DEPARTMENT OF ENERGY

OFFICE OF RIVER PROTECTION

222-S LABORATORY ANALYTICAL SERVICES & TESTING

PERFORMANCE WORK STATEMENT (PWS)

C.1 BACKGROUND

The scope of this contract is to perform the Analytical Services production functions of receiving, handling, analyzing, storing samples, performing special tests and reporting the results of these analyses and tests to the contractors of Department of Energy Offices at the Hanford Nuclear Site near Richland, Washington. These functions will be performed through a contract with the DOE Office of River Protection at the 222-S Laboratory complex located in the 200 West Area of Hanford. These services support cleanup and closure of the Hanford site and are a critical activity in achieving closure goals of all Hanford projects. This scope may also include other DOE work supporting scientific research and other DOE sites.

This work will be performed using facilities and infrastructure which are owned by DOE and maintained by DOE's Tank Operations Contractor (TOC) using work processes and work behavior that meets overall Hanford site program requirements. The Contractor shall interface with the TOC, customers and managers of these programs in a manner so that the overall Hanford programs and objectives are consistent among all prime contractors. This requires close coordination with customers and the TOC facility and infrastructure provider.

The 222-S Laboratory has an existing work force that is trained and qualified to perform the type work described in this PWS. In accordance with the contractor human resources clauses found in Section H of the contract, the Contractor shall give a first preference in hiring for vacancies in non-managerial positions under this Contract to Incumbent Employees for the performance of the requirements stated in this PWS.

Due to pending litigation regarding receipt of off-site waste at the Hanford site, the Contractor shall not use laboratory facilities or services off the Hanford Site without advance coordination with and written approval from DOE and its legal counsel. Additionally, no such DOE approval shall be granted for this scope unless the Contractor demonstrates that all other requirements can be met, e.g. contract, packaging, shipping, schedule, etc.

The Contractor shall perform all work in accordance with existing applicable laws and regulations, court orders, settlement agreements, applicable permits, and good practice consistent with safety and quality in the laboratory.

C.2 SCOPE

C.2.1 Contract Transition

a. During the transition period, as specified in the clause in Section F entitled "Period of Performance," the Contractor shall perform those activities that are necessary to transition work from the incumbent contractor in a manner that (1) assures that all work for which the Contractor is responsible under the contract is continued without disruption; (2) provides for an orderly transfer of resources, responsibilities, and accountability from the incumbent contractor; and (3) provides for the ability of the Contractor to perform the work in an efficient, effective, and safe manner. The Contractor is responsible for providing all necessary personnel and logistical support (office space, computers, telephone, etc.) during the transition period, unless specifically directed otherwise by the Contracting Officer.

b. The Contractor shall submit a transition plan and budget to the Contracting Officer for approval within five working days after award of the contract. Within five days after contract award, the Contracting Officer will provide the Contractor a list of all incumbent personnel. The plan shall include a schedule of major activities, and address at a minimum:

   i. Communication process among DOE, the incumbent 222-S Contractor, assigned subcontractors, incumbent employees, other Hanford contractors, and site tenants;

   ii. Identification of key transition issues and milestones;

   iii. Identification of a transition team (inclusive of consultants and teaming members, if any);

   iv. Integration of work packages (direct and indirect) and budgets from incumbent contractors;

   v. Approach to minimizing impacts on continuity of operations;

   vi. Assumption of the laboratory operations;

   vii. Human resource management;

   viii. Implementation plan for the existing or proposed data systems identified in Section C.2.3.5;

   ix. Development of all interface control documents identified in Section C.2.3.5; and

x. Assumption of permits, applications, licenses, and other regulatory documents

c. After completion of the transition activities contained in the approved transition plan and such other transition activities as may be authorized or directed by the Contracting Officer, the Contractor shall notify the Contracting Officer in writing that it is ready to assume full responsibility for the work. Upon written approval from the Contracting Officer, the Contractor shall assume full responsibility for the work the day after the end of the transition period specified in Section F.

