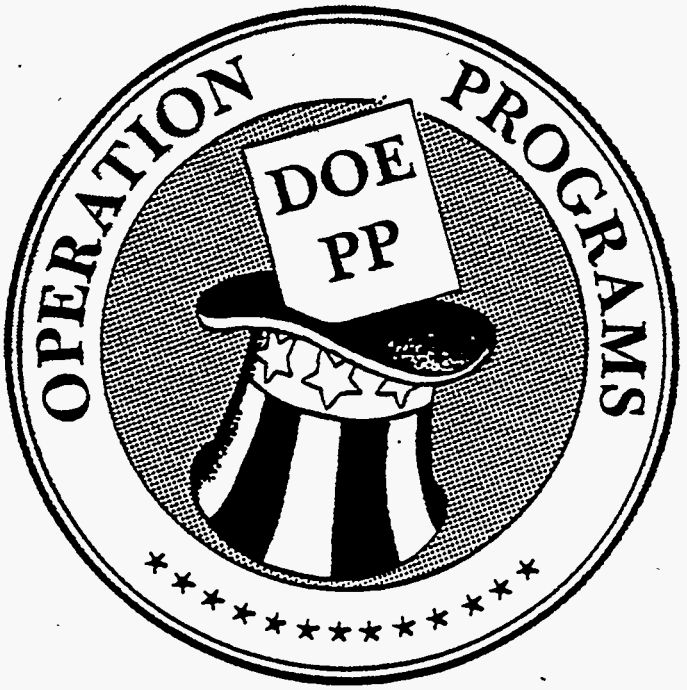
NDPP-OSP-0003

Pinellas Plant

U.S. Department of Energy

CONDUCT OF OPERATIONS IMPLEMENTATION PLAN

OPERATION PROGRAMS



February 20, 1991

Issue 2

The Pinellas Plant
Neutron Devices Department
P.O. Box 2908
Largo, Florida 34643

Title: Conduct of Operations Implementation Plan

Number: NDPP-OSP-0003

Issue Date: 02/28/91

Issue Number: 2

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DISCLAIMER

5.0 Internal References -

5.1.1 Added Draft GOP A.1.15, "Conduct of Operations."

6.0 Pinellas Plant Pre-Implementation Preparation -

6.2 Added "with technical guidance from the ES&H organization."

6.2.1 Added "No High hazard areas were identified at the Pinellas Plant."

6.2.2 Added "Four Moderate hazard operations were identified: Tritium Operations, Bulk Acid Storage, LAMB Operations, and High pressure test cells."

6.2.3 Added "18 Low hazard areas were identified."

6.2.5 Changed "High" hazard to "Moderate" and "Moderate" hazard to "Low". Added "No High hazard areas were identified."

7.0 Implementation Plan -

7.1 Added "The committee is cross-functional with representation from ES&H; Manufacturing; Engineering; Quality; Facilities and Programs."

7.2 Added "...establish the others as scheduled."

7.2.3 Changed "High/Moderate Hazard Team" to "Moderate Hazard Area Teams"; "This team" to "These teams"; "those guidelines" to "the guidelines"; removed "that are not identified as plantwide guidelines"; removed "to these areas"; changed "each area" to "the area"; removed "developing policies"; changed "procedures" to "activities."

7.3 Added "NOTE: A description of these teams is best seen in Attachment B."

7.4 Changed "compliance" to "conformance." Added "A detailed Pinellas Plant conformance matrix assessing current operating practices..."

7.5 Added Applicability Matrix paragraph.

7.6 Added Pilot Area paragraphs.

8.0 Conduct of Operations Manual - Added entire "Conduct of Operations Manual" text in 8.0, 8.1 and 8.2. Communications and Training became section 9.0 and subsequent sections were moved up in number accordingly.

9.0 Communication and Training Strategy - (Formerly Section 8.0)

9.1.2 Added "A video will be used as a primary communication and education tool..."

CONDUCT OF OPERATIONS IMPLEMENTATION PLAN REVISIONS

DATE: February 28, 1991

TO: NDPP-OSP-0003, Issue 2 Distribution

FROM: Raymond L. Hall
Senior Technical Writer, Operation Programs
Area 134, MS 009, Ext. 6323

SUBJECT: Conduct of Operations Implementation Plan
NDPP-OSP-0003, Issue 2 Revisions, February 20, 1991

The first issue of the Conduct of Operations Implementation Plan (NDPP-OSP-0003) was distributed in November 1990. We have now reissued the document in response to all of the AL comments. Listed below are changes to the first issue of NDPP-OSP-0003 that appear in Issue 2, dated February 20, 1991.

Front Matter -

Title Page - Changed date from November 9, 1990 to February 20, 1991. Added logo and changed fonts.
Prepared By/Approval Page - Added to Issue 2.
Table of Contents - Revised, distribution added
Index of Attachments - Area map removed, Budget added

Note: Page numbers were added to the entire Issue 2 document, including attachments. Also dates and verb tenses within the Issue 2 document were revised to conform to the February date. Issue 2 was printed entirely on "DRAFT" paper.

1.0 Purpose - no changes

2.0 Scope -

2.1 Revised sentence "...developing policies for each applicable guideline; and establishing area specific teams to accomplish implementation.

2.4 Added "Development of Conduct of Operations Manual."

3.0 References - No changes

4.0 Definitions - No changes

10.0 Formality of Operations (AL)/Self Assessment Requirements - (Formerly Section 9.0) Added introductory paragraph beginning with "A number of DOE requirements overlap with DOE Order 5480.19 including..."

10.5 Added "This plan also meets the requirements of DOE Order 5480.10, Chapter VI, "Investigation of Abnormal Events."

10.10 Changed "will be attending" to "attended the Maintenance Program implementation guidance meetings held at the AL Complex in November 1990 and January 1991.

11.0 Implementation Schedule - Attachment G changed to Attachment F and Attachment H changed to Attachment G, because one of the attachments, area maps, was removed from Issue 2.

12.0 Budget - Added to Issue 2, not found in Issue 1.

13.0 Conclusion - No changes except this was section 11 in Issue 1.

14.0 Distribution - Added S. Taylor, DCM System and the Conduct of Operations Committee to the distribution list.

Attachment A - Pinellas Plant Ownership Areas - The original Attachment A, found in Issue 1, was deleted because it was no longer accurate. It was replaced with an updated list of ownership areas, Pinellas Plant Area Report.

Attachment B - Pinellas Plant Individual Area Maps - The original Attachment B, found in Issue 1, was deleted because it was no longer accurate. The area maps were not replaced.

Attachment C - Conduct of Operations Organization and Task Breakdown - The original Attachment C, found in Issue 1, was amended to include training responsibilities of the Conduct of Operations Committee. This became Attachment B in Issue 2.

Attachment D - Compliance Matrix by Category - Unchanged. Became Attachment C in Issue 2.

Attachment E - Specific Compliance Matrix By Ownership Area - Unchanged. Became Attachment D in Issue 2.

Attachment F - Newsletter - Updated to include latest newsletter. Became Attachment E in Issue 2.

Attachment G - Implementation Schedule - Revised schedule based on AL comments and added Reference Page linking individual tasks on the graph to a paragraph in the plan. Became Attachment F in Issue 2.

Attachment H - Implementation Strategy - Unchanged. Became Attachment G in Issue 2.

Added new **Attachment H, Budget,** to Issue 2.

TABLE OF CONTENTS

INDEX OF ATTACHMENTS

1.0 PURPOSE

This implementation plan describes the process and provides information and schedules that are necessary to implement and comply with the Department of Energy (DOE) Order 5480.19, "Conduct of Operations" (CoOp).

2.0 SCOPE

This plan applies to all Pinellas Plant operations and personnel. Generally, this Plan discusses how DOE Order 5480.19 will be implemented at the Pinellas Plant. Specifically, this plan addresses the following items:

2.1 The formation of a number of Conduct of Operations teams aimed at overseeing the plantwide implementation of CoOp; defining ownership areas; dividing those areas into three categories of hazard (High, Moderate, and Low) consistent with DOE Order 5481.1B; developing policies for each applicable guideline; and establishing area specific teams to accomplish implementation.

2.2 Current status of compliance to CoOp guidelines.

2.3 Communication and Training Strategies.

2.4 Development of a Conduct of Operations Manual

2.5 Current compliance to the AL requirements for Formality of Operation.

2.6 Implementation strategies to comply with DOE Order 5480.19.

2.7 Implementation schedule.

3.0 REFERENCES

3.1 DOE Order 5480.19, "Conduct of Operations Requirements for DOE Facilities".

3.2 Memorandum from Bruce G. Twining to Managers, DOE Operations, "Implementation of Department of Energy 5480.19, Conduct of Operations Requirements for Department of Energy Facilities", WMCSD, September 12, 1990.

3.2.1 Attachment 1, "Guidance on Implementation Plans for DOE 5480.19, Conduct of Operations Requirements for DOE Facilities and AL Weapon Facilities Operating Principles".

3.2.2 Attachment 2, Memorandum from Bruce Twining to Managers, DOE Operations, "AL Weapon Facilities Operating Principles", WMOSD, February, 27, 1989.

- Attachment, "Albuquerque Operations Office Weapon Facilities Operating Principles", I. INTRODUCTION, II. REQUIREMENTS FOR FORMALITY OF OPERATIONS, III. RESPONSIBILITIES, IV. DEFINITIONS.

3.2.3 Attachment 3, Memorandum from Harry T. Season Jr. to Managers, DOE Operations, "Institute of Nuclear Power Operations (INPO)", WMOSD:OSP:MSB, February 27, 1990.

3.3 Memorandum from John R. Kirby to J.B. Neale, Manager, Programs Section, GEND-019, "Evaluation of Continued Safe Operations, Phase I: Hazards Audit", PAO:RAI:OPS013, August 27, 1990

3.3.1 Memorandum from K.A. Carlson to Managers, DOE Operations, "Evaluation of Continued Safe Operations, Phase I: Hazards Audit", WMOSD:SARB:GJW, August 14, 1990.

3.3.2 Letter from John B. Neale to John R. Kirby, "Evaluation of Continued Safe Operations, Phase 1: Hazards Audit", OPS:VLM:0921AL7, September 21, 1990.

