

OFFICE OF ASSISTANT MANAGER FOR SAFETY AND TECHNICAL SERVICES

**OAK RIDGE OFFICE
OFFICE OF SCIENCE
U.S. DEPARTMENT OF ENERGY**

2.0 OFFICE OF ASSISTANT MANAGER FOR SAFETY AND TECHNICAL SERVICES (AMSTS)

- 2.1 Mission: Develop, provide effective and efficient leadership for the Oak Ridge Office (ORO) environment, safety, health (ES&H) and quality assurance (QA) program to support ORO line managers, the Office of Science (SC) Integrated Support Center (ISC), and other Department of Energy (DOE) sites in meeting their ES&H and QA responsibilities; to conduct assessments and assurance activities as requested to provide feedback to the ORO Manager on Oak Ridge Reservation (ORR) issues, line managers on program issues, and other customers regarding the effectiveness of ES&H and QA program implementation; to provide ES&H and QA support to SC, Site Offices, and programs as part of the ISC; and as requested, to coordinate certain program and regulatory oversight activities within ORO. In performing its mission, the AMSTS operates as a seamless organization utilizing all resources within the organization to fulfill mission objectives. The AMSTS mission is accomplished through a cohesive technical staff composed of Subject Matter Experts who are certified under the DOE Technical Qualification Program; and are effectively supported by administrative personnel. In addition, as necessary, AMSTS has the flexibility to request and use resources from other ORO programs; the ISC, Chicago Office; other DOE locations; and contract services to fulfill its mission. In fulfilling its mission, AMSTS performs the following functions:
- a. Serves as the Management System Owner for the Office of Science Management System (SCMS) ES&H Management System and associated Subject Areas and provides the Technical Points-of-Contact for the Management System and several Subject Areas.
 - b. Serves as the Secondary Management System Owner for the SCMS Quality Assurance and Oversight Management System and associated Subject Areas and provides the Technical Points-of-Contact for the Management System and several Subject Areas.
 - c. Serves as Program Sponsor for the ORO Quality Assurance Program (QAP) and ISO 9001 Standard implementation; and, in conjunction with the ISC Chicago Office, the SC ISC QAP.

- d. Provides quality assurance expertise/consulting, assessment, investigation, and program evaluation.
- e. Administers the Integrated Assessment Schedule planning and reporting, the ePegasus Tracking System, the Safety First website, and SharePoint ES&H and QA dashboards and assurance tracking and analysis tools.
- f. Serves as ORO Program Sponsor for the Fire Protection Program.
- g. Coordinates the ORO Integrated Safety Management System Program.
- h. Maintains the ORO Functions, Responsibilities, and Authorities Manual.
- i. Manages the ORO National Environmental Policy Act (NEPA) Program.
- j. Administers the ORO Cultural Resources Program and Historic Preservation Program.
- k. Administers the Packaging and Transportation Safety and Aviation Safety Management Programs.
- l. Supports the DOE Headquarters (HQ) Health, Safety, and Security (HSS) program, in managing DOE's Consolidated Audit Program for the DOE complex which serves to provide a consistent audit function for analytical laboratories and mixed/low-level waste treatment, storage, disposal, and recycle facilities that are used by multiple offices across the complex.
- m. Serves as an Independent Reviewer and/or Assessor.
- n. Represents ORO on the DOE Federal Technical Capability Panel.
- o. Serves as the ORO Point of Contact for the Voluntary Protection Program.
- p. Serves as the ORO Program Coordinator for the Operating Experience (OE) and Federal Lessons Learned Programs.
- q. Administers the Accident Investigation process.
- r. Administers the Assessment Program, issues management, and ES&H and QA trending and analyses.
- s. Serves as the ORO Integrated Safety Management (ISM) Champion on the DOE ISM Champions Council.
- t. Serves as SC representative on the National Training Center Training Advisory Council.
- u. Administers the Federal Employee Occupational Safety and Health (FEOSH) program and Ergonomics Program.
- v. Administers the Facility Safety Program, including Nuclear and Explosive Safety Design and Natural Phenomena Hazards (NPH) Mitigation.
- w. Supports the Safety Basis Program.
- x. Administers the Federal Radiation Protection Program.
- y. Administers the Federal Beryllium Protection Program.
- z. Supports the Safety Software Quality Assurance Program.

- aa. Supports the Suspect/Counterfeit Items Program.
- bb. Supports the ORO Employee Concerns Program in investigations of ES&H concerns and complaints from DOE and contractor employees.
- cc. Supports ORO organizations in implementing Environmental Management Systems (EMS) Programs.
- dd. Administers the Hazardous Waste Corrective Action Permit for the ORR.
- ee. Assists in the planning efforts necessary to achieve privatization of key ORO facilities.
- ff. Serves as the ORO point of contact for access to Institute of Nuclear Power Operations information and assist visits.
- gg. Performs analyses, evaluation, trending, identification of issues, etc.
- hh. Supports the establishment of strategic objectives and plans for ORO.
- ii. Coordinates certain regulatory oversight activities within ORO.
- jj. Supports Contract Source Evaluation Boards and Contract Transition Activities.