C.2.2 Laboratory Operations

a. The contractor shall annually perform approximately 21,000 inorganic, organic and radionuclide analyses. This number of analyses includes analyses for blanks, calibrations, equipment checks and actual samples analyzed. The sample analyses shall be performed on intermediate to high level radioactive and/or hazardous samples received from multiple locations and entities on the Hanford site. Samples received into the hot cell may be 300 Rad/hr, with a significant part of that from gamma radiation. Those high rad samples are diluted so that they can be analyzed in a ventilation hood. See Attachment 1, Required Laboratory Processes and Analyses, for the specific required capabilities.

ESTIMATED ARRA WORK TO BE PERFORMED

The following estimated work shall be performed in accordance with the rules and regulations under the American Recovery and Reinvestment Act of 2009, Pub. L. 1115 (Recovery Act).

ARRA PROJECTS	TOTAL ESTIMATED NUMBER OF ARRA SAMPLES
K East Reactor	50
Balance of Site (RL 40 ARRA)	180
PFP Demo (RL 11 ARRA)	296

b. Analysis results shall be reported to meet customer's specified needs. Different methodologies for Required Data Reporting are as follows:

i. Full Data Package including raw data, Data Summary Reports with Method Detection Limits (MDL) and qualifiers, Quality Assurance (QA) data.

ii. Summary Data Package including Data Summary Reports with MDL

iii. Summary Data Package with QA and Data Upload including Data Summary Reports with MDL, QA qualifiers, and defined electronic deliverables

c. Sample analysis shall be performed by the Contractor's trained and qualified workforce in accordance with approved procedures, using appropriate test and handling equipment provided by DOE (see Section C.3 below). The currently installed Laboratory Information and Management System (LIMS) shall be used for sample tracking, records and data gathering and reporting.

d. Monthly workloads will fluctuate based on Handford contractors' ability to deliver samples.

e. The Contractor shall plan analytical work using priorities from Customers, receive samples which are usually highly radioactive, prepare them for analysis, record and track all sample and related waste materials, perform the analyses using necessary quality control and quality assurance, report the results and archive material as required by the customer. Daily interaction between the Contractor and other DOE prime contractors shall occur to set priorities, work loads and define required testing analyses for samples. The schedule for delivery, by the TOC, of samples to be analyzed is often affected by weather and unanticipated maintenance or operational issues. That, in combination with needed short turn around times, often causes the Contractor react using overtime or weekend work.

f. Customers at times will require special tests and the Contractor is responsible for providing assistance in developing those test methods and then performing them in the lab. Customers consist of DOE prime contractors who perform program activities primarily at the Hanford site and may include some work from other DOE sites and DOE research. When planning the Contractor shall use the priorities and analytical data needs of customers to manage the laboratory workload in accordance with those needs. In addition, the Contractor shall use planning to establish readiness to perform new analyses, testing or infrequent analyses when these are defined by the customers.

g. Hot cell operations are an essential and unique part of the work. The operations typically range from receipt of samples from Hanford highly radioactive waste tanks, conversion to more dilute samples, tracking and maintaining inventory of samples. These operations shall be conducted by trained personnel in accordance with approved detailed procedures and must meet safety and regulatory requirements as specified in the contract.

h. The technical work scope is generally considered to be grouped into the following activities:

i. Organic analysis

ii. Inorganic analysis

iii. RadChem analysis

iv. Preparation of standards

However, this grouping is not mandatory and may be managed in any combination or divisions.

C.2.3 Business Services

C.2.3.1 Project Management

a. The Contractor shall prepare a Project Management Plan (PMP) describing the approach for managing and controlling the project. The PMP shall be submitted for DOE approval and shall include two distinct sections: the description of the Project Control System and the Project Baseline. Upon approval of the PMP by the Contracting Officer, the Contractor shall fully implement the Project Control System. The description of the Project Control System shall articulate the management processes and controls utilized to manage and control work, complete Contract requirements, and meet the requirements of the American National Standards Institute/ Electronic Industry Association Standard 748, Earned Value Management Systems.

b. The Contractor shall provide a reporting system capable of management information in the form of electronic databases and shall report program performance and earned value on the technical work, schedule, funds and cost profile. The Contractor shall provide annual projections by Government fiscal year for labor and equipment needs. The Contractor's databases and reporting shall be available to DOE-ORP no later than 10 working days after the close of the reporting period, to be established at time of award.

c. The Contractor shall provide the information necessary to support DOE-ORP and other site contractors in the preparation of reports required by regulatory agreements, such as, the Hanford Federal Facility Agreement and Consent Order (also known as the Tri-Party Agreement (TPA)) and legislative mandates or DOE Headquarters required specific data (e.g., Integrated Planning and Budgeting System (IPABS)), which must be supported by the reporting system.

d. Deleted

e. The Contractor shall comply with all applicable permits as specified in Section J.

