



U.S. Department of Energy

Oak Ridge Office of Environmental Management

and

Isotek Systems, LLC

Partnering Agreement

August 8, 2016



EM Environmental Management

safety ❖ performance ❖ cleanup ❖ closure



**U.S. Department of Energy
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Partnering Framework

INTRODUCTION

The U.S. Department of Energy (DOE) Oak Ridge Office of Environmental Management (OREM) and Isotek Systems, LLC (Isotek) are committed to continuous improvement and will utilize principles of the DOE Environmental Management (EM) Partnering Policy to create and foster a team environment, with the goal being execution of the U-233 Disposition Project Contract scope of work safely and securely in a manner that controls cost and schedule. The EM Partnering Policy is predicated on the fact that partnering is a way of doing business based upon trust, dedication to common goals, and an understanding and respect of each other's expectations and values. This focused partnership is intended to improve the mission of the U-233 Disposition Project, emphasizing project safety, compliance, and improved project delivery. This partnership is built on the premise that contractor success and success of the DOE mission of cleanup of the Building 3019 Complex are inexorably linked.

Partnering establishes a collaborative approach to achieving results. This teaming approach is based on open communication, collaboration, and conflict resolution. Partnering emphasizes the early detection of problems and issues, and resolution of these early in the process. Partnering, therefore, is a commitment of the participants to perform as a team.

The Partnering Team is committed to working together, based on open communication and early conflict resolution, in their collective pursuit of the U-233 Disposition Project mission. As a result of these efforts, stakeholders will view the OREM – Isotek team worthy of investment in the furtherance of DOE's long-term cleanup goals.

VISION

The Partnering Team will complete the mission of the U-233 Disposition Project in a safe, secure and compliant manner, with a goal of controlling cost and schedule.

IMPLEMENTATION

Partnering creates a cohesive and effective team united in the accomplishment of the mission. OREM and Isotek are committed to working together to achieve this model of success by sponsoring and actively participating in meetings designed to improve communication and collaboration. Both OREM and Isotek senior management expect OREM and Isotek personnel will support this commitment to partnering by actively engaging in teaming activities as requested by their management. Attachment 2 solidifies and documents agreement with the partnering concepts to be implemented by this process.

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Partnering Meetings

The Partnering Sponsors will meet monthly to the extent possible to discuss progress, issues, and lessons learned. These meetings can occur as part of the monthly project or functional support review meetings. At a minimum, the following items will be covered at the monthly meetings:

1. Key partnering goals and progress against these goals
2. Key issues, persons responsible for issue resolution, and status
3. Issues that cannot be resolved and date issue was surfaced to the Partnering Sponsors
4. Lessons Learned

The full Partnering Team, which includes all signatories to the Partnering Agreement, will meet on a semi-annual basis. The initial meeting of this group will be held within 90 days of the date the agreement is signed. The Partnering Sponsors can change the frequency of this meeting if they choose, and other meetings of the team may be required at times to discuss and resolve emergent issues of a significant nature. In preparation for the meetings of the Partnering Team, the Co-Leads will develop and issue a formal agenda.

Dispute Resolution

The Partnering Team agrees to resolve issues that arise, efficiently and effectively. In general:

- Normal management processes and systems will be used to resolve issues. Issue resolution will start at the lowest level of management possible and proceed through both organizations' hierarchies.
- If the issue cannot be resolved following normal processes, the issue will be elevated to the Partnering Co-leads. The Co-leads are expected to resolve the issue in a timely manner after receiving notification.
- The Partnering Sponsors will be engaged to resolve an issue only if the Co-leads cannot. If the issue still cannot be resolved, then the Partnering Sponsors agree that an impasse has been reached and dispute processes as defined in the contract will be followed.

Attachment 2 solidifies and documents the agreement.

Partnering Team Changes

Partnering Team changes will be adopted upon the approval of the OREM Manager and Isotek Project Manager.

Annual Review and Renewal

The Partnering Framework, including the Agreement, will be reviewed, revised if necessary, and renewed on an annual basis. The day the Partnering Agreement is signed by both Partnering Sponsors signifies the beginning of the 1-year period.

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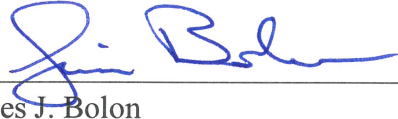
The partnering Project Planning Co-leads are responsible for coordinating the review and renewal of the Partnering Framework.

PARTNERING SPONSORS

SIGNED:



Susan M. Cange, Manager
Oak Ridge Office of Environmental
Management



James J. Bolon
President/Project Manager
Isotek Systems, LLC

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Attachment 1

Partnering Alignment

This table identifies the DOE OREM and Isotek Partnering Sponsors and Co-leads.

