment (ShRINE) intranet system.

Any change to the S/RID requires WSRC and DOE formal approval through an S/RID Change Package. Refer to Functional Area 00 of this WSRC Site S/RID for additional discussion of the development, maintenance, and compliance activities associated with the S/RID. S/RID Functional Area 00 also contains listings of facilities grouped by hazard types and levels in a way that facilitates tailoring of the hazard control standards and requirements to the work and hazards at the listed facilities. The *Facility Safety Document Manual* (WSRC-11Q) contains the hazard categorization criteria mechanisms for deciding which facilities appear on the various lists. Similarly, the Security Manual (WSRC-7Q) contains the procedures that tailor levels of protection commensurate with the potential security risks and vulnerabilities.

The WSRC *Integrated Procedures Management System* (WSRC-1B, MRP 3.01) depicted in **Figure 3**, provides the Mechanisms to ensure procedural controls are in place at appropriate levels of the company. **Figure 5** illustrates how the WSRC *Integrated Procedures Management System* ensures worker safety is integrated into all levels of our business.

**FUNCTION 4: Perform Work****Primary Company-Level Procedural Mechanisms:**

WSRC-11Q	<i>Facility Safety Document Manual</i>	<i>Custodian: ESH&amp;QA</i>
WSRC-12Q	<i>Assessment Manual</i>	<i>Custodian: ESH&amp;QA</i>
WSRC-2S	<i>Conduct of Operations Manual</i>	<i>Custodian: TSD/FMC</i>
WSRC-1Y	<i>Conduct of Maintenance Manual</i>	<i>Custodian: SMMC</i>

**Related Agreement Mechanism:** Authorization Agreements for selected facilities per WSRC-11Q, 1.08

**Discussion:**

The *Assessment Manual* (WSRC-12Q) defines the Mechanisms for confirming readiness to do work prior to startup or restart, establishes the basis for confirming readiness, identifies specific confirmation processes, and designates approval authorities. The specific confirmation processes are accomplished by conducting performance-based assessments at the facility/activity by observing qualified operators doing work using authorized procedures. The readiness confirmation process ensures that work may be conducted safely and in accordance with mandatory Safeguards and Security requirements.

Operations at selected facilities (currently Nuclear Hazard Category 2 facilities of primary concern to the DNFSB) are specifically authorized by Authorization Agreements (AAs) per the *Facility Safety Document Manual* (WSRC-11Q, Procedure 1.08). AAs state the bases for DOE's decision to authorize the specific scope of operations specified in the AA. The AA also contains the terms and conditions incumbent on WSRC to ensure the facility can be operated while protecting the environment and the health and safety of the workers and the public .

The *Conduct of Operations* (WSRC-2S) and *Conduct of Maintenance* (WSRC-1Y) manuals describe the Mechanisms for performing work safely following startup authorization and confirming readiness on a day-to-day basis at the facility/activity level. This is accomplished by Plan of the Day, Plan of the Week, pre-job briefings, shift turnover meetings, work control programs, and work clearance permits which receive multi-discipline hazard analyses as described in the *Employee Safety Manual* (8Q).

The *Conduct of Operations Manual* (WSRC-2S) sets forth the WSRC operational standards at the activity/task level for: content, format and procedure approval; communication and notification; training; and shift and facility operations. The *Conduct of Maintenance Manual* (WSRC-1Y) establishes a Work Control System that ensures

safety is planned and integrated into maintenance activities at the work-site level. *The Employee Safety Manual* (WSRC-8Q) establishes procedures for Work Clearance Permits and Job Hazard Analysis and provides other guidelines for performing work safely. The *Construction Management Department Manual* (1E6) specifies safety practices that address worker protection for those performing construction work, and construction engineering practices that help ensure the safety of the end user of the project. The *Conduct of Research and Development Manual*, WSRC-IM-97-00024, aligns the unique nature of R&D work to the five ISMS Functions and provides guidance to researchers on the use of ISMS mechanisms for R&D work.

Line Management is responsible for tailoring site-wide safety programs to facility work using the *Conduct of Operations Manual* (WSRC-2S) and the *Conduct of Maintenance Manual* (WSRC-1Y) as basic operational doctrine (Figure 5). Each Line Manager clearly communicates performance expectations for Conduct of Operations and Maintenance to all workers. Facility personnel are responsible for following procedures that prescribe the controls necessary to perform work safely. Only qualified personnel are allowed to operate and maintain WSRC facilities and equipment. Such personnel have been trained to pay particular attention to safety during performance of work and to use appropriate procedures that assure work is performed safely and in compliance with safeguards and security requirements.

#### FUNCTION 5: Feedback/Improvement

##### Primary Company-Level Procedural Mechanism:

WSRC-12Q	Assessment Manual	Custodian: ESH&QA
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##### Discussion:

The *Assessment Manual* (WSRC-12Q) describes a requirements-based two-tiered system consisting of a) self-assessment based on 10 CFR 830.120, (QA Rule) Criterion 9: *Management Assessment*, a foundation level of assessment throughout the Company with strong Line Management involvement; and b) independent assessment based on QA Rule 10 CFR 830.120, Criterion 10, *Independent Assessment*: a consolidated, multi-disciplined, independent, company-level assessment activity, performed by Facility Evaluation Boards. The requirements basis for assessments in both tiers is documented in *Assessment Performance Objectives and Criteria* (WSRC-SCD-4). These Performance Objectives and Criteria (PO&C) are linked to a "smart sample" of requirements from the WSRC company-level manuals. There are over one thousand assessment criteria in WSRC-SCD-4. These criteria provide a basis that is common to both tiers of the assessment system for detailed assessments of the WSRC ISMS. The 23 Functional Areas for assessments are listed in the table below:

### WSRC-SCD-4 FUNCTIONAL AREAS

Functional Area	Title	Functional Area	Title
1	Design	13	Emergency Preparedness
2	Construction	14	Review, Assessment & Oversight
3	Management Systems	15	Nuclear Criticality Safety
4	Training & Qualification	16	Testing
5	Procedures	17	Occurrence Reporting
6	Safety Documentation	18	Safeguards & Security
7	Environmental Protection & Waste Management	19	Packaging & Transportation
8	Quality Assurance	20	Occupational Safety & Health
9	Configuration Management	21	Procurement
10	Maintenance	22	Conduct of Operations
11	Radiation Protection	23	Project Management
12	Fire Protection	---	----

*Management Evaluation*, also required by the *Assessment Manual* (WSRC-12Q), is a process, conducted periodically, for identifying and prioritizing improvement opportunities from the analysis of feedback information from all sources. Line Management is required to perform a Management Evaluation of their operations annually. Each custodian of a site-wide support program is also required to perform a Management Evaluation of that program.

Specific ISMS Management Evaluations are accomplished concurrently with the Facility Evaluation Board program that evaluates field implementation of the Company's Integrated Safety Management System on an on-going basis. The results of the FEB's Integrated Safety Management Evaluations (ISMEs) are evaluated individually and collectively to identify any field implementation deficiencies or programmatic issues requiring corrective action to be taken. This process, coupled with the FEB's review of the ESH&QA Program, including Safeguards & Security, will constitute the Management Evaluation of the Company's ISMS. Conclusions with respect to ISMS implementation will be included in the FEB Annual Report to the President of WSRC.

In addition to Facility Evaluation Board (FEB) Assessments per WSRC-12Q, FEB-1; Self Assessments (SAs), per WSRC-12Q, SA-1 and SA-2; and Management Evaluations (MEs) per 12Q, ME-1, feedback information is generated by the following program areas:

- Price-Anderson Amendments Act (PAAA) Non-Compliance Tracking System (NTS) reportable non-compliances, per WSRC-8B, CAP-11
- Stop Work Orders (SWOs), per WSRC-1Q, QAP 1-2
- Corrective Action Reports (CARs) per WSRC-1Q, QAP 16-1
- Reportable Occurrences (SIRIM), per WSRC-9B
- Radiological Deficiency Reports (RDRs), per WSRC-5Q1.1, Procedure 503
- Program Deficiency Reports (PDRs) per WSRC-1Q, QAP 15-2
- Lessons Learned Program, per WSRC-1B, MRP 4.14,
- Employee Concerns Program per WSRC-1B, MRP 1.06,
- Security Self-Assessments, per WSRC-7Q (based on DOE O 470.1, are conducted to review specific areas of the Safeguards and Security Program)

All feedback information is screened by the Regulatory Compliance Council for potential significant Price-Anderson Amendments Act (PAAA) non-compliances in accordance with the *Compliance Assurance Manual* (WSRC-8B) to ensure self-reporting and prevent recurrence of non-compliances.

Additionally, periodic external independent assessments of general ES&H and Safeguards & Security programs and activities are conducted by DOE-HQ and DOE-SR.

Problems identified by the feedback sources listed above are subjected to the *Corrective Action Program* (CAP), required by MP 5.35 and WSRC-12Q. The CAP is implemented in a tailored manner and includes the following elements: problem identification, significance determination and problem analysis; lessons learned evaluation; corrective action development, implementation and closure; and, effectiveness determinations of completed corrective actions. The CAP assigns identified and documented problems to one of four levels of significance. The *Problem Analysis Manual*, WSRC-SCD-9 contains guidance for determining the type of causal analysis appropriate for the significance level of the problem.

A system of performance metrics is being developed to evaluate the overall effectiveness of the WSRC ISMS. The system will map a set of performance indicators to each ISMS Core Function. Most of the indicators were

chosen from an existing set of indicators that have been tracked for some time, but were not previously mapped to the ISMS Core Functions.

### **5(b) Role of Company-Level Mechanisms in Implementing ISMS Guiding Principles**

There are seven ISMS Guiding Principles. Guiding Principles 1, 2, and 3 apply to the implementation of all five of the ISMS Core Functions, whereas the remaining four Guiding Principles apply to specific Core Functions.

- 1) Line Management Responsibility for Safety: *Line management is responsible for the protection of the public, the workers, and the environment.*

This Principle is primarily implemented by the requirements of WSRC1-01, MP1.22, *Integrated Safety Management System* and other sections of WSRC-1-01 and WSRC-1B, *WSRC Management Requirements and Procedures*. In addition, specific procedures define line management actions and approval authorities that represent, for the subject matter covered by the procedure, managerial responsibility for safety.

- 2) Clear Roles And Responsibilities: *Clear and unambiguous lines of authority and responsibility for ensuring safety are established and maintained at all organizational levels within the Company and its subcontractors.*

This Principle is primarily implemented by WSRC-1-01, MP1.22, and other sections of WSRC-1-01, WSRC-1B, *WSRC Management Requirements and Procedures*, and WSRC-1Q, *Quality Assurance Manual*. Each procedure in the Integrated Procedures Management System contains a section that defines roles and responsibilities.

Responsibilities of WSRC subcontractors are clarified by subcontract language, as appropriate. Where safety and other responsibilities between two DOE contractors need to be made clear, Memoranda of Understanding are used such as the case between WSRC and WSI-SRS regarding Security and Support Services responsibilities.

- 3) Competence Commensurate with Responsibilities: *Personnel possess the experience, knowledge, skills, and abilities that are necessary to discharge their responsibilities.*

This Principle is primarily implemented through the requirements of WSRC-4B, *Training and Program Qualification Manual*, WSRC 5B, *HR Policies, Practices, and Procedures*, and WSRC-1Q, *Quality Assurance Manual*.

- 4) Balanced Priorities: *Resources are effectively allocated to address safety, programmatic, and operational considerations. Protecting the public, the workers, and the environment is a priority whenever activities are planned and performed.*

This Principle, primarily implemented by the requirements of WSRC-6B, *Program Management Manual*, most closely aligns with the first ISMS Core Function, Define Scope of Work.