2.2 Assistant Manager and Deputy Assistant Manager discharge this mission and associated functions through staff and/or three Divisions:

- a. Health & Safety Services Division (see 2.3),
- b. Environmental & Quality Services Division (see 2.4), and
- c. Engineering & ISC Services Division (see 2.5).

2.3 Health & Safety Services Division (HSSD)

The HSSD provides technical assistance to ORO programs and other DOE sites in support of health and safety programs. This includes laser safety, fire protection, occupational/industrial safety, industrial hygiene, occupational medicine, radiation protection, construction safety, safety basis, injury and illness reporting, Voluntary Protection Program support, Accident Investigation Program support, and weapons/firearms/explosives safety. The HSSD also provides services for the FEOSH program and ergonomics services. HSSD provides the following functions, as applicable:

- a. Supports ORO line organizations in executing their responsibilities including assuring activities and operations are carried out in a manner that protects government and contractor personnel and the general public from hazards arising from performance of work.
- b. Maintains awareness of ongoing ES&H activities involving on-site work and assures appropriate AMSTS personnel are engaged in providing support.

- c. Conducts and coordinates the activities necessary to assure effective ES&H oversight of projects in the field at the request of Site Office Managers and coordinates closely with supported line organizations.
- d. Provides routine and special status reports as required by laws, regulations, and DOE Directives.
- e. Assists in the planning efforts necessary to achieve privatization of key ORO facilities.
- f. Provides ES&H support to the line's Surveillance and Maintenance Program for shut-down facilities and the safe removal and cleanup of buildings.
- g. Conducts and coordinates the activities necessary to develop environmental permit applications, settlement agreements, consent decrees, and DOE Directives involving ongoing site activities.
- h. Investigates ES&H complaints from federal and contractor employees.
- i. Supports the Employee Concerns Program.
- j. Conducts required Occupational Safety and Health Act (OSHA) inspections.
- k. Interprets safety basis, nuclear and explosive safety design, fire protection policies, codes, Technical Standards, Directives, regulations, guides, and criteria and determines applicability; advises on implementation strategy, and supports the line in ensuring compliance.
- l. Provides technical assistance, as requested, in the area of responsibility including safety basis, fire protection, nuclear and explosive safety design.
- m. As requested, provides technical support in the areas of facility safety and authorization basis.
- n. Administers the ORO Federal Ergonomics Program.
- o. Supports the Federal Personal Protective Equipment Program.
- p. Administers the activities of the ORO FEOSH Program, including conducting OSHA inspections for the Federal Building and federally-occupied areas other than major sites.
- q. Administers the ORO Voluntary Protection Program.
- r. The Division performs assessments, appraisals, investigations, and technical assistance in assigned areas.

2.4 Environmental and Quality Services Division (EQSD)

The EQSD supports line implementation of environmental protection programs and environmental compliance activities, including the EMS, NEPA and NEPA Compliance Officer services; Endangered Species Act; Clean Air Act (CAA); Clean Water Act; Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); Resource Conservation and Recovery Act (RCRA); the Toxic Substances Control Act (TSCA); and other environmental compliance programs. The Division provides services for Historic Preservation and Cultural

Resources Management and supports customers in complying with both Federal and State environmental laws and regulations. This Division also provides quality assurance services and ISO 9001, NQA-1, and other quality assurance standards implementation support. EQSD provides the following functions, as applicable:

- a. Develops, establishes, and interprets environmental protection objectives and guidelines in support of ORO and contractor operations.
- b. Assists with the coordination of environmental matters among DOE HQ; Contracting Officers (COs) and Contracting Officer's Representatives (CORs); Federal, State, or Local regulatory bodies; and stakeholder groups.
- c. Develops and maintains systems for collection, retention, evaluation, and dissemination of information that characterizes ORO environmental activities for areas such as asbestos, Radionuclide National Emission Standards for Hazardous Air Pollutants, Superfund Amendments and Reauthorization Act, and site environmental monitoring results that demonstrate compliance with environmental protection laws, regulations, and DOE Directives.
- d. Coordinates comments on proposed environmental legislation, regulations, and DOE Directives that affect ORO operations.
- e. Leads and manages ORO NEPA activities to assure ORO activities are executed consistent with implementing regulations, Executive Orders, and Directives, including serving as the ORO NEPA Compliance Officer.
- f. Supports oversight of EMS programs and informs management of environmental risks and vulnerabilities.
- g. Administers the Hazardous Waste Corrective Action Permit for the ORR.
- h. Administers the Hazardous and Solid Waste Amendments of 1984, TSCA (including the PCB Federal Facility Compliance Agreement), Underground Storage Tank, Emergency Planning and Community Right-to-Know Act, RCRA, Federal Insecticide and Rodenticide Act, CERCLA, and Pollution Prevention programs for the ORO Manager and in support of the line organizations.
- i. Administers the CAA, Asbestos, and Radiation National Emission Standard for Hazardous Air Pollutants programs for the ORO Manager and in support of line management.
- j. Provides technical support to COs/CORs and/or supported Site Offices in the oversight and implementation of environmental protection.
- k. Coordinates the ORR Environmental Monitoring Program and supports consistent reporting (Annual Site Environmental Report) of environmentally related activities in ORO.
- l. Manages the ORO Cultural Resources Program for the ORR.
- m. Coordinates activities in related areas, e.g., Floodplains, Wetlands, Environmental Justice, Threatened and Endangered Species.