Partnering Sponsors		
DOE Sponsor	Isotek Sponsor	Function
Sue Cange	Jim Bolon	Project Sponsorship
Partnering Co-Leads		
DOE Co-Lead	Isotek Co-Lead	Function
Bill McMillan/Jay Mullis	Jim Bolon	Project Planning and Direction
Hurtis Hodges/Alan Stokes	Scott Barnes	Project Execution and Business Management
Chelsea Hubbard/Tim Noe	Sarah Schaefer	Facility Operations and Maintenance
Karen Deacon	Bryan Roy	Processing Campaign Capital Project
Natasha White/Bill McMillan	Scott Barnes	Prime Contract
Mike Pribish	Brian Niekerk	Quality Assurance
Mike Pribish	Pat Card	Cybersecurity
Brian DeMonia	Brian Niekerk	ES&H
Nathan Felosi	Jim Brogger	Nuclear Safety
Nathan Felosi	Sarah Schaefer	Engineering
Brian DeMonia/Pat Howard	Pat Card	Security
Stephen Silvers/Harvey Heckman	Pat Card/Ashley Smith	NMC&A
Eric Gilbert	Pat Card/Beverly Jones	Classification
Cathie Burgin/Tim Hertzell	Scott Barnes	Finance

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Attachment 2

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Partnering Agreement

VISION

The Partnering Team will complete the mission of the U-233 Disposition Project in a safe, secure and compliant manner, with a goal of controlling cost and schedule.

STATEMENT OF COMMITMENT

We, the undersigned members of the DOE OREM and Isotek Project Team, mutually agree to work in a collaborative and cooperative manner through open communication and coordination with team members to achieve the vision.

PROJECT GOALS

1. Safety of our workers, the public and the environment will always be our core value and we will aspire to a safety and quality goal of zero accidents, incidents, releases and defects.
2. We will take the time necessary as a team to plan and perform our work in a manner that assures success the first time and minimizes potential rework.
3. We will identify emerging issues early and work aggressively to resolve them at the lowest levels of the organization as possible. Our collective goal is to keep the number of unresolved disputes to zero.
4. We will cost-effectively use the best innovative engineering processes and work practices to deliver the contract scope of work in an optimal way.
5. We will work together to eliminate non-value added requirements and streamline processes in order to efficiently deliver our contract scope of work.
6. We will execute the contract at the highest level of management efficiency by eliminating non-value activity, avoiding delays and fully aligning and integrating the contract with our project management systems, including the Project Management Baseline.
7. We will communicate with each other and our stakeholders with alignment and transparency.
8. Our leadership team will work together to ensure that the well-being of the work force and a culture of excellence is evident throughout the organization.
9. We will be a good neighbor to the local community.
10. We will conduct our business based upon trust, dedication to common goals, and an understanding of and respect for each other's expectations and values.



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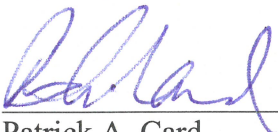


Partnering Signatures

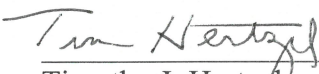

Susan M. Cange

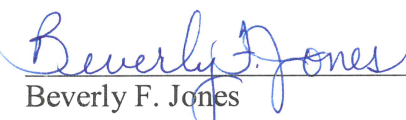

William G. McMillan



Scott D. Barnes


Patrick A. Card


Nathan T. Felosi

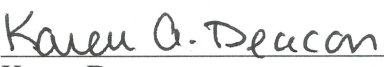

Timothy J. Hertz

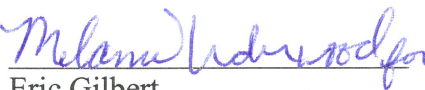

Beverly F. Jones


Bryan Roy


Alan G. Stokes


James N. Brogger

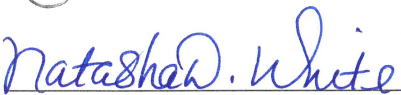

Karen Deacon



Eric Gilbert

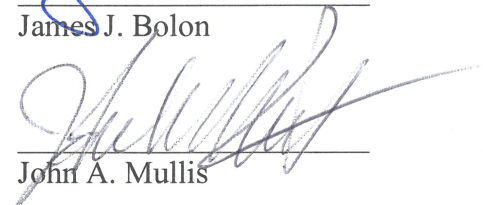

Hurtis Hodges

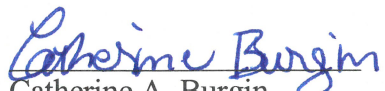

Brian Niekerk


Sarah S. Schaefer



Natasha D. White

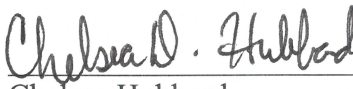

James J. Bolon

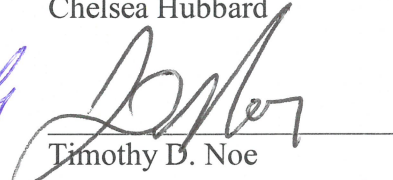

John A. Mullis


Catherine A. Burgin

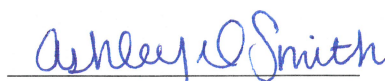

Brian C. DeMonia


Harvey M. Heckman


Chelsea Hubbard


Timothy D. Noe


Stephen Silvers


Ashley Smith

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Attachment 3

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Key Project Challenges and Issues

The Partnering Team has identified the following key project challenges and issues that stand in the way of the safe, secure, and compliant completion of the U-233 Disposition Project mission and will work together to eliminate or mitigate these challenges and issues.

Challenges/ Issue No.	Challenge/ Issue Description	Action(s) to Resolve	Owner	Commitment Date