- 5) Identification Of Safety Standards And Requirements. *Before work is performed, the associated hazards are evaluated and an agreed-upon set of safety standards and requirements are established which, if properly implemented, provide adequate assurance that the public, the workers, and the environment are protected from adverse consequences.*

This principle, primarily accomplished using the requirements of WSRC-8B, *Compliance Assurance Manual*, most closely aligns with the third ISMS Core Function, Develop/Implement Controls.

- 6) Hazard Controls Tailored to Work Being Performed: *Administrative and engineering controls to prevent and mitigate hazards are tailored to the work being performed and the associated hazards.*

This Principle, primarily implemented by the requirements specified in WSRC-8B, *Compliance Assurance Manual*, most closely aligns with the third ISMS Core Function, Develop/Implement Controls.

- 7) Operations Authorization: *The conditions and requirements to be satisfied for operations to be initiated and conducted are clearly established and agreed-upon.*

This Principle, primarily ensured by compliance with the requirements in WSRC-11Q, *WSRC Facility Safety Document Manual*, and WSRC-12Q, *Assessment Manual*, most closely aligns with the fourth ISMS Core Function, Perform Work.

### **5(c) Protection of the Workers, the Public, and the Environment**

Operations on the Savannah River Site are conducted in a manner that protects workers, the public, and the environment. To establish a consistent approach by the entire SRS community, an *SRS Workplace Safety and Health Policy* was signed jointly by the top on-site officials of the following SRS organizations:

- Savannah River Operations Office, Department of Energy

- Westinghouse Savannah River Company
- Wackenhut Services, Inc.
- Savannah River Ecology Laboratory
- Savannah River Natural Resource Management and Research Institute

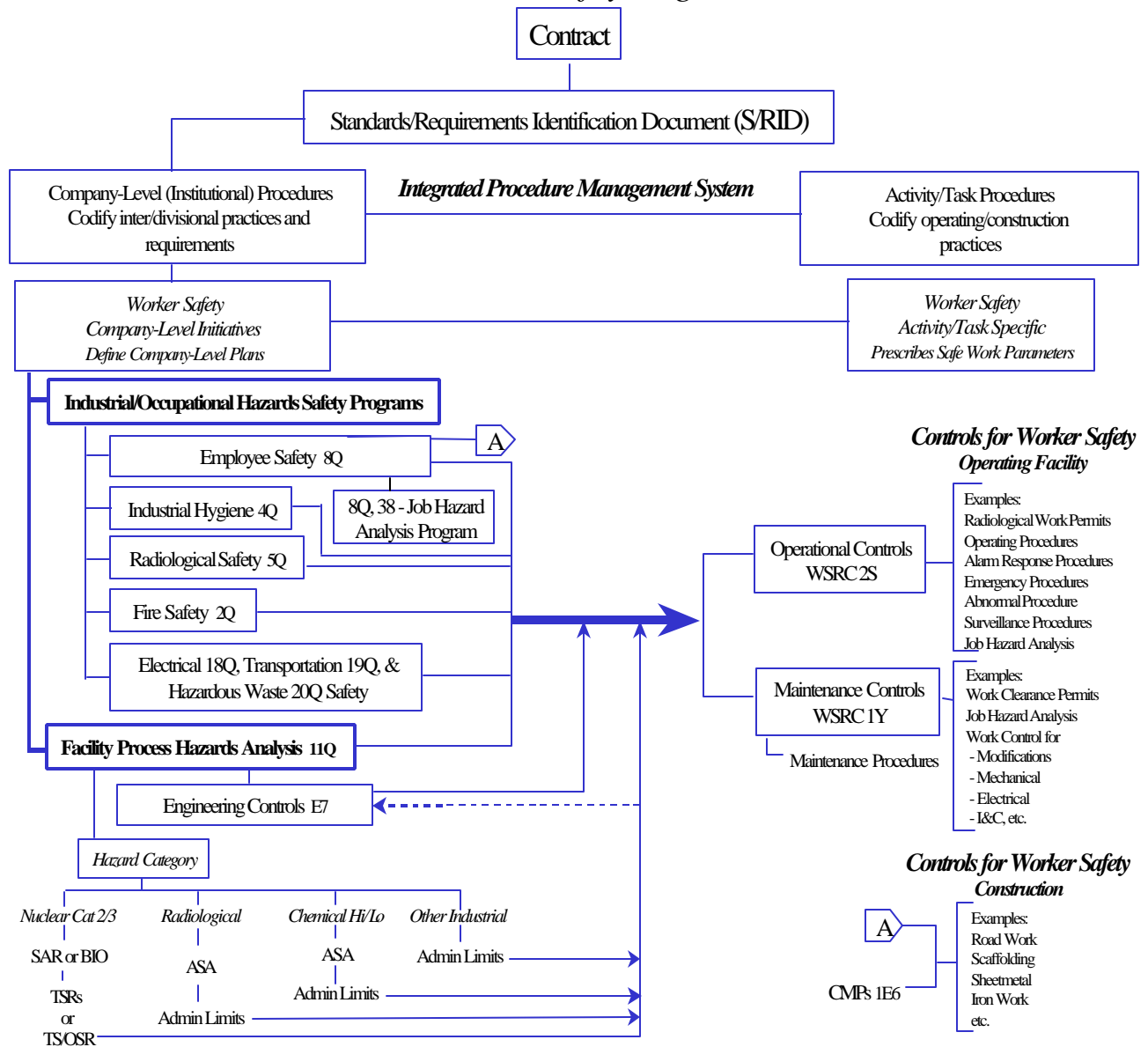
Because of the potentially far-reaching effects associated with the materials located at SRS, many of the mechanisms employed by WSRC safety programs are directed toward protection of the public and the environment as well as the workers. Safeguards & Security support a broad safety role since many of the S&S requirements are focused on protecting safeguards and security interests from theft, diversion, industrial sabotage, radiological sabotage, toxicological sabotage, espionage, unauthorized access, loss, and compromise. Those and other hostile acts are treated by the ISMS similarly as hazards because they can cause unacceptable adverse impacts on national security, program continuity, and the health and safety of employees, the public and the environment.

This section details how the WSRC ISMS Mechanisms are specifically focused to protect the workers, the public and the environment.

### **Protection of the Workers**

The worker safety-related programs used by WSRC, through the company level policies and procedures, ensure safety is integrated into all aspects of the work. The hierarchy of the WSRC integrated worker protection program is depicted in **Figure 7**.

**Figure 7**  
*SRS Worker Safety Program*



Various company-level procedures and manuals shown in Figure 7 specify practices and requirements for worker safety. The worker safety elements include, but are not limited to: WSRC-8Q (*Employee Safety Manual*) 4Q (*Industrial Hygiene Manual*), 1Y (*Conduct of Maintenance*), 2S (*Conduct of Operation*), 5Q (*Radiological Control*), 2Q (*Fire Protection*), 18Q (*Electrical Safety*), and 19Q (*Transportation Safety*). Requirements related to worker

protection from process hazards are included in WSRC-11Q (*Facility Safety Documentation Manual*). Additional worker safety elements specific to construction work are addressed in WSRC-1E6 (*Construction Management Department Manual*). At the facility/activity level, implementation of the worker protection program is tailored to the activity/work, but always in a manner consistent with site-wide programs.

Across the DOE complex, the Enhanced Work Planning (EWP) process has become the process for augmenting and implementing Integrated Safety Management at the task/activity level. EWP is currently being integrated into the WSRC ISMS to heighten the importance of worker involvement with the end objective of reducing injuries by focusing on planning and prevention. The EWP process has five key elements that are closely aligned with and support the ISMS Functions and Guiding Principles:

- 1) Line Management Ownership
- 2) Organizationally Diverse Teams
- 3) Graded Approach to Work Management
- 4) Workforce Involvement
- 5) Organized, Institutionalized Communication

EWP is being established as an important adjunct to ISMS for addressing worker safety issues. The major influence EWP has for improving ISMS is by the increased use of teams early in the work planning process that benefit from the participation and input of the appropriate ES&H advisory personnel and the workers that will ultimately perform the planned activities.

Another important WSRC worker safety initiative integrated into the WSRC ISMS is participation in the Voluntary Protection Program (VPP). On January 26, 1994, DOE and OSHA reached an interagency agreement designed to recognize contractor facilities that have excellent safety and health programs. WSRC has been awarded VPP "Merit Status." By their nature, VPP programs encourage individual responsibility, motivate employees to improve safety and health and increase worker protection and morale. Similar to the key elements of EWP above, the five VPP key areas are aligned with and support the ISMS Functions and Guiding Principles.

The five Key Areas of VPP are:

- 1) Management Leadership
- 2) Employee Involvement
- 3) Work-site Analysis
- 4) Hazard Prevention and Control
- 5) Safety and Health Training

The key areas of VPP are embedded in the WSRC IPMS, most notably in the 8Q Manual. In terms of ISMS, the VPP “Merit Status” assessment resides in the fifth Function - Feedback/Improvement. From that assessment, indicators are provided for improvements that, once achieved, can lead to VPP “Star Status”, the highest rating, for which WSRC plans to apply. WSRC has structured its Occupational Safety and Health Assessment Performance Objectives and Criteria in WSRC SCD-4 along the lines of the five VPP Elements. Therefore, conformance with the desired VPP Elements is evaluated when organizations conduct Self Assessments and the Facility Evaluation Boards conduct independent oversight according to the 12Q Assessment Manual. This will enhance and continuously improve WSRC’s conformance to those VPP Elements on an ongoing basis.

To augment and support the effectiveness of WSRC’s safety programs, the concepts of behavior-based safety are valued and have recently been endorsed. This initiative is in the early stage of development and efforts to promote awareness and acceptance of the potential benefits of behavioral safety are underway.

The following table illustrates the relationship among the elements of EWP and VPP and ISMS Functions and Principles, and it identifies the WSRC mechanisms that implement those elements.

<b>EWP ELEMENT</b>	<b>ISMS FUNCTION, PRINCIPLE, or GUIDANCE</b>	<b>WSRC MECHANISM (also see Fig. 6)</b>	<b>VPP ELEMENT</b>
Line Management Ownership	Line Management Responsibility for Safety (Principle # 1)	WSRC-1-01, WSRC 1B	Management Leadership
Worker Involvement	“At the facility and activity levels, workers (i.e., operational staffs) are important in identifying and implementing controls...” (DOE G 450.4-1, Sect. 1.1)	SRS Workplace Safety & Health Policy, WSRC- 8Q, et.al.	Employee Involvement
---	Analyze Hazards (Function # 2)	WSRC-11Q, WSRC-8Q, et. al.	Work Site Analysis
---	Develop/Implement Controls (Function # 3)	WSRC-8B, et. al	Hazard Prevention and Control
---	Competence per Responsibilities (Principle # 3)	WSRC-4B, WSRC-5B, WSRC-1Q	Safety and Health Training
Graded Approach	Tailored Hazard Control (Principle # 6) (Tailoring Guide)	WSRC-8B, et. al.	---
Organizationally Diverse Teams	“ The Safety Management System should integrate ...among the different organizational elements.” (DOE G 450.4-1)	WSRC-8Q, et. al.,  Fifth Imperative: “Teamwork”	---
Organized Communication	Feedback/Improvement (Function # 5)	WSRC-12Q	---

### Protection of the Public

WSRC has programs designed to protect the public from process accidents or other events occurring at the site. Two manuals, WSRC-11Q (*Facility Safety Documentation Manual*) and WSRC-6Q (*Emergency Management Program Procedure Manual*), serve as focal points to integrate a number of additional ISMS mechanisms to help prevent and/or mitigate the hazards to the public associated with all site facilities and activities. A system of safety documentation is required by WSRC-11Q to identify all process-related hazards and analyze the adequacy of the identified controls or defenses. *Conduct of Engineering and Technical Support Manual* (WSRC-E7), *Conduct of Operations Manual* (WSRC-2S), and *Conduct of Maintenance Manual* (WSRC-1Y) provide guidance for implementing those identified controls and defenses.