C.2.3.2 Training

The Contractor is responsible for establishing, implementing and maintaining a training program and shall provide trained and qualified personnel to perform the services described herein. The training program shall be in accordance with DOE Orders for nuclear facility operations.

C.2.3.3 Environment, Safety, Health & Quality Assurance (ESH&Q)

a. 222-S Laboratory Analytical Services and this contract support a mission of accelerated closure. The nature of this contract along with the financial incentives such as those for accelerated completion or for cost effectiveness should never compromise or impede implementation of the Integrated Safety Management (ISM) System and ESH&Q compliance. The Contractor shall establish a single project wide ISM system, in compliance with the Section I clause, DEAR 952.223-71 *Integration of Environment, Safety and Health into Work Planning and Execution*, and Section B clause DEAR 952.223-77 *Conditional Payment of Fee, Profit or Incentives*. The Contractor shall submit to the Contracting Officer for approval the integrated safety management system description 90 days after contract award. Until DOE approves this system, the Contractor must use the existing Integrated Safety Management system descriptions. Consistent with the ISMS clause, the Contractor will be provided guidance on the preparation, review, and approval of the Contractor's ISMS within 15 days following contract award.

b. The Contractor shall:

   i. Establish a structured approach to planning and control of work including identification, management and implementation of ESH&Q standards and requirements appropriate for the work to be performed and for controlling related hazards, while facilitating the effective and efficient delivery of work. The contractor shall implement the requirements identified in the Section I clause 970.5204-2(c) entitled, *Laws, Regulations and DOE Directives.* The contractor is encouraged to follow the above DEAR clause to tailor the requirements.

   ii. Assist the TOC to track and address environmental compliance issues and implement requirements (including but not limited to permitting, environmental reporting, Consent Decrees, Tri-Party Agreement reporting/management, pollution prevention, waste minimization).

   iii. Establish coordinated annual integrated environment, safety and health performance objectives, measures, and commitments with the TOC for the 222-S Complex.

   iv. Submit to DOE for approval within 90 days of contract implementation a Quality Assurance Program (QAP) Plan in accordance with DOE O 414.1C and 10 CFR 830 Subpart "A" and

in compliance with the site-wide Hanford Analytical Services Quality Assurance Requirements Document (HASQARD) found at: http://www.hanford.gov/anserv/hasqa.html. The Contractor shall accept and implement the existing QAP until the contractor's QAP is approved and implemented. The Contractor's QAP shall implement, as part of the implementation standard, Parts I and II of the American Society of Mechanical Engineer's (ASME) Nuclear Quality Assurance 1, 2004 (NQA-1, 2004). ASME NQA Facility Applications is the national consensus standard for the TOC workscope implementing QA Criteria of 10 CFR 830 Subpart A and DOE O 414.1C. The Contractor shall implement Parts I and II of the NQA-1, 2004 standard and indicate and implement within the QAP those portions of NQA-1, 2004 Parts III and IV that are applied to the Contractor's workscope. If additional standards are required to address unique/specific work activities, the standards shall be identified within the Contractor's QAP.

