



Savannah River

Nuclear Solutions, LLC

A Fluor Daniel Partnership SM

Standardization of Procedures Improves ISM Core Function: Perform Work Safely

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Why Make Procedure Changes?

New Contractor, SRNS, has a new vision for Procedures

- Functionally align Procedure Organization
- Centralize the program and improve efficiency
- Establish coordination of Site procedures among all SRS Tenants
- Set the Standard for the Site, new missions and next generation of workers

A New Vision for Procedures

SRNS

DOE - EM

SRR

WSRC

USFS

SREL

Parsons

Nuclear Materials Storage

Spent Fuel Project

Area Completion

Solid Waste

Tritium Operations

Legal

HB Line

H-Canyon

Waste Solidification Building

Savannah River National Lab

Analytical Labs

Construction Services

Engineering

Business Services

Human Resources

Public Affairs

Chief Financial Officer

Chief Information Officer

Maintenance

ESH&Q

Safeguard & Security

Emergency Services

Infrastructure Services

Project Management

DOE - NNSA

WSI

MOX

US Army

Ameresco

Others

Efficiency Improvement Strategies

- Standardize Procedural System Documents
- Consolidate Procedural Documents to a Central, Electronic Location
- Implement an Electronic Procedural Document System
- Streamline Number of Procedural Documents
- Train Procedure Writers
- Manualize Procedural Documents into Functional Areas

Formats Prior to Standardization

SAVANNAH RIVER NATIONAL LABORATORY	Procedure:	1.50
	Revision:	0
IAEA ADDITIONAL PROTOCOL IMPLEMENTATION	Manual:	L1
	Category:	Administrative
	Effective:	1/5/2009
Approved by: Dr. S. Bhattacharyya, Laboratory Director	Page:	1 of 7

MAINTENANCE PROCESS EQUIPMENT WORK PROCEDURES-200 AREAS CHAPTER III	11391-F Revision 0 Effective Date: 5/4/04 Procedure Manual Y2.1 Page 1 of 23
(USE EVERY TIME)	
GLOVEBAG CONTAINMENT DEVICE (U)	

Conduct of Operations Manual	Manual:	2S
	Procedure:	1.1, Rev. 13
	Effective:	1/31/07
	Page:	1 of 35
Procedure Administration	APPROVED COMPANY-LEVEL PROCEDURE	

M2 CONSOLE ALARM PANEL	Procedure:	105-CW-200-L
	Revision:	3
	Effective Date:	09/15/08
CLASSIFICATION: PLANT STABILITY	Page:	1 of 16

	Manual:	IS1
	Procedure:	GEN-4002
	Revision:	0
	Effective Date:	10/20/08
Site Infrastructure (SI) Administrative Procedures	Page:	1 of 3

SAVANNAH RIVER NATIONAL LABORATORY ANALYTICAL DEVELOPMENT ANALYTICAL OPERATING PROCEDURES	Manual: L16.1 Procedure: ADS -0108 Revision: 12 Page: 1 of 12 Effective Date: 11/20/08
ADMINISTRATIVE	
Analytical Development Sample Management Operation	Approved by: APPROVAL ON FILE AD Manager

