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Rev. 6

Environmental Restoration Disposal Facility

Waste Disposal Operations

Administrative Procedure

*Work Performed for
Bechtel Hanford Inc.
Under Subcontract
0600X-SC-G0006*



**Waste Management
Federal Services, Inc.**

List of Effective Pages

<u>Page Number</u>	<u>Revision/PCN Number</u>	<u>Revision/PCN Date</u>
Title Page		
I through v	Revision 6	11/07/97
Section 1		
1 through 9	Revision 6	11/07/97
Section 2		
10 through 35	Revision 6	11/07/97
Section 3		
36 through 39	Revision 6	11/07/97
Section 4		
40 through 48	Revision 6	11/07/97
Section 5		
48 through 51	Revision 6	11/07/97
Section 6		
52 through 57	Revision 6	11/07/97
Section 7		
57 through 57	Revision 6	11/07/97
Section 8		
57 through 64	Revision 6	11/07/97
Section 9		
65 through 71	Revision 6	11/07/97
Section 10		
72 through 73	Revision 6	11/07/97
Section 11		
73 through 80	Revision 6	11/07/97
Section 12		
80 through 81	Revision 6	11/07/97

Table of Contents

List of Effective Pages	4
1.0 Project Scope, Organization, and Authority	1
1.1 Project Description	
1.2 Project Organization and Responsibilities	
1.3 Administrative Procedures	
1.4 Signature Authority and Approval	
1.5 Delegation of Authority	
2.0 Human Resources	10
2.1 Personnel Policies and Procedures	
2.2 Employee Assistance	
2.3 Pay Practices and Policies	
3.0 Preparation and Control of Project Procedures	36
3.1 Procedure Categories	
3.2 Organizational Responsibilities for Procedures	
3.3 Revisions to Procedures	
4.0 Correspondence and Document Control	39
4.1 Correspondence	
4.2 Project Document Control	
5.0 Cost Recordkeeping and Invoicing	48
5.1 Personnel Payroll Administration	
5.2 Invoice Records and Preparation	
6.0 Subcontract Reporting	52
6.1 Subcontract Required Reporting	
6.2 Operational Reporting	
7.0 Deleted	57
8.0 Records Management	57
8.1 Purpose	
8.2 Responsibilities	
8.3 Record Identification	
8.4 ERDF WDO File Index	
8.5 ERDF WDO Central File Station	
8.6 Records Transfer to Bechtel Hanford Inc.	

9.0	Purchasing Program	65
9.1	Corporate Capital Equipment Purchases	
9.2	Replacement Government Equipment Purchases	
9.3	Consumable Purchases	
9.4	Petty Cash	
10.0	Occurrence Reporting	72
10.1	Occurrence Identification	
10.2	Reporting New Occurrences	
10.3	Class B Equipment	
11.0	Conduct of Operations	73
11.1	Chapter I - Operations Organization and Administration	
11.2	Chapter II - Shift Routines and Operating Practices	
11.3	Chapter III - Control Area Activities	
11.4	Chapter IV - Communications	
11.5	Chapter V - Control of On-Shift Training	
11.6	Chapter VI - Investigation of Abnormal Events	
11.7	Chapter VII - Notifications	
11.8	Chapter VIII - Control of Equipment and System Status	
11.9	Chapter IX - Lockouts and Tagouts	
11.10	Chapter X - Independent Verification	
11.11	Chapter XI - Logkeeping	
11.12	Chapter XII - Operations Turnover	
11.13	Chapter XIII - Operations Aspects of Facility Chemistry and Unique Processes	
11.14	Chapter XIV - Required Reading	
11.15	Chapter XV - Timely Orders to Operators	
11.16	Chapter XVI - Operations Procedures	
11.17	Chapter XVII - Operator Aid Postings	
11.18	Chapter XVIII - Equipment and Piping Labeling	
12.0	Corrective Action Management System	80
12.1	Purpose	
12.2	Responsibilities	
12.3	Description	
12.4	Usage Information	

1.0 Project Scope, Organization, and Authority

1.1 Project Description - The Environmental Restoration Disposal Facility (ERDF) is a waste repository for Environmental Restoration (ER) wastes generated from restoration of Comprehensive Environmental Response, Compensation, and Liability Act past-practices sites on the Hanford Site. The ERDF is authorized through a Record of Decision (ROD) to accept and adequately dispose of radioactive, hazardous/dangerous, asbestos, polychlorinated biphenyl, and mixed wastes generated by site ER activities. The ERDF is a two disposal cell Resource Conservation and Recovery Act (RCRA) compliant landfill that can be expanded to continue to meet Hanford ER program needs. The responsibility for the overall ER program for Hanford, including the ERDF program, lies with Bechtel Hanford, Inc. (BHI) through its prime contract with the Department of Energy, Richland Operations Office (RL). Waste Management Federal Services, Inc. (WMFS) has been subcontracted by BHI to perform waste disposal operations at the ERDF Site, including providing the necessary equipment, support facilities, and personnel to perform landfill operations.

1.1.1 Waste Acceptance - The first step in ERDF Waste Disposal Operations (WDO) is determining those wastes that are acceptable for disposal at ERDF. Each individual Remediation Action Site (RAS) that will dispose of wastes at ERDF must first have a ROD identifying ERDF for waste disposal. A review of the documentation of RAS waste profiles is then performed by BHI (with WMFS technical assistance) to identify RAS wastes that meet physical, chemical, and radiological waste acceptance requirements for the ERDF. After approval of overall waste profiles, the RAS then prepares individual manifests for each shipment of waste to be sent to ERDF, which are then approved individually by the WMFS Waste Acceptance Manager.

1.1.2 Waste Receipt - Once a waste shipment manifest has been approved for receipt at ERDF, the container will be transported in accordance with U.S. Department of Transportation requirements by either the RAS subcontractor, BHI, or a dedicated transportation subcontractor. Upon arrival at ERDF, the transport vehicle and container will be weighed at a dedicated scale and be routed to a staging area. At the staging area, the transport vehicle driver will unload the filled container at a designated location and load a clean container for a return trip to a RAS.

1.1.3 Shuttle Service/Staging - A shuttle service is provided as part of ERDF WDO to decouple RAS/transportation operations from the landfill operations and to provide a surge capacity during times when cell operations are suspended. Dedicated shuttle vehicles will pick-up the filled containers from the staging area, transit the containers to the working face of the landfill, dump the containers onto the working face, be surveyed for surface contamination, and return the empty container to the staging area. During off-shift transportation operations, a coordinator will be present in the staging area to direct traffic and accept waste shipments, but actual shuttle service will not begin until the next working day to work off wastes that have accumulated in the staging area.

1.1.4 Waste Placement - Necessary heavy equipment will operate during day shift, five days a week in the landfill to spread and compact the wastes on the working face to compact the wastes. Water, leachate, and decontamination washwaters will be used to suppress dust and to assist in achieving optimal moisture content during placement and compaction operations. Dust suppressant will be placed at the completion of each operating shift on the exposed working face to minimize the potential for resuspension of wastes during off-hours. A layer of Daily Operating Cover (DOC) will be used at the 35 feet and 70 feet lift levels to minimize the spread of contamination and the associated exposure to personnel. Equipment that is contaminated through waste disposal operations will be decontaminated either in the ERDF cells or at the dedicated ERDF decontamination pad.

1.1.5 Support Activities - The ERDF WDO also involves the necessary support activities to operate a RCRA compliant landfill in accordance with applicable environment, safety, and health requirements. A number of inspections are performed of the facility and its supporting equipment to ensure sustained acceptable operations. Environmental, radiological, and chemical monitoring are also performed as necessary to ensure that the operations are not adversely affecting the environment or personnel.

1.2 Project Organization and Responsibilities - WMFS has put in place the organization shown in Figure 1-1 to efficiently perform the waste disposal operations at ERDF described in the previous section.

1.2.1 Project Manager - The Project Manager has overall responsibility for the WDO performance. His overall responsibilities include, but are not limited to:

- Performance of the ERDF WDO safely and in compliance with applicable environmental requirements.
- Performance of the ERDF WDO in accordance with the requirements of BHI Subcontract 0600X-SC-0006.
- Central point of contact and official representative for WMFS in contract issues with BHI, including acting as the sole official person through whom correspondence shall flow.
- Ensuring substantive changes to government owned facilities/equipment are approved by BHI prior to implementation.

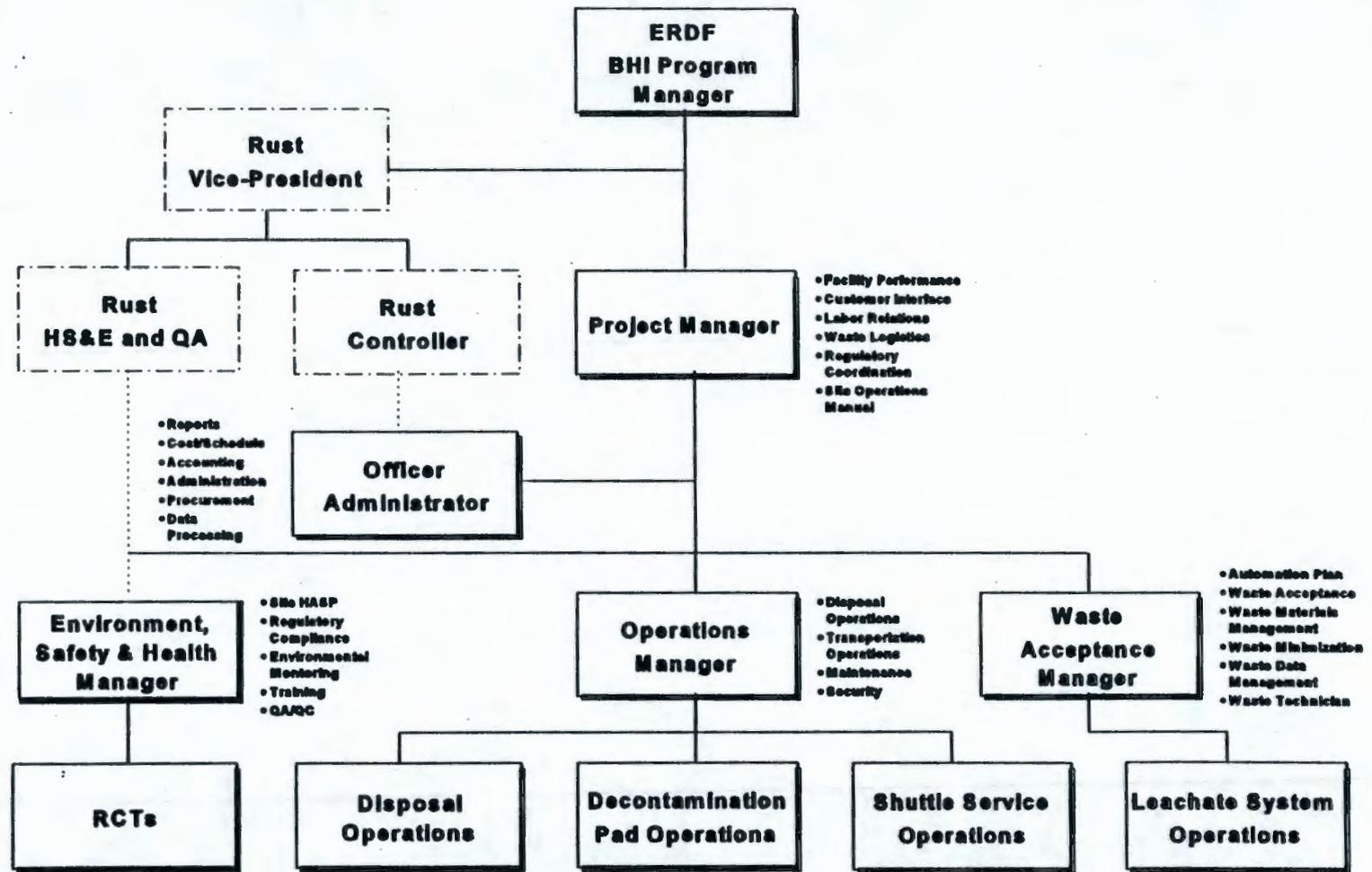


Figure 1-1. ERDF Project Organization

1.2.2 Operations Manager - The Operations Manager is responsible to the Project Manager for overall operation of the landfill and assigned operations personnel. His overall responsibilities include:

- Management of union and non-union personnel assigned to operations of the landfill.
- Direction of landfill operations to ensure compliance with approved plans/procedures for operation of the landfill, including waste placement, compaction, dust suppression, inspections, etc.
- Management of day-to-day needs including consumables, equipment maintenance, equipment inspections, PPE availability, etc.

1.2.3 ES&H Manager - The ES&H Manager is responsible to the Project Manager for the overall safety and environmental compliance of the ERDF WDO. His responsibilities include:

Management of the ERDF assigned BHI radiological controls supervisor and radiological controls technicians.

- Monitoring landfill operations to ensure that industrial safety requirements are met and that operations can be performed safely.
- Ensure posting of name and contact information on the safety bulletin board in the operations trailer for responsibility for environmental monitoring and ES&H related question/action.
- Monitoring landfill operations from an industrial hygiene perspective to ensure that operations can be performed safely.
- Monitoring landfill operations from a radiological controls perspective to ensure that operations can be performed safely.
- Monitoring landfill operations from an environmental compliance perspective, including environmental monitoring programs, to ensure that operations can be performed in compliance with applicable regulations.
- Providing overall leadership of the ERDF Quality Assurance Function, including coordination of the overall Quality Assurance (QA) program and surveillance of non-ES&H activities.

1.2.4 Waste Acceptance Manager - The Waste Acceptance Manager has overall responsibility to the Project Manager to ensure that only wastes that are acceptable for disposal in the ERDF are transported and placed in the landfill. His responsibilities include:

- Development and maintenance of the ERDF Waste Acceptance Plan and implementing procedures.
- Overall integration of data at the ERDF, including development, implementation, and maintenance of the ERDF Automation Plan and associated hardware/software.
- Technical assistance (as requested) to BHI waste acceptance personnel in reviewing RAS Sampling and Analysis Plans and Waste Certification Profiles (WCPs).
- Technical assistance (as requested) to BHI in auditing of RAS performance against BHI approved SAPs and WCPs.
- Review and approval of submitted on-site waste tracking forms from RAS sites approved by BHI for shipment to ERDF.
- Coordination with the Transportation subcontractor and the Operations Manager to schedule waste receipts for approved shipments.
- Performance of QA Coordinator requirements for ES&H related activities.
- Management of assigned personnel to support performance of the above described duties.

1.2.5 Office Administrator - Provide administrative support to the Project Manager, including:

- Records management.
- Correspondence and procedure control.
- Key control.
- General administrative support.

1.2.6 Waste Technician - Provide operational support to the Waste Acceptance Manager and Operations Manager, including:

- Performance of compaction testing.

- Sampling of leachate and washwater.
- Performance of RCRA inspections of the ERDF.
- Assistance with waste acceptance process, including reviews, audits, and Project Team interfaces.
- Assistance with automated waste tracking system, including data entry for activities such as disposal location.
- Other activities necessary to support the Waste Acceptance Manager and Operations Manager.

1.2.7 Waste Coordinator - Provide **WMFS** operational interface with transportation subcontractor during off-shift operations when the landfill is not operating, including:

- Control of the ERDF Site during off-shift operations, including authorizing personnel and vehicle access and control of overall facilities.
- Direction of transportation subcontractor personnel in delivery of loaded containers and pick-up of empty containers.
- **WMFS** acceptance of new waste containers delivered to the site.
- Other support activities identified by the Operations Manager and Waste Acceptance Manager to support overall ERDF WDO.

1.2.8 Operating Engineers - Providing craft support to the Operations Manager in the area of expertise to perform ERDF waste disposal field operations. The activities to be performed include (but are not limited to):

- Safe and efficient operation of heavy equipment in the placement of wastes, including the provided D8R dozer, CS583C vibratory compactor, and 613C water truck.
- Safe and efficient operation of heavy equipment in the placement of DOC, including the provided 950 front end loader and SD100FB compactor.
- Safe and efficient operation of any additional support equipment on-site supporting the main waste placement and DOC placement operations, including service vehicles, dust suppressant equipment, fork-lifts, etc.
- Safe and efficient support activities identified by the Operations Manager within craft area of expertise to support the overall waste disposal operations.

12.9 Laborers - Providing craft support to the Operations Manager in the area of expertise to perform ERDF waste disposal field operations. The activities to be performed include (but are not limited to):

- Safe and efficient operation of dumping stations within the landfill to ensure dust suppression and proper placement of wastes.
- Safe and efficient decontamination of shuttle and heavy equipment vehicles within the landfill under the direction of radiological controls technicians to allow release.
- Safe and efficient decontamination of all ERDF related equipment at the decontamination area under the direction of radiological controls technicians to allow release.
- Safe and efficient support activities identified by the Operations Manager within craft area of expertise to support the overall waste disposal operations.

12.10 Teamsters - Providing craft support to the Operations Manager in the area of expertise to perform ERDF waste disposal field operations. The activities to be performed include (but are not limited to):

- Safe and efficient operation of provided Volvo WG roll-off equipment to perform shuttle activities for moving waste containers from the staging to the working face and returning the empty containers to the staging areas.
- Safe and efficient operation of the open road dust suppression using provided small water trucks to maintain the non-cell areas of the open roads on and around the ERDF Site.
- Safe and efficient operation of other vehicles to support ERDF WDO including tractors to haul leachate and other tasks required by the Operations Manager.
- Safe and efficient support activities identified by the Operations Manager within craft area of expertise to support the overall waste disposal operations.