- n. Develops, maintains, and provides QA expertise and services in support of ORO programs and other DOE sites. Activities include preparation of the ORO QA Program Description, review of QAPs for ORO contractors, providing policy interpretation and guidance for DOE on implementation of QA programs in ORO mission areas, etc., providing QA support to ORO, ISC customers and other DOE sites and serving as the ORO point of contact for coordination of the Suspect and Counterfeit Parts.
- o. The Division performs assessments, appraisals, investigations, and technical assistance in assigned areas.

2.5 Engineering and ISC Services Division (EISD)

The EISD provides subject matter expertise to support line organizations and other DOE sites in achieving their performance assurance objectives. Services include a variety of engineering and performance assurance functional areas, including ISM implementation, accelerator safety, safety basis, safety design, structural and seismic analysis support, Natural Phenomena Hazard analysis and mitigation, criticality safety analysis, maintenance management, Safety Software Quality Assurance programs, statistical analysis, health, transportation/packaging safety, aviation safety, safety and quality performance analysis and trending, health and safety productivity systems (e.g., ePegasus, SharePoint), oversight tracking and trending, assessment planning, assessment and issues management services, and feedback and improvement services and tools. EISD also serves as point of contact for ensuring the implementation of the SC Service Agreement for technical support to SC Site Offices. The EISD provides the following functions, as applicable:

- a. Serves as the point of contact for ES&H support to other DOE sites/programs in accordance with the SC ISC Service Plan and other management agreements.
- b. Administers the execution of ES&H assessments of ORO contractors and of ORO line and matrix organizations, as requested. These assessments will include appropriate functional areas of ES&H and involvement by other AMSTS Divisions, as appropriate.
- c. Administers the Integrated Assessment Schedule planning and reporting, the ePegasus Tracking System, the Safety First website, and SharePoint ES&H and QA dashboards and assurance tracking and analysis tools.
- d. Supports the ORO Manager and line organizations in coordinating with HSS regarding their independent ES&H assessments.
- e. Supports ORO and the restart authority in performance of operational readiness review activities for ORO.
- f. Supports ORO Facility Representative Program and Systems Safety Program.
- g. Investigates ES&H complaints from federal and contractor employees.

- h. Establishes and maintains an ORO process for tracking and trending of ES&H and quality issues and corrective actions associated with deficiencies identified in internal and external assessments of ORO activities.
- i. Supports the ORO Manager, ORO, the ISC, and other DOE offices in providing ES&H and quality related status and performance reports.
- j. Provides an ORO system and tools for planning, scheduling, conducting, and tracking of ORO assessments, walkthroughs, issues, and corrective actions.
- k. Serves as the ORO point of contact for the DOE HSS Corrective Action Management Program Team.
- l. Provides weapons/firearm safety support to the Office of the Assistant Manager for Security and Emergency Management, ORO.
- m. As requested, provides technical support in the areas of facility safety and authorization basis.
- n. Supports the line for packaging and transportation safety activities including:
 - (1) Ensuring regulatory compliance for all hazardous materials packaging and transportation. This includes compliance with hazardous materials safety regulations and regulations for motor vehicle, railroad, and aviation safety.
 - (2) Coordinating with DOE HQ and Federal/State/Local agencies for obtaining packaging and transportation approvals including certifications, exemptions, and permits.
 - (3) Administering the Packaging Certification Program for all Nuclear Regulatory Commission/DOE/International Atomic Energy Agency certificate packages and special form sources used by ORO.
 - (4) Serves as the ORO Aviation Safety Manager.
 - (5) Coordinating and interfacing with DOE HQ and regulatory agencies for new rules, regulations, and Directives that effect ORO transportation and packaging programs.
 - (6) Performing review/audits/assessments of contractor packaging and transportation programs.
- o. Provides DOE Directive (Order, Guide, and Manual) coordination in AMSTS, and ensures necessary ORO ES&H-related Directives are drafted and coordinated with line programs and support organizations.
- p. Administers the Operating Experience, Occurrence Reporting and Processing System, and Federal Lessons Learned programs.
- q. Provides technical assistance, as requested, in the area of responsibility including NPH mitigation and criticality safety; interprets criticality safety and NPH mitigation policies, codes, Technical Standards, Directives, regulations, guides, and criteria and determines applicability; advises on implementation strategy, and supports the line in ensuring compliance.

- r. The Division performs assessments, appraisals, investigations, and technical assistance in assigned areas.