11.0 WORK SCHEDULE, WORK PLANS, AND ASSOCIATED REPORTS

11.1 INTRODUCTION

This section describes the format and content of the work schedule, supporting plans and reports, and the process for updates and other revisions. This section also identifies those primary documents that contain other schedules that directly support the work schedule.

The work schedule is contained in Appendix D. It includes the major and interim milestones and associated target dates that support the accomplishment of the milestones described in Section 2.0. Both major and interim milestones are enforceable under the Agreement. Dates specified as target dates are incorporated in the work schedule for the purpose of tracking progress toward meeting milestones, and are not enforceable. Plans and reports prepared in support of Appendix D (milestone) requirements will specify more detailed work elements and interfaces between Hanford site programs and projects over time (See Sections 11.4 through 11.7).

Milestones and target dates will be incorporated into the Agreement via the change process defined in Section 12.0, upon issuance of the approved work plan (including Project Management (work) Plan), or report, and incorporated into the work schedule as part of the update process. The work schedule will indicate actions required within each major milestone heading, and at each operable unit identified in Appendix C, or TSD group identified in Appendix B. Such actions include, but are not limited to, the following:

- Permitting activities
- Closures
- Groundwater monitoring
- Achieving compliance with interim status requirements
- Ceasing disposal of contaminated liquids to the soil column
- Investigations and characterization
- Remedial and corrective actions
- Technology improvements
- Acquisition of new facilities, and/or modification of facilities as necessary, e.g., to enhance operations and eliminate long-term storage
- Land disposal restriction requirements

11.2 WORK SCHEDULE

A listing of major and interim milestones, and associated target dates, current as of the last Agreement update, is provided in Appendix D.

11.3 WORK SCHEDULE UPDATES

The work schedule will be updated as necessary in order that printed copies of the Agreement remain reasonably current. Work schedule changes (see Section 12.0 for formal change control system) will be incorporated at this time. Each update will be performed as agreed by the three parties.

The work schedule may also be updated for clarity consistent with previously approved changes made in accordance with Section 12.2. Such updates do not require approval signatures and are not subject to the public comment process.

11.4 DOE BASELINE CHANGE CONTROL DOCUMENTATION, MULTI YEAR WORK PLANS AND SYSTEMS ENGINEERING CONTROL DOCUMENTS

Unless otherwise agreed to by the Parties, DOE Baseline Change Control documentation, Multi Year Work Plans (MYWP) and sitewide systems engineering control documents, shall be consistent with this Agreement, e.g., such plans and documents shall describe and require all work necessary to maintain or achieve compliance with the RCRA, CERCLA, and the requirements of this Agreement. At the time such plans/control documents are submitted they shall describe in detail work to be done, e.g., project start and completion dates, interfaces between programs and projects, and performance standards to be met. Such plans/control documents shall include a DOE determination that they are consistent with the requirements of this Agreement.

11.5 WASTE/MATERIAL STREAM PROJECT MANAGEMENT (WORK) PLANS PREPARED UNDER AGREEMENT MILESTONE SERIES M-90-00, M-91-00, AND M-92-00

Waste/Material Stream Project Management (Work) Plans (PMP) described here serve as the key project defining document consistent with Project Hanford and the requirements of this Agreement. As such, these PMPs will detail project objectives, work schedule(s), and expected outputs, integration with other programs and projects and project management alternatives consistent with established Agreement and other project constraints.

PMPs prepared under Agreement/milestone series M-90-00, M-91-00 and M-92-00, will (with the exceptions noted below) be prepared, reviewed, and approved as primary documents to the extent they deal with waste streams regulated by Ecology and/or EPA (non-regulated nuclear materials are identified with the milestone prefix "MX", and are established pursuant to Article XLIX, and paragraph 155). At the time PMPs are submitted for approval, they shall describe in detail the work to be done and performance standards to be met. They shall also include critical path (implementation) schedule(s) with start and completion dates.