Standardization Team Results

- Identified standard header

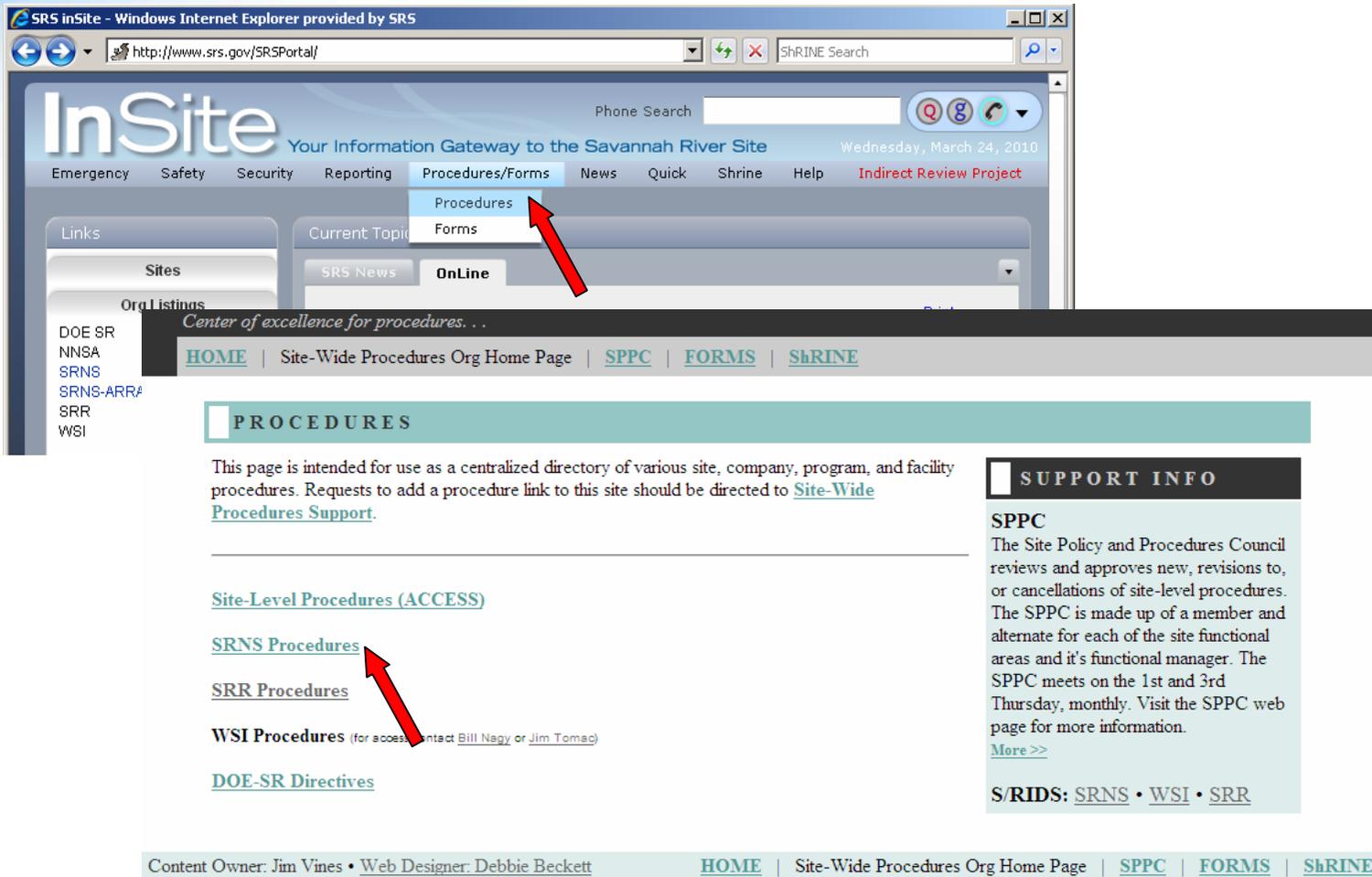
Manual Title	Manual:	Number
	Procedure:	Number
	Revision:	0
	Effective Date:	00/00/00
Procedure Title	Type-Category:	Administrative
	Page:	1 of 2

- Identified standards for four formats:
 - Administrative Procedural Documents
 - Technical Procedural Documents
 - Alarm Response Procedures (ARP)
 - Emergency/ Abnormal Operating Procedures (EOP, ERP, AOP)
- Reduced over 25 variations of forms to 5 standardized forms

Procedures Centralization

- **No one place existed (electronic or otherwise) to view all procedures**
- **Procedures existed on**
 - Project and functional area unique websites
 - Desktops
 - File Cabinets
 - Desk Drawers
- **An accurate count of all active procedures did not exist**

Centralized Procedures on SRS Intranet



The screenshot shows a web browser window titled "SRS inSite - Windows Internet Explorer provided by SRS" with the URL "http://www.srs.gov/SRSPortal/". The page header includes the "InSite" logo, a search bar, and the date "Wednesday, March 24, 2010". A navigation menu contains links for "Emergency", "Safety", "Security", "Reporting", "Procedures/Forms", "News", "Quick", "Shrine", "Help", and "Indirect Review Project". The "Procedures/Forms" menu is expanded, showing "Procedures" and "Forms" options, with a red arrow pointing to "Procedures".