The *SRS Emergency Management Program Procedures Manual* (WSRC-6Q), along with the *SRS Emergency Plan* (WSRC-SCD-7), coordinate the emergency management aspects of the Fire Protection, Radiological Control, Environmental Management, Safeguards, Security, and Transportation Safety Programs among others, as well as providing the required coordination with offsite emergency planning and response authorities.

### **Protection of the Environment**

The *Environmental Compliance Manual* (WSRC-3Q) contains the mechanisms for maintaining all WSRC facilities and activities in compliance with all applicable federal, state, DOE, and local environmental requirements, and contains the WSRC Programs for Pollution Prevention and Waste Minimization. The WSRC Environmental Management System currently complies with the ISO 14001 Standard, and WSRC has committed to maintain that rigorous level of environmental management culture. The WSRC Site *Environmental Management System Description Document* (G-TM-G-00001) provides information about ISO 14001, as well as references to the WSRC IPMS Manuals and Procedures that implement the specific elements of the standard. As described above for worker and public safety, the engineering, operational, and maintenance controls provided by the *Conduct of Engineering and Technical Support Manual* (WSRC-E7), *Conduct of Project Management and Control* (WSRC-E11), *Conduct of Operations Manual* (WSRC-2S), and *Conduct of Maintenance Manual* (WSRC-1Y), respectively, are the primary mechanisms that ensure the SRS missions are achieved while protecting the environment. An example of WSRC's commitment to Pollution Prevention and Waste Minimization is WSRC-E7, Procedure 1.41, *Pollution Prevention in Design*. That procedure provides the process, responsibilities and requirements for inclusion of Pollution Prevention into the design phases of new facilities and modifications to existing facilities. Properly applied, any additional cost incurred in design/construction to achieve Pollution Prevention and Waste Minimization objectives will be offset over the life of the facility.

### **5(d) Committees and Councils**

A number of committees and councils exist to provide strategic direction to sitewide programs and to encourage integration of concepts among the site programs and across organizational boundaries. All of the committees and councils listed in the Bibliography of this ISMS Description, (Section 8, WSRC-1-01, MP 6.xx-series; and WSRC-8Q) serve an implementing role in the WSRC ISMS. The advisory role that the committees and councils play in no way diminishes, and in fact serves to augment, Line Management's responsibility for safety.

The ISM Executive Steering Committee (chartered by MP 6.23), chaired by the WSRC Executive Vice President, provides senior management leadership and strategic direction for implementation of the WSRC ISMS.

## 6. ISMS DESCRIPTION CHANGE CONTROL PROCESS

The change control process for this descriptive section of the S/RID is the same as for any other portion of this S/RID, as described in Section 00.04 of S/RID Functional Area 00.

## 7. GLOSSARY

**Authorization Agreement (AA)** – A documented agreement between DOE and WSRC that contains the terms and conditions that DOE relies on to determine that a nuclear facility can be operated safely and in compliance with all applicable laws and regulations relating to worker and public safety and protection of the environment.

**A&ID** - Administration & Infrastructure Division

**ALARA** – As Low as Reasonably Achievable

**AOP** – Annual Operating Plan

**Authorization Basis (AB)** - Those aspects of the facility design basis and operational requirements relied upon by DOE to authorize operation of Nuclear Facilities. These aspects are considered to be important to the safety of facility operations. The AB is described in documents such as the facility Safety Analysis Report and other safety analyses, hazard classification documents, the Technical Safety Requirements, DOE-issued Safety Evaluation Reports, and facility-specific commitments made to comply with DOE Orders and policies. All AB safety documents are approved by DOE.

**CFOD** – Chief Financial Officer Division

**ESH&QA** - Environment, Safety, Health & Quality Assurance

**FMC** - Facility Management Council

**FMCEC** - Facility Management Council Executive Committee

**FPIT** - Fire Protection Implementation Team

**HRD** - Human Resources Division

**IPMS** – Integrated Procedure Management System

**MCS** – Management Control System

**NCSRC** – Nuclear Criticality Safety Review Committee

**NMSS** - Nuclear Materials Stabilization and Storage

**PE&CD** - Project Engineering & Construction Division

**PMC** – Program Management Council

**PMSC** - Procedure Management Steering Committee

**QMC** - Quality Managers Council

**RAC** – Radiological Advisory Committee (name changed to SAC & A/RAC, see below)

**RCC** - Regulatory Compliance Council

**SAC & A/RAC** – Site ALARA Committee (SAC) and ALARA/Radiological Awareness Subcommittees (A/RAC)

**SHRC** – Safety and Health Review Council

**ShRINE** – Savannah River Information Network Environment – the SRS intranet

**S&S** – Safeguards and Security

**SIPD** - Site Integration and Planning Division

**SMMC** - Senior Maintenance Management Council

**S/RID** – Standards/Requirements Identification Document

**SWD** – Solid Waste Division

**SWMC** – Solid Waste Management Council

**TOC** - Training Oversight Committee

**TSD** - Technical Services Division

**WSI-SRS** – Wackenhut Services, Incorporated – Savannah River Site

## 8. BIBLIOGRAPHY: DOCUMENTS CONTAINING WSRC ISMS MECHANISMS

### a) WSRC-1-01 Management Policies and Charters (MPs):

WSRC-1-01, Policy MP 1.2	Management Policies, Requirements, and Procedures System
Westinghouse Savannah River (WSRC) shall establish and maintain a controlled system of written management directions in the form of policies, requirements and procedures. These management directions shall govern the activities of WSRC employees performing work under the prime contract with the Department of Energy (DOE) as well as those of its subcontractors. (See also MP 6.1; WSRC-1B, MRP 3.01, MRP 3.26, & MRP 3.27)	
Custodian – A&ID	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 1.11	Open Communication
Westinghouse Savannah River Company (WSRC) recognizes that free and open expression of employee workplace issues and concerns is a fundamental characteristic essential to the safe, efficient and effective operation of the Savannah River Site (SRS). In order to safeguard employee and public health and safety, ensure compliance with applicable laws and regulations, and support the WSRC mission to operate SRS in a safe, efficient and cost effective manner, WSRC promotes and encourages open and honest communication of issues and concerns that have the potential to adversely affect the site or its employees. It is the policy of WSRC that employees be allowed to identify and seek resolution of their workplace issues and concerns in a reprisal free environment, with the expectation that they will be fully addressed.	
Custodian – HRD	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 1.18	Employee Training
The Westinghouse Savannah River Company (WSRC) shall provide training that supports employee performance of work assignments in a safe, effective, and total quality manner, and that contributes to the safety and formality of operations. Management shall encourage employee training efforts and shall support the effective and efficient implementation of the training function through the integration of site training activities. The Training Oversight Committee shall advise the Management Council concerning site training needs, program goals and priorities in accordance with Manual 4B, WSRC Training and Qualification Program Manual. (See also MP 6.6; WSRC-4B)	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 1.22	Integrated Safety Management System
The Westinghouse Savannah River Company (WSRC) operates within a framework aligned with the principles and functions of a DOE Integrated Safety Management System (hereafter referred to as the ISMS). The objective of the ISMS is to integrate safety systematically into management and work practices at all levels of the company (including subcontracted work) so that missions are accomplished while protecting the public, the worker, and the environment. Stated more simply, the objective of the ISMS is to "Do Work Safely." The ISMS is the overall management system for WSRC. Other related ESH&QA programs such as Enhanced Work Planning, Environmental Management Systems (ISO 14001) and the Voluntary Protection Program, are consistent with and fit within the broad scope of WSRC's ISMS. The ISMS and this policy apply to all segments of WSRC and its partners. The ISMS satisfies all requirements of the Department of Energy Policy 450.4, Safety Management System Policy, and Department of Energy Acquisition Regulations (DEAR) clauses 970.5204-2, Integration of Environment, Safety, and Health into Work Planning and Execution, and 970.5204-78, Laws, Regulations, and DOE Directives. For the purpose of this policy, safety encompasses protection of the public, workers, and the environment including pollution prevention and waste minimization.	
Custodian – ESH&QA	Approval Authority - President, WSRC as recommended by the ISM Executive Committee

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WSRC-1-01, Policy MP 1.26	Employee Concerns Policy
The Employee Concerns Program (ECP) provides an independent and impartial avenue for Westinghouse Savannah River Company (WSRC) and onsite WSRC subcontractor employees to seek assistance in addressing concerns related to environmental, safety, health, quality, safeguards & security, waste/fraud/abuse, mismanagement, reprisal and other matters, where management systems or existing programs have failed to adequately address the issue, the employee genuinely fears retaliation should existing avenues be sought, or the employee requires anonymity. (See also WSRC-1B, MRP 1.06; WSRC-5B)	
Custodian – HR	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 3.1	Financial Accounting
The WSRC is committed to the practice of financial stewardship regarding the funds entrusted to it under its contract with the Department of Energy (DE-AC09-96SR18500). WSRC shall maintain an accounting system that will provide meaningful, and accurate financial information. Efficient, sound management principles shall be applied to budgeting, distribution, recording, and reporting financial information concerning WSRC's resources and the results achieved through their use. (See also WSRC-6B)	
Custodian – CFOD	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 3.15	Subcontract Technical Representative Program
The WSRC shall establish and follow a Subcontract Technical Representative (STR) program to provide for adequate technical Subcontract Management. This policy applies to all WSRC STRs and will provide adequate technical representation for all operations and construction subcontracts. (See also WSRC-7B)	
Custodian – A&ID	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 3.3	Procurement and Materials Management
The Westinghouse Savannah River Company (WSRC) shall develop, implement and maintain a fully documented Procurement and Materials Management System in accordance with the requirements of DOE/WSRC Prime Contract DE-AC09-96SR18500. This system shall provide for purchasing and asset management operations that will be conducted consistent with the highest standards of good business ethics and conduct, and in accordance with approved procurement/materials management policies and procedures. Materials Management operations shall be conducted in accordance with applicable laws, regulations, and directives. (See also WSRC-3B)	
Custodian – A&ID	Approval Authority - President, WSRC

