

## 12.0 CHANGES TO THE AGREEMENT

### 12.1 INTRODUCTION

This section provides the process for changing elements of the Agreement, the Action Plan and its appendices. All changes processed using this section shall be subject to the applicable requirements of Section 10.0 Community Relations/Public Involvement.

### 12.2 AUTHORITY TO APPROVE CHANGES

The appropriate authority level for approval of a change is based on the content of the change as follows.

- Class I Change--A Class I change is a change to parts one through five of this Agreement or a major milestone as defined in Section 2.0. A Class I change requires the approval of the signatories or their successors as shown in Section 14.0.
- Class II Change--A Class II change is any change to the Action Plan or its appendices except as specified for Class I or Class III changes. A Class II change requires the approval of the DOE and affected lead regulatory agency executive managers. Changes made to lead regulatory agency lead designations only may be approved by the EPA and Ecology executive managers.
- Class III Change--A Class III change is a change to a target date in the work schedule (Appendix D) or a supporting schedule that does not impact an interim milestone. A Class III change requires the approval of the DOE and lead regulatory agency project managers. It is not the intent of the parties to revise target dates because work is slightly behind or ahead of schedule. Such schedule deviations will be reflected through the reporting of work schedule status. The use of the change process for revising target dates is for use by the parties to delete, add, or accelerate or defer a target date (by more than 60 days).

### 12.3 FORMAL CHANGE CONTROL PROCESS

#### 12.3.1 Change Control Form

All changes shall be processed using the change control form included as Figure 12-1. The following describes the process in accordance with the circled numbers shown in Figure 12-1.

- ① Obtain and enter a "change number." The DOE shall maintain a log of all changes by number and title, along with a file copy of the change. An individual will be assigned responsibility for maintaining the change file and will be responsible for assigning change numbers. The change number can be obtained any time during the change process, even after the change is approved.

Change Number  ①	<b>Federal Facility Agreement and Consent Order Change Control Form</b> Do not use blue ink. Type or print using black ink.	Date  ③
Originator _____ Phone _____ ②		
Class of Change <input type="checkbox"/> I - Signatories <input type="checkbox"/> II - Executive Manager <input type="checkbox"/> III - Project Manager ④		
Change Title ⑤		
Description/Justification of Change ⑥		
Impact of Change ⑦		
Affected Documents ⑧		
Approvals ⑨		⑩
_____ DOE	_____ Date	___ Approved    ___ Disapproved
_____ EPA	_____ Date	___ Approved    ___ Disapproved
_____ Ecology	_____ Date	___ Approved    ___ Disapproved

**Figure 12-1. Change Control Sheet.**

- ② Enter the name of the originator or the requestor.
- ③ Enter the date the change was initiated.
- ④ Place an "x" in the box for the appropriate class of change per the criteria identified under Section 12.2.
- ⑤ Enter a short title for the change, which will be used primarily as a cross-reference on the change log.
- ⑥ Provide a description of the change, along with justification as to why the change should be made. Use an attached sheet of paper if additional space is required.
- ⑦ Explain what is impacted by this change.
- ⑧ List all documents that will have to be revised because of the change.
- ⑨ Obtain approval signatures based on the class of change assigned. Approval via telephone is acceptable, but must be followed up with a signature as soon as possible thereafter.
- ⑩ This space is available for special notes, comments, or other signatures as required.

Backup information should be attached as necessary to support the change. Once approved, the change is considered implemented. Affected documents (e.g., work schedule) need not be updated until their next scheduled update.

### **12.3.2 Request for Extension**

Any DOE request for extension shall be submitted in writing and shall specify:

- A. The timetable and deadline or schedule for which the extension is sought;
- B. The length of the extension sought;
- C. The good cause for the extension; and
- D. Any related time table and deadline or schedule that would be affected if the extension were granted.

### **12.3.3 Response to Requests for Modifications**

Within 14 days of receipt of a signed change control form requesting modification of a milestone time table and deadline or other enforceable requirement, each affected Party shall respond by either approving or disapproving the request in writing. If any affected party fails to respond within the 14 day period for review, it shall be deemed to constitute

disapproval of the request. If a Party disapproves a requested modification, it shall explain the basis for the disapproval in writing.

#### **12.3.4 Transmittal and Responses to Requests for Modification**

A signed Class I change control form and/or response may be transmitted by mail or overnight express delivery to any Party's normal business location addressed to the responsible signatory with copy to the responsible project manager, return receipt requested, or by hand delivery to the responsible signatory.

A signed Class II change control form and/or response may be transmitted by mail or overnight express delivery to any Party's normal business location addressed to the responsible Executive Manager with copy to the responsible project manager, return receipt requested, or by hand delivery to the responsible executive manager.

A signed Class III change control form and/or response may be transmitted by mail or overnight express delivery to any Party's normal business location addressed to the responsible project manager, return receipt requested, or by hand delivery to the responsible project manager.

Transmittal of signed change control forms and/or responses may also be made by electronic facsimile, but only if on the day of transmittal the transmitting Party notifies the intended recipient(s) by telephone of such transmittal. The recipient's agency must acknowledge receipt by return facsimile. Documents transmitted by electronic facsimile that are illegible, or that are not received in their entirety, shall not be deemed received. Transmittal of Class II and III signed change control forms may also be by plant mail, but the receipt date shall be the date stamped by the receiving agency's correspondence control.

#### **12.4 MINOR FIELD CHANGES**

To ensure efficient and timely completion of tasks, minor field changes can be made by the person in charge of the particular activity in the field. Minor field changes are those that have no adverse effect on the technical adequacy of the job or the work schedule. Such changes will be documented in the daily log books that are maintained in the field.