13 **Administrative Procedures** - The **WMFS** Administrative Procedures manual defines and implements the policies, procedures, and responsibilities for safe, reliable, efficient, and consistent operation of the ERDF. These procedures are derived from **WMFS** policies, along with specific requirements from the BHI Subcontract 0600X-SC-G0006 with **WMFS** for waste disposal operations services. Organizational structure, interfaces, responsibilities, and authorities are established, documented and maintained as directed in this manual, and compliance with provisions stated herein is mandatory. Any deviation from established policy requires specific approval of the **WMFS** ERDF Project Manager.

The Administrative Procedures Manual will be reviewed at least annually to ensure that it is current. In the interim, revisions may be issued as page changes and inserted in the applicable section. These page changes become policy immediately upon issuance and supersede replaced text. Such page changes are to be retained in the manual until incorporated by revision of the applicable sections. All changes and revisions to this manual require the approval of the Project Manager.

14 Signature Authority and Approval - WMFS personnel with management responsibilities have varying levels of authority to sign and thereby approve a variety of site and employee activities. The level of approval required should be minimized to the greatest extent practical, in accordance with best business management practices and budgetary, legal, contractual, regulatory, and other applicable requirements. A specific management approval matrix for the ERDF waste disposal operation is outlined in Table 1-1.

Generally, the ERDF Project Manager shall approve any document or activity. The Project Manager assumes responsibility for obtaining additional approvals and mandated procedural and regulatory reviews. When BHI signatures are required to approve a document or activity, the Project Manager is responsible for obtaining the required signatures. Signatures required from U.S. Department of Energy (DOE) or other agencies will also be obtained by the Project Manger through BHI.

15 Delegation of Authority - The Project Manager delegates authority and authorizes redelegation to ERDF personnel as necessary to ensure continuity of operations and achieve an optimum level of efficiency.

Table 1-1 ERDF Approval Matrix

Activity	ES&H Manager	Operations Manager	Waste Acceptance Manager	Project Manager	Corporate Approval
Administration					
ERDF Project policies & procedures				X	
Corporate expenditures & purchases				X	X
BHI contract approvals				X	X
Legal services				X	X
Organizational changes				X	X
Human Resources					
Compensatory time	X	X	X	X	
Designation of personnel to receive paychecks	X	X	X	X	
Employment requisition				X	
Exempt personnel status change				X	X
Holiday pay when absent before or after holiday					
Leave of absence					
Overtime				X	
Performance review				X	
Personnel changes (nonexempt)				X	X
Removal from payroll (discharge)				X	X
Time Sheets				X	
Vacation	X	X	X	X	
Contracts & Procurement					
ADPE hardware, software, & support services; comm. equipment & services				X	
Business cards				X	
Camera & video equip., copiers, printing equipment & services, color reproduction, graphics services, & video presentations				X	
Capital equipment				X	
Chemicals			X	X	
Construction services				X	
Corporate purchases				X	X
Design services				X	X
Electrical equipment & supplies	X			X	
Emergency purchase authority				X	
Ergonomic furniture & equipment				X	
Hazardous material (having potential to generate hazardous material waste or by-product)			X	X	
Purchase requisitions				X	
Radioactive material & sources & radiation-generating devices	X			X	
Safety equipment & supplies including personal protection equipment (PPE)	X			X	
Subscriptions, periodicals, books, videos & CD-ROM (other than software applications)				X	
Training	X	X	X	X	
Vehicle & trailer rental				X	
Request for Check or Other Payments					
Property Management					
Disposal, loan or shipment of Company personal property				X	
Government bill of lading				X	
Request for permanently assigned government-owned vehicles				X	
Shipment of hazardous or radioactive waste			X	X	
Travel & Relocation Expenses					
Entertainment expense				X	X
Expense reports				X	
First-class travel				X	X
Relocation				X	X

2.0 Human Resources

This section contains personnel policies and procedures, rules for employee conduct, pay practices, benefits, and employee development information for all WMFS employees associated with Hanford ERDF WDO.

2.1 Personnel Policies and Procedures

2.1.1 Environmental, Health and Safety - WMFS is committed to conducting operations in a way that protects people, property, communities and the environment. This policy is based on the premise all injuries and occupational illnesses can be prevented; however, full cooperation of each employee is required to achieve this goal. WMFS will be compliant with all industry accepted work practices, health and safety regulations, standards and codes and provide training to employees to assist them in performing their jobs safely. The following principles form the approach to Health and Safety:

- Each employee is responsible for Health, Safety, and compliance with company procedures as a condition of employment.
- Each employee has the right and duty to question the adequacy of Health and Safety provisions.
- The line organization is responsible and accountable for preventing injuries, occupational illnesses, incidents and for Regulatory Compliance.
- Management shall provide the necessary resources and training to meet our Health, Safety, and Regulatory Compliance objectives.
- Work place deficiencies shall be proactively identified with resultant corrective action.
- All subcontractors that WMFS employs will be committed to the same standards for Health, Safety, and Regulatory Compliance.
- All accidents and incidents will be thoroughly investigated. The investigation results will be shared.
- Management involvement, employee participation, and a proactive approach to Health, Safety and Regulatory Compliance is mandated to constantly strive to improve the performance.

2.1.2 Community Relations, Publicity and Advertising - The subcontract between BHI and WMFS prohibits WMFS employees from making any announcements, taking any photographs, or releasing any information to any member of the public, press,

business entity without prior written consent of BHI. It is WMFS policy to provide accurate and timely information to the public and news media concerning significant activities and occurrences with the project, in compliance with BHI, U.S. Department of Energy and WMFS guidelines, objectives and policies.

The primary contact will be the BHI Site Technical Representative. For requests made to WMFS employees, the WMFS Project Manager will be notified and the Project Manager will contact the BHI Site Technical Representative. All employees will refer all information requests from the news media to the WMFS Project Manager.

When a person/organization believes that it is beneficial to release information to the public, it must be communicated in writing to the WMFS Project Manager who will request the release through BHI. The person or group making the request must make sure the information is technically correct and factually accurate.

This policy applies to press releases, advertisements, nontechnical publications, verbal presentations, and other printed and electronic public relations information intended for distribution to the public or news media.

2.1.3 Computers - All computer resources used by WMFS ERDF project personnel to collect data, control processes, and manage information required to operate the business are to be used only in the production of work for the ERDF WDO. Computer resources are defined as the computer hardware, telecommunications, networks, and operating system software used in varying combinations to process, store, transmit, or provide access to information.

ERDF project personnel are responsible for ensuring that all computer activity is conducted solely for official use. Personnel found to be misusing ERDF computing resources are subject to disciplinary action as specified in section 2.0, Human Resources, of RFS-ERDF-005, ERDF Administrative Procedures Manual.

2.1.4 Equal Employment Opportunity - It is the policy of WMFS to provide equal employment opportunity and to ensure that there is no discrimination against any employee or applicant on the grounds of race, color, religion, national origin, sex, age, disability, or veteran status. Through the WMFS Corporate Equal Employment Opportunity (EEO) Program, the company continually emphasizes this principle in all personnel activities, including hiring, training, transfers, promotions, working conditions, compensation, benefits, and terminations. All employees have available the Lakewood, Colorado, Human Resources representative should EEO or harassment concerns arise that are not being appropriately addressed by management. The WMFS ERDF Project Manager is personally accountable for achievements in EEO along with all other key personnel involved in management, supervision and hiring at ERDF.

2.1.5 Staffing - WMFS will select the best candidates available to fill openings in the workforce. In the staffing area, the employment relationship between the employee

and the company is at will and may be terminated with or without cause by either the employee or the company at any time. New or replacement positions will be based on project needs and verified through the budgeting process with a head-count authorization. The WMFS ERDF Project Manager reviews, approves, disapproves, or recommends modifications to all organizational changes, personnel requisitions, and other related matters to WMFS Corporate Management. All such personnel-related actions must be reviewed by the Project Manager before implementation.

2.1.5.1 Requesting Personnel - A Personnel Requisition (Form 2-1) is required when filling a new or replacement position. The ERDF Project Manager should complete this form as soon as a need for personnel is identified and defined. The ERDF Project Manager should then obtain the signatures of the Vice President, Waste Technology Services, the Vice President and Controller, and the WMFS President on the Personnel Requisition prior to submission to WMFS Human Resources.

Human Resources personnel screen and send copies of qualified applications to the ERDF Project Manager. These applications include those that are taken from existing applicant files, as well as those that are newly received. The requesting manager shall review the applications and notify Human Resources personnel of the candidates to be interviewed. The ERDF Project Manager shall return to Human Resources the copies of applications that are not used for interviews, along with notes explaining the basis for rejection.

2.1.5.2 Advertising - All recruitment advertising must be placed by Human Resources personnel.

2.1.5.3 Travel Expenses for Interviewees - The company will pay travel costs for applicants who live outside the local area and who are specifically invited for job interviews for a regular full-time exempt position.

2.1.5.4 Interviewing - Human Resources is the only organization authorized to arrange applicant interviews. It also furnishes information on each applicant to the ERDF Project Manager. Interviewers shall record their observations and evaluation of the applicant on an Evaluation of Interviewee Form and return the form to Human Resources.

2.1.5.5 Security, Reference, and Medical Checks - After an employment offer is made, an investigation shall be completed. The investigation shall include, but is not limited to, identity verification, employment history, education history, credit history, character references, and, if applicable, criminal history and military records. In addition, the candidate will undergo an initial medical assessment and drug-screen urinalysis to verify employability. A security questionnaire will be provided to the applicant for completion. A candidate will not meet the employability criteria if:

- 1) Material facts on the employment application, medical records, or other personnel-related documents were falsified.
- 2) The applicant was convicted of a felony committed during the previous 5 years.
- 3) A more detailed background investigation will be required if the applicant:
 - Has a history of adverse credit
 - Has a history of personal drug abuse or alcohol problems
 - Is currently on probation
 - Receives an adverse reference from a previous employer.

2.1.5.6. **Employment Offers - Human Resources**, with the prior agreement of the ERDF Project Manager, will make offers of employment and commitments about job classification, salary, relocation expenses, employment conditions, and reporting date. Salary offers are based on current applicable guides, progression schedules, and salary ranges. Any exceptions to the above guides or changes in employment offers must be approved in advance by the Vice President, Waste Technology Services and the **WMFS** Vice President and Controller.

Offers for employment are contingent on:

- 1) Completing an Employment Agreement (Forms 2-2 and 2-3).
- 2) Successfully completing the employability criteria.
- 3) Meeting the scheduled reporting date.

Newly hired regular full-time exempt employees who do not live in the local area may be reimbursed for relocation expenses in accordance with company policy. Employees who are reimbursed for relocation must complete an agreement to repay relocation expenses if they terminate voluntarily within 12 months from the date of employment.

2.1.5.7 **Hiring Restrictions - Restrictions on hiring** apply in the following cases:

- 1) *Employment of Foreign National* - Anticipated interviews and employment offers to foreign nationals require advance DOE approval. These approvals must be arranged by the ERDF Project Manager through the BHI Subcontract Administrator.
- 2) *Employment of Minors* - No one under the age of 18 will be employed by **WMFS** at the ERDF.

- 3) *Employment of Close Relatives* - Concurrence of WMFS Human Resources is required before hiring a close relative of another employee (e.g., a spouse, child, adopted child, parent or sibling), where the two would have a managerial relationship. In addition, concurrence of WMFS Human Resources is required for specific situations identified by applicable state law. Likewise, approval of Human Resources is required if two employees, already holding positions in which one of these work relationships exists, subsequently become close relatives, or if two employees who are close relatives subsequently become involved in a transfer where a close relationship would exist. As soon as practical, closely related employees will be assigned to different work areas, shifts, or organizations.

- 4) *Use of Temporary Personnel* - All requests for the use of temporary agency personnel must be made in writing to Human Resources and require the concurrence of the Vice President, Waste Technology Services. Temporary agency personnel are provided from an outside temporary agency for specific or uncertain periods of time not to exceed 60 calendar days. Temporary agency personnel are not WMFS employees and are not covered by WMFS benefit plans or by WMFS workers' compensation. In the event that a temporary agency worker accepts WMFS employment, service credit is based on the beginning of active regular WMFS employment. Assignments of temporary agency personnel exceeding 60 calendar days must have prior approval from Human Resources. WMFS temporary personnel may be assigned for specific or uncertain periods of time not to exceed 6 months. Assignments exceeding 6 months must have prior approval from the WMFS Vice President, Waste Technology Services. Temporary personnel assigned to the ERDF WDO will undergo a drug-screen urinalysis to verify employability.

2.1.6 Personnel Records

2.1.6.1 *Definition of Personnel Records* - A personnel record is any file or record about an employee that contains sensitive personal information about the employee's education, salary, commendations, benefits, company-rule violations, employment histories, etc.

2.1.6.2 *Privacy Act* - The Privacy Act of 1974 protects individuals against invasions of privacy through the misuse of records by federal agencies. The act applies to personal information maintained by agencies. Most personal information in government files is subject to the Privacy Act.

The act defines a "record" or "system of records" as personal information containing individually identifiable information, including but not limited to, data about education, financial transactions; or medical, criminal, or employment history. Records subject to the Privacy Act must be maintained with the appropriate administrative, technical, and physical safeguards to ensure their

security and confidentiality. Such safeguards also must protect against any anticipated threats or hazards to the records' security or integrity that could result in substantial harm, embarrassment, inconvenience, or unfairness to any employee on whom information is maintained.

WMFS Human Resources Representative is responsible for evaluating and processing requests for access or amendments to records and for coordinating the implementation of the Privacy Act throughout the company. Disclosure of sensitive information to the public must be closely monitored. To ensure compliance, personnel files will be maintained in accordance with applicable procedures contained in the section 8, Records Management, of the ERDF Administrative Procedures Manual.

Maintenance of Personnel Records - The official company personnel records are maintained by Human Resources personnel, who control access to and release of personnel information. This is the only official personnel record. Desk files or field files maintained by a manager or supervisor have no official standing. Therefore, any pertinent personnel information generated by managers about their employees, such as letters of commendation, reprimands, or changes of status, must be provided to Human Resources for recordkeeping purposes.

Any unsatisfactory report or rating that is to be filed as a matter of record shall be brought to the attention of the affected employee. The employee will be given a copy and requested to sign such record indicating that the matter has been brought to the attention of the employee. The signing of such a record does not imply that the employee agrees with the contents of this record.

Access to Personnel Records - Personnel records are available for review by official government investigative agencies, company management on a need-to-know basis, and the individual employee. When a need-to-know is established, personnel records will be reviewed in the presence of Human Resources staff.

Information to Outside Inquiries - Information provided to outside sources by Human Resources is limited to verification of current or last job title and employment dates, except when additional information is necessary for the employee to secure a home loan from a lending institution. In this case, the employee's current job title, length of employment, pay rate, and employment status will be provided on receipt of a request signed by the employee.

Access by Employees - Active employees may review their own personnel records by contacting Human Resources. Copies of all or any part of the personnel record will be given to employees on request, except for that information compiled to determine their suitability or qualification for employment.

Requests for Reference Information - All requests for reference information from another company that are received by others in WMFS and regard a current or former employee (or predecessor contractor employee) must be forwarded to Human Resources for official response.

Employees Disputing Their Records - Employees who dispute the data in their personnel file have a right to (1) request the information be deleted from the records and/or (2) place a rebuttal letter in the file and have it routed to the same distribution as the disputed document. Such actions must be coordinated with Human Resources.

2.1.7 Terminations - The employment relationship between the employee and company is at will and may be terminated by either the employee or company at any time. All company-initiated terminations must have prior approval of the WMFS President.

As early as possible before the employee's day of termination, the ERDF Project Manager will prepare an Employee Action Form (Form 2-4). The manager notes the reason for termination and the effective date on the form and then sends the form to WMFS Human Resources. The ERDF Project Manager then conducts an exit interview with the employee using an Exit Interview Checklist, (Form 2-5). In addition, the supervisor must arrange for the employee to:

- Return company supplies and property.
- Undergo a termination physical examination if required, as determined by the nature of the work assignment.
- Bring a completed time sheet to the ERDF Project Manager on the day of termination.

Record/Nonrecord Checkout - Before any employee leaves the company, an inventory must be done of that individual's assigned work area. This cataloging process will help to minimize loss and prevent inadvertent destruction or damage of project and personnel records. It also will ensure that valid information is retrieved.

Regardless of physical form or characteristics, all records and nonrecords that WMFS employees created or received to support the company's contractual obligations with BHI are the property of the U.S. Government. This principle applies to all convenience copies, plans, drawings, photographs, videos, microfilm, reports, tests, and procedures. These records and nonrecords shall not be removed from the company's custody by any employee.

Day of Termination - On the day of termination, the employee's immediate supervisor must submit the employee's final time sheet to the WMFS Corporate Payroll Office by

8:30 a.m. Pacific Standard Time, reporting the employee's total hours worked during the current pay period. A review of benefit options will be conducted as part of an employee's termination, where appropriate.

2.1.7.1 Terminations Because of Lack of Security Clearance - If the ERDF work requirement should change at some future date, it may require that certain or all employees acquire and maintain a DOE security clearance. An employee who fails to receive a clearance within 12 months from the date of application for clearance or whose clearance is suspended, revoked, or denied will be released from employment.