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WSRC-1-01, Policy MP 4.1	Environmental Assurance
<p>WSRC shall:</p> <ul style="list-style-type: none"> <li>operate and maintain company-managed facilities in compliance with applicable laws, regulations and Department of Energy (DOE) directives for the protection of the environment, and the safety and health of personnel</li> <li>design, construct and operate new facilities in a manner that ensures that exposure of individuals and population groups to radioactive and other hazardous materials is as low as reasonably achievable (ALARA)</li> <li>reduce to the maximum extent practicable the purchase and use of hazardous materials. Where such use is necessary; store, use, recycle, treat, and dispose of these materials in a manner that ensures appropriate protection for the environment and human health.</li> <li>manage all facilities and activities in a cost-effective and environmentally responsible manner, minimizing the generation of all types of waste (non-hazardous, hazardous, radioactive, and mixed) and continually striving to reduce the load on waste treatment, storage, or disposal facilities by reducing the quantity or toxicity of waste</li> <li>identify and characterize all waste streams with sufficient accuracy to ensure regulatory compliance and to allow proper minimization, segregation, treatment, storage, and disposal. (See also MP 6.18; WSRC-3Q)</li> </ul>	
Custodian – ESH&QA	Approval Authority - President, WSRC as recommended by the SRS Env. Mgmt. Council
WSRC-1-01, Policy MP 4.2	Quality Assurance
<p>The Westinghouse Savannah River Company (WSRC) shall provide products and services which meet or exceed the requirements and expectations of our customers. The WSRC Quality Assurance Program (QAP) shall be implemented in a manner to support implementation of WSRC's imperatives of: safety, disciplined operations, cost effectiveness, continuous improvement, and teamwork. (See also WSRC-1Q; MP 6.12)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC as recommended by QMC
WSRC-1-01, Policy MP 4.3	Medical Programs
<p>Westinghouse Savannah River Company (WSRC) shall implement an employee medical program in compliance with applicable Department of Energy (DOE) requirements and federal and state regulation requirements. It is the policy of WSRC to provide a quality occupational health program that promotes the physical and mental well-being of our customers while maintaining medical information in a confidential, ethical and legal manner.</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 4.4	Radiological Protection
<p>WSRC. Shall provide for the radiological protection of WSRC employees, other site contractor and subcontractor personnel, visitors, and members of the general public from radiation exposure originating from operations of the Savannah River Site. Radiation exposure of the work force and public shall be controlled such that radiation exposures are well below regulatory limits, that there is no radiation exposure without commensurate benefit, and that it is maintained as low as reasonably achievable (ALARA) at all times. No person shall take or cause to be taken any action inconsistent with the requirements of 10 CFR 835 or any program, plan, schedule, or other process established by 10 CFR 835. (See also MP 6.9; WSRC –5Q)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC as recommended by SAC

WSRC-1-01, Policy MP 4.5	Nuclear and Process Safety
The Westinghouse Savannah River Company (WSRC) shall manage the Savannah River Site (SRS) in a manner that ensures there is no undue risk of nuclear and process accidents that could adversely affect the health or safety of employees, visitors, members of the general public or the environment. For all activities, the continued assurance of the capability and capacity for safe operations will remain paramount to protect facilities and the environment from unacceptable risks. (See also MP 6.10; WSRC-11Q; WSRC-SCD-3)	
Custodian - ESH&QA	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 4.7	Occupational Safety Policy
WSRC shall provide a safe, clean, working environment for employees, visitors, subcontractors, and the public that facilitates effective job performance and is in compliance with all applicable regulations and the philosophy of the DOE. Higher standards of care in the practice of occupational safety and health shall be provided as needed for personnel or public protection, essential program continuity, or national security. The safety and health of employees will be of the highest priority at WSRC. Work will stop immediately rather than continuing unsafely. (See also MP 6.20; WSRC-1B, MRP 4.01; WSRC-8Q)	
Custodian - ESH&QA	Approval Authority - President, WSRC, as recommended by the Safety and Health Review Council
WSRC-1-01, MP Policy 4.8	Control and Accountability of Nuclear Material
The Westinghouse Savannah River Company (WSRC) shall implement and maintain a graded safeguards program to ensure that nuclear materials are protected, controlled, and accounted for; that safeguards programs are designed to meet defined threats; and that programs are effectively coordinated and integrated at all levels of operation. This policy shall implement applicable Department of Energy (DOE) orders. WSRC shall control and account for all nuclear materials which have been entrusted to it. This accountability requirement shall be a paramount concern in all organizations that use or store nuclear materials. (See also WSRC-14Q)	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-1-01, MP Policy 4.9	Security
Westinghouse Savannah River Company (WSRC) shall design, document, implement, oversee and performance test an integrated system of activities, systems, programs, and facilities for the protection of nuclear materials, classified information, DOE and certain WSRC property and personnel as required by the Atomic Energy Act of 1954, as amended, other federal statutes, executive orders, other directives, and Contract No. DE-ACO9-96SR18500 as modified. (See also WSRC-7Q, 10Q & 14Q)	
Custodian – TSD	Approval Authority - President, WSRC

WSRC-1-01, MP Policy 4.10	Computer and Technical Security
<p>The Westinghouse Savannah River Company (WSRC) shall operate computer and telecommunications systems in a secure environment that stresses strict adherence to communications and operations security, TEMPEST procedures, and technical surveillance countermeasures (TSCM). This policy implements applicable Department of Energy (DOE) orders.</p> <p>WSRC shall protect classified and sensitive unclassified data that is processed on computers and transmitted over telecommunication systems. To meet this requirement, WSRC shall determine and apply the most cost effective computer security measures and train computer users in the use of all available and applicable safeguards. The measures chosen shall be consistent with the available technology, processing, frequency, the classification level or sensitivity of data handled or produced, the environment in which the computer system operates, the degree of risk that can be tolerated, and other factor which may be unique to the system. Each employee and line manager shall apply this policy in the conduct of daily activities, in developing plans and procedures, and in the construction of new facilities or installation of new equipment. (See also WSRC-7Q, 10Q)</p>	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-1-01, MP Policy 4.11	Control of Classified and Sensitive Information
<p>The Westinghouse Savannah River Company (WSRC) shall protect classified and sensitive information through the use of the Information Resources Control (IRC) Program. This program shall implement applicable Department of Energy (DOE) orders.</p> <p>WSRC shall comply with DOE orders and federal laws governing the receipt, storage, use, and distribution of classified and sensitive information. Documents or other materials developed in support of classified programs shall be properly marked and protected. Line management shall ensure that this policy is considered in every aspect of their operations. Each employee shall understand and comply with his responsibilities under this policy and ensure the compliance of all other employees. (See also WSRC-7Q, 10Q)</p>	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-1-01, MP Policy 4.12	Emergency Preparedness
<p>WSRC shall provide for the continued safety of WSRC employees, other contractor personnel, visitors, and members of the general public during emergency conditions such as serious accidents or natural disasters. Preparations shall be made to manage emergency conditions. This shall include minimizing the risk of personnel injury and maintaining exposure of employees, the environment, and the public to radioactive or hazardous materials to a level as low as reasonably achievable (ALARA). (See also WSRC-6Q; SCD-7)</p>	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 4.13	Reporting and Investigating Environmental, Health, Safety, Security, Quality, or Programmatic Events, Conditions, and Concerns
<p>WSRC shall manage the Savannah River Site for the DOE in a safe, technically competent, and environmentally sound manner. To this end, WSRC shall maintain open communications with DOE-SR and DOE Headquarters representatives on the daily operations of the site facilities, programs, and appraisals. All events, conditions, and concerns shall be promptly assessed for reportability to DOE and necessary investigations shall be conducted to identify the significance, root cause, response actions, corrective actions, and actions to prevent or mitigate recurrence. (See also WSRC-9B)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC

WSRC-1-01, Policy MP 4.15	Industrial Hygiene
WSRC provides a place and condition of employment that is free from, or protected against, recognized hazards that cause or are likely to cause sickness, impaired health and well-being, or significant discomfort and inefficiency among workers. This occupational health objective is achieved through a professional, comprehensive Industrial Hygiene (IH) program based on management commitment and employee involvement, work site analysis, hazard identification, hazard prevention and control, and safety and health training. (See also MP 6.20; WSRC-1B, MRP 4.01; WSRC-4Q)	
Custodian - ESH&QA	Approval Authority - President, WSRC, as recommended by the Safety and Health Review Council
WSRC-1-01, Policy MP 4.16	Fire Protection
<p>WSRC provides fire protection for the SRS by ensuring:</p> <ul style="list-style-type: none"> <li>the potential for the occurrence of a fire and related perils is minimized</li> <li>fire does not cause an unacceptable on-site or off-site release of hazardous material that will threaten public health and safety or the environment</li> <li>requirements are established that provide an acceptable degree of life safety to DOE and contractor personnel and the public from fire in DOE facilities</li> <li>vital DOE programs do not encounter unacceptable delays as a result of fire and related perils</li> <li>property damage from fire and related perils does not exceed an acceptable level.</li> </ul> <p>The specific requirements of this policy are met through implementation and enforcement of a comprehensive risk and loss management program. This program is based on applicable DOE orders, nationally-recognized codes and standards, and accepted industry practices. (See also MP 6.8; WSRC-2Q)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC as recommended by FPIT
WSRC-1-01, Policy MP 4.18	Nuclear Incident Monitor (NIM) Program
WSRC shall establish and maintain a Nuclear Incident Monitoring (NIM) Program to ensure identification and annunciation of unintentional criticality in WSRC facilities. (See also WSRC-SCD-3)	
Custodian - A&ID	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 4.19	Lessons Learned Program
WSRC will accomplish the systematic review of operating experience at SRS facilities and of similar DOE complex and commercial nuclear industry facilities. The lessons learned from such reviews will be applied to promote the safe, effective operation of SRS facilities, and enhance the safety and health of employees and the public. (See also WSRC-1B, MRP 4.14)	
Custodian - ESH&QA	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 4.20	Conduct of Operations
WSRC shall establish and maintain a "Conduct of Operations" program to enhance the safe operation of its facilities. Conduct of Operations shall, as a minimum, apply to all programs and functions of its facility operations which may have an impact on the safety of the public, environment, and WSRC personnel. "Conduct of Operations" is defined here as the minimum acceptable level of performance expected of operations and support personnel which may affect safety. (See also WSRC-2S)	
Custodian - FMC	Approval Authority - President, WSRC as recommended by the FMCEC

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WSRC-1-01, Policy MP 5.1	Engineering Practices and Standards
Engineering practices of all Westinghouse Savannah River Company (WSRC) organizations will be based upon commercial practices modified only when necessary to meet applicable DOE requirements. National codes and standards will be supplemented by SRS standards where necessary. (See also MP 6.16; WSRC-1B, MRP 5.23; WSRC-E7)	
Custodian – PE&CD	Approval Authority – President, WSRC
WSRC-1-01, Policy MP 5.5	Site and Facilities
WSRC shall effectively manage all property and facility resources for which it has responsibility in accordance with corporate policies and guidelines, government regulations, DOE requirements, and WSRC procedures. (See also MP 5.20; MP 5.24)	
Custodian - A&ID	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 5.7	Configuration Management
It is WSRC policy that configuration management be used in development, design, construction, start-up, maintenance, operation, and dispositioning of all nuclear and radiological facilities and to other facilities that will implement configuration management to help achieve full accountability and traceability in the areas of safety, environment, and health protection. (See also WSRC-7E)	
Custodian - PE&CD	Approval Authority - President, WSRC
WSRC-1-01, Policy MP 5.20	Maintenance Management
The WSRC shall implement and maintain a safe and cost effective maintenance program for all assigned DOE Savannah River Site property and facility. (See also MP 6.3; WSRC-1Y)	
Custodian - PE&CD	Approval Authority - President, WSRC as recommended by SMMC
WSRC-1-01, Policy MP 5.27	Engineering and Construction Subcontracting
WSRC shall support (DOE) contract reform initiatives in the areas of engineering and construction by implementing cost-effective strategies to maximize fixed-price task subcontracting. WSRC work control and daily planning practices will isolate tasks to the extent possible so that risks of subcontractor activities adversely impacting operations and/or operations adversely impacting subcontractor commitments and safety are minimized. Site management and overhead support shall be minimized by maximizing the freedom of the contractor to perform defined tasks within isolation boundaries established through work control and the subcontract. (See also WSRC 3E)	
Custodian – PE&CD	Approval Authority - President, WSRC