- Hazards Audit
- Conduct of Operations - Documentation Matrix

3.4 DOE Order 5481.1B, "Safety Analysis and Review System".

3.5 AL Order 54XA, "Operational Readiness Reviews (ORRs)"

3.6 DOE Order 5700.6B, "Quality Assurance"

3.7 DOE Order 4330.XXX, "Conduct of Maintenance"

3.8 DOE Order 5482.1B, "Environmental, Safety, and Health Appraisal Program"

4.0 DEFINITIONS

4.1 Line Manager - Any manager who has direct responsibility for a physical area or personnel.

4.2 Line Management - Refers to any manager who is directly responsible for operational and programmatic activities. This chain of command flows from the first line manager through the General Manager, and to area and operations office managers who ultimately report to DOE/HQ.

4.3 High Hazard Area - An area with the potential for on-site or off-site impacts to large numbers of persons or for major impacts to the environment.

4.4 Moderate Hazard Area - An area which presents considerable potential for on-site impacts to people or the environment, but at most only minor off-site impacts.

4.5 Low Hazard Area - Those areas which present minor on-site and negligible off-site impacts to people or the environment.

4.6 All Other Areas - Any area that does not fit into the category of a high, moderate or low hazard.

4.7 Ownership Areas - The entire plant is divided into areas and an owner has been identified for each of these areas (See Attachment A). Additionally, ownership has been established for anything above the ceiling and below the floor.

5.0 INTERNAL REFERENCES

5.1 Neutron Devices Department General Operating Procedure Manual

5.1.1 GOP A.1.15, "Conduct of Operations"

5.2 Neutron Devices Department Environmental, Health and Safety Manual

5.3 Neutron Devices Department Waste Management Operating Procedures Manual (GEPP-SP-818)

5.4 Neutron Devices Department Environmental Monitoring Procedures Manual

5.5 Neutron Devices Department Environmental/ Waste Management Quality Program Plans

6.0 PINELLAS PLANT PRE-IMPLEMENTATION PREPARATION

Prior to developing an implementation plan for the 18 CoOp guidelines, GEND management identified a need to develop formal "Ownership Areas" and to categorize these areas based on the potential hazards of the area. As a part of this implementation plan, specific owners have been identified by name and title. These owners have total responsibility for implementing all new orders and requirements within their area in addition to the normal daily requirements of the area.

6.1 Establishment of Ownership Areas - The plant has been divided into individual areas (See Attachment A). A cross functional team (Ownership Area Team) identified each area, categorized the areas based on hazard, and identified specific owners. These divisions have become the backbone to the implementation and management of the business including CoOp.

6.2 Categorization of Areas - Once the areas were identified, the Ownership Area Team with technical guidance from the EH&S organization categorized each into one of the following categories:

6.2.1 High Hazard Area - An area with the potential for on-site or off-site impacts to large numbers of persons or for major impacts to the environment.

- No high hazard areas were identified at the Pinellas Plant.

6.2.2 Moderate Hazard Area - An area which presents considerable potential for on-site impacts to people or the environment, but at most only minor off-site impacts.

- Four moderate hazard operations were identified:
  - Tritium Operations
  - Bulk Acid Storage
  - LAMB Operations
  - High pressure test cells

6.2.3 Low Hazard Area - Those areas which present minor on-site and negligible off-site impacts to people or the environment.

- 18 low hazard areas were identified

6.2.4 All Other Areas - Any area that does not fit into the category of a High, Moderate or Low hazard.

6.2.5 The implementation of CoOp will be graded with the highest priority given to moderate hazard areas, then the low hazard areas, etc. (No high hazard areas were identified).

6.3 Identification of Owners - Each area is owned by a specific manager. This manager is held accountable for everything associated with that area including the CoOp principles.

7.0 IMPLEMENTATION PLAN

7.1 CoOp Committee (involvement)

The implementation of CoOp is being guided and overseen by the CoOp Committee (See Attachment B). This committee will continue to establish all other teams necessary to plan and implement CoOp. The basic thrust of this team is to ensure that all practices are implemented with the best interest of the business in mind; to involve as many employees as possible in the planning (to create ownership); and to ensure that GEND meets or exceeds the CoOp requirements. The committee is cross-functional with representation from ES&H; Manufacturing; Engineering; Quality; Facilities and Programs.

7.2 Sub-Teams -

The CoOp Committee has already established two subteams and will establish the others as scheduled.

7.2.1 Ownership Team - A cross-functional team that defined ownership areas; categorized the areas based on hazard, and identified specific owners.

7.2.2 Plantwide Guidance Team - This team will review the CoOp guidelines and develop and document policies for each of these guidelines.

7.2.3 Moderate Hazard Area Teams - These teams will be responsible for reviewing the guidelines for applicability; assessing the current level of compliance within the area; ensuring appropriate documentation; implementing the guidelines; and recommending appropriate surveillance activities.

7.2.4 Low Hazard Area Teams - These teams will do the same things as the moderate team except in conjunction with areas categorized as low hazard.

7.2.5 All Other Area Teams - These teams will do the same things as the low hazard team except in conjunction with areas not falling into any other category.

7.2.6 Members of The Area Teams will be "experts" from areas categorized as moderate, low or all other. They may be hourly, non exempt, or exempt employees.

7.3 Guideline Teams - These teams can be formed by any area team to concentrate on developing compliance strategies for a particular guideline. For example, the Plantwide Guidance team may feel it is necessary to form a guideline team for the policy and procedure development on control room activities. These people will most probably be representatives from the control rooms. Again, an effort to involve and create ownership.

NOTE: A description of these teams is best seen in Attachment B.

7.4 Conformance Matrix - A detailed Pinellas Plant conformance matrix assessing current operating practices against each guideline will be completed in March 1991. A generic conformance matrix can be found in Attachment C.

7.5 Applicability Matrix - The applicability matrix addresses each of the 135 guidelines in relation to each of the areas of the facilty. The applicability matrix in Attachment D will be updated to include a detailed area by area, paragraph by paragraph analysis of applicability. Justification for non-applicability will be included. The scheduled completion date for the updated matrix is the end of May, 1991.

7.6 Pilot Area - The pilot area for conduct of Operations at the Pinellas Plant is the Industrial Wastewater Neutralization Facility. A team consisting of a Utilities Engineer, the area Utilities Foreman, the area Utilities Operator, a Project engineer, a Facility computer Specialist and the Resources Planning Manager was formed. Further, a Technical Writer was hired to develop and update all procedures and operating instructions for the Wastewater Neutralization Facility.

Significant physical improvements to the facility have begun. These include: in-ground storage tank agitation, pH interlock system, high water level overflow system, new chart recorders, chemical feed system upgrade, instrumentation upgrade and a rearrangement of the operation building. In addition, progress in the implementation of Conduct of Operations guidelines has been made. A standardized procedure format has been developed, new procedures have been written and existing procedures upgraded, logbooks have been standardized, a training program is under development, equipment and piping labeling is nearly complete, an improved system for shift turnover is being investigated, and a long range staffing plan is being generated. Full implementation of Conduct of Operations in this area is scheduled for July, 1991.

8.0 CONDUCT OF OPERATIONS MANUAL

8.1 Plant-wide Manual - The Plant-Wide Conduct of Operations Manual will be in the following format:

- A Title Page, Document Number and Tracking System, Date and Issue Number.
- An author and Approval Page
- A Table of Contents
- Consistent Headings and Subheadings, each paragraph numbered, each page numbered, and each page dated for revision tracking.

8.1 Continued...

- A distribution list of Manual recipients with an automatic copy going to the Technical Information Center and the Document Control Management System. The master copy of the manual will be retained and filed by Operation Programs Subsection.

- The manual will be printed and bound with emphasis on legibility, durability and ease of use.

- The Functional Areas of the Pinellas Plant will be identified with maps and descriptions.

- The manual will follow the eighteen chapters of the DOE Order, and the guidelines within each chapter, to identify and define the Conduct of Operations Policy and General Procedures for the Pinellas Plant.

8.2 Specific Area Manuals - Specific Area Conduct of Operations Manuals will be created by the specific areas of the Pinellas Plant. These manuals will be inserted in the section's Plant-Wide Manual, making the manual unique to that section.

8.2.1 Specific Procedures for individual functional areas will be addressed by Area Conduct of Operations Manuals which will be referenced by document number in the plant-wide manual.

8.2.2 Copies of all area manuals will be included in the Master Plant-wide Conduct of Operation Manual and the copy located in the Technical Information Center.

8.2.3 The Plant-wide Manual will include a tab where each individual area can insert their area manual. Thus, each area will have a copy of the Plant-wide Manual, references to all area manuals by document number, but only their specific area (sub)manual will be inserted in their Plant-wide Manual.

9.0 COMMUNICATIONS AND TRAINING STRATEGY

The foundation for effective implementation of CoOp is strong communications and training programs. Both will be formally planned, documented and implemented as a part of the implementation.

9.1 Communications - The concepts of CoOp and other operational surety programs will be communicated through a variety of avenues in an attempt to reach all employees.

9.1.1 One of the first and most regular modes of communication will be a monthly newsletter (See Attachment E). This newsletter will be distributed to all employees. It will include bits and pieces of information related to operational surety, specifically: information on 5000.3A incidents, new CoOp programs being implemented, recognition of employees for outstanding contributions in the operational surety arena, and general educational materials.

9.1.2 A video will be used as a primary communication and education tool throughout the implementation of DOE Order 5480.19. The initial introduction to Conduct of Operation concepts will be completed and presented in March 1991. This medium will continue to be used as specific guidelines are developed and implemented.

9.1.3 The Bi-Weekly Management Stand-Up Meetings and the Headliner newsletter will continue to be used as a method of communicating CoOp information.

9.1.4 Most importantly, the basic precepts of CoOp will be woven into the organization through involving as many employees, at as many levels as possible, in the implementation and development of CoOp guidelines.

9.2 Training - A formal training program will be developed by qualified performance based technologists for each of the guidelines included in CoOp. Anyone required to comply with these guidelines will be trained and tested on their knowledge. A specific training schedule and plan will be developed by each of the teams as a part of the implementation plan.

9.2.1 Overall CoOp training will be necessary to influence the cultural change to a more formal method of operations. Video tapes, area visits, one-on-one discussions, management roundtables and small group meetings will be held to stimulate this change.

9.2.2 The CoOp Committee will be held accountable for ensuring that appropriate training occurs across all CoOp programs.