C.2.3.4 Safeguards & Security

a. The contractor will be custodian for accountable quantities of category IV nuclear material. The contractor shall:

    i. Ensure appropriate levels of protection against unauthorized access; theft, diversion, loss of custody of accountable Nuclear Material (NM) or Special Nuclear Material (SNM); theft of Government property; and other hostile acts that may cause unacceptable adverse impacts on national security or the health and safety of DOE or contractor employees, the public, or the environment.

    ii. Prepare a Material Control & Accountability (MC&A) Plan in accordance with DOE Order DOE O 474.1A for MC&A.

b. A site-wide nuclear materials safeguard and security program has been developed and approved by DOE. The contractor shall develop their own program that complies with the site-wide program.

c. A nuclear safety program implementing a Documented Safety Assessment (DSA) as specified in Section J, has been established as well as safety management programs identified in the DSA. The Contractor shall develop procedures to comply with facility safety requirements.

d. The 222-S lab has an approved technical authorization basis, HNF-12125 dated July 2003, that establishes controls for operations so that safety of the public and workers is maintained. The Contractor shall comply with this program and associated safety management programs.

e. The Contractor shall prepare and submit a Radiation Protection Program Plan (RPPP) that complies with the TOC's approved Radiation Protection Plan.

C.2.3.5 Hanford Site Services Interface Management

a. The Contractor may provide services to or receive services from other Hanford Site U.S. Department of Energy (DOE) prime contractors in performance of the scope of this Contract. The purpose of the Section J Attachment entitled, *Hanford Site Services and Interface Requirements* Matrix (Matrix) is to identify the service provider and the associated, general interface obligations. The Matrix is not an all-inclusive listing of services that may be required or provided, however all services provided to another contractor shall fall within the scope of the provider's contract.

b. Services are identified in each Contract (see Section J Attachment entitled, *Hanford Site Services and Interface Requirements Matrix*) as either "Mandatory," or "Optional" for use by Hanford Site customers, including DOE and/or Site contractors and their subcontractors.

   i. "Mandatory" services are provided by the identified service provider to all users at the start of contract performance. If, for any reason, a service provider of a mandatory service cannot provide the required service to meet the requesting contractors' needs, the requesting contractor must obtain Contracting Officer approval, prior to obtaining the services from any other source.

   ii. "Optional" services are services that have been historically discretionary and are considered non-compulsory at the time of Contract award.

c. All "Information" interfaces (see Section J Attachment entitled, *Hanford Site Services and Interface Requirements Matrix*) are Mandatory.

d. The Contractor shall provide input to the Mission Support Contractor (MSC) to facilitate MSC's development and maintenance of the *Hanford Site Interface Management Plan*. As part of this Plan, the Contractors shall include controlling agreements (e.g., Memoranda of Agreement) establishing effective control of interfaces and terms for the provision of services. At a minimum, controlling agreements shall define:

   i. The interface and/or the services work request elements, and service levels (quantity and delivery rates);

   ii. If applicable, the method and timing for charging costs associated with the service and the payment methods; and target performance measures for meeting required service levels;

   iii. Decision process and a rigorous dispute resolution process; and

iv. Clear delineation of roles, responsibilities, accountabilities, and authorities.

e. Reserved.

f. Hanford Site Contractors shall, with coordination and adequate preparation, allow service-providing Contractors access to facilities to perform the service.

g. The Contractor shall coordinate with other contractors to establish a protocol for performing work within a nuclear facility that the Contractor is responsible for, or to perform work that affects the safety basis of a nuclear facility that the Contractor is responsible for. The Contractor shall provide all facility safety authorization basis and nuclear safety requirements that the other contractor will be responsible to comply with. The Contractor retains full responsibility for all workscope within the facilities assigned to the Contractor under this Contract.

h. In cooperation with the MSC and the TOC, the Contractor shall provide input to the MSC for the annual update of the Matrix through the annual *Infrastructure and Services Alignment Plan* (ISAP) revision and Matrix update process.

   If any Hanford Site contractor believes it is in DOE's best interest to change a "Mandatory" service to "Optional" so that it may be self-performed by the requestor or procured from a different source, the Contractor shall propose this change through the annual ISAP revision and Matrix update process. A written justification shall be provided showing how the change is in the best interest of the Government and include the impacts to users and the provider. If, at the unilateral discretion of the Contracting Officer, the decision is made to implement the proposed change, the change will not take effect until the Contractor receives Contracting Officer direction to implement the change. Contracting Officer rejection or delay of a proposed change shall not be the basis for a Request for Equitable Adjustment (REA) or subject to the Section I Clause entitled, *FAR 52.233-1, Disputes*.

i. Fee-for-Service providers shall provide to DOE and make available to the user an adequate basis for liquidation of the charge for usage-based, "Mandatory" services. Service rates will be developed based upon customer-projected usage.