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WSRC-1-01, Charter MP 5.35	Corrective Action Program
<p>Westinghouse Savannah River Company (WSRC) shall establish and implement company-level corrective action processes that prevent recurrence of problems affecting personnel safety, operational safety, regulatory compliance, or business operations. The following company-level processes are included within the scope of this policy: Price Anderson Amendments Act (PAAA) noncompliances, Stop Work Orders (SWO), Corrective Action Reports (CAR), Facility Evaluation Board reports, Lessons Learned process, Reportable Occurrences (ORPS/SIRIM), Management Evaluation reports, Program Deficiency Reports (PDR), Radiological Deficiency Reports (RDR), and Self-Assessment reports.</p> <p>These processes shall be implemented in a tailored manner and include the following elements: problem identification, significance determination and analysis; lessons learned evaluation; corrective action development, implementation and closure; and, effectiveness determinations of completed corrective actions. The significance of identified problems shall be the basis for the tailored application of the requirements within the individual corrective action processes. (See also, WSRC-9B, WSRC-1Q, WSRC-12Q; SCD-9)</p>	
Custodian – ESH&QA	Approval Authority - President, WSRC
WSRC-1-01, Charter MP 6.1	Procedure Management Steering Committee (PMSC)
<p>The Procedure Management Steering Committee (PMSC) establishes policy and provides a vehicle for participation and communication among WSRC organizations with regards to all facets of procedure management and use. (See also MP 1.2; WSRC-1B, MRP 3.01)</p>	
Custodian - A&ID	Approval Authority - President, WSRC as recommended by PMSC
WSRC-1-01, Charter MP 6.3	Senior Maintenance Management Council (SMMC)
<p>The WSRC Senior Maintenance Management Council (SMMC) establishes policy and provides the WSRC with strategic direction for all WSRC maintenance organizations. WSRC strives to be the maintenance "Model of Excellence" within the DOE complex. (See also MP 5.20; WSRC-1Y)</p>	
Custodian - A&ID	Approval Authority - President, WSRC as recommended by SMMC
WSRC-1-01, Charter MP 6.6	Training Oversight Committee
<p>The Training Oversight Committee approves training policy and provides the WSRC with strategic direction for all WSRC training organizations. WSRC strives to be the training "Model of Excellence" within the DOE complex. (See also MP 1.18; WSRC-4B)</p>	
Custodian – TSD	Approval Authority – President, WSRC as recommended by TOC
WSRC-1-01, Charter MP 6.8	Fire Protection Implementation Team
<p>The Fire Protection Implementation Team (FPIT) is a standing committee responsible for the site Fire Protection Program. The FPIT oversees development and revision of Procedure Manual 2Q, Fire Protection Program Manual and Policy Manual 1-01, Management Policies, MP 4.16, "Fire Protection". The FPIT is the means for site organizations to participate in formulating resolutions to fire protection issues. The FPIT establishes site management policy for fire protection and establishes minimum implementation procedures for site-wide fire protection issues. The FPIT also establishes the use of fire protection technical resources to address limited scope fire protection issues. (See also MP 4.16; WSRC-2Q)</p>	
Custodian – TSD	Approval Authority – President, WSRC as recommended by FPIT

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WSRC-1-01, Charter MP 6.9	Site ALARA Committee (SAC) & ALARA/ Radiological Awareness Subcommittees (A/RAC)
<p>The Site ALARA Committee (SAC), established as a subcommittee of the WSRC Site Central Safety Committee, ensures that exposures to radiation and radioactive material are maintained at levels as low as reasonably achievable (ALARA) as defined in Procedure Manual 5Q, Radiological Control. The committee reviews the overall conduct of the radiological control program to ensure continuous improvement and makes recommendations to management to improve progress in ALARA initiatives. The ALARA/Radiological Awareness Subcommittees (A/RAC) to the Site ALARA Committee are established as a multidiscipline forum for the line and support organizations. As line organizations are ultimately responsible for ALARA activities, these subcommittees provide a direct link to the work force with respect to radiological work being planned and performed.</p> <p>The Site ALARA Committee has primary jurisdiction over the following company-level documents:</p> <ul style="list-style-type: none"> <li>• Policy Manual 1-01, Management Policies, MP 4.4, "Radiological Protection"</li> <li>• Procedure Manual 5Q, Radiological Control Manual</li> <li>• WSRC Radiological Improvement Plan (RIP)</li> <li>• WSRC-SCD-6, SRS ALARA Manual</li> </ul> <p>(See also MP 4.4; WSRC-5Q; WSRC-8Q)</p>	
Custodian – ESH&QA	Approval Authority - President, WSRC as recommended by SAC
WSRC-1-01, Charter MP 6.10	Nuclear Criticality Safety Review Committee (NCSRC)
<p>The Nuclear Criticality Safety Review Committee (NCSRC), a committee of the Site Chief Engineer, provides for site coordination of nuclear criticality safety technical issues, policies, procedures, requirements, and practices; promotion of nuclear criticality safety in the operation of facilities; and guidance in the area of compliance with appropriate criticality safety related DOE Orders and Standards. Division/Area Criticality Safety Committees, and the Nuclear Incident Monitor (NIM) Committee report to the NCSRC. (See also WSRC-SCD-3)</p>	
Custodian – PE&CD	Approval Authority - President, WSRC
WSRC-1-01, Charter MP 6.11	Facility Management Council and Executive Committee
<p>The Facility Management Council is a site wide organization of managers representing the Operating Divisions and their primary support organizations. The Council establishes Conduct of Operations policy and provides a vehicle for communication among facility managers of the WSRC. The Council also provides a forum for direct communication between the WSRC President and facility managers. The Facility Management Council Executive Committee serves as a policy setting body for Conduct of Operations procedure requirements, development, management, training, and use within WSRC. Specifically, the Executive Committee reviews and approves procedures in:</p> <ul style="list-style-type: none"> <li>- Procedure Manual WSRC-2S, Conduct of Operations</li> <li>- Procedure Manual WSRC-12Q, Assessment Manual</li> <li>- WSRC-SCD-4, Assessment Performance Objectives and Criteria</li> </ul>	
Custodian – FMC	Approval Authority - President, WSRC as recommended by FMCEC

WSRC-1-01, Charter MP 6.12	Quality Managers Council (QMC)
The Westinghouse Savannah River Company (WSRC) Quality Managers Council (QMC) provides the leadership and strategic direction for the WSRC Quality Assurance (QA) Program. The QMC also serves as the forum for discussion and resolution of company-wide quality matters. The QMC provides information and direction to WSRC quality assurance organizations and regular communication with the DOE-SR Quality organization on various quality assurance topics. (See also MP 4.2; WSRC-1Q)	
Custodian - ESH&QA	Approval Authority - President, WSRC as recommended by QMC
WSRC-1-01, Charter MP 6.13	Regulatory Compliance Council (RCC)
The Regulatory Compliance Council (RCC) is a sitewide committee that establishes compliance assurance policy and provides a forum for communication and resolution of sitewide issues regarding elements of Westinghouse Savannah River Company's (WSRC) Integrated Safety Management System (ISMS). The RCC consists of managers and senior personnel representing operating and support organizations, and may establish working groups, as needed, to address Compliance Assurance and SIRIM issues. The RCC develops and approves company-level compliance assurance and reporting procedures. The RCC provides information and direction to WSRC organizations and interfaces with the Department of Energy Savannah River Operations Office (DOE-SR) on various compliance and standards topics. The RCC reviews, analyzes and acts on site-wide compliance assurance issues and initiatives. The RCC has primary jurisdiction over the WSRC-8B, Compliance Assurance Program; WSRC-9B, Site Item Reportability and Issue Management (SIRIM); and the WSRC Nuclear and Radiological Facilities List in the S/RID. (See also WSRC-8B, WSRC-9B)	
Custodian - ESH&QA	Approval Authority - President, WSRC as recommended by RCC
WSRC-1-01, Charter MP 6.15	Solid Waste Management Council
The WSRC Solid Waste Management Council (SWMC) establishes policy and provides a forum for communication and resolution of sitewide issues regarding elements of Savannah River Site's (SRS) solid waste programs. The SWMC consists of managers and senior personnel representing operating and support organizations with solid waste management responsibilities. The SWMC is concerned with programmatic issues involving waste management from generation to final disposal to include pollution prevention and waste minimization. (See also WSRC-1S)	
Custodian – SWD	Approval Authority - President, WSRC, as recommended by the SWMC
WSRC-1-01, Charter MP 6.16	Savannah River Site Engineering Council
The Savannah River Site (SRS) Engineering Council provides a vehicle for communications among engineering personnel associated with all Westinghouse Savannah River Company (WSRC) organizations. The Council is a forum for consistent integration of activities among the Site Chief Engineer, Division Chief Engineers, Engineering and Technology Managers, and the Senior Maintenance Management Council (SMMC), with direct involvement of selected senior technical professionals from across the site. The Council assures the formulation and implementation of engineering practices for the site are based upon best commercial practices and benchmarks and are tailored as required to meet applicable DOE and SRS unique requirements. The Engineering Council has jurisdiction over the Engineering Standards Board, the Process Safety Management Committee, and the following ISMS-related procedure: MRP 5.23 , <i>Savannah River Site Engineering Standards Program</i> . (See also MP 5.1; WSRC-1B, MRP 5.23; WSRC-E7)	
Custodian – PE&CD	Approval Authority - President, WSRC

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WSRC-1-01, Charter MP 6.17	Program Management Council
<p>The WSRC Program Management Council (Council) is responsible for ensuring division implementation of the Management Control System (MCS). The Council approves company-level MCS procedures and guidelines for planning, budgeting, resource allocation, work authorization, change control and performance management. The Council ensures comprehensive integration and prioritization of all program activities, with involvement of all WSRC senior management through their Program Managers on the Council. The Council ensures safety is integrated into the MCS process and ensures the process is continually improved. The Council develops mission scope and resource options and recommendations for senior management to maximize mission accomplishment within available resources. The PMC has jurisdiction over WSRC-6B, <i>Program Management Manual</i>.</p>	
Custodian – SIPD	Approval Authority - President, WSRC as recommended by PMC
WSRC-1-01, Charter MP 6.18	SRS Environmental Management Council
<p>The Savannah River Site (SRS) Environmental Management Council provides a structured setting for the overall management of the site's environmental programs and timely communications among Division environmental managers. The Council provides a forum that will enhance the understanding of environmental requirements and policies, achieve sitewide consistency in the implementation and integration of these requirements into facility operations and improve cost effectiveness in the site environmental program. The Council formulates environmental practices and implementation of regulatory requirements based upon subject matter expert interpretations of the regulations. Consideration will be given to best management practices and commercial benchmarks and will be tailored as required to meet applicable DOE and SRS unique requirements. In this regard, the Council's goal is to achieve compliance with regulatory requirements while addressing operational/economic constraints. The SRS Environmental Management Council has jurisdiction over the following company-level documents:</p> <ul style="list-style-type: none"> <li>• Policy Manual 1-01, MP 4.1, Environmental Assurance</li> <li>• Procedure Manual 3Q, Environmental Compliance Manual</li> </ul>	
Custodian – ESH&QA	Approval Authority - President, WSRC as recommended by SRS Env. Mgmt. Council
WSRC-1-01, Charter MP 6.20	Safety and Health Review Council
<p>The Safety and Health Review Council (SHRC) provides a vehicle for participation and communication among Westinghouse Savannah River Company (WSRC) organizations with regards to all facets of Safety and Health Procedures. The Safety and Health Review Council (SHRC) reviews and approves company-level Safety and Health Procedures. The SHRC is sanctioned by the Site Policy Review Committee to act as a forum among organizations for Safety and Health procedure requirements, development, management, training and use within WSRC. Specifically, the SHRC will review and approve the following procedures:</p> <ul style="list-style-type: none"> <li>• Procedure Manual 4Q, Industrial Hygiene Manual</li> <li>• Procedure Manual 8Q, Employee Safety Manual</li> <li>• Policy Manual 1-01, MP 4.7, Occupational Safety Policy</li> <li>• Policy Manual 1-01, MP 4.15, "Industrial Hygiene "</li> </ul>	
Custodian – ESH&QA	Approval Authority - President, WSRC as recommended by SHRC