2.1.7.2 Terminations of At-Will Employment - The employment relationship between the employee and company is at will and may be terminated with or without cause by either the employee or company at any time.

2.1.7.3 Voluntary Termination - An employee planning to terminate voluntarily is requested to notify his/her immediate supervisor in writing as soon as possible before the effective date of termination. As early as possible before the employee's termination date, an Employee Action Form should be completed by the ERDF Project Manager. The employee's manager then forwards the forms to Human Resources.

Retirement is a form of voluntary termination. Normal retirement begins on the first day of the month coinciding with, or the next month following, the employee's 65th birthday. An employee who continues to work or returns to work after his or her normal retirement date cannot receive retirement income and a salary from **WMFS** simultaneously. The employee should contact Human Resources for specific information.

An employee who continues to work following normal retirement age may elect deferred retirement on the first day of any month after normal retirement age. Employees considering working beyond normal retirement age should review their benefit coverage with the Human Resources Manager, because some coverages may change after normal retirement age.

2.1.7.4 Discharge From Employment - An employee may be discharged for failure to meet job performance requirements or for misconduct in connection with work. Before initiating the discharge termination procedure, the proposed discharge action must be reviewed and approved by the **WMFS** Vice President of Waste Technology Services and the **WMFS** President.

Discharge Procedures - When an employee is to be discharged for failure to meet job performance requirements, the ERDF Project Manager submits documentation on progressive discipline and attempted corrective actions to **WMFS** Human Resources.

2.1.8 Grounds for Disciplinary Action - Any of the following may be grounds for disciplinary action, ranging from a warning or reprimand to discharge.

2.1.8.1 Improper Conduct on Property Controlled by the Government or Company - Improper conduct on government or company property includes:

- 1) Fighting, practical jokes, horseplay, or coercing fellow employees.
- 2) Use of threatening, abusive, or profane language.
- 3) Gambling.
- 4) Sleeping on the job.
- 5) Insubordination.
- 6) Possessing or using alcohol/drugs, refusing to be tested for the presence of alcohol/drugs, or being under the influence of alcohol/drugs on or when trying to enter property controlled by the government or company.
- 7) Falsification of operational data, Personnel Security Questionnaire forms, or any other company record.
- 8) Repeated tardiness, unexcused absences, abuse of employee benefits (e.g., sick leave privileges), or failure to notify an immediate manager promptly when unable to report to work.
- 9) Leaving the facility or work assignment during working hours without prior permission from an immediate supervisor.
- 10) Obtaining outside employment without prior notification and company approval or participating in outside activities not compatible with a full and proper discharge of the employee's duties with the company.
- 11) Acceptance of anything of monetary value from any supplier, subcontractor or other contractors, prospective contractors, or their representatives.
- 12) Willful violation of company-approved procedures for accomplishing work.

2.1.8.2 Acts of Discrimination or Sexual Harassment - Improper conduct specifically involving discrimination or harassment includes:

- 1) Acts of discrimination based on race, creed, color, religion, sex, age, national origin, disability, or veteran status.

- 2) Sexual harassment.
- 3) Acts of retaliation against an employee in connection with complaints of discrimination or harassment.
- 4) False claims of discrimination or sexual harassment.

2.1.8.3 Violations of Safety Rules and Regulations - Violations of safety rules and regulations include:

- 1) Disobedience of safety rules or instructions given in the line of duty by facility protection officers, civil defense personnel, radiological and environmental safety personnel, managers, or other proper authorities in emergencies.
- 2) Failure to use provided safety equipment.
- 3) Failure to use the three-point system when climbing. The three-point system is defined as keeping three points of the body in contact with the climbing surface at all times, using both feet and one hand or two hands and one foot. Jumping off ladders, equipment, platforms, vehicles, etc., is prohibited behavior.
- 4) Failure to report on-the-job injuries or accidents or to follow instructions for treatment of injuries.
- 5) Failure to follow lockout procedures for hazardous energy sources.
- 6) Disobeying signs that prohibit smoking or eating in radioactive areas or smoking in posted nonsmoking areas where clean air is maintained.
- 7) Negligent operation of government or private vehicles on government-controlled or company-controlled property or otherwise on company business.

2.1.8.4 Violations of Safeguards and Security Regulations - Violations of safeguards and security regulations include:

- 1) Unauthorized entry into restricted areas or allowing unauthorized individuals into restricted areas.
- 2) Unauthorized possession (on property controlled by the government or company) of dangerous weapons, explosives, or other instruments or materials likely to cause substantial injury or damage to persons or property. These other instruments or materials include, but are not limited to, controlled substances (e.g., illegal drugs and paraphernalia not prescribed by a medical doctor), alcoholic beverages, virus-infested computing equipment, and items prohibited by law.

- 3) Conviction of any felony or conviction of a misdemeanor that is inconsistent with the employee's position within the company.
- 4) Refusal to permit the search of packages, lunch boxes, briefcases, purses, etc., on request of authorized individuals.

2.1.8.5 Misuse of Corporate or Government Property and Funds - Misuse of Corporate or government property and funds involves:

- 1) Damaging, misusing or using (without authorization) government-controlled or company-controlled property, materials, equipment, funds, computer systems, or other property for which the company is responsible.
- 2) Misusing, losing, taking or modifying company or government computer systems, programs, or databases, including hardware, software, communication links, or operating times.
- 3) Working on unauthorized projects on premises controlled by the government or company.
- 4) Performing any rework, repair, or modification on any materials or items without the proper authorization.
- 5) Removing Quality Assurance status stamps, tags, or documents or using any materials or part that have been rejected by the QA Coordinator.
- 6) Using company time or equipment, tools, stationery, or official vehicles for unauthorized purposes.
- 7) Misusing or abusing telecommunications equipment or services.
- 8) Misappropriating materials, funds or services by falsifying documents such as time sheets, travel invoices, purchase orders, and benefit forms or by any other direct or indirect means.
- 9) Destroying government records without appropriate authorization.

2.1.9 Grounds for Immediate Discharge - Admission or commission of any of the following infractions will normally be considered grounds for immediate discharge:

- Fighting or any form of physical altercation.
- Negligent handling of radioactive materials.
- Disregard for radiation exposure.

- Failure to promptly and properly report accidents involving vehicles used on company or government business.
- Theft, including the unauthorized use or removal of company, government, or a fellow employee's real or personal property.
- Filing of a fraudulent claim against the government, the company, or a company agent.
- Engaging in or fostering espionage, sabotage, or other criminal activity.
- Refusing to take, or testing positive on, a drug urinalysis.
- Selling, or offering for sale, narcotics or other controlled substances.
- Possessing, using, or being under the influence of narcotics or other controlled substances on or when trying to enter property controlled by the government or company. This rule does not apply when such drugs are prescribed or administered by a properly licensed physician.

2.1.10 Financial Relations and Gifts - Gifts or gratuities may not be offered or accepted among employees when doing so might be regarded as influencing their company business relationships. Lending or borrowing significant amounts of money or objects of high value is discouraged among employees at all organizational levels and is prohibited between managers and subordinates.

2.1.11 Outside Employment - Outside employment is prohibited if it:

- May place an employee in a conflict of interest situation where he or she may give special treatment or competitive advantage to a company doing business with, or in competition with, the company.
- Makes it possible to use classified company information or information proprietary to company vendors or clients for the employee's advantage or for another's gain.
- Compromises the reputation of the company or the company's clients.
- Leaves the employee open to criticism of his or her character or integrity.
- Interferes with the employee's work performance for the company.

Because of the potential for conflict of interest or the appearance of conflict of interest, employees may not act as consultants either on their own behalf or for other

companies with or without pay. Any exceptions require the written approval of the **WMFS** President.

2.1.12 Outside Activities - **WMFS** encourages participation in outside activities that benefit the community or the employee's profession as long as they do not reflect unfavorably on the company or jeopardize the employee's work performance. Employees must notify their immediate manager of participation in activities that affect their company responsibilities.

2.1.13 Political Activities - Employees must notify their immediate manager and Human Resources of their intent to campaign as candidates for political office or of prospective appointments when such activities will involve significant time off from work. Political activities during working hours or on company or government premises are not permitted.

2.2 Employee Assistance - Human Resources is available to all employees for short-term counseling and provides referrals to appropriate social and private sources for professional assistance and coordination of follow-up processes for personal problems that might be interfering with job performance.

ERDF employees represented by the Hanford Site Stabilization Agreement (HSSA) are required to use the procedures for settling complaints as specified in their particular labor contract. Nonrepresented employees should use the following procedures for expressing concerns.

2.2.1 Employee Relations Concerns - Perceived unsatisfactory working conditions, differences of opinion, or other situations affecting an employee's working conditions are considered cause for expressing concern. Nonrepresented employees should immediately notify their immediate supervisors of any work-related concerns. The supervisor must then discuss the concern with the employee, conduct an investigation of the employee's concern and return to the employee with the findings and conclusions of the investigation. Higher levels of management should participate in the investigation as appropriate for the complexity and seriousness of the matter.

2.3 Pay Practices and Policies

2.3.1 Exemption Status - Company jobs fall into three broad categories; exempt nonrepresented personnel, nonexempt nonrepresented personnel, and personnel represented by the HSSA. Employees represented by the HSSA should refer to the HSSA labor agreement (Appendix B) for information on pay practices and policies.

2.3.1.1 Exempt Nonrepresented Personnel - Exempt employees are executive, professional, or administrative personnel 1) who are compensated at a monthly pay rate for fulfilling the job requirements, regardless of hours spent in addition to the

basic workweek; 2) who have positions that are exempted from the provisions of the federal wage and hour laws; and 3) who are not members of a bargaining unit.

2.3.1.2 Nonexempt Nonrepresented Personnel - Nonexempt employees

1) are not specifically classified as exempt as covered by the federal wage and hour laws, (2) are compensated according to a salary scale, (3) are covered by the overtime pay requirements of the federal wage and hour laws, and (4) are not members of a bargaining unit.

2.3.2 Salary Schedules and Ranges - Separate salary schedules exist for exempt and nonexempt positions. These salary schedules have salary ranges that progress in an orderly alignment from the lowest grade to the highest grade for the positions encompassed. Each salary range has lower and upper limits identified as the minimum and maximum salary rates, respectively. These rates are defined as follows:

- *Minimum Salary Rate* - The lowest salary rate of a given salary range that may normally be paid to an individual hired for or promoted to a given position.
- *Maximum Salary Rate* - The highest salary rate that may normally be paid to any individual within the salary range applicable to a given position.

The salary rate halfway between the minimum and maximum is known as the midpoint. The relative distribution of salary rates within each salary range varies, and the average paid salary rate for all employees tends to approach the midpoint over a period of time, depending upon the needs of the business, market movement, and personnel turnover. The span between the minimum and maximum salary rates is available for granting individual salary increases, either merit or promotional.

2.3.3 New Employees - The entrance salary rate for new employees is generally positioned between the minimum salary rate and the midpoint. Proposals to offer a salary rate in excess of the midpoint of the salary range require substantial justification from the ERDF Project Manager and must be approved by the Vice President, Waste Technology Services, the Vice President and Controller, and the ~~WMFS~~ President. Before an applicant may be hired for a new or revised position, the position must be described and evaluated, and Human Resources must authorize a grade.

2.3.4 Promotions and Demotions - Promotion is the advancement from a position in one grade to another in a higher grade. Movement within a "job family" will be regarded as a normal progression in the position and will be rewarded and processed at the time of annual merit increases. The amount of salary increase, if any, granted in connection with a merit increase, promotion, or reclassification will be left to the discretion of ERDF Project Manager and Human Resources. Upon reclassification to a higher salary grade as a result of a change in occupational assignment or promotion, an employee may normally receive an increase in his or her base monthly salary rate.

If an employee is demoted to a position in a lower grade, the employee's salary normally will be established at a point within the range for that position.

2.3.5 Annual Salary Review - A salary review will be initiated during the last quarter of each calendar year. Normally, each employee will be considered for salary adjustment, and a Performance Review and Development Plan (Form 2-6) or Performance Appraisal (Form 2-7) will be completed and discussed with the employee before the notification of a salary adjustment. The total scheduled merit increase is limited by the salary budget.

Employees hired after the beginning of a calendar year normally will not be included in that year's annual salary review.

2.3.6 Company Service and Leave - Length of service and benefits for HSSA-represented employees are administered as provided in their appropriate labor contract. For all other employees, length of service shall mean continuous employment with **WMFS**, including recognized service with other **WMFS** International Incorporated organizations. A temporary employee's service credit is based on the beginning date of the last period of temporary employment continuous with the beginning of regular employment. Temporary employees do not receive benefits.

Full-time regular employees are eligible to earn a personal days' allowance for leisure time off, personal time off, inclement weather, time lost from work due to illness or injury, family emergencies or medical/dental appointments:

Accrual: Full-time regular employees accrue at the rates outlined in the following table:

<u>Time of Service</u>	<u>Accrual Rate</u>
0 through end of 4th year	2 hours/week or 104 hours/year
After completion of 4th year - 15th year	2.77 hours/week or 144 hours/year
After completion of 15th year	3.54 hours/week or 184 hours/year

- The maximum amount of accrued personal days permitted in any employee's personal days' accrual balance is two times their annual accrual rate. When this maximum accrual balance amount has been reached, the accrual will stop and will not resume until the personal days' accrual balance has dropped below the two times amount (i.e., until some personal days' time has actually been used by the employee).
- Personal days' scheduling must be approved in advance by the employee's immediate supervisor or manager.

- Should a company paid holiday occur during a personal days' leave, the employee should charge the time to the holiday.
- Terminating employees will receive payment for their accrued, unused personal days' hours.
- Hours not yet accrued in the current year may be taken by eligible employees if approved in advance by the employee's supervisor. However, an appropriate adjustment (deduction) will be made to the employee's final paycheck should employment be terminated before such days are actually accrued.
- Supervisors and managers are responsible for approving personal days and ensuring that work flow is not adversely affected. They are responsible for encouraging their employees to take their accrued personal days in order to minimize both the accrual balances and the chances of an employee forfeiting future accrual.

2.3.7 Holidays - The eight holidays observed each year by the ERDF WDO organization are:

New Year's Day	Labor Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Fourth of July	Christmas Day

The company pays regular full-time employees for eight hours of ten hours at their regular base rate on the basis of the assigned shift during the period for each of eight holidays per year. Any nonexempt employee who is required to work on one of the recognized holidays will receive holiday pay (straight time) plus double time for each hour worked.

Part-time employees will be paid on the basis of their regularly scheduled hours at their straight-time rate. Part-time employees who work on a paid holiday will be paid on the basis of their regularly scheduled hours at straight time, plus time and a half for each hour worked.

Temporary employees are eligible for holiday pay for any of the paid holidays occurring during their temporary employment. Nonexempt temporary employees who work on a paid holiday will be paid on the basis of their regularly scheduled hours at straight time, plus time and a half for each hour worked.

Employees transferred from other **WMES** International Inc. entities for work under this contract shall not be entitled to unused vacation hours earned at the previous location. Unused current-year vacation hours that are owed to the transferring

employee from the previous **WMFS** International Inc. entity cannot be paid by **WMFS** and must be collected prior to the actual transfer.

2.3.8 Paid Leave Allowance - The types of leaves during which the company grants salary continuous are described below. Paid leave allowance is accrued by regular employees according to the schedule in the following "Allowance" section. Use of the paid leave allowance is recognized for:

- Vacation.
- Personal illness, injury, disability, and related medical visits.
- Severe weather conditions.
- Other occurrences that prevent an employee from reporting to work.
- Urgent Personal Business that can be handled only during working hours, including serious illness in the immediate family and mandatory court appearance other than as a juror.

NOTE: Immediate family shall include the employee's spouse, children, grandchildren, mother, father, brother, sister, and grandparents; parents of the employee's spouse; any step relationships in the immediate family; and any other blood relative residing with the employee.

Form 2-1



RUST FEDERAL SERVICES INC.

PERSONNEL REQUISITION

H.R. Requisition No. _____

Date: _____

Job Title: _____

Division: _____

Location: _____

POSITION STATUS:

Replacement for _____
 Reason for replacement _____
 Date incumbent leaves _____

Addition - Budgeted
 Addition - Unbudgeted

Regular Exempt Full-time Shift
 Temporary Non-Exempt Part-time Hrs./Week

Add Job Description if New Position

JOB RESPONSIBILITIES: _____

EXPERIENCE AND SKILLS REQUIRED: _____

Education Required: _____

HIRING SALARY RANGE: _____ **DESIRED STARTING DATE:** _____

- 1. Is relocation necessary? (Y or N) If Yes, Est. Cost: \$ _____
- 2. Is Position Bonus-Eligible? (Y or N) If Yes: _____ %
- 3. Is Employment Fee Necessary? (Y or N) If Yes, Est. Fee: \$ _____

APPROVALS

_____ RFS Manager/Date	_____ RFS Director/Date	_____ RFS General Manager/Date
_____ RFS Controller/Date	_____ RFS Human Resources/Date	_____ RFS President/Date
_____ RII Controller/Date	_____ RII President/Date	_____ WMX President/Date

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Name of New Hire: _____ Salary: _____

Source: _____ Start Date: _____

Form 2-2

EMPLOYEE AGREEMENT

In consideration of my employment and continued employment by Waste Management Federal Services, Inc. ("WMFS"), or one of the subsidiaries thereof, I hereby agree in the event of my termination from WMFS, to reimburse WMFS as follows:

1. For all relocation expenses paid by WMFS for myself and my dependents (if such reimbursement is provided for under company relocation policies) should I resign within twelve (12) months after the move.
2. For the net amount of all cash advances made to me by the company for travel purposes, or for any other purpose, after subtracting the amount of any travel or other expenses properly payable by the company.
3. For the amount of any charges made on company credit cards issued to me.
4. For any other funds advanced by the company to me or on my behalf.