10.0 FORMALITY OF OPERATIONS (AL)/SELF ASSESSMENT REQUIREMENTS

A number of DOE requirements overlap with DOE Order 5480.19 including the Self Assessment requirements and the AL Weapons Facilities Operating Principles. There is a sepearate Self Assessment Plan (NDPP-OSP-0014) that meets the requirements outlined in Chapter X of DOE Order 5480.19. The Conduct of Operations Manual will also include the Pinellas Plant Self Assessment requirements. Likewise the AL Weapons Facilities Operating Principles will be an integral part of Conduct of Operations implementation and documentation. Current conformance to Weapons Facilities Operating Principles follows:

10.1 Organization And Administration - The Pinellas Plant will update and revamp the Functional Organization Manual. This manual outlines duties, responsibilities, and functions of organizational units. The authority and jurisdiction of each unit, as well as the interface among units, will be clearly defined.

10.1.1 Most importantly, the ES&H responsibilities of each line organization and the ES&H functional organization (ES&HP) will be delienated. For example, the revised Functional Organization Manual will state organization and position responsibilities for SARs, appraisals, and all other ES&H activities. The critical EH&SP functions such as technical support and consulting, and oversight responsibility will be emphasized.

10.1.2 GEND expects to complete the revision of the Functional Organization Manual during fiscal year 1991. This manual will be reviewed and updated every two years beginning in fiscal year 1993.

10.1.3 The program for the implementation of DOE Order 5480.19, "Conduct of Operations", is designed to ensure that all operations and administrative processes are conducted in a formal manner. Several Conduct of Operations Teams will be formed to oversee plantwide implementation. One of these teams, known as the Area Definition Team, will review and update existing area maps and identify owners for each area. The completed maps will define and document facility ownership.

10.2 Training And Qualification - A training and education subsection was formed to meet DOE training and qualification requirements. A training program is being developed and implemented in accordance with a training policy/procedures manual and a detailed training program implementation plan. The program is auditable, performance based, and adheres to the principles discussed in DOE Order 5480.18, "Accreditation Of Performance Based Training" and 5480.19 Chapter V, "Control of On-Shift Training." A training record management system has been developed; staffing is near completion; and the first phase of the implementation plan, needs assessment, has been initiated.

10.3 Continuous Improvement - In 1989, GEND, working with corporate consulting, piloted continuous process improvement (CPI) projects. Although, these initial efforts were successful and follow-on projects yielded benefits; it was recognized that broader based management support and improved facilitation and training were necessary to produce a meaningful culture change. A multifunctional subsection steering team is selecting a vendor who will assist in the development of a strategy designed to involve all GEND employees in the implementation of CPI. A key element of this strategy is the application of CPI not just to the production and administrative process but to the operational surety and ES&H initiatives as well.

10.4 Surveillance - The design and implementation of an Environmental, Safety, and Health Self Assessment Program was recently begun at the Pinellas Plant. This program will meet the requirements of doe order 5482.1B, "Environmental, Safety, and Health (ES&H) Self-Assessment". Elements of the plan are:

- Procedures For Self-Assessment
- Schedules For Performing Self-Assessments
- A Reporting, Tracking and Corrective Action System
- A Root Cause, Trend Analysis, and Lessons Learned System, and
- A Formal Training Program

10.4.1 Quality Appraisal - The quality appraisal organization, has expanded its staff to include quality appraisal engineers specializing in general operations programs.

10.4.2 Environmental, Health and Safety - ES&H conducts an appraisal program scheduling safety, fire, industrial hygiene, health physics, and environmental protection audits in all areas of the Pinellas Plant.

10.5 Event Reporting and Resolution - The implementation of DOE Order 5000.3A has resulted in systematic event reporting. A Program Manager, responsible for coordinating GEND's Occurrence Reporting Program, interfaces with line operations and designated facility managers to ensure that all events and conditions are reported accurately. A team has been organized to perform root cause analysis for all known events and incidents. A key member of that team, the safety analysis manager, has been trained in the Management and Oversight Risk Tree (MORT) methods. Other members of the team have attended an in-house class hosted by GEND during December, 1990. This plan also meets the requirements of DOE Order 5480.10, Chapter VI, "Investigation of Abnormal Events."

10.6 Safety and Health - The Environmental Health and Safety Programs organization's mission is to implement formal health and safety programs as required by the Department of Energy and Government agencies. This organization will be staffed by specialists in safety, fire, industrial hygiene, health physics and environmental protection. In addition, the training organization is committed to provide performance-based training to ensure that employees have the skills and knowledge necessary to work safely, protect the environment, and comply with Federal, State, local, and plant requirements.

10.7 Protection of Employees, The Public and the Environment - A multifunctional team is developing methods and techniques for identifying all ES&H risks in GEND processes. Identified processes will be prioritized according to hazard and studied to determine specific attributes and characteristics. The results of this investigation will be utilized by a vendor to perform risk assessment analyses and write risk assessment and safety analysis reports.

10.7.1 Operational Safety Requirements Documents will be produced as required.

10.7.2 The methodology selected for the analysis of processes will also be used to identify opportunities for waste minimization. Information pertaining to POTW discharges, tritium, and krypton releases, tritium bioassays and dosimetry are a part of GEND's performance indicator system, provided to DOE monthly.

10.8 Emergency Preparedness - Emergency operations at the Pinellas Plant are coordinated by the emergency operations center (EOC) and the satellite command posts. The EOC is a dedicated facility that provides overall command and control of the emergency response, while the satellite command posts coordinate specific aspects of the response such as deployment of response personnel, staging of equipment, and logistical assistance. The EOC is responsible for the publication of the Pinellas Plant master emergency plans and the emergency action plan.

10.9 Operational Readiness Reviews - The Pinellas Plant is studying AL order 54XA to determine applicability and compliance.

10.10 Maintenance - The Pinellas Plant Facilities Maintenance Organization is currently operating to AL Order 4330.4, "Handbook for Maintenance of Property". Although DOE Order 4330.XX, Maintenance Management Program", is still in draft form, the Pinellas Plant is already initiating programs to assure compliance. The Program Manager responsible for program design and implementation attended the Maintenance Program implementation guidance meetings held at the AL Complex in November 1990 and January 1991.

10.10.1 The Pinellas Plant is committed to a proactive maintenance philosophy and the formal tracking and documentation of all maintenance activities. Department maintenance policy is defined the Department's General Operating Procedures. Maintenance procedures are specified in the Plant Facilities Operating Instructions. A comprehensive on-line as-built database of the facility is being compiled. An automated scheduling, storage and retrieval system provides tracking and analysis of preventive maintenance requirements. Documented formal facilities inspection is conducted on a scheduled basis. Maintenance history records and inspection data are analyzed and used to determine repair versus replacement decisions.

10.10.2 Data derived and analyzed from inspections, repair and preventive maintenance history is also used to develop and prioritize Department refurbishment projects. Aggressive utilization of the Facilities Capability Assurance Program to fund major projects assures that the facility will maintain an excellent readiness to serve.

10.11 Quality Assurance - Quality Control and Consulting is expanding its program of general operations surveys to ensure that formal programs exist for all significant plant operations. The quality appraisal group provides oversight and guidance regarding the quality principles, criteria, and requirements published in the Quality Criteria (QC-1) and Quality Criteria (QC-2) by the Department of Energy. The requirements of DOE Order 5700.6B will be met by the Pinellas Plant. QC&C will assure compliance to DOE Order 5700.6B through audits.

10.12 Interactions With Outside Agencies and the Public - The Manager for Public Affairs directs the public information and Public Affairs Program at GEND. All responses to the media and inquiries from the general public are coordinated with the local pinellas area office public affairs specialist.

10.12.1 Contacts with outside agencies, such as OSHA and the State of Florida, are managed by the Environmental, Health and Safety Programs Organization. EH&SP management notifies PAO of any contacts with outside agencies and coordinates all interactions with the PAO Safety Engineer and the Environmental Compliance Manager.

11.0 IMPLEMENTATION SCHEDULE

Each CoOp team will be responsible for developing implementation schedules for their respective area. These schedules will be fed into a project management tool that will roll-up all schedules into one overall implementation plan. A basic implementation schedule for the establishment of the teams and a number of key milestones is included in Attachment F. An implementation strategy is depicted in Attachment G.

12.0 BUDGET

The budget for implementation includes both Full Time Employees (FTE's) and other dollars necessary. It can be found in Attachment H.

13.0 CONCLUSION

The foundation built through employee involvement within this Implementation Plan is aimed not only at complying with the 18 guidelines outlined in the CoOp Order, its thrust is to capture the true intent of Formality of Operations and weave it into the daily operations and mindset of the plant. Changing a culture that has been prevalent for over 30 years is not a one-year project. Therefore, this Implementation Plan is only a small part of a much larger Operational Surety Program.

14.0 DISTRIBUTION

DOE

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A. Banks - PAO

GEND

C.Anderson
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CoOp Committee

Technical Information Center
Operation Programs
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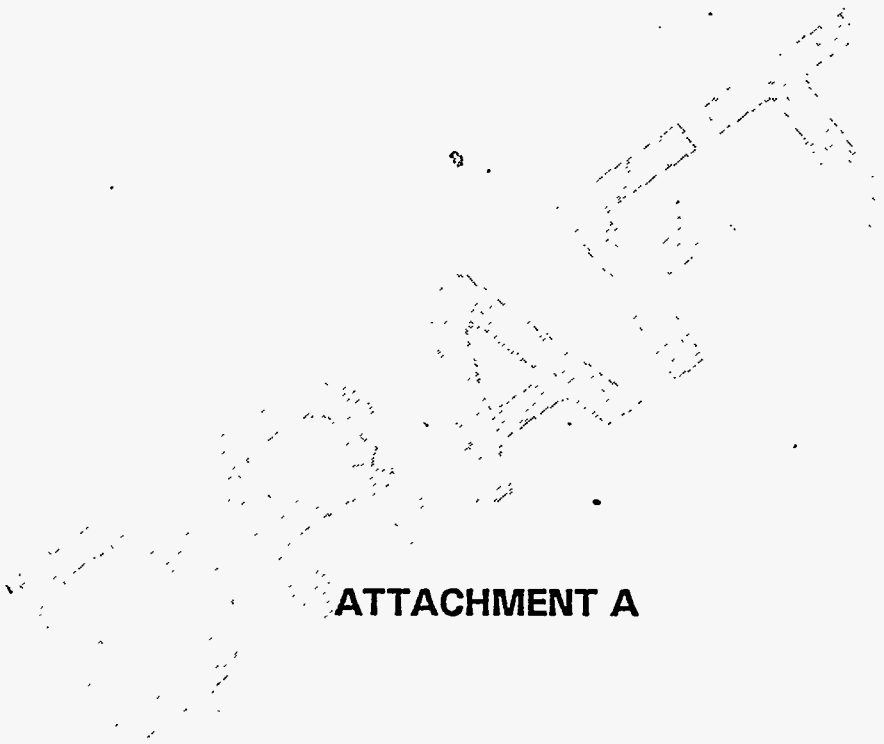