j. Contractors retain the responsibility to reach agreement on interfaces and for the appropriate delivery of services. The Government makes no guarantees or warranties regarding the delivery of services, and services between contractors shall not constitute government-furnished services or government-furnished information. The Government shall not be held responsible for the delivery or non-delivery of services between Hanford Site contractors. Contractors shall attempt to resolve any disputes regarding service interfaces and the provision of services among

themselves. If contractors are unable to achieve a timely resolution of issues between themselves regarding interfaces or the appropriate delivery of services, contractors may seek direction from the Contracting Officer. To the extent contractors attempt to litigate disputes between themselves regarding interfaces or the appropriate delivery of services, all costs associated with such litigation shall be unallowable under this Contract.

k. The Contractor shall provide updates to the following Hanford Site Data Systems:

i. Chemical Inventory Tracking System (CITS): Site wide database that keeps track of all hazardous chemicals, their locations and quantities. This requires a Hanford account, but not a license.

ii. Laboratory Information Management System (LIMS): Laboratory Information Management System accumulates analytical data directly from instruments and from manual input. It also includes tools to convert data to the proper electronic format. This will be provided by the TOC without charge to the LAS&T contractor.

iii. HANford Data Integrator (HANDI): Site wide financial reporting software. This requires a Hanford account, but not a license ~~HDTS (Hanford Document Tracking System): No longer required.~~

iv. Reserved

v. HILLS (Hanford Information Lessons Learned Sharing): This Web site contains Hanford related operating experience articles including Lessons Learned, Safety Bulletins, Recalls, and other types of information that can be used for preventing recurrence of events, and sharing of good work practices. This requires a Hanford account, but not a license.

vi. Hanford Information Systems Inventory (HISI): Site wide database tracking controlled software that is safety significant. This requires a Hanford account, but not a license.

vii. Integrated Document Management System (IDMS): Hanford Site approved electronic records management tool. This requires a Hanford account, but not a license.

viii. Integrated Training Electronic Matrix (ITEM): Site-wide system used to track training. This requires a Hanford account, but not a license.

ix. Material Safety Data Sheets (MSDS) System: Site wide database used for retrieving Material safety data sheets for chemicals used by Hanford contracts. This requires a Hanford account, but not a license.

x. Primavera (P6): Scheduling software used for budgetary and life cycle planning as well as tracking monthly progress. The LAS&T Contractor will be required to purchase software and a license for this data system.

xi. Reserved

xii. System Change Request (SCR): The SCR system maintains and stores work records for system development efforts. This requires a Hanford account, but not a license.

xiii. Sunflower Asset Management System (SAMS) Property Management Database: This requires a Hanford account, but not a license.

l. The work area for the Contractor is a nuclear facility and is managed and controlled by the TOC. Therefore the programs, work scope, personnel, etc., are not completely mutually exclusive. Specific agreements must be established to address respective responsibilities and actions. These agreements will be in addition to the general Hanford Site Services and Interface Requirements Matrix in Section J.

Typical subject areas for specific agreements with the TOC:

i. Work load, resources or facility availability that might impact overtime or delivery of results.

ii. Personnel who are shared in the short term between the TOC and lab contractor.

iii. Use of procedures common to both contractors

iv. Offices, equipment and supplies

v. Procurement,

vi. Non-disclosure agreements,

vii. Programs, such as;

1. Special Nuclear Material,
2. Radiation control,
3. Nuclear safety,
4. Records,
5. Waste management,
6. Cost information for analyses and reports,
7. Safety, health and quality assurance,

8. Training and qualification programs,

9. Chemical management

C.2.3.6 Pensions and Other Benefit Plans

a. The Contractor shall manage pensions and other employee benefit plans in accordance with the Section H clauses entitled “Employee Compensation: Pay And Benefits” and “Post-Contract Responsibilities For Pension And Other Benefit Plans”.

b. The Contractor shall be responsible for the pension costs for the incumbent employees that it hires to perform work under the contract beginning the first day after the end of the transition period. The incumbent contractor will be responsible for the pension costs for those same incumbent employees up to and including the last day of the 90 day transition period.