WSRC-1-01, Charter MP 6.23	ISM Executive Steering Committee
<p>The Integrated Safety Management (ISM) Executive Steering Committee (hereafter referred to as the Steering Committee), chaired by the Executive Vice President, provides senior management leadership and strategic direction for implementation of the WSRC ISMS. The Steering Committee consists of WSRC vice-presidents from operating and support organizations that represent all aspects of the life cycle of facilities and environment, safety and health activities within WSRC, and senior personnel who represent key Steering Committee support functions and Working Groups.</p> <p>This charter defines the scope of the Steering Committee, establishes senior management ownership for ISM implementation within WSRC, and identifies clear roles and responsibilities for the Steering Committee. The Steering Committee provides overall programmatic direction and resolution of issues that affect, or are affected by, the implementation of integrated safety management mechanisms within the WSRC. Responsibility for ensuring and directing effective and compliant institutionalization of ISM in accordance with Department of Energy Acquisition Regulations (DEAR) on the integration of environment, safety and health into work planning and execution resides with the Steering Committee. The Steering Committee directly interfaces with those WSRC functional program managers with responsibility for the implementing mechanisms that comprise the WSRC ISM system and are identified in this WSRC ISMS Description Document. The Steering Committee chairperson interfaces with the Department of Energy Savannah River Operations Office (DOE-SR) Executive Technical Management Board on matters pertaining to the implementation, maintenance and improvement of the WSRC ISM system. The Steering Committee has jurisdiction over WSRC-1-01, MP 1.22 and this ISMS Description located in the front of the S/RID, WSRC-RP-94-1268.</p>	
Custodian – ESH&QA	Approval Authority - President, WSRC as recommended by ISM Executive Steering Committee

### b) WSRC-1B Management Requirements and Procedures (MRPs):

WSRC-1B, Procedure MRP 1.06	Employee Concerns Program (ECP)
<p>In accordance with the Westinghouse Savannah River Company (WSRC) policy on "Open Communication", employees are encouraged and expected to identify and seek resolution of their workplace issues and concerns such that employees and management can work together to resolve these issues in an equitable and professional manner. Employees are expected to express their concerns directly to their supervision or management, or through the appropriate avenue, program or service as is available to address specific workplace issues. The WSRC Employee Concerns Program (ECP) is available to assist employees in seeking resolution of their workplace issues and concerns if resolution through the established channels cannot be achieved, the employee fears reprisal should existing avenues be sought, or the employee wishes to remain anonymous. The ECP provides an independent and impartial avenue for WSRC and onsite WSRC subcontractor employees to seek assistance in addressing concerns related to environmental, safety, health, quality, safeguards &amp; security, waste/fraud/abuse, mismanagement, reprisal and other matters under the above noted conditions. This procedure establishes the guidelines for expressing and responding to workplace issues and concerns that are identified to ECP in accordance with the open communication policy. (see also MP 1.11, MP 1.26)</p>	
Custodian – HR	Approval Authority - President, WSRC

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WSRC-1B, Procedure MRP 3.01	Integrated Procedure Management System (IPMS)
<p>This procedure defines the WSRC Integrated Procedure Management System (IPMS). This procedure applies to the development, numbering, and processing of all WSRC procedure manuals, source manuals, and compliance documents. MRP 3.26, "Management of Company-Level Policies and Procedures," and MRP 3.27, "Management of Program-Specific Procedures," define the requirements for preparation and processing of company-level and program-specific procedures.</p> <p>Terms and Definitions:</p> <p><u>Company-Level Policy</u> – Statement of intent (usually fewer than three pages) that defines the scope and establishes a WSRC commitment pertaining to a specific aspect of work at SRS. Policies are approved by the Office of the WSRC President to ensure a consistent method of doing business across the site (i.e., applicable to multiple WSRC organizations).</p> <p><u>Integrated Procedure Management System (IPMS)</u> - integrated, site wide system for organizing and numbering procedure manuals. This system ensures that requirements and responsibilities flow logically from company policy to the appropriate procedural level.</p> <p><u>procedures</u> - provide detailed, documented, step-by-step, sequential actions or requirements that prescribe an auditable method of completing a specific task. Procedures are required to ensure the quality, safety, health, security, legal, functional and/or financial accountability of the task. Requirements for procedures that specify activities affecting quality are defined in QAP 5-1 and 6-1 of Procedure Manual 1Q, Quality Assurance Manual. The methods to implement the requirements are contained in this procedure and MRPs 3.26, 3.27 and 3.32. (See also MP 1.2, MP 6.1)</p>	
Custodian - A&ID	Approval Authority - President, WSRC
WSRC-1B, Procedure MRP 3.26	Management of Company-Level Policies and Procedures
<p>This procedure establishes responsibilities and requirements for preparation, review, approval, revision, and cancellation of company-level policies and procedures. This procedure applies to all WSRC organizations that generate or process company-level policies and procedures. A key feature of this procedure is a set of steps taken in the procedure preparation or revision process to ensure that a new or revised procedure is not inconsistent with the site S/RID requirements or the Authorization Basis or Authorization Agreement for any facility. This procedure defers any disputes regarding site-level policies or procedures to a Deputy Managers' Council for resolution. (MRP 3.27, "Management of Program-Specific Procedures," contains information about processing all procedures other than company-level; Procedure Manual 2S, Conduct of Operations Manual, provides requirements for the generation and processing of program-specific technical and response procedures; MRP 3.01, "Integrated Procedure Management System (IPMS)," explains the numbering system used to maintain the functional hierarchy of procedure manuals.) (See also MP 1.1, MP 6.1, MRP 3.01)</p>	
Custodian - A&ID	Approval Authority – President, WSRC

WSRC-1B, Procedure MRP 3.27	Management of Program-Specific Procedures
<p>To establish responsibilities and requirements for preparation, review, approval, revision, and cancellation of program-specific procedures. This procedure applies to all WSRC organizations that generate or process program-specific procedures. (The development and processing of company-level procedures are addressed in MRP 3.26, "Management of Company-Level Policies and Procedures;" MRP 3.01, "Integrated Procedures Management System (IPMS)," explains the numbering system used to maintain a functional hierarchy of procedure manuals.) For those organizations with a very limited number of procedures or only administrative procedures (i.e., do not have operations and maintenance responsibilities for facilities and operating systems), MRP 3.26 can be used to fulfill format and process requirements. It will be understood that any statements in MRP 3.26 referring to senior staff are replaced by the organization's appropriate level of personnel.</p> <p>The development and processing of WSRC procedures is governed by the following:  <u>Administrative procedures</u> - Procedure manual 1B, MRP 3.27  <u>Technical and Response procedures</u> - Procedure manual 2S, Procedures 1.1, 1.2, 1.3  <u>Reference procedures</u> - Procedure manual 2S, Procedures 1.1, 1.2.</p> <p>Terms and Definitions:  <u>administrative procedures</u> - procedures that define the communication and coordination activities necessary to carry out the facility's technical programs, management control programs, and design control programs. These procedures are not directly used to operate or maintain equipment or facilities.  <u>program-specific procedures</u> - all procedures (e. g, division/department/section/group) excluding company-level, that provide detailed step-by-step sequential actions and a prescribed, auditable method of completing a particular process or task (technical or administrative). These procedures do not set requirements for divisions other than the one authoring the procedure.  <u>reference procedures</u> - procedures that describe routine activities, often referred to as skill of the craft, or generalized instructional material. These procedures do not require documented verification upon satisfactory completion of the individual steps or the complete task. These procedures are not required to be located at the work location but shall be readily available upon request.  <u>response procedures</u> - procedures used in response to alarms or abnormal conditions. Alarm Response Procedures (ARP), Emergency Operating Procedures (EOP), Emergency Response Procedures (ERP), and Abnormal Operating Procedures (AOP) are included in this procedure category.  <u>technical procedures</u> - procedures used to perform specific evolutions or activities. This category of procedures includes standard operating procedures (SOP), maintenance procedures, test procedures, surveillance procedures, reference procedures and other procedures which provide step-by-step instructions for the performance of an activity or evolution. This category does not include administrative procedures. (See also MP 1.2, MP 6.1, MRP 3.01)</p>	
Custodian - A&ID	Approval Authority – President, WSRC as recommended by PMSC
WSRC-1B, Procedure MRP 4.01	Occupational Safety & Hygiene
<p>This procedure gives responsibilities and guidance for providing a safe, clean, working environment that is free from hazards to employees, visitors, and public; facilitates effective job performance; and is in compliance with applicable regulations. (See also MP 4.7, MP 4.15, WSRC-4Q, WSRC-8Q)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC

WSRC-1B, Procedure MRP 4.14	Lessons Learned Program
This procedure establishes the responsibilities and actions required for implementing the WSRC Lessons Learned Program outlined in Policy Manual WSRC-1-01, MP 4.19, "Lessons Learned Program." This program promotes safe, effective operation of SRS facilities, and enhances the safety and health of SRS employees and the public by applying the lessons learned from operations throughout the DOE Complex, commercial nuclear industry, and SRS. (See also MP 4.19)	
Custodian - ESH&QA	Approval Authority - President, WSRC

WSRC-1B, Procedure MRP 4.19	Requirements for Facility Operations Safety Committees
This procedure provides requirements for Facility Operations Safety Committees (FOSC), a generic title to denote a facility- or organizational-level committee that functions in a manner consistent with this procedure. FOSCs function to advise the area/facility managers on all facility operations matters that affect safety. This procedure applies to nuclear, radiological, safety support, or process facilities, but excludes other industrial and administrative facilities. For example, the FOSCs are responsible for review and approval of: <ul style="list-style-type: none"> <li>• all temporary modification and permanent modifications with Safety Class (SC) or Safety Significant (SS) classification before installation;</li> <li>• all reportable events (as defined in Procedure Manual 9B) with a potential safety significance of <math>\geq</math> D;</li> <li>• all proposed changes to the TSRs and/or POS, if applicable;</li> <li>• fire protection program and implementing procedures; and</li> <li>• all USQ evaluations</li> </ul> (See also MRP 4.14, WSRC-9B, WSRC-11Q)	
Custodian - ESH&QA	Approval Authority - President, WSRC

WSRC-1B, Procedure MRP 5.23	Savannah River Site Engineering Standards Program
This procedure establishes the responsibilities and requirements of the SRS Engineering Standards Program so that engineering standards are formally implemented for use at the Savannah River Site (SRS) and that their use is controlled. A method is established for the development of site specific engineering standards. All work which impacts or implements engineering is done in accordance with Department of Energy (DOE) orders, as included in the S/RID, national codes and standards and SRS engineering standards or code of record. (See also MP 6.13, MRP 5.23, WSRC-E7)	
Custodian – PE&CD	Approval Authority - President, WSRC, as recommended by the SRS Engineering Council

### c) Manuals

WSRC-4B	Training and Qualification Program Manual
This manual applies to the training and qualification of all WSRC and subcontractor personnel at all WSRC facilities. No other procedures or manuals for establishing training process requirements for WSRC personnel are authorized or approved except as delineated in this manual. Administrative guidance that is approved by the WSRC Site Training Manager or designee is allowed. (See also MP 1.18, MP 6.6)	
Custodian – TSD	Approval Authority – President, WSRC as recommended by TOC