ATTACHMENT A

Pinellas Plant Area Report

Area	Owner	Section	Description
1000	O George	Manufacturing	Production Gas Storage
1000	S Mee	EH&SP	Rad Waste
102Mxx	A Summerford	Facilities & Sec	Mech Room
103	R Jones	Manufacturing	Test Equipment Construction
103M	M Royo	Manufacturing	Offices
104	T Albaugh	Manufacturing	Machine Shop
1040	S Mee	EH&SP	Waste Management
104M	P Diblasi	Facilities & Sec	Offices
104xx	R Bobbitt	Manufacturing	Calibration/Maintenance
105	T Albaugh	Manufacturing	Ceramics
105M	R Cabe	QC&C	Incoming Offices
105M	D Turner	Computer Serv	MRP/SFC Room
105Mxx	A Summerford	Facilities & Sec	Mech Equip
105Q	R Cabe	QC&C	Incoming Inspection
105xx	O George	Manufacturing	Receiving & Traffic
106	D Sharlow	Manufacturing	Tool Room
106M	M Royo	Manufacturing	Offices
107	H Woods	Manufacturing	Tube Assembly
107M	A Summerford	Facilities & Sec	Fan Room (Tube Processing)
108	H Woods	Manufacturing	Tube Exhaust
108A	NH Parsons	Engineering	Tube exhaust - gas laboratory
108B	WE Swartz	Engineering	Tube exhaust
108B	NH Parsons	Engineering	Tube exhaust fixture loading - gas labor
108xx	C Carter	Manufacturing	Calibration/Vacuum
109	L Hogans	Manufacturing	Magnetics Machining & Offices
109	H Woods	Manufacturing	Radiflo
109A	G Habib	Manufacturing	Magnetics Test
110	LP Benson, Jr.	Engineering	OPTO ELECTRONIC ASSEMBLY
110	R Welch	Manufacturing	Production Stock
1100	R Welch	Manufacturing	Reactive Metals
110E	L Hogans	Manufacturing	Magnetics Winding & Asm
110F	G Habib	Manufacturing	Magnetics Winding & Asm
110G	L Hogans	Manufacturing	Magnetics Transition
111	G Habib	Manufacturing	Magnetics Continuous Flow
111A	L Hogans	Manufacturing	Magnetics Transfer Presses
111H	G Habib	Manufacturing	Magnetics Encapsulation
112	P Diblasi	Facilities & Sec	Breakroom
112	N Nesbitt	Manufacturing	Generator Assembly
112M	J Gurley	Manufacturing	Offices
112xx	R Welch	Manufacturing	B Stock
114	T Stephens	Manufacturing	Final Inspection & Certification
114xx	M Smith	QC&C	Shelf Life
115A	PR Cameron	Engineering	PROCESS CAMERA
115B	PR Cameron	Engineering	BLACK & WHITE PRINTING
115C	PR Cameron	Engineering	COLOR FILM & PAPER PROC
115D	PR Cameron	Engineering	BLACK & WHITE FILM PROC
115E	PR Cameron	Engineering	SPRAY BOOTH
115F	PR Cameron	Engineering	PHOTOGRAPHIC & VIDEO STUDIO
115G	PR Cameron	Engineering	SMALL PARTS STUDIO
115H	PR Cameron	Engineering	PHOTOGRAPHY LABORATORY (ADMIN)
116	S Brown	Manufacturing	Capacitor
116xx	R Welch	Manufacturing	Production Stock
117	W Powell	Manufacturing	Sub-assembly
119	P Diblasi	Facilities & Sec	Cafeteria
1200	R Gmitter	Facilities & Sec	Security Bldg
121	M Stone	Human Resources	Medical Center
122	R Gmitter	Facilities & Sec	Security Comm Ctr (back up)

Area	Owner	Section	Description
122A	NH Parsons	Engineering	OA - CONTAMINATION CONTROL
122B	NH Parsons	Engineering	CONTAMINATION CONTROL LABORATORY
122C	NH Parsons	Engineering	CONTAMINATION CONTROL STORAGE
123	R Bobbitt	Manufacturing	Calibration/Maintenance
123N	C Carter	Manufacturing	Calibration/Vaccuum
124	A Summerford	Facilities & Sec	Fac. Maint. Shops
124M	A Summerford	Facilities & Sec	Fac. Maint. Offices
124xx	O George	Manufacturing	General Stock
125	TM Snowden, Jr.	Engineering	OA -- ENGINEERING SUPPORT
126	H Woods	Manufacturing	Tube Processing
126xx	C Carter	Manufacturing	Calibration/Vaccuum
127	N Stan	Manufacturing	Standards Lab
127A	PR Cameron	Engineering	MAIL ROOM
127xx	V McCauley	Programs	Action Center
128	H Woods	Manufacturing	Final Test
130L	J Miotke	Manufacturing	Product Tester Support Lab
130W	M Tufariello	Facilities & Sec	Computer Maintenance
131	H Woods	Manufacturing	Final Test
132M	J Miotke	Manufacturing	Product Tester Support Storage
132xx	A Summerford	Facilities & Sec	Fan Room (SECS)
133	K Hall	Facilities & Sec	Offices
134	V McCauley	Programs	Offices
134	K Hall	Facilities & Sec	Telephone Switch Gear
136xx	J Neale	Programs	Offices
137	A Summerford	Facilities & Sec	Electrical Switch Gear
138	T Tomaro	Manufacturing	Final Prep
139	T Tomaro	Manufacturing	Resin Casting/Vapor Blast
139xx	R Bobbitt	Manufacturing	Calibration/Maintenance
139xx	R Welch	Manufacturing	Timer/Driver Stockroom
1400	O George	Manufacturing	Remote Receiving
141	W Powell	Manufacturing	Sub-assembly
142	W Powell	Manufacturing	Sub-assembly
143	W Powell	Manufacturing	Chemical Processing
143M	A Summerford	Facilities & Sec	Fan Room (Chem Clean)
145	T Albaugh	Manufacturing	Ceramics
146	T Albaugh	Manufacturing	Ceramics
147	NE Demeza	Engineering	OA -- MANUFACTURING INTEGRATION
147xx	A Summerford	Facilities & Sec	Equipment
147xx	M Smith	QC&C	Offices
147xx	R Peterson	------	Subsection offices
148	U Harder	EH&SP	Offices
150	R Jones	Manufacturing	Assembly & Test
150M	M Chiarelli	Computer Serv	C.S. Offices
150Mxx	R Bobbitt	Manufacturing	Calibration/Maintenance
151	R Welch	Manufacturing	A Stock
152	O George	Manufacturing	General Stock
153	P Diblasi	Facilities & Sec	EOC
154A	CR Hart	Engineering	MODEL SHOP, MILLING TURNING & SAWING
154B	TM Snowden, Jr.	Engineering	FILM DEPOSITION -- SPUTTERING & EVAL.
154C	TM Snowden, Jr.	Engineering	TRANSDUCER -- ASM, DET TESTING
155A	RJ Antepenko	Engineering	INCOMING TESTING/ATOMIC SPECTROSCOPY
155B	RJ Antepenko	Engineering	SPECTROSCOPY
155C	RJ Antepenko	Engineering	OPTICAL EMISSION
155D	RJ Antepenko	Engineering	DARK ROOM
156	RJ Antepenko	Engineering	POLYMERS AND CHEMISTRY LAB
157A	NH Parsons	Engineering	GAS LABORATORY
157B	NH Parsons	Engineering	Spark Source M.S.
158A	NH Parsons	Engineering	GAS LABORATORY SPECIAL TEST
158B	NH Parsons	Engineering	GAS LABORATORY SAMPLE PREPARATION
159A	RJ Antepenko	Engineering	ADVANCED ANALYSIS

