



## Department of Energy

Washington, DC 20585

June 5, 2003

### MEMORANDUM FOR DISTRIBUTION

FROM: John Evans, Facility Representative Program Manager

A handwritten signature in black ink, appearing to read "John Evans".

SUBJECT: Facility Representative Program Performance Indicators Quarterly Report

Attached is the Facility Representative Program Performance Indicators (PIs) Quarterly Report covering the period from January to March 2003. Data for these indicators are gathered by Field elements quarterly per DOE-STD-1063-2000, *Facility Representatives*, and reported to Headquarters program offices for evaluation and feedback in order to improve the Facility Representative Program.

The percentage of Facility Representatives who are fully qualified reached 91% across DOE. In EM the percentage is 97%, in SC the percentage is 95%, and in NNSA the percentage is 78%. The DOE goal is 75%. Staffing levels for the three organizations continue to be below the 100% goal, but during the quarter were 92% at EM sites, 85% at SC sites, and 80% at NNSA sites.

The 2003 Facility Representatives Workshop was held May 13-15, 2003. A total of 102 people attended, including 52 Facility Representatives. Jeff Allison, Manager, Savannah River Operations Office provided the keynote address. The 2002 Facility Representative of the Year Award was presented to Jerry Lipsky of the Los Alamos Site Office for outstanding service as a Facility Rep at the TA-55 Plutonium facility and the Chemistry and Metallurgy Research facility. Presentations and videos from the workshop will soon be available on the Facility Representative web site at <http://www.facrep.org>.

Current Facility Representative information and past quarterly performance indicator reports are accessible via the Internet. Should you have any questions or comments on this report, please contact me at 202-586-3887.

Attachment



Facility Representative Program Performance Indicators Quarterly Report  
June 5, 2003

**Distribution:**

Kyle McSlarrow, S-2	Manager, Carlsbad Field Office
Linton Brooks, NA-1	Manager, Chicago Operations Office
Robert Card, S-3	Manager, Idaho Operations Office
Everet Beckner, NA-10	Manager, Kansas City Site Office
Jessie Roberson, EM-1	Manager, Livermore Site Office
Raymond Orbach, SC-1	Manager, Los Alamos Site Office
William Magwood, NE-1	Manager, Nevada Site Office
James Mangeno, NA-3.6	Manager, Oak Ridge Operations Office
Greg Rudy, NA-50	Manager, Office of River Protection
Milton Johnson, SC-3	Manager, Ohio Field Office
	Manager, Pantex Site Office
	Manager, Richland Operations Office
	Manager, Rocky Flats Field Office
	Manager, Sandia Site Office
	Manager, Savannah River Operations Office
	Manager, Savannah River Site Office (NNSA)
	Manager, Y-12 Site Office

**cc:**

Program Sponsors:

Carson Nealy, CH  
Ray Furstenu, ID  
Terry Wallace, NSO  
Phil Hill, LSO  
Bob Poe, OR  
Nat Brown, OH  
Shirley Olinger, RL  
Chris Bosted, ORP  
Dero Sargent, RF  
Charles Hansen, SR  
Ken Zamora, SSO  
Ken Ivey, YSO

Steering Committee Members:

Jody Eggleston, AL Service Ctr  
Gary Schmidtke, SSO  
Karl Waltzer, PXS  
Earl Burkholder, PXS  
Joe Vozella, LASO  
Fred Bell, LASO  
Michael Roberts, KCSO  
Don Galbraith, CBFO  
Karl Moro, CH  
Leif Dietrich, PAO  
Peter Kelley, BAO  
Mark Holzmer, AAO-W

Steering Committee Members, continued:

Bob Seal, ID  
Tim Henderson, NSO  
Richard Scott, LSO  
Michael Jordan, OH  
Jennifer Dundas, WVDP  
T.J. Jackson, WVDP  
Dave Kozlowski, FCP  
Jack Zimmerman, MCP  
Tyrone Harris, OR  
Rick Daniels, OR  
Tim Noe, OR  
Jeff Parkin, RF  
Rob Hastings, RL  
Mat Irwin, RL  
Steve Goff, SRS  
Larry Hinson, SRS  
Robert Edwards, SRS  
Teresa Tomac, SRS  
Steve Wellbaum, YSO  
Emil Morrow, NA  
Ray Schwartz, SC  
Ed Tourigny, NE  
Craig West, ME  
Casimiro Izquierdo, FE