Below the navigation menu, there is a sidebar with "Links" and "Org Listings" (DOE SR, NNSA, SRNS, SRNS-ARRA, SRR, WSI). The main content area features a "PROCEDURES" section with the following text:

This page is intended for use as a centralized directory of various site, company, program, and facility procedures. Requests to add a procedure link to this site should be directed to [Site-Wide Procedures Support](#).

Below this text are several links:

- [Site-Level Procedures \(ACCESS\)](#)
- [SRNS Procedures](#) (with a red arrow pointing to it)
- [SRR Procedures](#)
- [WSI Procedures](#) (for access, contact Bill Nagy or Jim Tomac)
- [DOE-SR Directives](#)

On the right side, there is a "SUPPORT INFO" section with the following text:

SPPC
The Site Policy and Procedures Council reviews and approves new, revisions to, or cancellations of site-level procedures. The SPPC is made up of a member and alternate for each of the site functional areas and it's functional manager. The SPPC meets on the 1st and 3rd Thursday, monthly. Visit the SPPC web page for more information.
[More >>](#)

At the bottom, there is a footer with the text: "Content Owner: Jim Vines • Web Designer: Debbie Beckett" and a navigation bar with links for "HOME", "Site-Wide Procedures Org Home Page", "SPPC", "FORMS", and "ShRINE".



Electronic Processing System

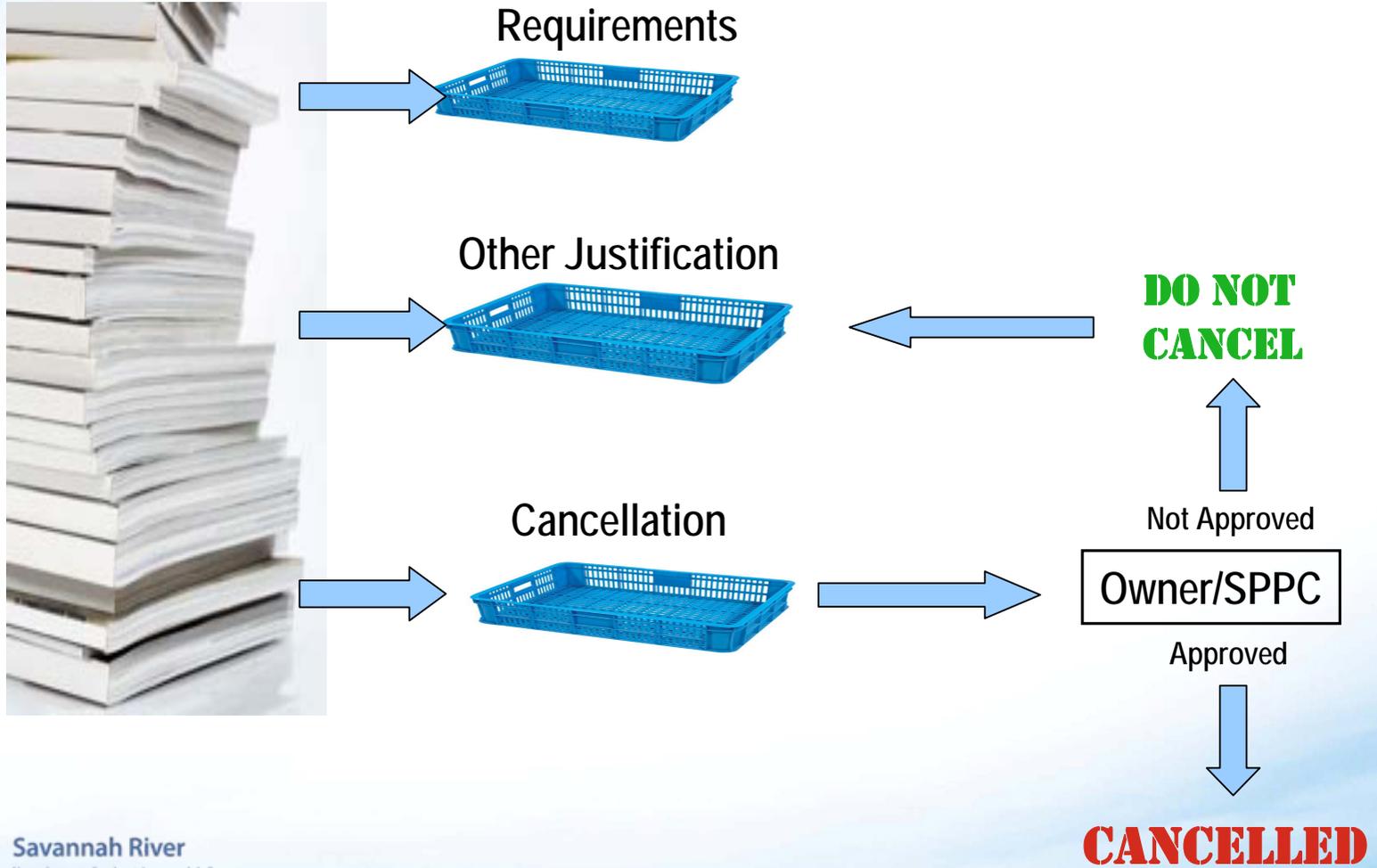
- **Team Chartered to:**
 - Identify the necessary requirements of all procedural document processing areas
 - Identify and evaluate existing systems on and off site
 - Present recommendation