ATTACHMENT A
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Area	Owner	Section	Description
159B	RJ Antepenko	Engineering	OA - LABORATORY OPERATIONS
159C	RJ Antepenko	Engineering	OA - LABORATORY OPERATIONS
159D	RJ Antepenko	Engineering	OA - LABORATORY OPERATIONS
160A	RJ Antepenko	Engineering	AISLE "A"
160B	RJ Antepenko	Engineering	AISLE "B"
160C	RJ Antepenko	Engineering	AISLE "C"
160D	RJ Antepenko	Engineering	AISLE "D"
160E	RJ Antepenko	Engineering	AISLE "E"
161A	NH Parsons	Engineering	AUGER ANALYSIS
161B	NH Parsons	Engineering	X-RAY ANALYSIS
162	RJ Antepenko	Engineering	METALLURGY AND CERAMICS LAB
162A	RJ Anderson	Engineering	HYDROGEN BRAZE, AIR FIRE, SPOTWELD
162B	RJ Antepenko	Engineering	MATERIALS TESTING
162C	RJ Antepenko	Engineering	SEM/TEM ANALYSIS
162D	RJ Antepenko	Engineering	IMAGE ANALYSIS WITH OFFICES
162E	RJ Antepenko	Engineering	SAMPLE PREPARATION
162F	RJ Antepenko	Engineering	METALLOGRAPHY
163A	WE Swartz	Engineering	Platings and process laboratory
163B	WE Swartz	Engineering	FURNACE
163C	WE Swartz	Engineering	STORAGE
163D	WE Swartz	Engineering	E-BEAM AND METALIZE
163E	WE Swartz	Engineering	PLASMA CLEAN
163F	WE Swartz	Engineering	OA -- AND COMPUTER ROOM
163G	WE Swartz	Engineering	LASER
163H	WE Swartz	Engineering	CHEM. CLEAN TEST
163I	WE Swartz	Engineering	BLAST
163J	WE Swartz	Engineering	ASSEMBLY AREA
164A	WE Swartz	Engineering	WELDING
164B	WE Swartz	Engineering	GLASS
164C	WE Swartz	Engineering	POLYMERS AND RESINS
164D	WE Swartz	Engineering	WINDING AND BONDING
168A	TM Snowden, Jr.	Engineering	CLOCK ASSEMBLY
168B	TM Snowden, Jr.	Engineering	VAULT ROOM -- HARDNESS/RESONATOR TEST
169A	SE Chapla	Engineering	ENGINEERING CLASSIFIED COMPUTER ROOM
169B	PR Cameron	Engineering	TECHNICAL PUBLICATIONS
170	R Little	Manufacturing	Procurement
171	G Huffaker	Computer Serv	Sub-section, section offices
171	P Valder	Computer Serv	Techniques, user computing, networking a
171xx	D Turner	Computer Serv	Computer Security
172	PR Cameron	Engineering	REPROGRAPHICS
173A	PR Cameron	Engineering	TECHNICAL COMMUNICATIONS SUPPORT
173B	SM Anderson	Engineering	VAULT
174	R Tucker	Human Resources	Offices
175A	TM Snowden, Jr.	Engineering	PHOTOLITH, METALLIZATION & PHOTORESIST
175B	TM Snowden, Jr.	Engineering	Large & small downflow, lab room & halls
175C	TM Snowden, Jr.	Engineering	OA -- ENGINEERING SUPPORT
176A	NH Parsons	Engineering	ENVIRONMENTAL LAB
176B	TM Snowden, Jr.	Engineering	BLANK SHOP
176C	CR Hart	Engineering	LAC
176D	PR Krall	Engineering	NEUTRON DETECTOR
176E	FD Thibideau	Engineering	MAGNETICS
176G	PR Cameron	Engineering	TECHNICAL INFO. CENTER (LIBRARY)
179A	CR Hart	Engineering	CAPACITOR CLEANING
179B	CR Hart	Engineering	PLASMA ARC SPRAY
179C	CR Hart	Engineering	GAS FILL AND ELEC. TEST
180A	CR Hart	Engineering	CAPACITOR DOWNFLOW
180B	CR Hart	Engineering	CAPACITOR FILL STATIONS
181A	PR Krall	Engineering	SURFACE MOUNT FACILITY
181B	RJ Anderson	Engineering	SCREEN PRINT -- UV CLEAN
182A	RJ Anderson	Engineering	SPECIAL TESTING

ATTACHMENT A
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Area	Owner	Section	Description
182B	RJ Anderson	Engineering	VACUUM FIRE
182C	RJ Anderson	Engineering	Tube exhaust
182D	RJ Anderson	Engineering	HYDROGEN FIRE & BRAZE, EVAP., U.V. CLEAN
182E	RJ Anderson	Engineering	PARTS ASM. & INSP., WELDING
182F	RJ Anderson	Engineering	HYDROGEN FIRE & BRAZE, PTS ASM. & STORE
183A	EB Duckett, III	Engineering	ELECTRONIC NEUTRON GENERATOR DEVELOPMENT
183B	MA Merkel	Engineering	OA - GENERATOR ENGINEERING
183C	EB Duckett, III	Engineering	ELECTRONIC GENERATOR DEV.
183D	GE Gobbels	Engineering	MECHANICAL PROCESSES
183E	GE Gobbels	Engineering	FERROELECTRIC GENERATOR DEV.
184	RJ Anderson	Engineering	Tube test
185A	RJ Antepenko	Engineering	PHYSICAL/INCOMING TESTING
185B	RJ Antepenko	Engineering	SPECIAL PROJECTS
185C	RJ Antepenko	Engineering	GENERAL ENCAPSULATION
185D	RJ Antepenko	Engineering	FOAM ENCAPSULATION
185E	RJ Antepenko	Engineering	INSTRUMENTATION
185F	RJ Antepenko	Engineering	OA - POLYMER LAB
186	A Summerford	Facilities & Sec	Switch gear room
188	D Turner	Computer Serv	Data Processing
189	RD Walton	Engineering	OA -- ENGINEERING SUPPORT
190A	DE Patz	Engineering	DESIGN DEFINITION
190B	PR Cameron	Engineering	OA -- ENGINEERING SUPPORT
190C	SE Chapla	Engineering	ENGINEERING VAX COMPUTERS (UNCL)
190D	TL Myrick	Engineering	ENGINEERING WORK STATIONS
190E	RA Fleming	Engineering	OA -- ENGINEERING SUPPORT
191A	RJ Anderson	Engineering	OFFICE AREA -- STK. & SHELF LIFE
191B	RJ Anderson	Engineering	STOCK ROOM
191C	RJ Anderson	Engineering	SHELF LIFE ROOM
191D	GL Heim, Jr.	Engineering	CAD SYSTEM
191E	NE Demeza	Engineering	Inspection
191F	JR Mikuliza	Engineering	BREAK ROOM
191G	DJ Malbrough	Engineering	DEFECT ANALYSIS
191H	DJ Malbrough	Engineering	DEFECT ANALYSIS
192A	WE Swartz	Engineering	ALUMINA MACHINE SHOP
192B	WE Swartz	Engineering	POWDER PREP ROOM
192C	WE Swartz	Engineering	PRESS ROOM
192D	WE Swartz	Engineering	TAPE CASTING ROOMRAMICS LAB
192E	WE Swartz	Engineering	FURNACE ROOM
192F	WE Swartz	Engineering	SPRAY DRY ROOM
192G	WE Swartz	Engineering	PZT MACHINE SHOP
192H	WE Swartz	Engineering	HEADER BUILD ROOM
192J	WE Swartz	Engineering	PARTICLE SIZE
192K	WE Swartz	Engineering	Varister Room Ceramics Lab
192L	WE Swartz	Engineering	Injection Moulding Room
192M	WE Swartz	Engineering	Metalize Room
193A	EA Cote	Engineering	Magnetics Winding
193B	EA Cote	Engineering	Field Test & Magnetics Dev. Lab
193N	DJ Malbrough	Engineering	Components Testing
194A	WE Swartz	Engineering	Ultrasonics Laboratory
194B	WE Swartz	Engineering	Ferroelectric Powder Laboratory
194C	WE Swartz	Engineering	X-Ray Laboratory
194D	WE Swartz	Engineering	Dark Room
194E	WE Swartz	Engineering	Chem. Prep. Area
194F	WE Swartz	Engineering	PT Test Room
194G	WE Swartz	Engineering	Image Processing
194H	WE Swartz	Engineering	Inspection and Computer Room
194W	DJ Malbrough	Engineering	Components Testing
195A	CG Wagner	Engineering	Powder Proc
195B	CG Wagner	Engineering	Lamb Construction
195M	A Summerford	Facilities & Sec	Equipment Room

Area	Owner	Section	Description
196	DJ Malbrough	Engineering	
196xx	A Summerford	Facilities & Sec	Mech Room
200	E Rice	Manufacturing	Environmental Condition & Test
200A	RJ Stiers	Engineering	SE3150 Eng. Fast Rise Tester
200xx	J Miotke	Manufacturing	Product Tester Support
306		Engineering	Power Sources Support/ Thermal Battery
307	CG Wagner	Engineering	Thermal Battery Fabrication
308	A Summerford	Facilities & Sec	Mech Room
309B	CG Wagner	Engineering	OA -- Engineering Support
310	A Summerford	Facilities & Sec	Mech Room
316A	CG Wagner	Engineering	Test Area
316B	CG Wagner	Engineering	OA - Engineering Support
316C	CG Wagner	Engineering	Battery Test
325	C Carter	Manufacturing	Calibration/Vacuum
327	S Brown	Manufacturing	Heather Lathe Room
330	S Brown	Manufacturing	Heather Clean Room
331	S Brown	Manufacturing	EB Weld
336	CG Wagner	Engineering	Heather
336	S Brown	Manufacturing	Heather Test & Inspection
347	R Welch	Manufacturing	Production Shipping
347xx	A Summerford	Facilities & Sec	Utility
348A	PR Krall	Engineering	Opto Development
348B	CG Wagner	Engineering	Battery Development
348C	CG Wagner	Engineering	Battery Development
348xx	W Ierna	QC&C	NDD Quality Control & Prod Acc.
349	CG Wagner	Engineering	Battery Production Dryroom
350	P Diblasi	Facilities & Sec	Breakroom
350A	T Weikel	Manufacturing	Instrumentation
350B	S Brown	Manufacturing	LAMB
350S	N Stan	Manufacturing	Standards Lab
351	M Dopp	Manufacturing	Clock Resonator
351C	C Carter	Manufacturing	Calibration/Vacuum
351xx	C Carter	Manufacturing	Calibration/Vacuum
352	A Summerford	Facilities & Sec	Mech Room
353A	CG Wagner	Engineering	Iron Disulfide Processing
353B	CG Wagner	Engineering	Machine Shop
357	D Turner	Computer Serv	AMSL Room
357	D Cusick	Facilities & Sec	Offices
357A	AB Hammac, Jr.	Engineering	OA -- ENGINEERING SUPPORT
377	A Summerford	Facilities & Sec	Mech Equip
400	R Brown	Manufacturing	RTG (plan shut down 12/90)
400E	DJ Malbrough	Engineering	RTG Failure Analysis
500	A Summerford	Facilities & Sec	Utilities Operations
550	A Summerford	Facilities & Sec	Waste Neutralization
600	R Welch	Manufacturing	Chemical Storage
700	J Jefferson	EH&SP	Fire Station
700	A Summerford	Facilities & Sec	Plant Grounds Bldg
800A	RJ Anderson	Engineering	Tube Test
800B	DJ Malbrough	Engineering	Accelerator Lab
900	J Jefferson	EH&SP	Fire Training Bldg
930	J Jefferson	EH&SP	Hose Storage Facility

ATTACHMENT A
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ATTACHMENT B

CONDUCT OF OPERATIONS
ORGANIZATION AND TASK BREAKDOWN

CoOp COMMITTEE

Overall management and implementation of CoO by 7/9/90.
Continually assess business impact/benefit.
Consolidate implementation plans/schedules.
Each member to lead a sub-team.
Ensure plantwide training.

