

PROJECT MANAGEMENT PLAN EXAMPLES

Project Closeout - End Point Closeout Examples

Example 77

7.5 Endpoint Closure

The endpoint documents have grouped the building spaces and systems into a number of manageable areas. The areas are closely related to the engineering work plans that guide completion of many of the endpoints. Endpoint closure methods and practices are provided in the attachment of this PMP.

On completion of an endpoint, a BWHC field representative will initial complete on the field copy of the endpoint document. A BHI field representative will verify acceptable completion of the applicable activity. Verification may be performed by reviewing documents, letters, photos, work packages, or work plans, or by visual inspection. When all the endpoints for a specific area of the building have been completed and verified, designated BWHC and BHI management will sign for completion and acceptance of that area. A filing system will be utilized for storing the documentation closing endpoints.

7.6 Administrative Endpoints and Turnover Package

Administrative endpoints are a compilation of identified supporting documentation for the transition of the 324 and 327 Buildings into the Surplus Facilities Program. An endpoint has been assigned to the documents for tracking and verification only. The compilation includes those documents that are required by law, the Tri-Party Agreement, or DOE Orders, or have been identified by building management, RL, or BHI.

Additional supporting documentation is included under the requirements of a turnover package. The turnover package activities support the physical 'hands on' documentation required to perform future surveillance entries and audits and to assist disposition planning (e.g., final Radiological Surveys and maps). Turnover package items are addressed in the endpoints for the specific space or system where the requirement applies. A turnover package consists of the following items:

- Essential diagram drawings required to support S&M and D&D
- Certified vendor information
- Chemical and hazardous substance inventory
- Deactivation work plans
- Description/photos of spaces to be routinely surveyed
- Final radiological surveys and maps
- RCT routine
- Industrial space hazards identified
- Operational systems waste accumulation areas identified
- Structural and roof studies
- Fire hazard analysis requirements
- Compliance with the Hazards Communication Program
- Compliance with the Asbestos Control Program
- Compliance with the Confined Space Program
- Waste characterization data for waste that was removed as a part of deactivation.

Example 78

7.4 END POINT ADMINISTRATION AND CLOSURE

Completion and verification of the 9206 Complex end points by EUO 9206 staff and the organization who will be responsible for the S&M phase, if different from EUO, is required to complete the facility transition phase and initiate the S&M phase of the decommissioning process. A transition readiness review will be performed and documented to verify that the facility is acceptable for long-term S&M. The readiness review will follow the approach used at other DOE sites for facilities being turned over for acceptance into the EM program. (NOTE- At the current time it is expected that 9206 Complex will continue to be managed by EUO under the Y-12 Defense Programs during the S&M phase. The document will describe the final facility condition including environmental, safety, nuclear material holdup, and outstanding regulatory concerns.)

On completion of an end point, 9206 staff will review completion on the field copy of the end point document and then verify acceptable completion of the applicable activity. Verification may be performed by reviewing documents, letters, photos, work packages, or work plans or by visual inspection. When all the end points for a specific area of the facility have been completed, 9206 operating crews and supervision will verify and document completion of that area. A filing system will be required for storing the documentation for closing end points. The end point document groups the facility spaces and systems into a number of

manageable areas. These areas are closely related to the work plans that will guide completion of many of the end points. Activities that are conducted in FY-1999 prior to end points definition will be included in the document system.

7.5 ADMINISTRATIVE ENDPOINTS AND TURNOVER PACKAGE

Administrative end points are a compilation of identified supporting documentation for the deactivation and transition of Building 9206. An end point has been assigned to these for tracking and verification only. The compilation includes those documents that are required by law, DOE orders, or have been identified by the deactivation planning team, DOE, or LMES. The turnover package supports the physical "hands on" documentation required to perform future S&M entries and audits and to assist disposition planning (e.g. final radiological surveys and maps). Turnover package items will be addressed in the end points for the specific space or system where the requirements apply. The following information will be prepared as part of the turnover package:

- Security Plan for S&M Phase
- RCRA Closure Plans
- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) (solid waste management unit) Closure Documentation (as applicable)
- Air Permit Status and Documentation
- CSA/Criticality Safety Requirements (CSR) Closure Status and Documentation
- Final Nuclear Material Inventory Status
- Essential Engineering Drawings Required to Support S&M and D&D
- 9206 Building Floor Plan(s)
- 9206 Building Equipment Drawings
- IH Sample Analysis (for example, asbestos)
- Chemical and Hazardous Substance Inventory (for example, HMIS reports)
- Industrial Space Hazards Identified (for example, low head space) FHA BIO
- Deficiency Reports for Equipment/Systems Remaining "As-Is" Until D&D.
- Deactivation Work Plans
- Final Radiological Area Surveys and Maps
- Radiological Survey Routine Plan for S&M Phase Structural and Roof Studies
- Preventive Maintenance Schedule (for systems to remain functional during S&M phase)
- Waste Accumulation Areas Identified for S&M Operational Systems
- End Point Closure Documentation
- Proposed S&M Route
- Draft S&M Plan
- Description/Photos of Spaces on S&M Route
- Compliance with the Asbestos Control and Confined Space Programs
- Waste Characterization Data for Egress Waste
- Justification for Change in Authorization Basis at Deactivation End State
- Safety Basis Document(s) for S&M Phase