- **SmartPlant Foundation (SPF) Selected**
 - SPF Procedure Module being rolled out across M&O through February 2011

Streamlining Effort

- **SRNS expected approximately 900 procedures for M&O portion of business**
 - Procedural documents count at contract turnover was approximately 14,000
 - Opportunity to streamline and consolidate the number of procedural documents identified
 - Chartered teams to reduce the number of maintenance and operations procedures by 20%
 - Used a Lean Six Sigma approach which included a binning process

Procedure Binning Process



Procedure Streamlining Team Results

- **M&O Maintenance Procedures:**
 - Of 1553 documents, recommended 310 (20%) to cancel & 54 (4%) to combine
- **M&O Operations Procedures:**
 - Of 6,202 M&O documents, 1090 (18%) recommended for potential cancellation
- **Other Improvement Projects in Progress:**
 - Environmental, Health, Safety and Quality
 - Safeguards, Security and Emergency Services
 - Infrastructure Services
 - B-Area Laboratories

Procedure Writer Certification Program

- **PPA has an industry backed Writer Certification Program**
 - Aligns with the industry standard guidance for technical writing (NEI Documents AP 907-001 and AP 907-005)
 - Addresses the human factors benefits that can be derived from best practice methods
- **SRNS partnered with SRR and conversed with MOX to become the first DOE complex site to use PPA Certification as the standard for all writers**
- **All SRNS and SRR writers have taken the PPA Writer Certification class as of June 2010**

Functional Alignment of Manuals

•Current Manual System:

- Lacks a central location for Guidance/Requirements documents
- Over commits - include references or standards not in the contract, not required by Authorization Agreement, or not essential for mission execution
- Includes duplication/unnecessary redundancy of documents
- Contains conflicting documents
- Allows activities to be performed different ways based on different documents
- Does not incorporate INPO guidance

•Improvement:

- Realign procedural documents (policies, procedures, guides, etc) in functionally arranged manuals