AREA DEFINITION TEAM	PLANTWIDE GUIDELINE TEAM	HIGH/MODERATE RISK AREA TEAM	LOW RISK AREA TEAM	ALL OTHER AREA TEAM
Review/update existing area map.	Re-evaluate 18 guidelines for plantwide applicability.	Review guidelines for area applicability.	Review guidelines for area applicability.	Review guidelines for area applicability.
Identify owners for each area.	Evaluate existing level of compliance.	Assess current level of compliance.	Assess current level of compliance.	Assess current level of compliance.
Divide areas into categories: high/moderate risk low risk all other	Develop implementation plans/ schedules for each.	REGROUP WITH CORE TO IDENTIFY OVERLAPS AND ESTABLISH GUIDELINE DEVELOPMENT/ DEFINITION TEAMS.		
	Use sub-teams if needed.	Develop implementation plans and schedules for total area compliance.	Develop implementation plans and schedules for total area compliance.	Develop implementation plans and schedules for total area compliance.
	Assure appropriate documentation.			
	Recommend surveillance requirements.	Assure appropriate documentation.	Assure appropriate documentation.	Assure appropriate documentation.

GUIDELINE DEVELOPMENT/DEFINITION TEAMS

Establish policies/procedures for one specific criteria.

Provide area teams with documents for use in implementation.

Recommend surveillance requirements.

ATTACHMENT C

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 1: OPERATIONS ORGANIZATION AND ADMINISTRATION	GUIDELINE 2: SHIFT ROUTINES AND OPERATING PRACTICES
HIGH/MODERATE HAZARD AREAS	This guideline applies to all categories. A plantwide standard will be developed for each of the requirements within this guideline and the team for each area will build on this standard to provide procedures commensurate with the hazards associated with the area.	Some of the elements of this guideline apply across the plant. For example, the occurrence reporting and the self-assessment programs apply to varying degrees throughout the facility. Minimum requirements for the entire plant will be developed by the Plantwide Guideline Team and then will be passed on to the Hazard Category teams for further definition and development. Specific requirements and documentation relative to the hazards associated with the area will result.
LOW HAZARD AREAS	Policies and procedures currently exist for some of the requirements, however are not formally documented or implemented plant-wide. Others are currently in development such as, the self-assessment program and the training program.	
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 1: CONTROL OF ON-SHIFT TRAINING	GUIDELINE 6: INVESTIGATION OF ABNORMAL EVENTS
HIGH/MODERATE HAZARD AREAS	On-shift training requirements are outlined in a number of DOE Orders. In an effort to meet these requirements, a new organization has been established at GEND. The Training Organization consists of a number of experienced performance based training technologists. This organiztion is in the process of developing a department-wide training program. The implementation of training will be graded with employees in high/moderate hazard areas and systems first.	Some of the elements of this guideline apply across the plant. For example, the occurrence reporting and the self-assessment programs apply to varying degrees throughout the facility. Minimum requirements for the entire plant will be developed by the Plantwide Guideline Team and then will be passed on to the Hazard Category teams for further definition and development. Specific requirements and documentation relative to the hazards associated with the area will result.
LOW HAZARD AREAS	This guideline applies to all categories. A plantwide standard will be developed for each of the requirements within this guideline and the team for each area will build on this standard to provide procedures commensurate with the hazards associated with the area.	
ALL OTHER AREAS	Policies and procedures currently exist for some of the requirements, however are not formally documented or implemented plant-wide. Others are currently in development such as, the self-assessment program and the training program.	

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 1: OPERATIONS ORGANIZATION AND ADMINISTRATION	GUIDELINE 2: SHIFT ROUTINES AND OPERATING PRACTICES
HIGH/MODERATE RISK AREAS		
LOW RISK AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 3: CONTROL AREA ACTIVITIES	GUIDELINE 4: COMMUNICATIONS
HIGH/MODERATE HAZARD AREAS	This guideline applies only to a limited number of high or moderate hazard areas. These areas will be identified by the High/Moderate Hazard Team and detailed policies and procedures will be developed. Training and accreditation and surveillance requirements will be specified as a part of the policy.	Like many of the other guidelines, this applies to the entire plant. There are currently two public address systems in the plant, one is soley for emergency use while the other is for general employee paging. The surveillance program for the emergency public address system includes daily plantwide testing. This was identified as a Tiger Team issue and is being addressed. Additional procedures and documentation are in development that will address all requirements listed in Guideline IV.
LOW HAZARD AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 5: CONTROL OF ON-SHIFT TRAINING	GUIDELINE 6: INVESTIGATION OF ABNORMAL EVENTS
HIGH/MODERATE RISK AREAS	On-shift training requirements are outlined in a number of DOE Orders. In an effort to meet these requirements, a new organization has been established at GEND. The Training Organization consists of several experienced performance based training technologists. This organization is in the process of developing a department-wide training program. The implementation of formal training programs will be graded with employees in high or moderate hazard areas trained first.	With the implementation of 5000.3A, a department-wide incident/event reporting program was established. Currently, efforts are underway to establish a formal method for determining root cause and developing a lessons learned system. Root Cause Analysis training is being scheduled in two phases. First, a few individuals will go through the formal, detailed training and become the site root cause analysis experts. Second, most managers will be provided with a short version of the process. Once these programs are underway, GUIDELINE VI requirements will be met.
LOW RISK AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 7: NOTIFICATIONS	GUIDELINE 8: CONTROL OF EQPT AND SYSTEM STATUS
HIGH/MODERATE RISK AREAS	The requirements for notifications related to events or incidents are clearly outlined in the GOP related to 5000.3A. Both DOE and GEND individuals are equiped with beepers and cellular telephones in order to maintain accessibility. However, there are a number of "understood agreements" relating to notifications both within GEND and with PAO. These agreements need to be documented to assure proper notifications. These procedures will be developed by the Plantwide Guidelines Team.	Compliance to this requirement varies depending on the area. A department-wide standard will be developed. However, programs for equipment and systems in high/moderate areas will be developed as a top priority by the High/Moderate Hazard Team. Establishment of "Operating Envelopes" will define what is "normal" for each of these areas and will be used as a basis for developing a formal baseline for equipment and system status.
LOW RISK AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 9: LOCKOUTS AND TAGOUTS	GUIDELINE 10: INDEPENDENT VERIFICATION
HIGH/MODERATE RISK AREAS	A plant-wide policy for lockouts and tagouts is in the draft form. This document and procedure was being developed to respond to a Tiger Team finding that identified several issues with the existing system. This procedure will apply to high, moderate and low risk areas. It does not apply to all others.	There is currently no established procedure for independent verification. These procedures will be developed by each of the area teams to be commensurate with the criticality of the equipment and processes in the area.
LOW RISK AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 11: LOGKEEPING	GUIDELINE 12: OPERATIONS TURNOVER
HIGH/MODERATE RISK AREAS	There is currently no standard for logkeeping at GEND. A plant minimum standard will be developed by the Plantwide Guideline Team and then be passed on to the area teams for further development. High and moderate areas will obviously have more stringent requirements for logkeeping.	Partial implementation of these requirements is accomplished with the Off-Shift Information GOP 3.11. There are currently no checklists or other shift turnover requirements in existance. A plant minimum standard will be developed and passed on to the specific area teams for additional detail.
LOW RISK AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 13: FACILITY CHEM AND UNIQUE PROCESSES	GUIDELINE 14: REQUIRED READING
HIGH/MODERATE RISK AREAS	In order to fully comply with this requirement, the operating envelope for each area must be established. Once the owners and operators are aware of what processes exist in the area and what is "normal", policies and procedures for controlling and monitoring facility chemistry and unique processes will be established for each area. Operating Envelopes will be defined for the high/moderate hazard areas first and as such, the procedures associated with processes and chemistry will be established.	There are currently no formal requirements to assure that operating personnel read applicable documents. There are fragmented requirements, such as the annual review of the ES&H manual, however, systems need to be established to ensure that operators are up-to-date on all available information.
LOW RISK AREAS		Plantwide minimum standards will be established by the Plantwide Guideline Team and the individual area teams will develop area specific guidelines. The CoOp Manual will be a part of this process.
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 15: TIMELY ORDERS TO OPERATORS	GUIDELINE 16: OPERATIONS PROCEDURES
HIGH/MODERATE RISK AREAS	Operator orders are now delivered by the Floor Manager or Line Manager verbally. This responsibility can be delegated to the appropriate engineer. There are no formal, written guidelines or procedures related to operator orders. These requirements will be documented by the Plantwide Guideline Team and developed into area specific requirements by the area teams.	The Manufacturing organization currently operates with a very formal, standard operating instruction for each job. The changes are controlled and the operators have constant access to the most updated OI. Other areas of the plant lack formal procedures, documentation and configuration control. The individual area teams will develop standard formats with guidance from the new Operations Programs organization. Top priority will be given to the high and moderate hazard areas.
LOW RISK AREAS		
ALL OTHER AREAS		

AREA CATEGORY COMPLIANCE MATRIX

	GUIDELINE 17: OPERATOR AID POSTINGS	GUIDELINE 18: EQUIPMENT AND PIPING LABELING
HIGH/MODERATE RISK AREAS	There are no formal standards or requirements in existance for operator aid postings. A plant standard will be developed by the Plantwide Guideline Team and area specific requirements will be developed by the area teams in accordance with the plant standard. Once again, priority will be given to the high and moderate hazard areas.	There is an existing procedure relating to piping and labeling however, it must be updated. The room doors are consistently labeled and progress is being made toward additional labeling requirements. The Plantwide Guideline Team will be asked to develop a plant standard for labeling. Area owners will be responsible for implementation.
LOW RISK AREAS		
ALL OTHER AREAS		

ATTACHMENT D

1 = Not Applicable
2 = Currently In Conformance
3 = Currently Not In Conformance

PINELLAS PLANT

Name of Area	Conduct Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
ENGINEERING 1. Components Testing	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
2. Gen. & Det. Development	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
3. Neutron Tube Development	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
4. Polymers & Chemistry Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
5. Precision Electronic Comp	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

ATTACHMENT D
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Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
6. Materials & Process Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
7. Metallury & Ceramics Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
8. Capacitor Development	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
9. Accelerator Laboratory	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
10. Engineering Support Offices	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
11. Chemical Vapor Deposition Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
12. Battery Development	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
13. Chemical Clean & Test	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
14. Photography Laboratory	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
COMPUTER SERVICES																		
15. Software Tech. Lib.	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
16. Computer Services	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
17. Computer Services	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
18. Central Comp. Fac.	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
19. Process Control	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
FINANCE 20. General Accounting	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
21. Personnel Accounting	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
22. Capital Plng.& Cost Analysis	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
23. Operations Planning	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
24. Auditing, Comp.&Contrs.	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
HUMAN RESOURCES 25. Human Resources	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
26. Medical Center	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
PROGRAMS 27. Programs	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
QUALITY CONTROL & CONSULTING																		
28. Incoming Test & Inspection	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