While the lead regulatory agency may review and comment on all elements of PMPs submitted pursuant to milestone series M-90-00, M-91-00, and M-92-00, neither Ecology nor EPA shall have approval authority for the PMP Funding Profile element, nor overall approval authority for Project Schedule and Critical Path Analysis, and Change Management elements. These elements shall be incorporated within the PMP as a distinct section or appendix. The Funding Profile shall include a life-cycle projection of annual funding required to accomplish project scope in accordance with the top-level WBS and schedule. The parties also agree that lead regulatory agency review and approval of PMP

Schedule and Critical Path Analysis, and Change Management elements is required for the purpose of ensuring consistency with Agreement milestones. PMPs submitted to the lead regulatory agency under this subsection which deal with waste streams regulated by Ecology and/or EPA shall contain following elements:

- Project Goals and Objectives: a brief and concise statement documenting project objectives and requirements.

- Background: A description of key history, considerations, actions, and decisions leading to establishment of the project schedule. Elements will include the following:

  (i) Physical information covering each identifiably different waste stream component (e.g., current inventories, component generation projections and component characterization data);

  (ii) Discussion of current commercial disposition activities if any;

  (iii) A discussion of component and stream stability, and known and suspected instances of contaminant migration;

  (iv) A summary of (and appropriate citation for) any earlier evaluation of management and disposition options for each waste stream; and,

  (v) A discussion of specific applicable regulatory requirements, and expected impacts to the project.

- Project Scope: A concise definition of the project including:

  (i) A description of facility(s)/unit(s) clearly delineating the physical boundaries of the project;

  (ii) A description of the planned approach (i.e., actions) clearly delineating the action boundaries of the project;

  (iii) A top-level work breakdown structure (WBS) with an appended WBS dictionary which includes a brief description of each WBS element; and,

  (iv) Projected TSD capability relevant to management and disposition of each component. Capability information will include performance and specification requirements and projected capacity needs.

- Project Constraints, including established Agreement milestones: A concise description of externally established schedule requirements (e.g., performance specifications, specified start date(s), finish date(s), or logical relationship) with an identification of their source(s) for the project.

- Schedule and Critical Path Analysis: A logic-tied life-cycle schedule including major and interim milestones for the top-level work breakdown structure (WBS) and the project critical path. This is typically displayed as a milestone and critical path item listing and as an appended GANT chart.

- Key Deliverables/Products: A description of key deliverables and products resulting from each top-level WBS element including critical performance parameters.

- Performance Measurement: Documentation and description of specific performance measures (e.g. milestones and accomplishments) necessary to assess progress toward achieving project and management plan objectives.

- Project Control: Identification of requirements and a summary description of the approach for each of the following:

  (i) Project interface control (i.e., Site-Wide Systems Engineering); and,

  (ii) Reporting and notification requirements and processes.

- Change Management: Identification of change control requirements (e.g., thresholds). To include a summary description of the change control process, participants including their roles and responsibilities, and documentation.

Draft Agreement change requests, proposed for approval will be referenced, and attached as an appendix to the PMP. With the exception of Tank Waste Remediation System (TWRS) projects governed by Section 11.8 of this Agreement, each PMP shall identify completion dates for major tasks and deliverables as interim milestones. Milestones shall be set in a manner which fits the requirements of the work to be accomplished, with at least one milestone every twelve months, unless otherwise agreed to by the project managers.

Schedules may be constructed in a manner that allows tasks or deliverables which require or follow regulatory agency review to be due a fixed number of days after approval, rather than on a fixed date. The project managers will rely primarily on project schedules (e.g., reported progress and critical path analysis) for tracking purposes.

11.6 OTHER WORK PLANS AND SUPPORTING SCHEDULES

Unless otherwise specified, other work plans, including operable unit (OU) work plans prepared under the Hanford Past-Practice Investigation Strategy, shall be prepared, reviewed and approved as primary documents. At the time work plans are submitted for approval, they shall describe in detail the work to be done and include the performance standards to be met. They shall also include an implementation schedule with start and completion dates. The work plan schedule shall identify completion dates for major tasks and deliverables as interim milestones. Milestones shall be set in a manner which fits the requirements of the work to be accomplished, with at least one milestone every twelve months, unless otherwise agreed to by the project managers. A change package shall be submitted with the work plan which identifies the interim milestones.

Schedules may be constructed in a manner that allows tasks or deliverables which require or follow regulatory agency review and approval to be due a fixed number of days after approval, rather than on a fixed date.

The project managers will rely primarily on the supporting schedules for tracking progress.