I understand that such reimbursement must be made on or before my last day of employment with WMFS. I will surrender all company credit cards issued to me and will provide to WMFS a correct statement of all charges made against company credit cards, along with complete and accurate travel expense reports for all travel made on behalf of the company during my period of employment. I authorize WMFS to satisfy all or any unpaid portion of amounts to be repaid to the company by withholding the same from my final paycheck and/or expense check. In the event that I have not submitted all outstanding travel expense reports (including a statement of charges against company credit cards during my period of employment) by my last day of employment, I hereby authorize WMFS to deduct from my final paycheck a sum which is a reasonable estimate of any funds due from me to the company (or vice versa) to be accomplished after all expense reports have been provided to the company.

I understand that if my final paycheck is insufficient to cover sums owed by me to the corporation, I will continue to be liable to WMFS for such excess and may be subject to service charges and collection costs for failing to pay within 30 days of my last day of employment.

(Please Print Name)

Signature

Date

Form 2-4

EXHIBIT I

RUST REMEDIAL SERVICES INC.
EXIT INTERVIEW CHECKLIST

Exit Interview Date ___/___/___

Name _____ Location _____
Social Security No. _____ Job Title _____
Supervisor's Name _____ Date Hired ___/___/___ Date Terminated ___/___/___

TYPE OF TERMINATION: Resignation Termination RIF Retirement
(Please check the reason that applies)

RESIGNATION

- Health
- Family
- Returning to School
- Other Employment
- Relocation
- Working Conditions

TERMINATION

- Unacceptable Work Performance
- Rules Violation
- Absenteeism/Tardiness
- Insubordination
- Misuse of Company Equipment
- Technical Ability
- Other

RETIREMENT

- Regular
- Early
- Medical

REDUCTION-IN-FORCE

- Temporary Work
- Reduction of Staff

SUPERVISOR'S APPRAISAL

Comments on overall performance:

Eligible for Re-hire? Yes No If no, why? _____

Additional Comments: _____

Date

Signature of Supervisor

Form 2-4
 (continued)

(Each of these items have been discussed with employee)

Company Items	Benefits
- Keys (Building Passes, Garage Passes, etc.)	- Life & Health Insurance
- Travel Advances	- (Conversion privilege Forms)
- Company Credit Cards	- PAYSOP
- Company Equipment	- Pension Re: Vested Benefits
- Company Car	- Profit Sharing & Savings Plan
- Time Sheet (Non-Exempt)	- Unemployment Benefits (Ben 39)
- Letter of Resignation	- Tuition Reimbursement Advances
- Policy & Procedure Manual	- Stock Options
- Other (Specify) _____	- Vacation/Sick Day Allowance Status
_____	- Final Pay _____
_____	- New Address _____
_____	_____
_____	Telephone Number / / _____

EMPLOYEE COMMENTS SECTION

	(A) Favorable	(B) Neutral	(C) Unfavorable
Reaction to job	—	—	—
Reaction to Supervisor	—	—	—
Reaction to Waste Management	—	—	—
Other Comments: _____			

ENVIRONMENTAL COMPLIANCE:

Are you aware of any environmental problems currently existing at this site? Yes ___ No ___

Briefly describe the problem(s) _____

Have you discussed this problem with Site Management? Yes ___ No ___

Approximate date(s) of discussion ___/___/___ ___/___/___

Has your site management responded to your comments/concerns about environmental problems:

Yes ___ No ___

INVOLUNTARY TERMINATION:

If you feel that you were unfairly terminated or you were forced to resign, you may write to the Corporate Human Resources Department in care of Waste Management, Inc. 3003 Butterfield Road, Oak Brook, Illinois 60521. Telephone number at which you can be reached / / _____

EMPLOYEE OBLIGATIONS:

Have you returned all company documents and copies thereof? Yes ___ No ___

Do you understand and intend to comply with your duties pursuant to the agreement you signed when you joined the company? Yes ___ No ___

Do you intend to honor your post-employment obligations under the Agreement?

Yes ___ No ___

THE ABOVE ITEMS HAVE BEEN DISCUSSED WITH ME.

 Employee Signature

/ /
 Date

HUMAN RESOURCES DEPARTMENT COMMENTS: _____



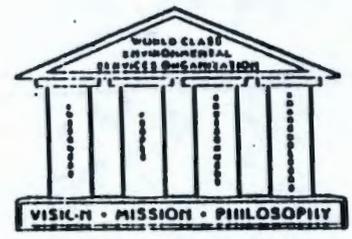
PERFORMANCE REVIEW AND DEVELOPMENT PLAN

Employee Name _____ Social Security Number _____

Position _____ Division/Department _____

Date on Job _____ Plan and Review Period _____

Progress Review Scheduled Date _____



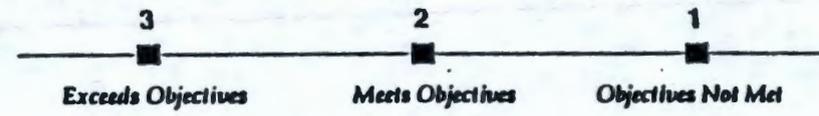
Our Company's mission is to be a world class environmental services organization. The Performance Review and Development Plan is a tool for supervisors and employees to manage performance to achieve individual objectives, reach department goals, and fulfill the Company's mission. This process will help you *set objectives, coach and review progress, and review year-end results* within the four pillars of the Expanded Management System: Customers, People, Environment, and Shareholders.

PILLAR WEIGHTING:

To indicate relative importance, assign points to each pillar at the beginning of the Plan and Review period. Total of points for all four pillars must equal 10.

PERFORMANCE RATING DEFINITIONS:

Use these definitions to rate performance on each objective and pillar at progress and year-end reviews:



Form 2-6
(continued)

OVERALL APPRAISAL OF CURRENT POSITION PERFORMANCE

1. Has the employee improved since the last appraisal? YES ___ NO ___

Comments: _____

2. Are there any areas of the employee's performance where improvements can be shown? YES ___ NO ___

Comments: _____

3. What steps can you undertake to improve the employee's performance?

4. Is the employee capable of progressing to more responsible positions in the near future? YES ___ NO ___

ADDITIONAL COMMENTS: _____

APPRAISED BY _____ DATE _____

REVIEWED BY _____ DATE _____

EMPLOYEE'S COMMENTS: _____

*ACKNOWLEDGED _____ DATE _____

Employee's Signature

3.0 Preparation and Control of Project Procedures

WMFS operational performance for the Hanford ERDF operations depends upon communicating plans and procedures clearly and effectively to employees. This section specifies requirements for maintaining and controlling **WMFS** ERDF administrative procedures.

WMFS procedures describe the policies and controlled activities established to ensure that the company's business is conducted efficiently and in compliance with customer, regulatory, and Corporate requirements. This project procedure system has been established to provide a framework for defining categories of procedures, procedures contents, and the required steps for initiating, reviewing, revising, and issuing procedures. All submittals to BHI of documents controlled by this procedure will be in accordance with section 6.0, Subcontract Reporting and the submittal requirements of Subcontract 0600X-SC-G0006.

3.1 Procedure Categories - There are two categories of procedures established for **WMFS** ERDF WDO. The categories reflect the extent of use or applicability within the ERDF Project and not the relative importance of content.

3.1.1 Administrative Procedures - Administrative procedures contain general policies and procedures governing project-specific operations that are applicable to all ERDF personnel. Administrative procedures include detailed information about specific functions that are applicable project-wide, and are included in this **WMFS** ERDF Administrative Procedures Manual, RFS-ERDF-005.

3.1.2 Operational Procedures - Operational procedures include detailed instructions for controlling, maintaining, modifying, operating, and/or testing hardware, project equipment, and systems for performing controlled processes. Controlled processes are those processes in which both the sequence and methods are explicitly controlled to ensure end-product quality (e.g., lab analyses, environmental sampling, etc.). Operational procedures also include those instructions used to direct immediate responses to unintended events and occurrences. Operational procedures are contained in the **WMFS** ERDF Operational Procedures Manual (RFS-ERDF-002) and a minimum of one copy shall be maintained in the open area of the operations trailer in a location accessible by all personnel.

3.2 Organizational Responsibilities for Procedures - For each ERDF project-specific procedure, administrative or operational, there is an organization of primary responsibility (OPR), which is the project-specific functional unit charged with carrying out or directing the functions or activities covered by the procedure. The OPR is the issuing organization for the procedure. The OPR has the following general responsibilities:

- Ensuring the accuracy, completeness, and usability of the procedure contents.

- Ensuring that all customer, corporate, or other regulatory requirements implemented by the procedure are identified and referenced in the procedure.
- Creating, revising, obtaining reviews and approvals, and maintaining the procedure contents according to the requirements described in this section.
- Ensuring documents or drawings prepared for BHI under a change order to the subcontract are prepared in accordance with identified BHI requirements, including numbering, format, etc.

Table 3-1 lists the associated OPR for each of the procedures contained in both the ERDF Administrative Procedures Manual and the ERDF Operational Procedures Manual.

Table 3-1. Functional Organizations of Primary Responsibility

Procedure	Organization of Primary Responsibility
Reserved (RFS-ERDF-001)	
ERDF Operations Plans and Procedures Manual (RFS-ERDF-002)	
1.0 Health & Safety Plan	ES&H Manager
2.0 Transportation	Reserved
3.0 Waste Acceptance Plan	Waste Acceptance Manager
4.0 Environmental Monitoring Plan	Waste Acceptance Manager
5.0 Waste Materials Management Plan	Operations Manager
6.0 Leachate Management Plan	Waste Acceptance Manager
7.0 Equipment Maintenance Plan	Operations Manager
8.0 Waste Minimization & Pollution Prevention Plan	Waste Acceptance Manager
9.0 Security Plan	Project Manager
10.0 Operations Procedures	Operations Manager
ERDF Quality Assurance Plan (RFS-ERDF-003)	
ERDF Training Plan (RFS-ERDF-004)	
ERDF Administrative Procedure Manual (RFS-ERDF - 005)	
1.0 Project Management & Administration	Project Manager
2.0 Human Resources	Project Manager
3.0 Preparation & Control of Project Procedures	Project Manager
4.0 Correspondence & Document Control	Project Manager
5.0 Cost Recordkeeping and Invoicing	Project Manager
6.0 Subcontract Reporting	Project Manager
7.0 Indoctrination & Training	Project Manager
8.0 Records Management	Project Manager
9.0 Purchasing Program	Project Manager
10.0 Occurrence Reporting	ES&H Manager
11.0 Conduct of Operations	Operations Manager
12.0 Corrective Action Management	ES&H Manager
13.0 Lock and Tag	ES&H Manager
ERDF Automation Plan (RFS-ERDF-006)	
Waste Acceptance Manager	

3.3 Revisions to Procedures - Revisions to administrative or operational procedures are generally initiated by the OPR. Alternatively, any ERDF employee can propose a revision to any procedure by submitting a red-line change to the OPR functional lead for

consideration. If the OPR agrees, or is the initiator of the change, the OPR works with ERDF Project Administrator to incorporate the needed changes into the procedure text.

3.3.1 Types of Revisions - The two types of change mechanisms will be used to enter corrections into the ERDF procedures, either a Page Changes or a Revisions.

Page Changes - Page changes are initiated to correct a single aspect of the administrative or operational procedures. Page changes will be issued with a consecutively numbered Page Change Notice (PCN) and will contain instructions to the document holder on how to properly document and complete the page changes. Page changes will remain effective until superseded by a procedure revision.

Revisions - Revisions are initiated to incorporate a series of previously issued page changes, or to correct multiple aspects of the administrative or operational procedures.

3.3.2 Revision Status - The status of procedures must be clearly identified to prevent the inadvertent use of unapproved or superseded documents. Each procedure will include a *List of Effective Pages* and a *Record of Revisions* that will indicate the revision or PCN status of the document by section and page.

Documents that are in preparation or review prior to approval must be clearly marked as *Draft*. This will be accomplished by including the word *draft* prominently in the header or footer or as a screened overlay across each page. Revisions will be indicated by change bars in the margin and the revision number and date on each page.

Document holders must replace documents or sections that have been revised and destroy the superseded version to avoid inadvertent use. If the document holder desires to retain the document for reference or other purposes, it must be clearly marked indicating that it has been superseded or revised.

3.3.3 Review and Approval of Revisions - Upon completing a draft of the proposed revision in conjunction with the ERDF Project Administrator, the OPR must submit the revision for review, resolve and incorporate comments, and obtain final approvals. The OPR must obtain and document revision approvals on the ERDF Project Procedure Revision Approval Form (Form RFS/ERDF-F-001). The levels of review will be used to approve corrections to the ERDF procedures, either an Internal or an External Review.

Internal Review - Internal reviews are required when a page change or revision include only those changes that do not alter the methods, outcomes, or products in the original submittal approved by the customer (BHI). The **WMFS** ERDF Project Manager and QA Coordinator must concur that the revision is as defined above, otherwise, the revision will require external review. Examples of a change that would require an internal review include editorial changes, contact/telephone number changes, and changes to forms where minimum information collection requirements are not altered.

Similarly, an internal review will be indicated for changes to specific instructions accomplishing a task that does not affect the original customer-approved outcome for the task (i.e., within planning guidance). The Project Manager and QA Coordinator are the approval authority for internal reviews, and ensure the revisions are compliant with approved plans and contractual requirements.

External Review - External reviews will be required when a page change or revision may alter the methods, outcomes, or products defined in the original submittal approved by the customer (BHI) or required by WMFS subcontract with BHI. The WMFS ERDF Project Manager and the QA Coordinator must review and approve the revisions. Following their approval, the ERDF Project Manager will submit a copy of the proposed revision to Bechtel Hanford Inc. through the BHI Site Technical Representative. The BHI Site Technical Representative is responsible for obtaining the necessary BHI and regulatory agency reviews. The ERDF Project Manager will then resolve and incorporate BHI comments into the procedure, and obtain the BHI Site Technical Representative's signature on Form RFS/ERDF-F-001.

3.3.4 Distribution - Upon completion of internal approval, the ERDF Project Administrator will produce the PCN or Revision for distribution. The Project Administrator will prepare a transmittal memo for all WMFS holders of a controlled copy of the affected manual in accordance with the WMFS ERDF Document Control Procedures (section 4.0). The memo will contain brief description the page change or revision, the revised List of Effective Pages, the revised Table of Contents, the revised procedure pages, and instructions the holder on inserting the page change or revision.

The ERDF Project Administrator will also transmit the revised procedures to BHI in accordance with WMFS ERDF Document Control Procedures (section 4.0).

4.0 Correspondence and Document Control

This administrative procedure describes the preparation, review, approval, and control of correspondence and other project documentation, and applies to all correspondence, meetings and conversations, project communications, and project document control associated with WMFS ERDF WDO.

4.1 Correspondence - To ensure clear lines of communication between WMFS and BHI. All general project correspondence, defined as correspondence not identified as a contract submittal, must be from the WMFS ERDF Project Manager to the BHI designated Subcontract Administrator. Contractually required project reporting submittals have BHI designated recipients.

4.1.1 General Project Correspondence - All general project correspondence to BHI, or other agencies or companies, must be issued under the WMFS ERDF Project Manager's (or designee) signature.

4.1.1.1 Procedure for Preparing General Project Correspondence

- 1) Upon completing a draft version of the correspondence, the functional organization lead submits the draft to the ERDF Project Administrator for processing.
- 2) The ERDF Project Administrator will prepare the correspondence for the ERDF Project Manager's signature addressed to the BHI designated Subcontract Administrator. Figure 4-1 is a sample format for general project correspondence with BHI. All ERDF Correspondence will be identified with the **WMFS** subcontract number, subject, and date of issue.
- 3) After obtaining the ERDF Project Manager's signature, the Project Administrator will make the required distribution. In addition to the courtesy copy distribution directed by the Project Manager, all general project correspondence must include a copy to the Contract Administration (CA) file.

Facsimile transmittals of correspondence will be noted with the words "VIA FACSIMILE" located between the subject line and the salutation of the correspondence.

April 16, 1996

Mr. Earle Marvin
Subcontract Administrator (H0-04)
Bechtel Hanford Inc.
3350 George Washington Way
Richland, WA 99352

RE Subcontract No. 0600X-SC-G0006
Waste Disposal Operations of the Environmental Restoration Disposal Facility

Dear Mr. Marvin:

This correspondence will follow-up and confirm our conversation today regarding your letter clarifying the subject subcontract requirements dated January 12, 1995.

During our conversation we confirmed our mutual understanding that both **WMFS** and Bechtel will have performance obligations under the Waste Acceptance Plan, and that in performing its scope of work **WMPS** will be relying on the performance of Bechtel and its subcontractors. This is particularly important with respect to **WMFS** reliance upon accurate and complete description of waste material disposed of in the ERDF.

We appreciate the opportunity to discuss this matter with you and look forward to executing our subcontract with the described clarification. Please call me at (303) 274-3229 to discuss this further.