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Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
29. Purchased Material Qual.	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
30. QC Computer Room	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
31. General Office Area	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
32. QC Product Acceptance	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
33. Shelf Life Room	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
MANUFACTURING 34. Tube Sub-Assembly	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
35. Tube Assembly & Test	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
36. Generator Assembly	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
37. Resin Casting & Final Unit Prep	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
38. Parts Fabrication	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
39. Ceramics Shop	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
40. RTG	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

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Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
41. Magnetics	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
42. Resonator/ Clock	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
43. Heather	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
44. LAC	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
45. Capacitors	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
46. LAMB	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
47. Environmental Conditioning&Test	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
48. Final Cert & Test	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
49. Shop Operation Office Areas	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
50. Shop Computer Systems	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
51. Production Stockrooms	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
52. Timer/Driver Stockroom	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
53. Production Shipping	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
54. Chemical Storage Bldg	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
55. Reactive Metals Bldg	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
56. Instrumentation Equip. Calibration	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
57. PTS Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
58. Standards Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
59. Calib/Maint Vacuum	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
60. EC&M Machine Shop	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
61. EC&M Electro-mechanical Lab	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
62. Wet Vacuum Shop	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
63. EC&M Resin Casting	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
64. EC&M Office Area	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
65. Assembly & Test	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
66. Assembly & Test	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
67. Toolroom	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
68. Equipment Design	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
69. Equipment Software	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
70. Procurement Office	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
71. Receiving & Traffic	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
72. Truck Scale	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
73. Remote receiving	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
74. Laundry & Metal	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
75. General Stock	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
76. Office Area	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

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Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
77. Production Gas Cylinders	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
PLANT SERVICES 78. EH&S Offices	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
79. Waste Management Operations	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
80. Miscellaneous Plant Services	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
81. Partnership School	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
82. Computer Services	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

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Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
83. Computer Maintenance	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
84. Facilities Maintenance Offices	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
85. Facilities Maint. Shops	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
86. Utilities Operation	3	3	3	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
87. Plant Roofs	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
88. Plant Grounds	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

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Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
89. Facilities Equipment Rooms	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
90. Fire Training Facilities	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
91. Plant Facilities Offices	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
92. Plant Security Bldg	3	3	2	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
93. Emergency Operations	3	3	2	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
94. Cafeteria/ Breakrooms	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

Name of Area	Conduct of Operations Compliance by Area																	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
95. Offsite Warehouse	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3
96. Employee Store	3	3	1	3	3	3	3	3	3	3	3	3	3	3	2	3	3	3

ATTACHMENT D
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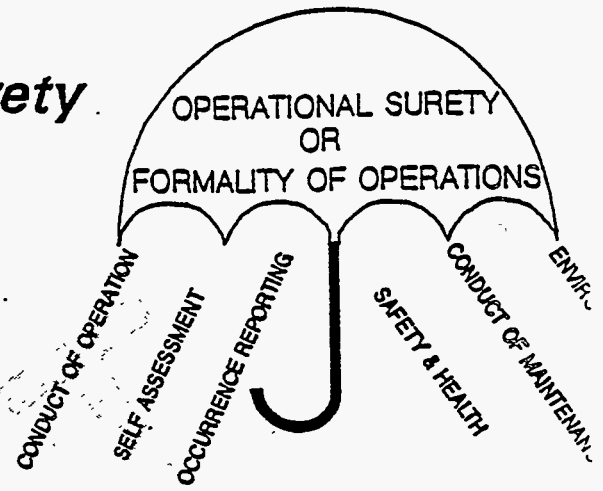
ATTACHMENT E

Looking Ahead

Operational Surety



WHAT DOES IT ALL MEAN?

In general, these are terms used by our customer, the Department of Energy, in describing the new standard for conducting business in the Nuclear Weapons Complex. Some of this new terminology refers to a specific DOE Order, while others describe the overall philosophy or program that encompasses all the specific requirements.

Our Department recently focused many new resources toward meeting these new expectations. From Operational Surety Program Managers to Manufacturing and Engineering Operational Surety Managers to individual representatives on implementation teams, we will all be working toward a common goal — striving for business excellence with a comprehensive Operational Surety Program (OSP).

We hope to use this monthly newsletter to communicate these new programs and to speed the educational process we must all go through to understand this new way of doing business. In addition, watch the Headliner for OSP communications.

In this first edition we would like to do two things. First, above is a graphical illustration of how it all works. Operational Surety or Formality of Operations is the "umbrella" for all the individual elements we will implement. We will provide specific details of each of these elements in future newsletters. Next, we thought you might be interested in an update on Occurrence Reporting, DOE Order 5000.3A.

If you have any questions, you may contact Melissa McCormick, Christy Anderson, Patsy Dillard, Linda Oberting or Bob Poole.

OCCURRENCES
(5000.3A)

We have had 36 occurrences since we started reporting the first of September. Here is a sample of what we have found to date:

1. Improper machining of lead
2. Water leaking from pipe from a radiological area.
3. Hydrogen hose fire.
4. Unresolved door alarm.
5. Disposal of SYNLUBE solution down storm drain.
6. Closure of Tape Vault resulting in personal injury.

A common thread or lesson learned through many occurrences is that we must spend more time planning the "non-routine" jobs we perform. Try to anticipate what might happen & plan accordingly.

If you would like further details about these occurrences, check the Library for the file copy after November 29th.

90-01 This newsletter is published monthly by the Operational Surety Program Managers for the employees of the GE

OPERATIONAL SURETY NEWS & VIEWS

WHAT DOES "CONDUCT OF OPERATIONS" (CoOp) MEAN ?

As all of you are aware, the Department of Energy (DOE) is establishing many new programs aimed at improving the safety, environment and health of the nuclear weapon facilities. Operation Programs is in the process of designing a communication tool to keep you informed of the implementation process of all the new DOE requirements, but for now we felt you needed some information to help you understand some of the basic terms.

Our first newsletter addressed the variety of new phrases popping up around the plant--Conduct of Operations, Operational Surety, Surveillance, etc. This edition provides a more in-depth description of one in particular.....DOE Order 5480.19, "Conduct of Operations" (CoOp).

This order, which became effective July 9, 1990, identifies specific guidelines in a series of 18 chapters that must be implemented within each DOE facility to target the improvement of safety, the environment and health. Some examples of these 18 chapters are:

- Lockout/Tagout Procedures
- Equipment and Pipe Labeling
- Logkeeping
- Shift Turnover Procedures

The goal of the Department in requiring the implementation of each of these guidelines is to establish a more controlled method of operation. It is expected that the safety, environmental risk and human factors of every facility will be improved by establishing a more formal method of operation.

According to Christie Anderson, Program Manager for Conduct of Operations, " The new Operation Programs organization in conjunction with the functional Operational Surety Managers is attempting to sift through this order, and many others that are directly related, to identify what parts are applicable and could benefit NDD."

Initially, the CoOp guidelines are being implemented in two pilot areas, the Industrial Wastewater Neutralization Facility and lab area 182D. You will be hearing more about CoOp and how it will affect you as more specific plans are developed and communicated. An educational video on Conduct of Operations will be available soon along with training modules on all of the 18 requirements.

So, the next time you hear one of these often used phrases,

"CONDUCT OF OPERATIONS... OPERATIONAL SURETY...SURVEILLANCES",

don't be confused, it is just a new way of operating NDD to assure that we are all safe and that the environment is protected. There will be many, many more programs of this type being developed and we will keep you informed through this newsletter. A copy of the DOE Order 5480.19 is available for reading in the Technical Information Center (TIC). If your department is already implementing CoOp, let us know, we'll feature you in future issues.

INCIDENTS & OCCURRENCES (5000.3A)

As previously mentioned, surveillance is becoming a critical part of our jobs. An important aspect of this surveillance is the 5000.3A occurrence reporting. Here are some of the recent occurrences reported from our plant.

- Sulfur Dioxide Monitor failure in LAMB area.
- Plugged pressure relief valve (reference the Safety Flash of 1/25/91).
- Portable fire extinguisher inspection program out of NEPA Specifications.
- Improper disposal of a classified mold.
- Electrical Shock of a craftsman.
- Finger laceration of a craftsman.
- Three Uninteruptible Power Supply (UPS) failures.
- Head injury of a craftsman while operating a lift-a-loft (see details below).

FACTS ABOUT THE LIFT-A-LOFT INJURY

- On Monday, January 28 at about 4:45pm, a Maintenance Craftsman was injured while operating a lift-a-loft.
- His head was caught between the lift-a-loft cage and the concrete lintel (doorway) just west of the cafeteria.
- NDD emergency personnel responded immediately and within 15 minutes of the incident, Pinellas County EMS arrived. The Bayflight helicopter lifted the craftsman to Bayfront Medical within 30 minutes of the accident.
- The craftsman is in the hospital listed as stable and improving.

CORRECTIVE ACTIONS

- The lift-a-loft was inspected and found to be in good operating order.
- All lift-a-lofts have been tagged-out pending further investigation.
- An Accident Investigation Team has been created to perform a MORT (Management Oversight & Risk Tree) based root cause analysis. The Team is chaired by the DOE Branch Chief of Environment, Safety & Health, and Compliance, and includes NDD representatives from Facilities, Human Resources, and EH&SP. A consultant has been retained to provide technical guidance as needed.