Required work plans include:

- RI/FS work plan
- Remedial action work plan
- Remedial Design and Remedial Action (RD/RA) work plan
- Closure plan
- RFI/CMS and RI/FS work plan
- CMI and RD/RA work plan
- LFI work plan
- ERA work plans/EECA's.

Within 180 days of the last ROD signature for CPP units, or CAD and ROD signature for R-CPP units, or an alternative period designated in the ROD or in the CAD and ROD, an RD/RA (or CMI and RD/RA) work plan including schedule, along with a milestone change package, shall be submitted for lead regulatory agency review and approval as specified above.

ERA work plans/EECAs are not to be prepared, reviewed and approved as primary documents, but are subject to approval in accordance with Section 7.2.4 of the Action Plan. Additional detailed schedules, beyond those contained in the above plans, may be needed as agreed to by the assigned project managers to provide more definitive schedules to track progress. These may be part of other plans or may be stand-alone schedules.

In addition to the work plans previously described, other work plans may be developed for special situations at the request of the lead regulatory agency. These work plans will be considered primary documents as discussed in Section 9.1, and are subject to all work plan requirements.

11.7 SUPPORTING TECHNICAL PLANS AND PROCEDURES

In addition to the requirements as specified in this Agreement, supporting technical plans and procedures may be developed by DOE. They will be reviewed for approval by EPA and Ecology as primary documents or reviewed as secondary documents as determined by EPA and Ecology. In the event that such supporting technical plans and procedures apply only to a specific operable unit, project, TSD group/unit or milestone the lead regulatory agency will provide the necessary review and approval. The DOE may submit such plans or procedures at any time, without request of the regulatory agencies. The EPA or Ecology may also request that specific plans or procedures be developed or modified by DOE, consistent with Article XXX of the Agreement. These technical plans and procedures shall pertain to specific compliance and cleanup activities conducted pursuant to this Agreement and shall provide a detailed description of how certain requirements will be implemented at the Hanford Site. DOE shall comply with the most recent approved versions of these technical plans and procedures and those secondary documents which are in effect.

Appendix F contains a listing of current supporting technical plans and procedures and their respective status. Changes to Appendix F will be accomplished in accordance with Section 12.0.

11.8 OFFICE OF RIVER PROTECTION CRITICAL PATH PROCESS

Tank waste remediation schedules and associated work directives will be established using a critical path process as described in this section. The Office of River Protection, River Protection Project will be established and managed as an integrated system and shall include all activities associated with waste characterization, retrieval/closure, pretreatment, treatment of high-level and low-level tank waste, acquisition of new tanks, and the multi-purpose storage complex. DOE will develop detailed operating procedures and implement the critical path milestone management system on a trial basis, in April 2000, with full implementation by February 28, 2001.

A. For the purposes of critical path analysis, negotiated dates for completion of single-shell tank waste retrieval, the final closure of single-shell tank farms, and Agreement milestone compliance dates for the tank waste treatment complex including (i) start of construction, (ii) hot commissioning, (iii) commercial operations, (iv) completion of Phase I tank waste processing, and (v) completion of HLW and LAW treatment shall be designated as program endpoints. Project critical path management schedules shall be established in part from, and shall be consistent with these program endpoints.

B. Note: Text of this Paragraph B deleted by the Ecology Director's Determination dated March 29, 2000.

C. On a semi-annual basis, the integrated schedule shall be updated by the project managers or their designees and the critical path shall be re-evaluated. Updates shall be based on current Site Management System (SMS) information. Additional events falling on the critical path shall be designated as interim milestones. The integrated management schedule shall identify schedule float for each task. Schedule float shall be defined as the amount of time available before an activity becomes a critical path activity. Any activity found to be no longer on the critical path shall revert to target date status.

D. The Department of Energy shall have the ability to reschedule any activity associated with a target date as necessary to efficiently manage the project, provided such movement shall not adversely affect the critical path or the program endpoints. Project managers shall be advised in advance in writing of any such changes.

E. Changes to any activity or schedule which affects the critical path, a major or interim milestone, or program endpoints must be requested: a) in accordance with Section 12.0 of the Action Plan, and b) well enough in advance to allow for continued compliance should the request be disapproved.

F. Based on the information in the monthly SMS report, the Department of Energy shall take all appropriate actions to correct schedule slips in critical path activities.