Sincerely,

Michael J. Wolters, P.E.
Vice President

MJW:bd

cc: CA File

Figure 4-1. Sample Format of General Project Correspondence

4.1.2 Project Submittal Correspondence - Administrative Procedure 6.0, Subcontract Reporting, identifies recurring and activity-specific reports that **WMFS** is required to submit to BHI. These reports are contractually required, and are described in BHI's Subcontractor Submittal Requirements Summary (SSRS). Appendix 4A presents the BHI SSRS, which includes the BHI submittal number, title (content) of the submittal, contract requirement locator, recipient, frequency, number of copies, and format.

4.1.2.1 Procedure for Transmitting Project Submittal Correspondence

- 1) The functional organization lead with responsibility for preparation of the required submittal completes the report and obtains the necessary **WMFS** approvals (e.g., Review and Approval of Revised Project Procedures).
- 2) Upon obtaining necessary **WMFS** approvals, the functional organization lead submits the first generation originals of the report to the ERDF Project Administrator for processing.
- 3) The ERDF Project Administrator will prepare a transmittal letter for the ERDF Project Manager's signature. Figure 4-2 is a sample format for project submittal correspondence with BHI. The transmittal letter must include the title of the submittal, the submittal number from the SSRS, and the **WMFS** subcontract number (0600X-MR-G0002) in the subject line. In addition to the courtesy copy distribution directed by the Project Manager, all contract submittals must include a copy to the Contract Administration (CA) file.
- 4) In accordance with BHI's SSRS (Appendix 4A), the ERDF Project Administrator will make the required number of copies of the submittal and prepare a copy of the SSRS with the required submittal highlighted. In addition, the Project Administrator will also make one additional copy of the submittal, the SSRS, and the transmittal letter for inclusion in the ERDF Contract Administration (CA) file. If a submittal is a resubmit, clearly identify that fact on the letter or copy of SSRS.

April 26, 1996

Dana M. Trethewey
ERDF Submittal Coordinator
Bechtel Hanford, Inc.
3350 George Washington Way, MS HO-09
Richland, WA 99352

RE: ERDF Health & Safety Submittals 2-02 and 5-003

Dear Ms. Trethewey:

The Health & Safety Plan for the Hanford Environmental Restoration Disposal Facility (ERDF) WDO is enclosed. This document represents submittal 2-02 Safety & Health Program and 5-003, Site Health & Safety Plan as highlighted in the attached Subcontractor Submittal Requirements Summary (SSRS) for subcontract 0600X-SC-G0006. Comments provided in Bechtel Hanford, Inc. (BHI) transmittal DIS-96-1002 and DIS-96-1003 have been incorporated.

If you have any questions concerning this submittal, please feel free to contact me at (509) 736-1306 or Joel Eacker at (303) 274-3231.

Sincerely,

R. R. Bloom
ERDF Project Manager

RRB/bd

Attachments

cc: Earle Marvin, BHI - w/o attachments
Joel Eacker, WMFS
CA File

Figure 4-2. Sample Transmittal Letter for Project Submittal Correspondence

4.1.2.2 BHI Recipients - The BHI Subcontractor Submittal Requirements Summary (Appendix 4A) designates specific recipients for certain submittals. Addresses for these recipients are as follows:

BHI Subcontract Administrator (SA)

Mr. Earle Marvin
Subcontract Administrator (H0-04)
Bechtel Hanford Inc.
3350 George Washington Way
Richland, WA 99352

Attn: Earle Marvin

BHI Site Technical Representative (STR)

Paul Berthelot
Bechtel Hanford, Inc.
3350 George Washington Way
Richland, WA 99352
Attn: Subcontract Technical Representative

BHI Submittal Coordinator (SC)

BHI Submittal Coordinator
Bechtel Hanford, Inc.
3350 George Washington Way, MS HO-09
Richland, WA 99352

Medical Provider

Hanford Environmental Health Foundation (HEHF)
3080 George Washington Way
Richland, WA 99352

Attn: Bechtel/Hanford-ERC

4.2 Project Document Control - The ERDF Project Administrator will provide document control for all ERDF project documents. The ERDF Project Document Control System comprises three main subsystems: the CA file, the Controlled Document file, and the Records Administration file. The Records Administration file will contain project records as defined in section 8.0, Records Management, of this manual. In addition, the Records Administration File will include supporting information designated as record material used to generate correspondence, submittals, and controlled documents.

4.2.1 Contract Administration File - The Contract Administration (CA) file contains the official record copy of all correspondence to and from BHI and other organizations, and includes contract submittals and all attachments to general project correspondence.

The Project Administrator will stamp all entries into the CA file with a sequential number. The number will be located in the upper right-hand corner of the top page beginning with 000001.

The Project Administrator will maintain an electronic log (data base) of all entries into the Contract Administration file. The data base will include, as a minimum, the CA File Number, the subject, date, issuer, and recipient. Table 4-1 is a sample format of the CA File data base.

Table 4-1. Sample Format of the ERDF CA File Data Base

CA File Number	Subject	Date	To	From
1	ERDF Leachate Management Plan, Submittal 5-008 for BHI subcontract 0600X-SC-G0006	4/16/96	D. Trethewey, BHI	J. Bertsch, WMFS
2	Notice to Proceed with Waste Disposal Operations	7/2/96	J. Eacker, WMFS	E. Marvin, BHI
3	Transmittal of Revised section 1.0, WMFS ERDF Administrative Procedures Manual (RFS-ERDF-005)	7/3/96	E. Marvin, BHI	J. Eacker, WMFS

4.2.2 Controlled Document File - The Controlled Document file will include the original reproduction masters of controlled documents such as procedures and plans. In addition, the Controlled Document file will contain current distribution lists for all controlled documents.

The Project Administrator will maintain an electronic log (data base) of all entries into the Controlled Document file. The data base will include, as a minimum, the Document Number, the procedure or section number, OPR, PCN or revision number and date, and cross references to the latest CA file submission and distribution lists. Table 4-2 is a sample format of the Controlled Document file data base. Figure 4-4 is a sample of a Controlled Document distribution list.

Table 4-2. Sample Format of the ERDF Controlled Document File Data Base

Controlled Document No.	Procedure/Section	Organization of Primary Responsibility	PCN/Revision No. And Date	Latest CA File Number	Distribution List
RFS-ERDF-002.6 Leachate & Washwater Management Plan,	Entire	Operations	4/16/96 Rev. 0	1	ERDF-002.6
RFS-ERDF-005 Administrative Procedures Manual	1.0 Management and Administration	Project Manager	7/3/96 Rev. 1	3	ERDF-005

Figure 4-4. Sample Controlled Document Distribution List

Controlled Document Distribution List ERDF-002.6 Leachate and Wash Water Management Plan		
<u>Copy No.</u>	<u>Name</u>	<u>Org./location</u>
01	J. Eacker	WMFS/Lakewood
02	B. Bloom	WMFS/ERDF WDO
03	D. Trethewey	BHI/Richland
04	D. Trethewey	BHI/Richland
05	D. Trethewey	BHI/Richland
06	D. Trethewey	BHI/Richland
07	T. Best	WMFS/Lakewood
08	T. Condon	WMFS/ERDF WDO
09	M. Madison	WMFS/ERDF WDO
10 (uncontrolled)	CA File	WMFS/ERDF WDO

4.2.3 Records Administration File - The Records Administration File contains records material as delineated in section 8.0, Records Management, of this manual.

Appendix 4A.
BHI Subcontractor Submittal Requirements Summary (SSRS)

SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

SUBMITTAL SCHEDULE

F Prior to Fabrication
 S Prior to Shipment
 B Prior to Balance of Payment
 A Per S/C Schedule
 M Prior to Mobilization
 W Prior to Commencing Work
 U Prior to Use
 X Prior to Purchase
 Y Prior to Program Payment
 for Each Specific Task
 Z As Required
 14 Number indicates Calendar Days After Notice of Award
 A

SUBMITTAL TYPE REQUIRED

O Original
 P Prints/Photocopies
 T Transparencies
 M Microfilm
 PH Photographs
 FD Floppy Disk
 S Sample
 Q
 (2) A number indicates quantity of copies

DISTRIBUTION DESIGNATION

SC Submittal Coordinator
 SA Subcontract Administrator
 SS Site Superintendent
 DE Design Engineering
 EE Env. Engineering
 FS Field Services
 SH Safety & Health
 PR Procurement
 EC Environmental Compliance
 DM Data Management
 QA Quality Assurance
 MP Medical Provider
 AA

BECHTEL TRACKING CODES

CCR Communications Control Register
 S/SR Supplier/Subcontractor Register
 DCR Data Control Register
 APR Accounting Payment Record

*SC must be notified of submittal and its status

NOTICES

1. To each item submitted, attach a copy of this form and circle the title of the item being submitted.
2. Failure to submit required submittals as delineated on this form may result in withholding of payment in accordance with provisions of the subcontract.

Item No./ Submittal Title	Clause, * Specification, or Scope of Work Paragraph	Sub- contractor send Submittal to	Submittal Codes		FOR BECHTEL USE ONLY			
			Schedule	(No.) and Type	Send to/for		Tracking Codes	
					Review	Info		
1-00 FIELD SERVICES								
Daily Reports	Exhibit "B" SC-10C	SC	A Daily	2(P)	SA			
2-00 ENVIRONMENTAL SAFETY & HEALTH								
2-01 Workers Compensation	Exhibit "B" SC-3	FS	A A	O P	SC	SH	S/SR S/SR	
2-02 Safety & Health Program	Exhibit "G"	SC	W	O	SH		S/SR	
2-03 Fire Prevention & Protection Program	Exhibit "G"	SC	W	P	SA		S/SR	
2-04 Security Program	Exhibit "B" SC-12	SC	Z	P	SH		S/SR	
2-05 Valid 1st Aid/CPR Card		SC	W	P	SH		S/SR	
2-06 Proof of OSHA 1910.120 Training		SC	W	P	SH		S/SR	
2-07 Proof of OSHA 1910.120 8-Hour Refresher Training		SC	W	P	SH		S/SR	
2-08 Proof of OSHA 1910.120 8-Hour Supervisor Training		SC	W	P	SH		S/SR	
2-09 Proof of OSHA 1910.1030 Proof of Rad. Training		SC SC	W W	P P	SH SH		S/SR S/SR	
2-10 Physician's Examination and Medical and Work History on each Worker	Exhibit "B" SC-27	MP	W	O				
	Project Number 22192	Project Name HANFORD-ERC	Subcontract Number 0600X-SC- G0006	SSRS Rev. No. A	Date: Page 1 of 5			

SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

SUBMITTAL SCHEDULE

F Prior to Fabrication
 S Prior to Shipment
 B Prior to Balance of Payment
 A Per S/C Schedule
 M Prior to Mobilization
 W Prior to Commencing Work
 U Prior to Use
 X Prior to Purchase
 Y Prior to Progress Payment for Each Specific Task
 Z As Required
 14 Number indicates Calendar Days After Notice of Award
 A

SUBMITTAL TYPE REQUIRED

O Original
 P Prints/Photocopies
 T Transparencies
 M Microfilm
 PH Photographs
 FD Floppy Disk
 S Sample
 Q _____
 (2) A number indicates quantity of copies

DISTRIBUTION DESIGNATION

SC Submittal Coordinator
 SA Subcontract Administrator
 SS Site Superintendent
 DE Design Engineering
 EE Env. Engineering
 FS Field Services
 SH Safety & Health
 PR Procurement
 EC Environmental Compliance
 DM Data Management
 QA Quality Assurance
 MP Medical Provider
 AA

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Item No./ Submittal Title	Clause, * Specification, or Scope of Work Paragraph	Sub- contractor send Submittal to	Submittal Codes		FOR BECHTEL USE ONLY		
			Schedule	(No.) and Type	Send to/for		Tracking Codes
					Review	Info	
2-11 Medical Provider's Statement using information from 2-10 (to be submitted to Bechtel directly by medical provider)	Exhibit "B" SC-27	SC	W	O	SH		S/SR
2-12 Summary of Occupational Injuries and Illnesses	Exhibit "B" SC-10 Exhibit "G"	SC	A (monthly)	O	SH		S/SR
2-13 Radiation Exposure Data (By Individual)	Exhibit "B" SC-12	SC	W	(1)P	SH		S/EC
2-14 Written Notification of Radioactive Material or Radiation Generating Instrumentation	Exhibit "B" SC-12	MP	W (7 working days prior)	(1)P	SH		S/EC
2-15 Final Bio-Assay and Terminated Employee Dosimeter Return		SC	Y		SH		
3-00 WASTE MANAGEMENT							
3-01 HAZMAT Employee Certification	Exhibit "G" Hazard Analysis	SC	W	P	EE		S/SR S/SR
4-00 PROCUREMENT							
4-01 Insurance Certificate	Exhibit "B" SC-2	SA	W W	O P	PR		S/SR S/SR
4-02 Performance and Payment Bonds	Exhibit "B" SC-14	SA	W W	O P	PR		S/SR S/SR
4-03 Statement and Acknowledgement Form 1413 (Subcontractor Only)		SA	W W	O P	PR		S/SR S/SR
	Project Number 22192	Project Name HANFORD-ERC	Subcontract Number 0600X-SC- G0006	SSRS Rev. No. A	Date: Page 2 of 5		

SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

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 M Prior to Mobilization
 W Prior to Commencing Work
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 X Prior to Purchase
 Y Prior to Progress Payment for Each Specific Task
 Z As Required
 14 Number indicates Calendar Days After Notice of Award
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SUBMITTAL TYPE REQUIRED
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 T Transparencies
 M Microfilm
 PH Photographs
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 Q _____
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DISTRIBUTION DESIGNATION
 SC Submittal Coordinator
 SA Subcontract Administrator
 SS Site Superintendent
 DE Design Engineering
 EE Env. Engineering
 FS Field Services
 SH Safety & Health
 PR Procurement
 EC Environmental Compliance
 DM Data Management
 QA Quality Assurance
 MP Medical Provider
 AA _____

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2. Failure to submit required submittals as delineated on this form may result in withholding of payment in accordance with provisions of the subcontract.

Item No./ Submittal Title	Clause, * Specification, or Scope of Work Paragraph	Sub- contractor - send Submittal to	Submittal Codes		FOR BECHTEL USE ONLY			
			Schedule	(No.) and Type	Send to/for		Tracking Codes	
					Review	Info		
4-00	PROCUREMENT (cont)							
4-04	Measurement for Payment and Payment for Work	SA	W	P	PR		S/SR	
5-001	Site Mobilization Plan	SC	M	(1)P	DE		S/SR	
5-002	Operations Manual	SC	M	(4)P	DE		S/SR	
5-003	Site H&S Plan (including RadCon Program) and Dust Control	SC	M	(4)P	SH			
5.004	RESERVED							
5.004A	RESERVED							
5.005	Waste Acceptance Plan	SC	M	(4)P	EC			
5.005A	Waste Acceptance Procedures	SC	W	(4)P				
5.006	Environmental Monitoring Plan	SC	M	(4)P	EC			
5.006A	Environmental Monitoring Procedures	SC	W	(4)P	EC			
5.007	Waste Material Management Plan	SC	M	(4)P	DE	EC		
		Project Number 22192	Project Name HANFORD-ERC	Subcontract Number 0600X-SC- G0006	SSRS Rev. No. A	Date: Page 3 of 5		

SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

SUBMITTAL SCHEDULE

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 W Prior to Commencing Work
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SUBMITTAL TYPE REQUIRED

O Original
 P Prints/Photocopies
 T Transparencies
 M Microfilm
 PH Photographs
 FD Floppy Disk
 S Sample
 Q _____
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DISTRIBUTION DESIGNATION

SC Submittal Coordinator
 SA Subcontract Administrator
 SS Site Superintendent
 DE Design Engineering
 EE Env. Engineering
 FS Field Services
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 PR Procurement
 EC Environmental Compliance
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1. To each item submitted, attach a copy of this form and circle the title of the item being submitted.
2. Failure to submit required submittals as delineated on this form may result in withholding of payment in accordance with provisions of the subcontract.

Item No./ Submittal Title	Clause, * Specification, or Scope of Work Paragraph	Sub- contractor send Submittal to	Submittal Codes		FOR BECHTEL USE ONLY		
			Schedule	(No.) and Type	Send to/for		Tracking Codes
					Review	Info	
5.007A Waste Material Management Procedures	Exhibit "D" 2.1(c), 2.1(d) 3.5.2, 3.5.2.1, 3.5.2.1	SC	W	(4)P	DE		
5.008 Leachate Management Plan	Exhibit "D" 3.5.7	SC	M	(4)P	DE	EC	
5.008A Leachate Management Procedures	Exhibit "D" 3.5.7	SC	W	(4)P			
5.009 Equipment Maintenance Plan	Exhibit "D" 3.5.5	SC	M	(4)P	DE		
5.010 Site Security Plan	Exhibit "D" 2.1.11(a)	SC	M	(4)P	DE		
5.011 RCRA Part B Equivalency Criteria Locator	Exhibit "D" 3.11.3	SC	M	(1)P	EC		
5.012 Data Management Automation Plan	Exhibit "D" 3.5.9	SC	M	(1)P	DM	DE	
5.013 QA Plan Manual	Exhibit "D" 3.8	SC	30 days after award	(1)P	QA		
5.014 QA Plan Procedures	Exhibit "D" 3.8	SC	30 days after award	(1)P	QA	EC	
5.015 Training Manual	Exhibit "D" 3.9	SC	M	(1)P	SH	EC	
5.016 Administration Manual	Exhibit "D" 3.10	SC	M	(1)P	SH	EC	
	Project Number 22192	Project Name HANFORD-ERC	Subcontract Number 0600X-SC- G0006	SSRS Rev. No. A	Date: Page 4 of 5		

SUBCONTRACTOR SUBMITTAL REQUIREMENTS SUMMARY

SUBMITTAL SCHEDULE
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DISTRIBUTION DESIGNATION
 SC Submittal Coordinator
 SA Subcontract Administrator
 SS Site Superintendent
 DE Design Engineering
 EE Env. Engineering
 FS Field Services
 SH Safety & Health
 PR Procurement
 EC Environmental Compliance
 DM Data Management
 QA Quality Assurance
 MP Medical Provider
 AA _____

BECHTEL TRACKING CODES	
CCR	Communications Control Register
S/SR	Supplier/Subcontractor Register
DCR	Data Control Register
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*SC must be notified of submittal and its status	

NOTICES

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- Failure to submit required submittals as delineated on this form may result in withholding of payment in accordance with provisions of the subcontract.