C.3 GOVERNMENT FURNISHED FACILITIES AND SERVICES

The Contractor will be provided with facilities, established programs and services to accomplish this scope of work. A detailed listing of facilities, equipment, services and information is provided in Section J of the contract. The Contractor shall integrate these services with the analytical services scope. Facilities and analytical equipment will be provided and maintained as described below.

The Contractor is encouraged to review the Government Furnished Equipment and Services during the contract period and make recommendations for improvements or changes in scope that will benefit the overall mission of DOE at the Hanford site.

C.3.1 Facilities

The 222-S complex consists of the 222-S Building, a 70,000 square foot laboratory facility, which includes 11 hot cells for handling and analyzing highly radioactive samples, and the auxiliary buildings that support the analytical chemistry mission. The analytical services will be primarily performed at the 222-S Building with nearby office spaces available for other laboratory personnel.

C.3.2 Instrumentation Provided

a. Types of available laboratory equipment that will be provided to the Contractor are listed below. About 25% of instrument capacity is currently used in all but the Organic area for Gas Chromatograph/Mass Spectrometers work where the potential utilization is at approximately 75% capacity. In addition to the analytical equipment below the laboratory also has 26 manipulators for sample handling that were purchased during 1993-1994 all of which are operational and in good condition.

b. Sample Preparation Equipment
   i. Liquid/liquid extractors
   ii. Solid phase extraction apparatus
   iii. Toxicity Characteristic Leaching Procedure apparatus
   iv. Acid digestion apparatus
   v. Water digestion apparatus

c. Inorganic Instrumentation
   i. Inductively Coupled Plasma/Mass Spectrometer systems (ICP/MS)
   ii. ICP/AES (Atomic Emission Spectrometer systems)
   iii. Thermal scanning calorimeters
   iv. Differential Scanning Calorimeters (DSC)
   v. Ion Chromatographs (IC)
   vi. Scanning Electron Microscopes (SEM)
   vii. Thermal Gravimetric Analyzers (TGA)
   viii. Organic Instrumentation:
   ix. Total Organic Carbon analyzers (TOC)
   x. Gas Chromatographs
   xi. Gas Chromatograph/Mass Spectrometers (GC/MS)

d. Radiochemistry Instrumentation:
   i. Liquid Scintillation Counters
   ii. Alpha/Beta Proportional Counters, and
   iii. Gamma (GEA) and Alpha Energy Analyzers (AEA)

C.3.3 Laboratory Information Management Systems (LIMS)

ORP will provide use of the comprehensive LIMS to the Contractor. These systems have the capability to upload a large proportion of the analytical data from the instruments to the analytical reporting system after approval by the responsible chemists.

C.3.4 Other Government Furnished Services

a. Government furnished services will be provided or coordinated through the TOC. The Contractor shall integrate analytical services work scope to support these programs.

   i. Radiological control program to manage work with radiological exposure and contamination: All radiological work activities in the facility are covered under the TOC's Radiation Protection Program (RPP) that is approved by DOE. As such, the Contractor shall follow the TOC's RPP (HNF-MP-5184). Compliance with 10 CFR 835, Occupational Radiation Protection, is accomplished through compliance with the TOC's RPP. Radiological Control Technicians (RCTs), employed by the TOC, are provided to the LAS&T to support work activities ~~as a direct-billed service~~. The LAS&T shall work with RCTs on a daily basis to follow the radiological control program while handling, storing or analyzing samples. Nuclear safety program to implement and maintain the Documented Safety Analysis (DSA) and maintain nuclear safety of the laboratory. The Contractor shall comply with the controls, for example paragraph 5.5.1.3 of the DSA, to maintain nuclear safety in the facility.

   ii. Safety management programs required to maintain both personnel and nuclear safety.

   iii. Security program and security personnel to maintain physical security for the laboratory and its inventory. The Contractor shall maintain the personnel and information security program for employees and visitors.

   iv. Emergency Response Program and support infrastructure to integrate the laboratory into the Hanford Site Emergency Response Program.

   v. Fire Protection Program to maintain the laboratory within the requirements of the approved Fire Hazards Analysis.