WSRC-5B	HR Policies, Practices, and Procedures Manual
WSRC management believes in equality and advancement opportunities for all employees and applicants regardless of race, color, religion, gender, age, national origin, disability or veteran status, and desires to create an environment which values diversity and maximizes human resources utilization. WSRC is committed to filling vacant positions with the best-qualified applicants. WSRC recognizes that continued success depends on developing and using the full range of human resources available to it.	
Custodian – HRD	Approval Authority – President, WSRC
WSRC-6B	Program Management Manual
This Manual provides the WSRC Site Management Control System (MCS) description and implementing procedures for the contractually invoked DOE/SRS Management Plan for Planning, Budgeting, Work Authorization and Control (PBWAC). The MCS process is used to manage and integrate the mission requirements, work scope definition, schedule, cost and performance measures by the WSRC team, and its sub-contractors. Capital Projects and Capital Project Management are an integral part of the Site Programs and Site MCS. The MCS provides timely, auditable and accurate products for baseline validation, budget formulation and budget execution that support the AOP and ensures safety management is embedded in the process. The application of a graded, risk-based, performance approach applies to all work scope assigned by DOE-SR (See also MP 3.1, MP 6.17, WSRC-E11)	
Custodian - SIPD	Approval Authority – President, WSRC, as recommended by the PMC
WSRC-7B	Procurement Management
This procedure defines the requirements for preparation, review, approval, and control of purchase requisitions for all procurements for WSRC. This procedure covers activities related to preparing and processing purchase requisitions and related documents to define technical, quality and schedule requirements for any type of proposal, quotation and request for procurement of materials and services from sources outside of WSRC. This Manual contains requirements for implementing the Worker Protection Program for Subcontracted Services. This requires the "Subcontract Safety Checklist" for on-site services requisitions, and the "Subcontract Field Conditions" form for on-site services work determined to be hazardous from completion of the Subcontract Safety Checklist.	
Custodian - A&ID	Approval Authority - President, WSRC
WSRC-8B	Compliance Assurance Manual
It is both the policy and obligation of WSRC to conduct its assigned operations and related programs at SRS in full compliance with all applicable rules, regulations, directives, and guidelines. This manual defines and describes a single comprehensive Compliance Assurance Program which applies broadly to all WSRC operations and related programs for this express purpose. The WSRC Compliance Assurance Program encompasses general overall compliance but has emphasis on those requirements relating to public and worker safety and the protection of the environment as defined in the S/RID. This manual defines the administrative processes for maintaining the S/RID and non-S/RID requirements bases. (See also MP 5.35, MP 6.13)	
Custodian - ESH&QA	Approval Authority - President, WSRC, as recommended by the RCC

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WSRC-9B	Site Item Reportability and Issue Management
<p>The Site Item Reportability and Issues Management (SIRIM) manual specifies the processes, controls, and responsibilities for WSRC employees, and onsite subcontractors to bring to management's attention events, conditions, or concerns that have or may have safety, health, quality assurance, security, operational, or environmental implications.</p> <p>This manual also specifies the processes, controls, and responsibilities for events, conditions, and concerns with respect to the DOE notification/reportability assessment, investigation, significance determination, and corrective action determination in accordance with applicable DOE requirements (as set forth in the S/RID). (See also MP 4.13, MP 5.35, MP 6.13)</p>	
Custodian – ESH&QA	Approval Authority - President, WSRC, as recommended by the RCC
WSRC-3E	Procurement Specification Manual
<p>This manual contains information to be used when developing or processing procurement specifications. The information applies to all divisions of WSRC and to any WSRC subcontractor organization that develops procurement specifications for a WSRC Procurement and Materials Management Department procurement package. Interpretation and maintenance of this manual is the responsibility and authority of the WSRC PE&amp;CD. (See also 7B; MP 3.15)</p>	
Custodian - A&ID	Approval Authority - President, WSRC
WSRC-5E	Startup Test
<p>The WSRC Startup Test Manual was developed to provide guidance and identify requirements for an initial facility startup or restart testing program and to establish uniformity and consistency in methodology for the development and implementation of the test program activities. This manual applies to all organizations that perform Startup or Restart testing activities on SRS facilities as governed by the Startup and Restart Operational Readiness requirements contained in the WSRC-12Q manual.</p>	
Custodian - PE&CD	Approval Authority - President, WSRC
WSRC-7E	Configuration Management Manual
<p>The Configuration Management Manual, defines the implementing procedures for managing the configuration of structures, systems and components (SSC) including process software at nuclear and radiological facilities at SRS and to other facilities that will implement configuration management. Managing the configuration of SSCs consists of establishing accuracy and consistency among design requirements, physical configuration, and facility documentation, and maintaining this consistency throughout the life of the SSC. (See also WSRC-E7; WSRC-11Q)</p>	
Custodian - PE&CD	Approval Authority - President, WSRC

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WSRC-1Q	Quality Assurance Manual
<p>This manual describes the requirements, responsibilities, and controls for implementing and maintaining the WSRC Quality Assurance (QA) Program. The contents of this manual are responsive to the requirements of DOE Order O 414.1, 10CFR830.120 and to the WSRC Quality Assurance Management Plan (WSRC-RP-92-225). The procedures contained in this Manual define company-level requirements for quality achievement and verification. As such, these apply to all WSRC activities associated with providing the products and services to the DOE. Some procedures may be used without further elaboration. Others may require the development and use of organization-specific implementing procedures. In the event that lower-tier implementing procedures are used, the organization must maintain an appropriate cross-reference (e.g., matrix) to assure and demonstrate continuing alignment of the implementing procedures with the applicable requirements of this Manual.</p> <p>It should also be noted that other company-level Manuals and procedures are linked to the QA Manual. These provide additional guidance and requirements for accomplishing specific tasks or activities, e.g., engineering, procurement, records management, etc.. Where subcontractors are expected to work to these procedures, it shall be stated in the applicable procurement documents. (See also MP 4.2; MP 6.12)</p>	
Custodian – QMC	Approval Authority - President, WSRC, as recommended by the QMC
WSRC-2Q	Fire Protection Program
<p>The WSRC Fire Protection Program Manual has been developed in accordance with applicable WSRC policies and DOE requirements. This manual provides a single source that presents the philosophy and requirements pertaining to fire protection as specified in WSRC-1-01, MP 4.16, WSRC Management Policy - Fire Protection. (See also MP 6.8; MRP 4.16)</p>	
Custodian – TSD	Approval Authority - President, WSRC, as recommended by the FPIT
WSRC-3Q	Environmental Compliance Manual
<p>This manual contains the guidance and detailed information for maintaining all WSRC facilities in compliance with federal, state, and local environmental laws and regulations, applicable DOE Orders, and other environmental requirements, including pollution prevention and waste minimization. (See also MP 4.1; MP 6.18)</p>	
Custodian - ESH&QA	Approval Authority – President, WSRC, as recommended by the SRS Env. Mgmt. Council
WSRC-4Q	Industrial Hygiene Manual
<p>This manual establishes the mission of the Industrial Hygiene (IH) program managed by the WSRC Industrial Hygiene Programs Section to prevent occupational illnesses and preserve the health of Savannah River Site (SRS) employees while striving to go beyond minimal compliance with Department of Energy (DOE) orders and DOE-prescribed occupational safety and health (OSH) standards. The Occupational Health Hazard Assessment Program consists of worker and workplace surveillance activities that include baseline hazard assessments, special workplace surveys (surveillances), and periodic hazard assessments. The hazard prevention and control procedure assures effective engineering, work practice, and administrative controls to control/reduce employee exposure to occupational hazards. Also, a number of special IH Programs addressing specific hazards (various chemicals, asbestos, etc.) are defined in this manual. (See also MP 4.15; MP 6.20; MRP 4.01)</p>	
Custodian - ESH&QA	Approval Authority – President, WSRC, as recommended by the SHRC

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WSRC-5Q	Radiological Control
<p>The implementation of the DOE Radiological Control Manual (which this manual mirrors) will ensure compliance with 10 CFR 835 since the DOE Manual is greater in scope and detail than the rule and was revised to encompass the rule. Line managers are fully responsible for radiological performance within the programs and facilities assigned to them, and shall take necessary actions to ensure radiological control requirements are implemented and performance is monitored and corrected as necessary. Exemptions to 10 CFR 835 requirements must be approved by DOE prior to undertaking any activity not within the scope of the SRS Radiation Protection Program (RPP). Requirements imposed by the DOE Radiological Control Manual are contractual requirements. These requirements can be met through alternative methods as described in Article 113 of this manual. (See also MP 4.4; MP 6.9)</p>	
Custodian – Site ALARA Committee (SAC)	Approval Authority - President, WSRC, as recommended by the SAC
WSRC-6Q	Emergency Management Program Procedure Manual
<p>This manual establishes the site requirements and standard methods for the development and maintenance of an Emergency Preparedness Program. WSRC-SCD-7, the SRS Emergency Plan (formerly Volume 1 of WSRC-6Q) defines appropriate response measures for the management of emergencies involving SRS. The SRS Emergency Plan is a comprehensive document that describes the integration of the onsite emergency response organization with offsite response interfaces and organizations. The Emergency Plan also addresses categorization and classification of emergencies; notification and communication; consequence assessment; protective actions; medical support; recovery and reentry; public information; facilities and equipment; training; drills and exercises; and administration of the overall Emergency Management Program. (See also MP 4.12; SCD-7)</p>	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-7Q	Security Manual
<p>This Security Manual establishes security controls and procedures applicable to operations performed by WSRC under contract to DOE at the Savannah River Site (SRS).</p> <p>Federal Laws and applicable DOE Orders require WSRC to protect government-owned, company-controlled property from acts of theft, diversion, arson, sabotage, or malicious destruction. WSRC is committed to security with special concerns for the protection and safety of personnel, special nuclear material (SNM), classified information, government property, and any act that may compromise or cause an adverse impact on national security or program continuity.</p> <p>WSRC S&amp;S programs are based on vulnerability/risk analyses designed to provide graded protection in accordance with the asset's importance. WSRC S&amp;S programs are tailored to address facility-specific characteristics. Facility-specific protection programs shall be documented. Risks to be accepted by DOE shall be identified and documented by vulnerability/risk analyses. S&amp;S programs provide a high degree of assurance of the capability to deter, detect, assess, delay, prevent, and/or inhibit unauthorized access to nuclear weapons, nuclear test devices, or completed nuclear assemblies, Category II or greater quantities of SNM, and vital equipment. (See also MP 4.9, MP 4.10, MP 4.11, WSRC-10Q, WSRC-14Q)</p>	
Custodian – TSD	Approval Authority - President, WSRC

WSRC-8Q	Employee Safety Manual
<p>This manual establishes company safety requirements, procedures, and minimum program requirements to assure the safety of SRS employees. In addition to dozens of procedures focused on specific safety or hazard topics (e.g., confined space, electrical, ladders, motor vehicles, cranes, lift trucks, etc.), this comprehensive manual contains seven procedures that are broadly applicable and are part of the set of supporting mechanisms for implementing the WSRC ISMS. Those seven are: 8Q-1, Safety Policy and Program Responsibilities; 8Q-2, Policy Review, Site Central and Area or Division Central Safety Committees; 8Q-8, Reporting Unsafe Practices or Conditions; 8Q-18, Reporting, Responding, Investigating, and Recording of Occupational Injuries/Illnesses or Near Miss; 8Q-35, Work Clearance and Authorization; 8Q-38, Job Hazard Analysis; and 8Q-81, Safety Observer Program. (See also MP 4.7; MP 6.20; MRP 4.01)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC, as recommended by the SHRC
WSRC-10Q	Computer Security Manual
<p>A risk assessment shall be performed on all computer systems operated by WSRC. Generic risk assessments have been developed and are maintained for desktop systems, VAX workstations and UNIX workstations. Government software shall be protected from improper use, alteration, manipulation, loss, and unauthorized disclosure as a result of criminal, fraudulent or other improper actions. Systems that support mission-essential applications must be identified and disaster recovery and contingency plans completed. If loss of the system would adversely affect the WSRC mission or the safety/health of SRS employees or the public, then the system is a "vital" system and should be deemed as "mission-essential." (See also MP 4.10)</p>	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-11Q	Facility Safety Document Manual
<p>WSRC-11Q addresses safety analysis and safety documentation requirements and provides an effective system for implementing those requirements tailored to the type and level of hazards present. Safety analysis is divided into hazard identification, hazard analysis, and accident analysis. From these analyses, safety documents are prepared that become part of the safety basis. This manual also addresses the site programs for Unreviewed Safety Questions, Authorization Agreements, and describes the Integrated Worker Safety Program. (See also MP 4.5)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC

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WSRC-12Q	Assessment Manual
<p>This manual contains the programmatic direction for the WSRC Assessment Programs as follows:</p> <ul style="list-style-type: none"> <li>• <u>Control of Performance Objectives and Criteria, (SCD-4)</u> A key part of the WSRC Assessment Process is a standard set of performance objectives and criteria upon which assessments of WSRC facilities are based.</li> <li>• <u>Startup and Operational Readiness Assessments</u> Procedures are provided for the uniform conduct of WSRC Readiness Self-Assessments (RSAs), WSRC Operational Readiness Reviews (ORRs), and WSRC Readiness Assessments (RAs).</li> <li>• <u>Self Assessment Program</u> Self-assessments are implemented throughout WSRC to: (1) demonstrate ongoing compliance to regulatory or business requirements, and (2) foster continuous improvement in performance of all activities. This manual defines the structure, principles, responsibilities, and associated requirements for self-assessment as applied to WSRC divisions and individual assessment units. Instructions are specified for planning and conducting site programmatic and facility-specific self-assessments.</li> <li>• <u>Facility Evaluation Board Assessments</u> WSRC has chartered Facility Evaluation Boards to (1) provide accurate, consistent, and gradable measures of Performance effectiveness, (2) evaluate adequacy of the line self-assessment process, and (3) satisfy contractual obligations for company level independent oversight. This manual defines responsibilities of both line management and the Facility Evaluation Boards as related to planning, conducting, reporting, and follow-up of Facility Evaluation Board assessments.</li> <li>• <u>Management Evaluation</u> The concept of management evaluation includes the use of structured analytical techniques to: (1) assist management in understanding facility performance relative to functional areas and (2) make intelligent decisions regarding programs for facility improvement. This manual defines responsibilities for performing management evaluations. WSRC-IM-96-146, Integrated Management Evaluation Process contains examples of analytical tools that may be used for management evaluation.</li> </ul> <p>Findings/problems identified during the accomplishment of a Self-Assessment, a Programmatic Self-Assessment, a Facility Evaluation Board Evaluation, and/or a Management Evaluation will be categorized by significance, analyzed, evaluated for Lessons Learned repercussions, corrective actions developed, implemented and closed per WSRC 1-01, MP 5.35, "Corrective Action Program." (See also MP 5.35; MP 6.11; SCD-4; SCD-9)</p>	
Custodian - ESH&QA	Approval Authority - President, WSRC as recommended by FMCEC
WSRC-14Q	Material Control and Accountability Manual
<p>WSRC implements and maintains a graded safeguards program to ensure that nuclear materials are protected, controlled, and accounted for. Safeguards programs are designed to meet defined threats and are effectively coordinated and integrated at all levels of operation. This manual serves to implement applicable Department of Energy (DOE) orders. (See also MP 4.8)</p>	
Custodian – TSD	Approval Authority - President, WSRC
WSRC-18Q	Safe Electrical Practices and Procedures
<p>This manual establishes electrical safety requirements and procedures for all WSRC employees and their subcontractors. (See also MP 6.14)</p>	
Custodian – SMMC	Approval Authority - President, WSRC

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WSRC-19Q	Transportation Safety
The 19Q Transportation Safety Manual (TSM) is an unclassified manual designed to document the onsite and offsite packaging and transportation program and demonstrate compliance with DOE transportation safety standards.	
Custodian - A&ID	Approval Authority - President, WSRC
WSRC-20Q	Health and Safety for Hazardous Waste Operations
This manual describes the WSRC requirements for compliance with 29 Code of Federal Regulation (CFR), Part 1910, Section 120, "Hazardous Waste Operations and Emergency Response (HAZWOPER)," of the Occupational Safety and Health Act (OSHA), as required by the DOE.	
Custodian - ESH&QA	Approval Authority - President, WSRC
WSRC-1S	SRS Waste Acceptance Criteria Manual
The procedures contained in Procedure Manual 1S, Savannah River Site Waste Acceptance Criteria Manual, apply to all onsite and offsite generators processing waste for treatment, storage and disposal (TSD) at Savannah River Site (SRS) facilities. The scope of this manual includes associated and sanitary, low level, mixed, hazardous and transuranic wastes, but does not include high level waste programs. (See also MP 6.15)	
Custodian – SWD	Approval Authority - President, WSRC, as recommended by the SWMC
WSRC-2S	Conduct of Operations
This Conduct of Operations Manual, procedure manual 2S, establishes disciplined operations of facilities by WSRC. Operating in accordance with these procedures is a fundamental requirement for the safety of employees, the public and facilities. Compliance with these standards provides defense-in-depth against many kinds of accidents and adverse incidents by minimizing error and confusion and by providing clear means to identify problems, determine underlying causes, take preventive action before adverse events occur, and bring about continuous improvement in the quality and safety of operations. (See also MP 4.20)	
Custodian - TSD and FMC	Approval Authority – President, WSRC, as recommended by FMCEC
WSRC-3S	Conduct of Modifications
The procedures contained in Procedure Manual 3S define company-level requirements for effective management of modifications. These apply to all Westinghouse Savannah River Company (WSRC) activities associated with providing these products to the Department of Energy (DOE). This manual is a site administrative manual which standardizes the modification process, using the modification (project) team concept, and establishes division change control boards for change prioritization and approval. The manual establishes a consistent conduct of modification process to be used by each division. Procedure Manual 3S implements a consistent and systematic approach to performing modifications as recommended by the Re-Engineering Implementation Team, sponsored by the Site Operations Engineering Council. This manual provides a process overview and serves as an organizational and process guide to divisions involved in facility modifications. Some of the processes may be used without further elaboration, others may require the development and use of organization specific implementing procedures. If lower tier implementing procedures are used, the authoring organization must assure their continued alignment with the applicable requirements of this manual. (See also WSRC-7E)	
Custodian – PE&CD	Approval Authority – President, WSRC

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WSRC-1Y	Conduct of Maintenance
Manual 1Y, Conduct of Maintenance Manual, was established to set maintenance standards that are to be used at the SRS. Manual 1Y is the single site document which establishes the conduct of maintenance requirements for each division and facility. Section 1 of the manual sets maintenance standards and requirements for work in nuclear facilities and on nuclear equipment. Section 2 of the manual sets maintenance standards and requirements for work in non-nuclear facilities and on non-nuclear equipment outside of these facilities. (See also MP 5.20; MP 6.3)	
Custodian – SMMC	Approval Authority – President, WSRC as recommended by SMMC
WSRC-E7	Conduct of Engineering and Technical Support
This Manual has site wide applicability. This Manual coordinates all WSRC engineering work among PE&CD and the Operating Divisions, including new facilities and modifications to existing facilities. This manual has the following sections: Section 1.0 – Administrative, Organization and Control Section 1.5 – Commercial Design Process Section 2.0 – Technical Baseline Change Control Section 3.0 – Operations Technical Support Section 4.0 – Safety Documentation Development (See also MP 5.1; MP 6.16; MRP 5.23)	
Custodian – PE&CD	Approval Authority – Site Chief Engineer
WSRC-E11	Conduct of Project Management and Control
This Manual has site wide applicability. This Manual establishes the site responsibilities and requirements for a process to perform cost effective planning, control, and execution of projects using a risk-based approach. This Manual is applicable to all projects at the Savannah River Site managed by WSRC in compliance with DOE Order 430.1, Life Cycle Asset Management (LCAM), and the requirements in the Joint Program Office Direction on Project Management (JPOD). For the purposes of this procedure, a project is defined as a unique effort that supports a program mission with defined start and end points, undertaken to create a product, facility, or system with interdependent activities planned to meet a common objective/mission. Formal classification of an effort as a project is determined by the Chief Financial Officer Division. Projects include planning and execution of construction/renovation/modification/ environmental restoration or decontamination and decommissioning efforts, and large capital equipment or technology development activities.	
Custodian – PE&CD	Approval Authority – Manager, Project Operations
WSRC-1E6	Construction Management Department Manual
This Manual has site wide applicability. This Manual directs all construction activities for all WSRC facilities at SRS. It is a comprehensive compilation of specialized procedures that, similar to Conduct of Maintenance and Conduct of Operations, serves to prescribe for WSRC the “Conduct of Construction” concept, recognizing that construction has a different set of types of work and hazards. It references other WSRC Manuals, as appropriate.	
Custodian – PE&CD	Approval Authority – Manager, Construction

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WSRC-SCD-3	Nuclear Criticality Safety Manual
This Manual has site wide applicability. This Manual contains a flowdown of the nuclear criticality safety requirements from the WSRC S/RID. It documents the WSRC Nuclear Criticality Safety Program consistent with applicable DOE requirements. It provides interpretations and guidance for the uniform implementation of these requirements and standards at SRS and, as such serves as the basis for criticality safety implementing procedures at the Division or lower levels of the organization. (See also MP 4.5; MP 6.10)	
Custodian – ESH&QA/WSMS	Approval Authority – NCSRC
WSRC-SCD-4	Assessment Performance Objectives and Criteria
WSRC-SCD-4, Assessment Performance Objectives and Criteria, is a company-level source and compliance document containing a collection of specific performance objectives and criteria (POC) intended to serve as a basis for assessments conducted by Westinghouse Savannah River Company (WSRC). These POC are linked to a "smart sample" of source document requirements from the WSRC Standards/Requirements Identification Document (S/RID) as promulgated in company level manuals. Assessments using POC selected from this document have proven appropriate for the following purposes: <ul style="list-style-type: none"> <li>• demonstration of readiness to start or restart pre-operational activities</li> <li>• effective identification of deficiencies and opportunities for performance improvement through self-assessment and independent oversight of operational activities</li> <li>• providing a focus for management evaluation of performance data</li> <li>• demonstration of field adherence to WSRC policies and procedures when applied to operational activities</li> </ul> Assessments using these POC also provide indication of how the WSRC Safety Management System is integrated throughout site activities.	
Custodian – ESH&QA	Approval Authority – President, WSRC, as recommended by FMCEC
WSRC-SCD-7	SRS Emergency Plan
This Emergency Plan meets the emergency response planning requirements mandated by law and applicable DOE directives and contains fourteen sections as follows: (1) Introduction; (2) Emergency Response Organization (Internal); (3) Offsite Response Interfaces; (4) Emergency Categorization and Classification; (5) Notification and Communication; (6) Consequence Assessment; (7) Protective Actions; (8) Medical Support; (9) Recovery and Reentry; (10) Public Information; (11) Facilities and Equipment; (12) Training; (13) Drills and Exercises; and (14) Emergency Management Program Administration (See also WSRC-6Q; MP 4.12)	
Custodian – DOE-SR, WSRC & WSI-SRS	Approval Authority – Manager, DOE-SR; President, WSRC; and Sr. VP & GM, WSI-SRS
WSRC-SCD-9	Problem Analysis Manual
This manual specifies the required problem analysis methodology for determining the causes of problems identified by the WSRC Corrective Action Program. The level of analysis required is tailored to the relative severity of the problem being analyzed. (See also MP 5.35, WSRC-12Q)	
Custodian – QA/ISM – Safety Management Programs	Approval Authority – Manager, QA/ISM