Item No./ Submittal Title	Clause, * Specification, or Scope of Work Paragraph	Sub- contractor send Submittal to	Submittal Codes		FOR BECHTEL USE ONLY		
			Schedule	(No.) and Type	Send to/for		Tracking Codes
					Review	Info	
5.016A Administration Procedures	Exhibit "D" 3.10	SC	W	(1)P	SC		
5-017 Waste Minimization	Exhibit "D" 3.5.10	SC	M	(1)O	EE		
6-00 PROJECT CONTROLS							
6-01 Subcontract Schedule (Resource Loaded)(Detailed Schedule Outlining Procedure Development, Operational Readiness, Facility Erection, etc.)(Baseline upon project approval)	Exhibit "B" SC-10A SC-10C	SC	M	(3)P	SA		
6-03 Operational Schedule	Exhibit "B" SC-10B SC-10C	SC	Z	3(P)	SA		
6-04 3-Week Rolling Schedule (one week behind/2 weeks ahead)	Exhibit "B" SC-10	SC	A (as required)	3(P)	SA		
6-05 Daily Force Report listing all personnel by craft and name	Exhibit "B" SC-10C	SC	A (daily)	2(P)	SA		
6-06 Daily Equipment Report showing construction and operational equipment used in the work	Exhibit "B" SC-10C	SC	A (daily)	2(P)	SA/AA (Project Controls)		
6-07 Monthly Cash Flow and Invoiced Dollars		SC	A (monthly)	2(P)	SA/AA (Project Controls)		
		Project Number 22192	Project Name HANFORD-ERC	Subcontract Number 0600X-SC- G0006	SSRS Rev. No. A	Date: Page 5 of 5	

5.0 Cost Recordkeeping and Invoicing

5.1 Personnel Payroll Administration

5.1.1 Hours of Work - The **WMFS** WDO basic workweek shall be 40 hours. The workweek shall begin at midnight between Friday and Saturday and end at midnight the following Friday. Prior approval of the ERDF Project Manager and the Vice President, Waste Technology Services is required for establishing a workweek in excess of 40 hours and for assigning personnel thereto whenever such an extended workweek is scheduled for a period exceeding four consecutive weeks.

5.1.2 Time Reporting - To comply with legal and corporate requirements, each employee must maintain a record of time worked and time to be paid on an **WMFS** weekly time sheet (Form 5-1). Each employee should fill out the time sheet daily and complete and sign the time sheet on Fridays. In addition, each employee's immediate supervisor must review and approve these time sheets before they are submitted to Payroll for processing. Time sheets must be submitted to the Payroll office by 9 a.m. Mountain Time on the Monday following the completion of the workweek documented by the time sheet. The guidelines for filling out time sheets are described in Form 5-2, Time sheet Procedures and an ERDF specific example is shown in Form 5-3, ERDF Time sheet Example.

5.1.3 Shift Schedules - The cell operations at ERDF will generally be limited to daylight hours for safety and operational considerations. The capacity of the heavy equipment in the cell have been sized to meet the capacity of the highest flow-rates anticipated at ERDF in a single shift to minimize the need for off-shift cell operations. Normal working hours for cell operations will be Monday through Friday from 7:30 a.m. to 4:30 p.m., although there is a potential for extended operations in the following forms depending upon cell operational needs:

- Four days on ten hour shifts with a fifth day of ten hours of overtime.
- Two eight hour shifts during extended daylight hours (5:30 a.m. to 2 p.m. and 12:30 p.m. to 9 p.m.).
- Other shift schedules will be developed by the ERDF Project Manager and approved by the Vice President, Waste Technology Services, in accordance with **WMFS** personnel policies and the collective bargaining agreement.

5.1.4 Overtime Pay - Overtime pay will be used as determined appropriate to compensate certain personnel for work in excess of the standard 40 hour workweek.

5.1.4.1 Union Represented Employees - Union represented employees will be paid overtime in accordance with the HSSA.

5.1.4.2 Nonexempt Nonbargaining Employees - Overtime must be approved prior to performance by the ERDF Project Manager. Time and a half shall be paid for all hours worked in excess of 40 hours per week, including work on a sixth or seventh scheduled workday.

5.1.5 Payroll Administration - The WMFS WDO Payroll administration will be at the WMFS Corporate Office in Lakewood, Colorado. Time sheets are required to be submitted weekly by 9 a.m. on the Monday following the performance of work. Union represented employees will be paid weekly on Fridays. Exempt and Non-Exempt personnel will be paid on alternate Fridays. Direct deposit and check forms of payment are available and the ERDF Project Manager can assist personnel in filing appropriate forms to ensure appropriate disbursement.

5.2 Invoice Records and Preparation

5.2.1 General Accounting - WMFS will maintain the ERDF Waste Disposal Operation as a separate cost center and perform general accounting out of the WMFS Corporate Office in Lakewood, Colorado.

5.2.2 Weight Information for Invoice Purposes - An electronic file of weight for each load entering ERDF will be entered by the electronic scale, along with a paper tape to serve as a permanent record. A daily print-out of scale activity will be maintained for three months until the quarterly invoice is reconciled. A copy of each day's transactions will be faxed to the Corporate Accounting offices weekly on Monday morning for the previous Saturday through Friday (same as time sheet reporting period). A copy of the electronic files will be submitted to the Corporate Accounting Offices monthly, along with hard copies of all daily printouts for the month.

This information will be used in preparing monthly invoices for services performed for BHI. An invoice will be generated and forwarded to the ERDF Project Manager for review, approval, and submission to BHI for payment.

Form 5-1 - Time Sheet

Rust Federal Services Inc.

Sheet ___ of ___

WEEKLY TIMESHEET - TO BE COMPLETED DAILY

Rev. Code 1-88

RUST EMPLOYEE NO.	EMPLOYEE NAME (Print)	I certify this timesheet is correct.	
_____ EMPLOYEE SIGNATURE	_____ WEEK ENDING FRIDAY		

Cost No. Date No. Project No.	Project No. Cost Code Task No.	Project Description Task Description Project Name	PROPOSAL or OVERHEADS or PROJECT (DIRECT)	TYPE HOURS ST/OT	Day and Date							TOTAL HOURS		SUPERV SHIFT DIFFL			
					SAT	SUN	MON	TUE	WED	THUR	FRI	ST	OT				
				ST													
				OT													
				ST													
				OT													
				ST													
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- Be sure your attention is directed to all.
- Ensure necessary information is correct.
- Update timesheet early for future work.
- Indicate whether the hours worked are straight time "ST" or overtime "OT".
- Corrections should be made by going through the corrector to be corrected.
 - 1) Call attention and use to distinguish tasks within a project. Separating overhead/G&A charges.
 - 2) Writing the correct entry above the corrector from straight and
 - 3) crossing the correction.
- Return a copy for your records. Accounting will not process entries to employees.
- 511X and 511Z should not be used on the timesheet. These G/L accounts are predetermined by the employee's labor charges.

Personal Days																	
Funeral Leave																	
Military Duty																	
Holiday																	
Jury Duty																	
TOTAL STRAIGHT TIME HOURS																	
TOTAL OVERTIME HOURS																	
TOTAL ALL HOURS																	
TOTAL DIFFERENTIAL HOURS																	

SUPERVISOR APPROVAL

ORIGINAL

Form 5-2 - Time sheet Procedures

WMFS Employee Number and Name - An employee number (not your social security number) will be assigned for each employee for reporting purposes. Each employee will be issued his/her own set of time sheets with their employee number and name preprinted to minimize confusion.

Employee Signature - Each employee shall certify the accuracy of the time sheet by signing in this block.

Week Ending Friday - The date of the Friday that ends the workweek covered by the time sheet will be entered in this block.

Supervisor Approval - Each employee is responsible for obtaining the approval of their supervisor on their time sheet.

Submittal - Completed time sheets shall be submitted to Payroll in Lakewood, Colorado, every Monday morning by 9 a.m. Mountain Time for work performed the previous week.

ERDF Project Time Entries - Work performed on ERDF specific activities will be documented in the following manner:

1st Column - Enter the ERDF Project Number 762002

2nd Column - Enter the appropriate cost code from the following list:

- 010 Pit Operations
- 020 Decontamination Operations
- 030 Waste Acceptance
- 040 Inspections/Sampling
- 050 ES&H Activities
- 060 Training
- 070 Project Management

3rd Column - Enter "ERDF Waste Disposal Operations"

Day and Date Columns - Enter the appropriate number of hours worked on that activity for each day of the covered workweek. Regular hours are entered in the Straight Time (S/T) row and overtime hours (O/T) are entered in the shaded O/T row.

Total Hours Columns - Total the hours for both S/T and O/T for each row.

Supv/Shift Diff'l Column - Personnel authorized shift differential and/or supervisory differential pay shall enter the number of hours performed in this column.

Non-ERDF Specific Time Entries - Entries for non-ERDF specific activities, including approved overhead activities and other corporate activities, shall be approved by the ERDF Project Manager prior to incurring of costs. Activity specific information will be provided by the Project Manager to properly document time spent on these activities.

Paid Absence Entries - The Personal Days, Funeral Leave, Military Duty, Holiday, and Jury Duty rows shall be used for authorized use of these paid absences from the ERDF Operations. The appropriate number of hours for the category shall be entered in this row on each day of the week an absence occurred.

Total Straight Time Hours Row - Total the straight time hours for each day and the week from all row entries, including ERDF activities, Non-ERDF activities, and Paid Absence Entries.

Total Overtime Hours Row - Total the overtime hours for each day and the week from row entries involving overtime, including ERDF activities and Non-ERDF activities.

Total All Hours Row - Total the straight time hours and overtime hours for each day and for the week as a whole.

6.0 Subcontract Reporting

A number of periodic and activity specific reports are required to support the ERDF WDO for both contractual and operational needs. This procedure describes the required reports and identifies required time frames for submittal.

6.1 Subcontract Required Reporting - The WMFS subcontract to BHI (#0600X-SC-G0006) identifies a number of submittals required to support the WDO subcontract, including both periodic and activity specific reporting. The following table and sections describes these reporting requirements during ongoing WDO performance:

Submittal Number	Submittal Title	Frequency	Submit To	Copies & Type
Recurring Reports				
1-00	Daily Report	Daily	FS	2 - P
2-12	Summary of Occupational Injuries and Illnesses	Monthly	SC	1 - P
4-04	Measurement for Payment and Payment of Work	Monthly & Quarterly	SA	1 - O
6-03	Operational Schedule	Monthly	SC	3 - P
6-04	3 Week Rolling Schedule (One week Behind/2 weeks ahead)	Weekly	SC	2 - P
6-05	Daily Force Report listing all personnel by craft and by name	Daily	SC	2 - P
6-06	Daily Equipment Report showing construction and operational equipment utilized in the work	Daily	SC	2 - P
6-07	Monthly Cash Flow and Invoiced Dollars	Monthly	SC	2 - P
Activity Specific Reports				
2-05	Valid First Aid/CPR Card	Personnel Change	SC	1 - P
2-06	Proof of OSHA 1910.120 Training	Personnel Change	SC	1 - P
2-07	Proof of OSHA 1910.120 8 Hour Refresher Training	Annual & Personnel Change	SC	1 - P
2-08	Proof of OSHA 1910.120 8 Hour Supervisor Training	Personnel Change	SC	1 - P
2-13	Radiation Exposure Data (By Individual)	Personnel Change	SC	1 - P
2-14	Written Notification of Radioactive Material or Radiation Generating Instrumentation	7 Days Prior to Bringing On-Site	SC	1 - P

(Note: STR indicates Site Technical Representative, SC indicates Submittal Coordinator and SA indicates Subcontract Administrator)

Transmittal letters for all submittals shall incorporate the BHI subcontract number and have attached a copy of the ERDF SSRS with the appropriate submittal highlighted. Submittals shall be forwarded to the appropriate person (Subcontract Administrator or Submittal Coordinator) at the following address:

Bechtel Hanford Inc.
 3350 George Washington Way
 Richland, WA 99352
 Attn: Hanford ERC/Submittal Coordinator

6.1.1 Project Management Reporting - The project management reporting centers around daily reporting to ensure BHI is kept updated with facility progress/activities and both short term and long term schedule reporting.

6.1.1.1 Daily Reports - Daily reports prepared by **WMFS** will be of the format shown in Form 6-1 and will be used to comply with the following three submittal requirements:

- Submittal 1-00 - Daily Report.
- Submittal 6-05 - Daily Force Report listing all personnel by craft and by name.
- Submittal 6-06 - Daily Equipment Report showing construction and operational equipment utilized in the work.

6.1.1.2 Monthly Reports - Monthly reports will be prepared and submitted to support the following subcontract requirements:

- Submittal 2-12 - Summary of Occupational Injuries and Illnesses.
- Submittal 6-03 - Operational Schedule.

The **WMFS** monthly report will include the following sections:

- **Project Performance Summary -** This section will include a brief schedule and technical assessment of waste disposal operations for the previous month. It will include an updated one month behind and three month ahead schedule.
- **Waste Accepted -** This section will tabulate the waste accepted for the month from each RAS by date, time, load, and tonnage.
- **Technical Areas of Concern -** This section will discuss any technical areas of concern, including waste acceptance issues, environmental monitoring issues, health & safety issues, etc.
- **Schedule Areas of Concern -** This section will discuss any schedule concerns including interface issues between contractors, waste availability, waste providers performance against planning and impact on cell operations, etc.
- **Summary of Occupational Illness and Injury -** This section will document the performance under the contract with respect to occupational illness and injury.

6.1.1.3 Short Term Schedule - The following short term schedule is a submittal requirement to support the subcontract:

- Submittal 6-04 - 3 Week Rolling Schedule (one week behind/two weeks ahead). The 3 Week Rolling Schedule will be maintained and submitted at the BHI weekly meeting (as required) to meet this requirement.

6.1.2 Financial Reporting - Two subcontract submittal requirements are present that will be accomplished through monthly invoicing to BHI:

- Submittal 4-04 - Measurement for Payment and Payment of Work.
- Submittal 6-07 - Monthly Cash Flow and Invoiced Dollars.

These requirements will be met through monthly invoices that document daily tonnage receipts and tabulate them to allow compensation to be calculated. The cash flow part of Submittal 6-07 will not be included as that is considered proprietary for this fixed price subcontract. The invoice will simply document waste receipts and calculate monthly compensation which will consist of up to three parts:

- Monthly fixed fee that includes operations up to 20,000 tons per quarter.
- Progress Payments for waste disposal fees that are based on the BHI estimated waste receipts >20,000 tons for the quarter divided by three and applying the subcontract fixed unit rate schedule.
- Any other adjustments approved by BHI based upon:
 - 1) Form A-2, Schedule of Equipment Rate for Changes
 - 2) Form A-3, Schedule of Material Mark-Ups for Changes
 - 3) Form A-4, Schedule of Labor Mark-Ups for Changes
 - 4) Form A-5, Temporary Stand-By.

The invoice that completes a quarter (i.e., December 31, March 31, June 31, and September 30) will reconcile the previous two month invoices with respect to actual waste receipts against BHI estimates. Adjustments will be made in that invoice either up or down to account for differences between the actual waste receipts and the progress payments made in the previous two invoices.

6.1.3 Employee Refresher Reporting - The following documentation will be submitted annually for on-site personnel to demonstrate continued compliance with Occupational Safety and Health Administration (OSHA) requirements: Submittal 2-07 - Proof of OSHA 1910.120 8 Hour Refresher Training.

6.1.4 New **WMFS** Employees - The following sections also describe submittals that are required to establish compliance with OSHA requirements when new **WMFS** personnel are introduced to the ERDF operations. It should be noted that site specific training/medical activities (i.e., physicals, assays, radiological controls, etc.) will not be submitted because they are part of the Hanford Training Program records, while the

OSHA training will be performed off-site and documentation is required to support entry into the Hanford Training System.

6.1.4.1 **New WMFS Management Employees** - The following documentation of training will be submitted for new WMFS management employees:

- Submittal 2-05 (For Required Supervisory Personnel) - Valid First Aid/CPR Card.
- Submittal 2-06 - Proof of OSHA 1910.120 Training.
- Submittal 2-07 - Proof of OSHA 1910.120 8 Hour Refresher Training.
- Submittal 2-08 - Proof of OSHA 1910.120 Supervisor Training.
- Submittal 2-13 - Radiation Exposure Data (By Individual).