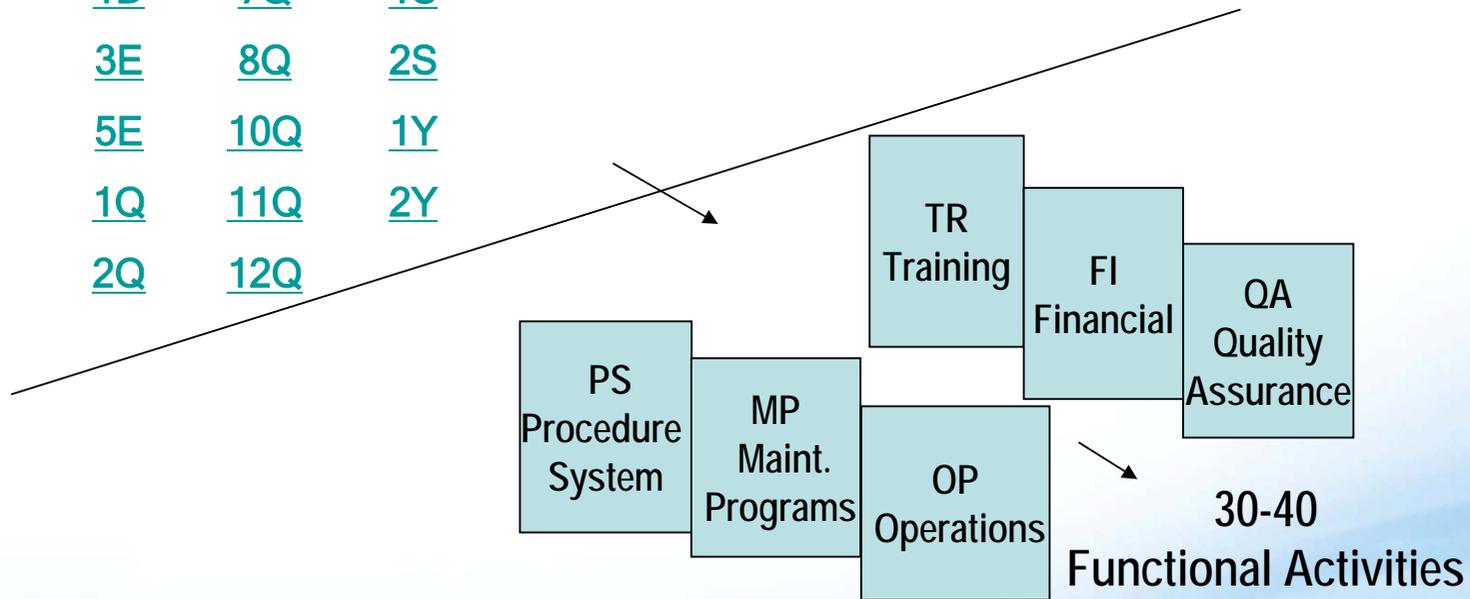
Site Manuals by Functional Activity

Site-Level Manuals

<u>1-01</u>	<u>11B</u>	<u>3Q</u>	<u>14Q</u>
<u>1B</u>	<u>12B</u>	<u>4Q</u>	<u>18Q</u>
<u>3B</u>	<u>13B</u>	<u>5Q</u>	<u>19Q</u>
<u>4B</u>	<u>1C</u>	<u>6Q</u>	<u>21Q</u>
<u>5B</u>	<u>1D</u>	<u>7Q</u>	<u>1S</u>
<u>6B</u>	<u>3E</u>	<u>8Q</u>	<u>2S</u>
<u>7B</u>	<u>5E</u>	<u>10Q</u>	<u>1Y</u>
<u>8B</u>	<u>1Q</u>	<u>11Q</u>	<u>2Y</u>
<u>9B</u>	<u>2Q</u>	<u>12Q</u>	

Program Manuals

<u>E7</u>	<u>E11</u>	<u>E11A</u>	<u>SCD-1</u>
<u>SCD-2</u>	<u>SCD-3</u>	<u>SCD-4</u>	<u>SCD-6</u>
<u>SCD-7</u>	<u>SCD-9</u>	<u>SCD-10</u>	<u>SCD-11</u>
<u>SCD-12</u>	<u>SCD-13</u>	<u>SCD-14</u>	



Improves ISM Core Function - Perform Work Safely

- Provide clarification of confusing or ambiguous guidance and standards
- Consolidation of Procedural Documents to a Central, Electronic Location
- Standardization of multiple Procedural Process with the implementation of an Electronic Procedural Document System
- Train Procedure Writers to addresses the human factors benefits that can be derived from best practice methods
- Improve Manual and Procedural Document Quality



Questions