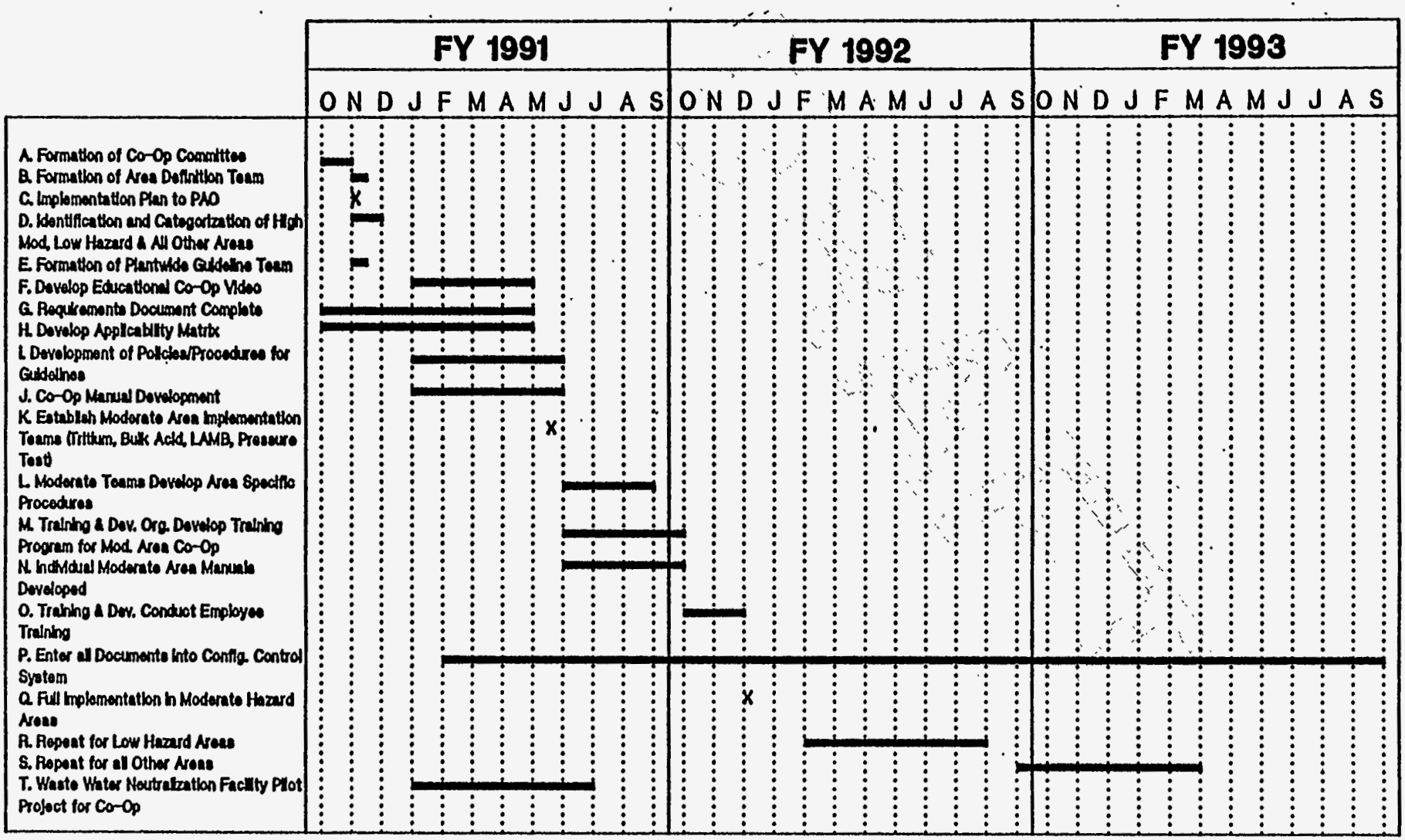
How safe do you feel on your job? Have you received the proper training on all machinery that you're expected to operate? Challenge your managers, it's their obligation to be sure that you are aware of all available information. **Managers, if you're not aware of what's available, call any Operational Surety Program Manager.**

TO BE SAFE, BE ALERT

91-01 ***This newsletter is published by Operation Programs for the employees of the Neutron Devices Department which operates the Pinellas Plant for the United States Department of Energy. For information or questions pertaining to any of the contents, contact: Leslie Daniels, Operation Programs, X6702.***

ATTACHMENT F

Co-Op IMPLEMENTATION PLAN



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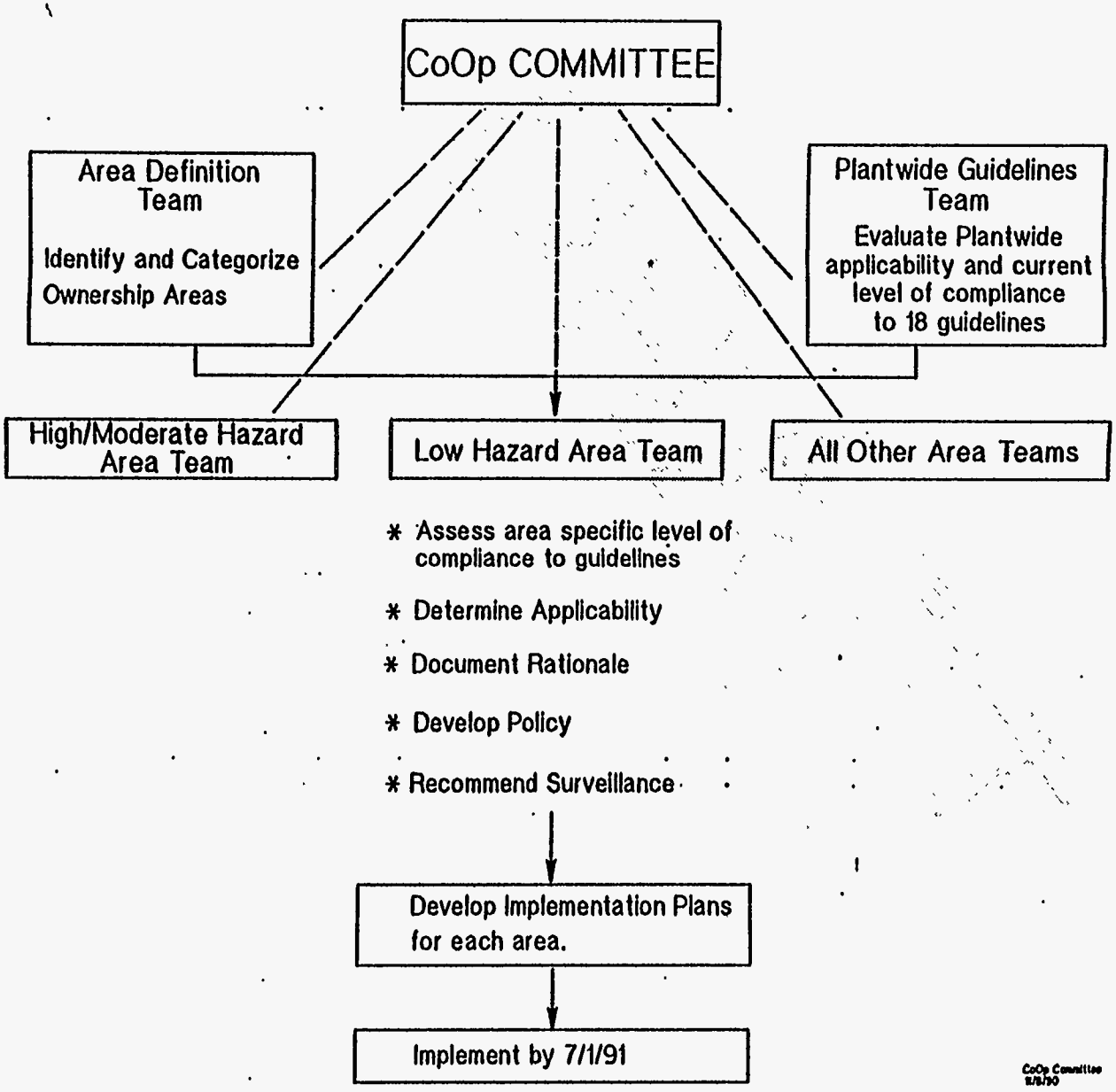
CONDUCT OF OPERATIONS

IMPLEMENTATION SCHEDULE, Continued

A. Formation of Co-Op Committee - Refer to Conduct of Operations Implementation Plan NDPP-OSP-0003
B. Formation of Area Definition Team - Refer to NDPP-OSP-0003
C. Implementation Plan to PAO - Refer to Title Page NDPP-OSP-0003.
D. Identification and Categorization of High, Mod, Low Hazard & All Other Areas - Refer to Paragraph 7.2.1
E. Formation of Plantwide Guideline Team - Refer to Paragraph 7.2.2
F. Develop Educational Co-Op Video - Refer to Paragraph 9.1.2
G. Requirements Document Complete - Draft outline completed
H. Develop Applicability Matrix - Refer to Paragraph 7.5
I. Development of Policies/Procedures for Guidelines - Refer to Paragraph 7.2.2
J. Co-Op Manual Development - Refer to Paragraph 8.0
K. Establish Moderate Area Implementation Teams (Tritium, Bulk Acid, LAMB, Pressure Test) - Refer to Paragraph 7.2.3
L. Moderate Teams Develop Area Specific Procedures - Refer to 7.2.3
M. Training & Dev. Org. Develop Training Program for Mod. Area Co-Op - Refer to Paragraph 9.2
N. Individual Moderate Area Manuals Developed - Refer to Paragraph 8.2
O. Training & Dev. Conduct Employee Training - Refer to Paragraph 9.2
P. Enter all documents into Config. Control System - Refer to Paragraph 8.1
Q. Full Implementation in Moderate Hazard Areas - Refer to complete plan NDPP-OSP-0003
R. Repeat for Low Hazard Areas - Steps L through Q will be repeated for Low Hazard Areas.
S. Repeat for all other areas - Steps L through Q will be repeated for all other areas.
T. Wastewater Neutralization Facility Pilot Project for Co-Op - Refer to Paragraph 7.6.

ATTACHMENT G

CONDUCT OF OPERATIONS



ATTACHMENT H

FUNDING PROFILE FOR IMPLEMENTATION OF CONDUCT OF OPERATIONS

	FY91	FY92	FY93	TOTAL
HEADCT/FTE'S # *	8	8	8	8
HEADCT/FTE'S $$ **	$ 484,000	$ 508,800	$ 508,800	$1,501,600
OTHER $$ ***	1,015,000	752,500	202,500	1,970,000
TOTAL	$1,499,000	$1,261,300	$711,300	$3,471,600

NOTES:

Planned actions can only be accomplished within the indicated scheduled if sufficient funding is provided in those years.

* Total includes 4 CoOp Engineers for functional implementation, 2 Technical Writers/Editors, and 2 Requirements Engineers/Specialists.

** Manpower costs are average salary plus benefits. Manpower costs for FY93 are not escalated.

*** "Other $$" includes expenses related to training, re-arrangement, equipment, travel and miscellaneous.