6.1.4.2 **New WMFS Non-Management Employees** - The following documentation of training will be submitted for new WMFS non-management employees:

- Submittal 2-06 - Proof of OSHA 1910.120 Training.
- Submittal 2-07 - Proof of OSHA 1910.120 8 Hour Refresher Training.
- Submittal 2-13 - Radiation Exposure Data (By Individual).

6.1.5 **Introduction of WMFS Provided Radioactive Material or Radiation Generating Devices** - Notification to BHI will be made at least seven days prior to WMFS introducing non-ERDF radioactive materials or radiation generating devices at the site. A plan will be developed with BHI radiological controls personnel to control these radioactive materials during the length of stay at the site.

6.2 Operational Reporting - Periodic reporting to meet operational requirements will also be required to support compliance with various regulations. The following are the identified requirements and the methods WMFS will use to comply:

6.2.1 **Occurrence Reporting** - The reporting for occurrences on the ERDF Site will be performed in accordance with DOE Order 5000.3B as identified in the occurrence reporting procedure in this administrative procedures manual.

6.2.2 **Environmental Monitoring** - Periodic environmental monitoring reporting will be performed to allow incorporation into the overall Hanford Site environmental monitoring program. The types and frequency of reporting are described in the ERDF Environmental Monitoring Plan.

Form 6-1 - Waste Disposal Operations Daily Report

ERDF OPERATIONS DAILY REPORT WMFS FEDERAL SERVICES

DATE: _____

WEATHER CONDITIONS:

WASTE RECEIVED:

Daily Weight: _____ Tons
Quarterly Cumulative Total: _____ Tons

WASTE DISPOSED:

Daily Weight: _____ Tons
Quarterly Cumulative Total: _____ Tons

QUADRANTS WORKED:

east/west
north/south

FIXATIVE ADDED: YES ___ NO ___

EQUIPMENT NOT AVAILABLE:

DAILY FORCE REPORT:

OE Durham___ Wrspir___ Watts Const./Shearer___
Teamster Bunten___ Nelson___ Robinson___ Stanley___ Wright___
Laborer Johnson___ Moore___ Taylor___ Vincent___
Other

EQUIPMENT AVAILABLE:

D-8
Water Truck
Compactor
Volvo
Fork Lift
Loader
Other

COMMENTS:

APPROVAL: _____

R. R. Bloom
ERDF Project Manager

7.0 Deleted

8.0 Records Management

8.1 Purpose - Information related to ERDF WDO, regardless of physical form or characteristics, falls into one of two categories: records or nonrecords. The purpose of this administrative procedure is to provide guidance for the management of ERDF records from creation to final disposition. This guidance ensures that project records are:

- Created, identified, and inventoried.
- Indexed as directed by the ERDF WDO File Index.
- Incorporated in the ERDF WDO Record Log according to the ERDF WDO File Index.
- Protected against loss, damage, or unauthorized access.
- Controlled to ensure that only current revisions are used to perform work.
- Retrieved efficiently.
- Disposition in accordance with applicable requirements, procedures, and authorized schedules approved by BHI.

8.2 Responsibilities

8.2.1 ERDF Project Manager - The ERDF Project Manager will review and approve the ERDF Records Management administrative procedure and its revisions:

- Ensure that **WMFS** overall ERDF WDO project implements the records requirements established by the ERDF Records Management administrative procedure and the ERDF WDO File Index.
- Review and approve all subsequent revisions to the ERDF WDO File Index.
- Ensure that all records created by the Project Management activities are validated and legible before distribution and storage.

8.2.2 Functional Managers - Functional managers, including the ES&H Manager, the Operations Manager, and the QA Coordinator, will:

- Ensure that the required records are created and maintained for their organization as outlined in the ERDF WDO File Index.

- Ensure that all records created by their activities are validated and legible before distribution and storage.
- Ensure that all records created by their activities are identified with the appropriate file numbers before initial filing in the central file station.

8.2.3 Records Coordinator - The ERDF WDO Records Coordinator (the ERDF Administrative Assistant) will:

- Maintain control, protection, and accountability of all records in the central file station.
- Coordinate transfer of records to BHI.
- Inspect records for legibility, reproducibility, and completeness.
- Initiate revisions to the ERDF WDO File Index.
- Perform records-related tasks as delegated.

8.3 Record Identification - Within each category, records or nonrecords, information is either active or inactive. Detailed descriptions and definitions of these categories are presented below. For the purposes of this policy, papers of a corporate, private or nonofficial nature are neither records nor nonrecords and must be filed separately from official ERDF WDO project related records.

8.3.1 Records - Records are defined as preserved information and are kept for their administrative, legal, fiscal, research, scientific, or historical value. Federal law (Title 44, Part 3301, of the United States Code) requires that certain records be ". . . preserved . . . as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because of the informational value of data in them." Although virtually all records provide evidential or informational material, the disposition of any given record is decided on the basis of that record's relative importance as determined by immediate or future reference needs.

The following factors are considered when preserving information as records:

- Importance of the information as a segment of history and as a specific and original source.
- Potential need for the information to support a legal claim or to verify a company, BHI, or DOE position.
- Potential value of the information for investigations or audits.
- Value of the information in support of other records.

8.3.2 Nonrecords - Nonrecords consist of information maintained for reference and operating convenience (i.e., working copies) or information for which another office has primary responsibility. Papers that are created or accumulated in the process of producing records but are not significant enough to justify retention also fall into this category.

Nonrecords are stored and dispositioned by the organization holding the materials and are retained only for short periods of time (less than two years and often not more than one year). Unnecessary delays in disposing of such materials increase the need for on-site storage and add to administrative and overhead costs.

Personal papers are nonrecords, and consist of documents of a private or nonofficial character that pertain only to an individual's personal affairs and are kept in the offices of personnel supporting the ERDF WDO because they contain references to official responsibilities. Personal papers must be clearly designated as nonrecords and must always be filed separately from ERDF WDO records. When matters pertaining to official ERDF WDO business are discussed in private personal correspondence, that portion of the correspondence pertaining to ERDF WDO business will be extracted and filed with the ERDF WDO records.

The following list contains other examples of nonrecords:

- Copies of documents or correspondence, such as "reading files" and "information copies," kept for convenience.
- Tickler follow-up or suspense copies of correspondence.
- Duplicate or extra copies of printed or processed information, official copies of which have been retained as records.
- Drafts of reports and correspondence.
- Correspondence and other items of short-term value that, after action has been completed, have neither evidential nor informational value.
- Library materials, catalogs, stocks of publications, and reproduced documents kept for supply and reference.
- Routine printed matter, such as letters of transmittal, routing slips, work sheets, and rough drafts.
- Letter books kept as reference files of outgoing correspondence.

8.3.3 Active ERDF WDO Project Related Documents - Active ERDF WDO Project Related documents are the records and nonrecords required for day-to-day operation and

are to be maintained within the user organization. Such materials are referenced frequently, and their removal would impair current operations.

8.3.4 Inactive ERDF WDO Project Related Documents - Inactive ERDF WDO Project Related documents are records and nonrecords that no longer are needed within the user organization. Inactive records should be transferred to the ERDF Records Coordinator for inactive storage. Inactive nonrecords are the responsibility of the user organization and cannot be transferred to Records.

8.3.5 Automated Data Processing Information - Automated data-processing (ADP) information consists of active records, inactive records, and nonrecords. ADP information includes machine-readable files that require processing and decoding for conversion to readable information. The media on which such information is stored make it easy to modify and update. Examples of media used to store machine-readable information include magnetic tape, disk packs, or Microcomputer diskettes.

8.4 ERDF WDO File Index - A file index is a list of record series and file groups arranged to speed retrieval of relevant information and to ensure creation and capture of required records. The ERDF WDO File Index provides a focal point for information on the day-to-day management of records. Appendix 8A is a sample for the ERDF WDO File Index.

The use of the file numbers identified in the ERDF WDO File Index is essential to ensure accurate retrievability and to consolidate records. The record creator, with the assistance of the Records Coordinator, designates the applicable file number(s) on the distribution list or on the face of the record in the upper or lower right-hand corner, whenever possible. This number must coincide with the file number entered into the ERDF WDO File Index.

8.4.1 File Index Revisions - ERDF personnel will initiate revisions to the ERDF WDO File Index by submitting written requests (electronic or paper) to the responsible functional manager. If the functional manager concurs with the request, it will be forwarded to the ERDF WDO Records Coordinator for inclusion in the index. The Records Coordinator will then revise the ERDF WDO File Index and transmit a hard copy to the functional manager and the ERDF Project Manager.

During the initial years of the ERDF WDO, the Records Coordinator will regularly request (electronic or paper) input to the index from the ERDF functional managers to ensure that records are controlled in a timely manner during those periods when new record types are most likely to be created. Requests for input will be initiated, at a minimum, at two-month intervals during fiscal year (FY) 1996 and quarterly in FY 1997.

The file numbers identified in the ERDF WDO File Index must be used on records to ensure accurate retrievability during the life of the ERDF WDO and to consolidate records at the time of their transfer to BHI.

The record creator, with the assistance of the Records Coordinator, designates the applicable file number(s). This number must coincide with the file number entered into the ERDF WDO Record Log. The ERDF WDO file number should be included in the distribution list, if the list is part of the record, or placed on the face of the record in the upper or lower right-hand corner.

8.4.2 Filing Correspondence and Attachments

To prevent the maintenance of duplicate records and maintain retrievability, correspondence and attachments will be maintained in the applicable series or file-group file in lieu of in a general correspondence file. For example, the transmittal letter and Project Implementation Plans from other sites will only be maintained in the applicable site file.

8.4.3 ERDF WDO Record Log - The ERDF WDO Record Access Log will provide information on the location of BHI submittal requirements of ERDF WDO records during the life of the project and will be maintained in the ERDF WDO File.

8.5 ERDF WDO Central File Station - The central file station for ERDF WDO records is established and maintained by the Records Coordinator. This file station will satisfy applicable records storage, protection, and accessibility requirements for all ERDF WDO records during both active and inactive storage.

8.5.1 Storage Requirements - All ERDF WDO records will be managed and stored according to the standard-level QA classification, unless otherwise noted in the ERDF WDO File Index. Any changes or exceptions to the standard-level QA classification will be annotated in the ERDF WDO File Index by the Records Coordinator.

Additional storage and access requirements will be implemented using a graded approach. When the potential for loss or damage is greater than normal, stricter access requirements (e.g., limiting checkout time, requiring daily return of records, or providing only nonrecord copies for reference) must be implemented. If a greater risk for damage exists during storage (e.g., exposure to dust, moisture, sunlight, or other environmental conditions causing deterioration of the record media), then a higher level of protection must be implemented.

ERDF WDO records shall be stored to prevent damage from moisture or heat, including when they are in the possession of an individual outside the central file station. All active records maintained in hard-copy form must be firmly attached to binders or placed in folders, envelopes, or boxes and stored in standard file cabinets or on movable shelving in a controlled area. Provisions for specially processed records (such as magnetic tape, photographs, negatives, or microfilm) shall be made to protect the records from excessive light, heat, pressure, or electromagnetic fields, as applicable.

8.6 Records Transfer to Bechtel Hanford Inc. - Records must be transferred to BHI according to the schedules identified in the ERDF WDO File Index. The Records Coordinator is responsible for transferring all ERDF records to BHI.

8.6.1 Inspection Criteria - The Records Coordinator will inspect all records packages being transferred to BHI to ensure that:

- The page or sheet numbering series (e.g., page 1 of 2 and page 2 of 2) is complete.
- All reverse sides are present on two-sided copies.
- All referenced attachments, tables, and appendices are present.
- Corrections have been made by drawing a single line through any information to be deleted and initialing and dating the change.
- All records, including corrections, are legible.
- File numbers have been assigned appropriately.

8.6.2 Packaging - Records will be sent unbound or as loose-leaf material in file folders with typed file labels. Oversized material (e.g., blackline or blueline prints, Mylar, or sepias) will be transferred rolled not folded. Records transferred to BHI will be transmitted via a cover letter per section 4, Correspondence and Document Control and will include an index of contents:

- Company name (on header of contents page)
- Document Number and Revision
- Subject
- Date of document or date span of documents

The active records package and inspection documents will be sent in a box to prevent damage and loss of pages while in transit. The boxes will be labeled with the following:

- Company Name
- Subcontract Number
- Project Title
- Box Number (e.g., Box 1 of 10, 2 of 10, etc.)

Electronic media shall be accompanied by a hard copy list of the media contents and include the following in addition to the markings described above:

- Floppy disks shall be 5 1/4" (1.2 MB) or 3 1/2" (1.44 MB), DOS 3.3 or higher, with DOE back-up for files greater than 1.44 MB.

Transfers will occur as identified in the ERDF WDO File Index. Records will be transferred to:

BHI Document and Information Services (H0-09)
3350 George Washington Way
Richland, Washington 99352

8.6.3 Records Transfer Frequency - Documents which support the ERDF WDO project will be forwarded to BHI on close-out of the project, including:

- Technical documents which support the implementation/changes to design.
- Documents which assigned action or gave direction to WDO operations.

These documents may be transferred prior to close-out, as accepted by BHI, with a tentative quarterly transfer of ongoing environmental compliance records (i.e., manifests, inspections, etc.).

Appendix 8A- Sample ERDF WDO File Index

Nonrecord Working Files

Health Safety and Security Administration
Emergency Planning Working File
Safety and Fire Protection Working File
Medical Working File
Radiation Protection Working File
Security Working File
Industrial Hygiene Working File

General Administration

Correspondence
Personnel Files
Budget
Health and Safety Tracking
Audit/Surveillance/Inspection
Health and Safety Calculations
Material Safety Data Sheets
Radiation Safety Committee
Safety Analysis Report
Chemical and Hazardous Material File
Follow-Up Reports
OSHA Complaints
OSHA 200 Report and Log
Training
Signature/Initial Log
Records Transfer Transmittal

Permits

Radiation Work Permits
AHAs
Confined Space Entry
Safe Work Permit

Procedures and Plans

Health Safety and Security

Training

Training Files
Training Course Files

Reportable Safety Events

Computerized Accident/Injury Reporting System
Unsafe Conditions
Accident/Injury Reporting
Occurrence Reports

Radiation Dosimetry

Personnel Radiation Exposure Files
Internal Radiation Exposure Reports
TLD Area Monitoring
Dosimetry Equipment

Surveys/Samples

IH Surveys
Routine Surveys
Sample Logs
Air Samples
Analytical Reports
Radiation Shipment Surveys

Instrument Calibration File

Respiratory Protection

Emergency Planning

Security

Security General
Visitor Log File

Environmental Monitoring and Reporting

General
Preoperational
Groundwater
Ecological
Air Monitors

Groundwater

Landfill Leachate
Wash Decontamination
Storm Water
Septic Tank

Air Monitors

Calibration

PNNL Reports

QA Checks/Assessments
Monthly Report
WHC Reports
Training (possible in H&S section)
Two other upwind monitors
Ecological Report

Operations

Daily Reports
Weekly Report including schedule (3-week)
Monthly Report including schedule
Daily Equipment inspection by piece of equipment
Maintenance Schedule
Maintenance Report
Waste Profile Sheets
Waste Manifests
Davis-Bacon Folio Report (3 years)
Compaction Reports
Safety Meetings
All Initial Plans
RCRA Inspection of non-rolling stock
General Site Inspection
Leachate Systems
Other Infrastructure Systems
Workman's Compensation
Waste Minimization Plan/Reports
Automation Plan
Financial
Billing

9.0 Purchasing Program

9.1 Corporate Capital Equipment Purchases - Capital equipment purchases shall be identified, justified and requested by the ERDF Project Manager with review and approval from the **WMFS** Corporate Offices. If a need for additional capital equipment is identified at the ERDF Site, the following procedures will be followed.

9.1.1 Capital Equipment Need Identification/Justification - The ERDF Project Manager will review with key ERDF project personnel the need for additional/replacement capital equipment. A detailed justification of the need for additional/replacement capital equipment will be developed with a clear basis identified, such as:

- Inability to perform a function required to sustain ERDF operations.
- Safety concerns due to the performance of existing equipment.
- Maintenance difficulties make it more financially prudent to replace the equipment.
- Additional/new type of capital equipment will reduce overall operations costs and have a payback period of under three years.

The need analysis/justification will be documented in letter report format that:

- Identifies the reasons/need for additional capital equipment.
- Reviews the equipment on-site and potential cross uses to eliminate need.
- Documents the maintenance history/costs for equipment requiring replacement.
- Perform a new versus used analysis to determine if equipment is critical to cell operations and determine if equipment should be new, low hours, or any acceptable level of hours.
- Identify potential sources of replacement/new equipment and associated costs, including corporate resources, used equipment, and new equipment.
- Budgetary considerations and how the cost of the additional capital will impact the current ERDF WDO budget performance.

The ERDF Project Manager shall review this need analysis with his key personnel to ensure the accuracy and begin discussions with the Vice President, Waste Technology Services for approval to proceed with a capital expenditure requisition.

9.1.2 Capital Expenditure Requisition - Upon approval of the need analysis/justification by the Vice President, Waste Technology Services, the ERDF Project Manager should

complete a WMX Capital Expenditure Request (Form 9-1). The Capital Expenditure Requisition shall be signed by the ERDF Project Manager and the Vice President, Waste Technology Services, prior to being submitted to the WMFS Corporate Controller, WMFS President, and the WMX Vice President as required by corporate purchase thresholds for approval of capital funds. A copy of the need analysis shall accompany the requisition as a starting point for discussions with various approval authorities to assist in understanding the capital need.