   vi. Waste Management Program and Services. Waste generated in the process of performing analytical services work shall be controlled in accordance with applicable laws and regulations and agreements (i.e. Tri-Party Agreement) with the Washington Department of Ecology. In general, each hood is a satellite accumulation area with a designated container for waste. Contents of each of these containers must be fully known and documented. Compatibility of waste in the container shall be evaluated before new waste can be added. Disposal of this temporarily stored waste shall be controlled by the TOC in accordance with its procedures. The Contractor shall comply with TOC direction and procedures regarding waste disposal and shall not make any independent waste disposal decisions. Handling and disposition of the waste at this point will be provided under the appropriate procedures of the TOC.

vii. Facility and equipment maintenance. The Contractor shall perform daily calibrations and associated analytical maintenance and cleaning of the instruments.

C.4 DELIVERABLES

(a) Minimum reporting requirements and the frequency of submission are provided in Table C-1. Table C-1 is not intended to be complete and is subject to change at the discretion of the Contracting Officer as provided to the Contractor in writing. In addition, Table C-1 does not include reports that may be required by other terms of this Contract or by DOE directives that are applicable to this Contract. The Contracting Officer will determine content, format and distribution of all reporting requirements listed in Table C-1.

Table C-1
Minimum Reporting Requirements and Frequency

Report Name	Frequency
Transition Plan	A
Project Management Plan	A
Work Breakdown Structure (WBS)	A
WBS Description	A
Project Status Assessment	M
~~Monthly Performance Overview and Funds Status Report by WBS~~	Deleted
Property Management Plan	A
Property Acquisition and Dispositions – if applicable	A
Physical Inventory Report	Y
Integrated Safety Management System Description	A
Incumbent Employees To Be Hired Report	A
Employee Concerns Plan	A
Communication Plan	A
Radiation Protection Progam Plan	A
Records Management Plan	A
Quality Assurance Program Plan	A
Material Control and Accountability Plan	A
Legal Management Plan	A
Human Resources Compensation Plan	A
Annual Contractor Salary-Wage Increase Expenditure Report	Y

List of the Top Five (5) Most Highly Compensated Executives	A
Annual Report of Contractor Expenditures for Employee Supplemental Compensation	A
Annual Compensation Increase Plan	A
Ben-Val Studies	A
Employee Benefits Cost Study	Y
Itemization of Costs Incurred for Plan Administration	A
FREQUENCY CODES:	
A – As Required	Q – Quarterly
C – Change to Contractual Agreement	S – Semi-Annually
F – Final (end of effort)	Y – Yearly or Upon Renewal of Contract
M – Monthly	O – One After Award (within 90 days)

ATTACHMENT 1 –REQUIRED LABORATORY PROCESSES AND ANALYSES

Processes:

- Sample Breakdown
- Homogenize Sample
- Centrifuge Sample
- Composite Sample
- Bulk Density
- Volume of % Centrifuged Solids
- Liquid Weight
- Solid Weight
- Volume of Solid
- Acid Dilution for ICP/AA/Radiochemistry
- Water Digest for ICP/AA/Radiochemistry
- Fusion with KOH
- Water Digest (no acid)
- Quality Control Standards, Blanks and Calibration Samples

Analyses:

Inorganic, Physical Analyses, Total Organic Carbon (TOC)

- Ammonium by Ion Chromatography (IC)/Cations by IC
- DSC exotherms by TA
- Iso Uranium by ICP/Mass Spectrometry(MS)
- Specific Gravity
- % Water by Gravimetric Measurement
- Anions by IC
- ICP Acid Digest/Routine Analysis
- Total Organic Carbon (TOC) by Persulfate/Coulometry

Organic Analyses

- PCB Sample Preparation
- PCB Analyses (SW846 8082)
- Volatile Analyses (SW846 8260)
- Semivolatile Analyses (SW846 8270)

Radionuclide Analyses

- Alpha in liquid sample
- Am241, Cm 243 by TRU-SPEC Resin
- Plutonium (Pu) 238, 239 by TRU-SPEC Resin
- GEA
- Strontium (Sr) 89/90 High Level

Data Reporting

- Full Data Package
- Summary Data Package
- Summary Data Package with Quality Assurance and TCD Upload