## ENVIRONMENTAL MANAGEMENT SITES

### Facility Representative Program Performance Indicators (1QCY2003)

<u>Field or Ops Office</u>	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Carlsbad	1	1	1	100	0	100	100	60	65
Idaho	19	19	18	95	0	100	100	42	79
Oak Ridge (EM)	20	17	16	80	0	100	100	30	35
OH/Fernald	6	6	6	100	0	83	83	43	70
OH/Miamisburg	4	4	4	100	0	100	100	45	67
OH/West Valley	2	2	2	100	0	100	100	20	52
Richland	21	21	19	90	0	100	100	37	66
River Protection	11	11	9	82	0	78	78	53	78
Rocky Flats	14	14	14	100	1	100	100	55	75
Savannah River	35	35	33	94	1	97	97	44	86
<b>EM Site Totals</b>	<b>133</b>	<b>130</b>	<b>122</b>	<b>92</b>	<b>2</b>	<b>97</b>	<b>97</b>	<b>42</b>	<b>71</b>
<b>DOE GOALS</b>	-	-	-	<b>100</b>	-	-	<b>&gt;75</b>	<b>&gt;40</b>	<b>&gt;60</b>

\* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

\*\* % Oversight Time includes % Field Time

### Highlights of EM Facility Representative (FR) Accomplishments:

- At Idaho, a FR completed qualifications at the RWMC. All DOE-ID FRs are now fully qualified.
- At Oak Ridge (EM), FRs are providing significant support to the 10CFR830 DSA review and verification and to Emergency Management documents and associated hazard evaluations. Several FRs are supporting formal Type B investigations at the site.
- At OH/Miamisburg, an FR discovered that modesty clothing was reused from a hot job performed the previous day, which contributed to high-level personnel wipes. Corrective actions were immediately implemented. Also, during inspection of railcar, an FR discovered a chock still in place after the shuttle's whistle was blown and the railcars were about to be moved. The shuttle was halted and the chock removed averting possible significant damage.
- At OH/West Valley, a FR completed the newly developed site-wide qualification, which will allow him to cover all facilities. An FR participated on a process hazards analysis review for the future Remote Handled Waste Facility, and an FR coordinated the write-up of an Operational Experience Summary for the suspect/counterfeit bolt found in a ratchet tie-down strap.
- At Richland, two FRs started a special assignment to prepare a lessons learned document on criticality safety for decommissioning and deactivation of nuclear facilities. The FRs traveled to Rocky Flats and gathered information, interviewed personnel, and toured facilities. In addition, applicable NRC documentation was obtained and reviewed. Also, FRs performed a site-wide evaluation on the contractor's corrective action management program. The FRs identified several significant safety issues that remained uncorrected by the contractor 15 to 18 months after initial identification
- At River Protection, an FR prevented a chemical addition to a waste tank that would have added double the amount of chemicals that was analyzed and approved. The contractor purchased a chemical at a concentration that was higher than initially planned, and revised the process control plan to reflect a correspondingly lower chemical volume addition but did not revise the work instructions. Prior to the work, the FR identified that the work instructions were not changed.
- At Savannah River, two FRs served on a team that performed an ISMS Verification for the River Protection Project Waste Treatment and Immobilization Plant. One of the FRs served as the Team Leader. Also, the Tank Farm FR participated in a validation of contractor readiness to implement the new facility Documented Safety Analysis, and an FR was detailed to the High Level Waste Engineering Division for 120 days to fill a critical AB engineer staffing need.

## NATIONAL NUCLEAR SECURITY ADMINISTRATION SITES

### Facility Representative Program Performance Indicators (1QCY2003)

<u>Site Office</u>	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Kansas City	4	4	4	100	0	75	75	20	65
Livermore	10	10	9	90	0	100	67	40	71
Los Alamos	13	14	14	100	0	100	93	44	75
Nevada	12	9	9	75	1	100	78	40	65
Pantex	15	9	9	67	1	100	78	47	73
Sandia	12	8	7	88	1	100	86	30	51
Savannah River	3	3	3	100	0	100	100	36	72
Y-12	11	9	9	82	0	78	56	47	79
<b>NNSA Site Totals</b>	<b>80</b>	<b>66</b>	<b>64</b>	<b>80</b>	<b>3</b>	<b>95</b>	<b>78</b>	<b>40</b>	<b>70</b>
<b>DOE GOALS</b>	-	-	-	<b>100</b>	-	-	<b>&gt;75</b>	<b>&gt;40</b>	<b>&gt;60</b>

\* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

\*\* % Oversight Time includes % Field Time

### Highlights of NNSA Facility Representative (FR) Accomplishments:

- At Kansas City, FRs identified deficiencies in the plant's Asbestos Abatement Database, and FRs identified a leaking pneumatic line, which when it was corrected reduced electrical drier run time and improved process efficiency. An FR participated in an ORR at Nevada Test Site.
- At Livermore, FRs worked closely with the Contained Firing Facility staff to accomplish a major series of important explosive tests including beryllium and toxic materials controls. The FR participated in the planning of operations and hazard control development and came up with innovative proposals to accomplish the mission safely and more efficiently.
- At Pantex, FRs led and participated in the B-83 rebuild Readiness Assessment, the Fire Basis For Interim Operations Phase II Readiness Assessment, the W-62 SS-21 Disassembly and Inspection Readiness Assessment, the 12-44 Infrared Fire Detection System upgrade Readiness Assessment, and the Transportation Module of the Safety Analysis Report Phase I Readiness Assessment.
- At Los Alamos, an FR served as Team Leader for Readiness Assessment for the start up of the Radioassay and Non-destructive Testing Facility. The successful completion of this RA facilitated the implementation of the "Quick to WIPP" process, allowing a significant increase in throughput of waste to the WIPP site. Numerous LANL and LASO management and program personnel specifically commented on this being the most professional assessment conducted by DOE.
- At Nevada, the FR at JASPER completed full qualifications. Also, an FR was proactive in identifying weaknesses in the contractor's implementation of some chemical storage requirements, and a weakness in the contractor's ability to ascertain where carcinogenic chemicals were being used in the work place.
- At Sandia, FRs assisted Sandia National Lab during a lockout/tagout (LOTO) stand-down by critiquing a revised LOTO training course, completing observations of lab employees performing LOTO activities, supporting the lab's "Reauthorization Process", and participating on the newly established LOTO Committee. Also, an FR served on the review team for the Waste Treatment Project ISMS Phase I Verification at Hanford.
- At Y-12, the FR for the Assembly Organization was instrumental in resolving issues between different organizations to eliminate conflicts that affect weapon assembly operations and delivery schedules. This required getting senior NNSA and contractor management involved to get the necessary corrective actions developed and completed.

## OFFICE OF SCIENCE SITES

### Facility Representative Program Performance Indicators (1QCY2003)

<u>Area/Ops Office</u>	<u>Staffing Analysis</u>	<u>FTE Level</u>	<u>Actual Staffing</u>	<u>% Staffing</u>	<u>Attrition</u>	<u>% Core Qualified</u>	<u>% Fully Qualified</u>	<u>% Field Time *</u>	<u>% Oversight Time **</u>
Ames	1	1	1	100	0	100	100	34	67
Argonne-East	5	5	5	100	0	100	100	28	98
Argonne-West	3	2	2	67	1	100	100	30	62
Brookhaven	6	6	6	100	0	100	100	36	82
Fermi	2	2	2	100	0	50	50	39	92
Oak Ridge (NE facilities)	5	5	3	60	0	100	100	62	72
Oak Ridge (ORNL)	3	2	2	67	0	100	100	66	79
Princeton	1	1	1	100	0	100	100	49	72
<b>SC Site Totals</b>	<b>26</b>	<b>24</b>	<b>22</b>	<b>85</b>	<b>1</b>	<b>95</b>	<b>95</b>	<b>41</b>	<b>82</b>
<b>DOE GOALS</b>	-	-	-	<b>100</b>	-	-	<b>&gt;75</b>	<b>&gt;40</b>	<b>&gt;60</b>

\* % Field Time is defined as the number of hours spent in the plant/field divided by the total available work hours in the quarter. The total available work hours is the actual number of hours a Facility Representative works in a calendar quarter, including overtime hours. It does not include leave time (sick, annual, or other) or holidays.

\*\* % Oversight Time includes % Field Time

### Highlights of Science Facility Representative (FR) Accomplishments:

- At Argonne-East, FRs supported oversight of the initial shipments of transuranic waste to WIPP.
- At Argonne-West, an FR observed that a carbon dioxide compressed gas station used to produce dry ice was in a small-enclosed area with no forced ventilation. The contractor removed it from service, which eliminated the potential asphyxiation and cryogenic hazard to personnel.
- At Brookhaven, an FR participated in the Accelerator Readiness Review for the new Ebc, Inc. accelerator. The accelerator will produce isotopes for the BNL Positron Emission Tomography facility. Also, an FR participated in the review and preparation of the Safety Evaluation Report for the categorization downgrade of the Brookhaven Medical Research Reactor from a nuclear facility to a radiological facility.
- At Fermi, FR activities continue to focus on the safety posture of fixed-price and time and materials construction subcontractor activities (including sub-tier subcontractors) at the Fermi National Accelerator Laboratory.
- At Oak Ridge, FRs conducted oversight activities at HFIR after a contractor-imposed delay in resuming normal operations due to work control issues arising in late January. Also, one HFIR FR is cross qualifying at REDC and one HFIR FR completed periodic requalification.
- At Princeton, an FR identified two circuit breaker trip units as being refurbished. The identification stickers on the breaker trip units incorrectly labeled them as new. As a result, the units were not installed and the Inspector General opened an investigation.