9.1.3 Bid Process

9.1.3.1 New Equipment - If new equipment has been authorized, then WMX national accounts (i.e., Caterpillar, etc.) shall be used as a first choice. These accounts have been pre-negotiated with substantial vendors and have significant discounts due to the large purchase of heavy capital equipment by the WMX Technologies "Family" of companies. If a corporate national account is not available, then at least two bids (preferably three or more) shall be pursued for purchase of the necessary equipment.

9.1.3.2 Corporate Used Equipment - If new equipment is not authorized, then corporate assets shall be considered first in providing the capital equipment needs. WMX headquarters personnel shall be contacted to determine the availability of surplus equipment in the corporate system. The results of this review shall be documented, including a financial analysis of overhaul/rebuild of used equipment versus purchase of newer outside equipment.

9.1.3.3 External Used Equipment - If used equipment is being pursued, national vendors normally used by the corporation shall be approached to determine the availability of the equipment needed. Equipment information should be gathered including hours logged, maintenance record, type of operational uses, and other factors that could influence the maintainability of the piece of equipment. On-site inspections using a corporate maintenance individual should also be considered for equipment that appears to be priced below anticipated market value or for purchases greater than \$100,000.

9.1.4 Bid Analysis/Selection - A bid analysis shall be performed for new equipment or external used equipment by the ERDF Project Manager and identified key personnel. The analysis shall include:

- A cost analysis that compares the budgeted cost for the equipment against the two or more bids received, including reviews of options/standard equipment that may impact the overall value of the purchase.
- A schedule evaluation to understand impacts of various bid delivery time frames on operational needs/schedule.

- A new versus used analysis if new equipment was previously not authorized but acceptable corporate and external used equipment could not be found.
- A maintainability/reliability analysis if bids involve equipment from different equipment manufacturers or different models from the same manufacturer that can perform the same function.
- The final recommended purchase based upon compiling the various factors described above and determining the best solution.

The bid analysis shall be approved by the ERDF Project Manager and forwarded to the Vice President, Waste Technology Services for review and approval.

9.1.5 Purchase Requisition - The ERDF Project Manager shall fill out a Purchase Requisition (Form 9-2) upon the approval of the bid analysis/selection by the Vice President, Waste Technology Services. The purchase requisition will include a copy of the bid analysis, a copy of the approved Capital Expenditure Requisition, and an equipment specification that outlines any equipment performance requirements, quality assurance requirements, calibration requirements, technical specifications against national standards, etc. The QA Coordinator shall review and approve the purchase requisition and specification to ensure incorporation of appropriate requirements into the purchasing documents. The Purchase Requisition shall then be approved by the ERDF Project Manager and the Vice President, Waste Technology Services prior to being forwarded to the Corporate Controller for approval.

9.1.6 Purchase Order/Check - Upon receipt of an approved Purchase Requisition, the ERDF Project Manager shall issue a Purchase Order to the selected vendor. The Purchase Order shall include all key contractual terms including:

- Purchase order bounds including individual items/services being ordered, itemized (as necessary) dollar values authorized, and total dollar value authorized.
- Description of the equipment and services required, including freight, installation, calibration, etc.
- A copy of the proposal from the selected vendor.
- Terms of the purchase (normally net plus 50 for WMX standard suppliers).
- Specifications for the equipment or services, including hold points, inspections, quality assurance/quality control requirements, and on-site inspections.

If an advance is required as part of the purchase, then a Check Request (Form 9-3) shall be completed, approved by the ERDF Project Manager, and forwarded to the Vice President, Waste Technology Services for approval. A copy of the approved Purchase

Requisition and the draft Purchase Order shall also be included for ease of review. Upon approval, the Vice President, Waste Technology Services shall forward the Check Request/Purchase Order to the Corporate Controller and/or President as required depending upon Corporate policy for signature authority.

9.2 Replacement Government Equipment Purchases - Equipment that is purchased by WMFS for BHI to replace government furnished equipment (i.e., installed ERDF systems) under the change mark-ups schedules of the subcontract (i.e., Form A-3, Schedule Of Material Mark-ups for Changes) shall be procured in accordance with appropriate government purchasing requirements defined in the ERDF subcontract. The ERDF Project Manager will identify the equipment required and define the quality and performance specifications for the equipment. The equipment specifications and quality requirements will be based upon the original ERDF design and specifications. The package will then be transmitted to BHI for approval to ensure that the equipment specified will meet ongoing government needs. The ERDF Project Manager shall then closely coordinate with the following corporate personnel to assist in developing the necessary specifications, bid packages, and procurement services: Vice President, Waste Technology Services and Corporate Controller.

9.3 Consumable Purchases - Consumables shall generally be purchased using the WMX Corporate Buying Cards which will be issued to the ERDF Project Manager and one other ERDF staff member designated by the Project Manager. Commercially available consumables shall be requested by the appropriate key person to the Project Manager, including any requirements for technical/quality needs. Periodic orders to established vendors will then be used to fill the consumable needs using the ERDF Project Number and the WMX Corporate Buying Card. Any "Q" related consumables shall be purchased in coordination with the appropriate QA Coordinator to ensure that the appropriate specifications/requirements are included in the purchase documentation.

9.4 Petty Cash - The ERDF Project Manager, or a designated Petty Cash coordinator, will be responsible for maintaining and disbursing petty cash to support the facility operations. The use of petty cash should be minimized due the availability of the WMX Corporate Buying Card, but it is still recognized that a small pool of cash is necessary. The pool will be limited to \$300 and shall be locked at all times when not in use. The responsible person shall maintain a standard petty cash receipt log and keep original receipts where possible. At a minimum of monthly, or as necessary to support petty cash needs, the responsible person shall reconcile the petty cash balance with receipts for the month and forward the following information to Corporate Accounting:

- Log of reconciled purchases including date, vendor, purpose, and account to charge the purchase against.
- Original receipts from purchases.
- Completed check request (Form 9-3) with ERDF Project Manager approval to replace the cash outlays of the previous month.

Form 9-1 - WMX Capital Expenditure Request



WASTE MANAGEMENT, INC.
CAPITAL EXPENDITURE REQUISITION

DATE:
DIVISION:
CO. NO: PC. NO:
REQ. NO:

COMPLETE SHIP TO ADDRESS:

PROJ. NO./NAME:
VENDOR(S) NAME(S) AND ADDRESS(ES)
(INDICATE SERVICES AND VALUE FOR EACH VENDOR)

CONFIRMING ORDER: YES NO PLACED BY: _____
WITH WHOM: _____ DATE: _____
PAID LOCALLY: YES NO IF YES INDICATE LOCAL PO#: _____ DATE REQUIRED: _____
CORPORATE PO#: _____ TERMS: _____ FOB: _____
ROUTING: _____

ARE PRODUCTS COVERED BY WMI NATIONAL ACCOUNTS? YES NO

ITEM	QTY	COMPLETE SPECIFICATIONS &/OR ATTACH COPY OF QUOTE / INVOICE	UNIT COST	EXTENDED COST
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

THIS IS A REPLACEMENT ADDITION IF REPLACEMENT, INDICATE YEAR
MAKE MODEL OF REPLACED EQUIPMENT.
PLANNED DISPOSITION OF EXISTING EQUIPMENT OR ITEM:

TOTAL	
TAXES	
GRAND TOTAL	

IF NOT BUDGETED, NOTE JUSTIFICATION BELOW: (ATTACH MEMO IF NECESSARY)

APPROVALS: ORIGINATOR: _____ DATE: _____

GENERAL MANAGER	(DATE)	DISTRICT CONTROLLER	(DATE)	GROUP SR. VP.	(DATE)
DIVISION CONTROLLER	(DATE)	REGIONAL VP /MANAGER	(DATE)	GROUP CONTROLLER	(DATE)
DISTRICT MANAGER	(DATE)	REGIONAL CONTROLLER	(DATE)	GROUP PRESIDENT	(DATE)

Form 9-3 - Check Request



Rust Federal Services

1537 Cole Boulevard, Bldg. 15, Suite 350

Golden, Colorado 80401

CHECK REQUEST

MAKE CHECK PAYABLE TO:
 (Complete address required)

PURPOSE:
 (Attach item-up to verify amount and purpose)

AMOUNT REQUESTED _____

REQUESTED BY: _____

CHARGE NUMBER _____

REQUEST DATE: _____

DATE CHECK REQUIRED _____

CHECK DISTRIBUTION:

Mail to: _____

Give to: _____

Other: _____

APPROVALS

Asst. Controller (<\$150K)	Date
General Manager (<\$150K)	Date
Controller (<\$1M)	Date
RFS President (<\$1M)	Date

ACCOUNTING USE ONLY

Account #	
Vendor #	
Voucher #	
Invoice #	
Batch #	
Due Date	
Amount	\$ _____
Voucher Entry	
Voucher Approval	

10.0 Occurrence Reporting

All **WMFS** personnel, other permanent personnel, and visitors on the ERDF Site are responsible for identifying and reporting events or conditions that could adversely affect safety, health, environment, quality assurance, security, or operations. This procedure identifies the actions necessary and responsibilities for various **WMFS** personnel to correct such conditions and provide input into the BHI process for occurrence reporting as defined in BHI-MA-02, Procedure 2.6, Occurrence Notification and Reporting.

10.1 Occurrence Identification - The following are the responsibilities for **WMFS** personnel in identifying, taking appropriate action, and notifying appropriate management of potential occurrences at the ERDF Site.

10.1.1 All Employees - All employees are responsible for:

- Notifying their manager if they observe any events or conditions that could have an adverse effect on safety, health, environment, quality assurance, security, or operations.

10.1.2 WMFS Managers - Managers are responsible for understanding potential occurrences identified by employees or observed by themselves and:

- Initiating corrective actions to stabilize the facility conditions, including calling 911 (as necessary), stopping operations, and moving personnel/equipment.
- Immediately notify the ERDF Project Manager or alternate Emergency Coordinator and the **WMFS** ES&H Manager.

10.1.3 WMFS ES&H Manager - The ES&H Manager is responsible for providing overall safety, environment, and health support during potential occurrences, including:

- Evaluating the radiological site conditions and directing BHI radiological controls personnel to take appropriate samples/perform monitoring to effectively understand the situation.
- Evaluate industrial hygiene conditions and performing appropriate monitoring/samples to effectively understand the situation.
- Advising the ERDF Project Manager and/or Alternate Emergency Coordinator in the appropriate boundaries and personal protective equipment and in determining the need to implement the Health and Safety Plan (HASp) Emergency Action Plan.

10.1.4 ERDF Project Manager - The **WMFS** Project Manager is responsible for overall on-site coordination, including:

- Evaluating the current facility conditions based upon employee and/or management input and personal observation.
- Understanding and evaluating the corrective actions taken to date and their effectiveness.
- Taking any additional corrective actions as necessary and/or implementing the HASP Emergency Action Plan.

10.2 **Reporting New Occurrences** - The following are the responsibilities for **WMFS** personnel in reporting new occurrences and notification to ensure adequate action and flow of information into the BHI process for occurrence reporting.

10.2.1 ERDF Project Manager - The ERDF Project Manager or his on-site designee will act as the focal point for **WMFS** in providing information to BHI to assist in the Occurrence Reporting process. The following are the PM's major responsibilities:

- Notifying the BHI Site Technical Manager and Safety Representative as appropriate when potentially reportable occurrences happen at ERDF.
- Notifying the appropriate Hanford Site Personnel if an uncontained hazardous material spill has occurred.
- Work with BHI personnel to classify the occurrence in accordance with BHI Policy.
- Update and provide information as necessary to support BHI initial update, and final reports into the DOE Occurrence Reporting system.

10.3 **Class B Equipment** - No equipment at ERDF is classified as Class B with respect to BHI-MA-02, Procedure 2.6, Occurrence Notification and Reporting Procedure.

11.0 Conduct of Operations

The Conduct of Operations for the ERDF **WDO** is a graded approach to implementing the requirements of DOE Order 5480.19. The ERDF is more of a civil engineering project than a process/nuclear facility generally addressed by the DOE Order. The nature of the operation, and its limited associated hazards, minimizes the need for full implementation of the Conduct of Operations requirements as described in DOE Order 5480.19. A graded approach has been determined which applies best management practices to achieve efficient operations, while applying only specific requirements which control nuclear and/or safety hazards more applicable to a process/reactor facility. The extent of the graded approach to be used for the overall ERDF program is described in the ERDF Conduct of Operations Matrix, BHI-00746.

This administrative procedure expands on the Conduct of Operations Matrix with specific elements of the ERDF WDO program.

11.1 Chapter I - Operations Organization and Administration - Organization and administration of the ERDF WDO subcontract is performed by WMFS and its assigned personnel described in sections 1.2 and 1.3 of this Administrative Procedures Manual. The ERDF WDO organization is a commercially based operation that is organized and administered to perform safe, compliant, and efficient disposal operations. Specific portions of this chapter which apply to the WDO subcontract are identified in the following subsections.

11.1.1 Accountability - All WMFS employees are accountable for their personal operating performance in compliance with ERDF policies, procedures, and management direction. Personnel involved in significant or frequent violations of operating practices will be counseled and disciplined as appropriate and as allowed by Human Resources policies found in section 2.0 of this Administrative Procedures Manual. WMFS management is held accountable for safe, compliant, and efficient operation of the WDO and performance appraisals, promotions, and compensation shall all be based upon accountability for these responsibilities.

11.1.2 Planning for Safety - All WMFS employees are responsible to ensure that work is properly planned before beginning an operation. The basic guidance for safety planning is the activity hazard analysis process described in the ERDF WDO HASP. All employees are responsible for ensuring that safety planning has been accomplished prior to beginning work. Normal work evolutions are described in the HASP and associated Radiological Work Permit (RWP). When special or unusual operations are to be performed, individual employees shall ensure that appropriate safety/work planning is in place and they understand the requirements so that the work can be safely performed.

11.2 Chapter II - Shift Routines and Operating Practices - Operating practices for a waste landfill are more oriented around safe operation of heavy equipment rather than the standard process facility shift routines and operating practices described by this chapter. Specific portions of this chapter which apply to the WDO subcontract are identified in the following subsections.

11.2.1 Status Practices - The ERDF has limited systems and associated valves, switches, and equipment that control WDO. The Operations Manager is responsible for understanding status of the limited ERDF systems (i.e., leachate system) and ensuring appropriate valve/system line-ups to support operations. Personnel changing status of ERDF systems shall do so only at the direction of the Operations Manager or his designee. Changes to system status shall be reported to the Operations Manager once accomplished so that he can maintain an understanding of facility status.

11.2.2 Safety Practices - All WMFS personnel are responsible for compliance with the industrial safety and personal protective equipment requirements of the ERDF WDO HASP

and its associated implementing documents (i.e., individual RWPs or Activity Hazards Analysis [AHAs]).

11.2.3 Operating Inspection Tours - The limited systems at the ERDF require a similarly limited set of tours and/or inspections to ensure proper facility operation. The ERDF Equipment Maintenance Plan, as implemented by the Leachate System/Routine Inspection Procedure, identifies the inspections performed by **WMFS** personnel to understand facility conditions and comply with applicable regulations.

11.2.4 Round/Tour Inspection Sheets - Status sheets associated with the inspection tours described in section 11.2.3 are contained in the Leachate System/Routine Inspection Procedure. These sheets shall be used to document facility conditions identified during the tour. Any abnormal conditions identified by the person performing an inspection should be documented on the sheet, promptly brought to the attention of the Operations Manager, and investigated as deemed necessary by management. The Operations Manager is responsible for reviewing completed status sheets for completeness, unusual situations, trends, and to ensure he understands facility status.

11.2.5 Personnel Protection - All personnel are personally responsible for compliance with posted radiological, chemical, and industrial protection requirements on the ERDF Site. All personnel are responsible for understanding and implementing the requirements in planning for safety documents for work they are to be performed (as described in section 11.1.2). Each employee is responsible for understanding, tracking and controlling their own radiation and chemical exposure. The Operations Manager is also responsible for reviewing exposure data with the ES&H Manager to understand trends and identify potential improvements that can be made in either equipment or procedures to control and minimize exposure.

11.2.6 Response to Indications - ERDF system status identified during inspection tours includes the review of a limited number of gauges and/or measurements. These measures are not extremely time sensitive and allow for investigation rather than immediate action based upon the status identified by an individual instrument. The Operations Manager should be notified promptly of any abnormal conditions so that he can determine what, if any, investigation is required to either confirm that the abnormal condition truly exists or if an instrument error has occurred. Instruments which have been identified as defective should be appropriately temporarily labeled until they can be either repaired/calibrated or replaced.

11.2.7 Resetting Protective Devices - The only protective devices at ERDF that could require resetting are electrical distribution breakers associated with the ERDF systems and support facilities. The Operations Manager (or his designee) shall be notified of a tripped breaker so that he can understand the breaker in question, the systems it feeds, and its operating history. The Operations Manager is responsible for determining what, if any, investigation into the cause of the trip is required prior to resetting the device.

11.2.8 Shift Operating Bases - The ERDF does not have specific shift operating bases and the requirements of this section do not specifically apply. The overall facility operation will be

based in the Operations Trailer, where the major BHI and ~~WMFS~~ management personnel reside, including the radio base and telecommunication capabilities necessary to effectively operate.

11.2.9 Potentially Distractive Written Material and Devices - The ERDF WDO does not have specific operating bases or areas where personnel are sitting at a station and could potentially be reading distractive written material or using distractive devices. No reading material, other than ERDF facility plans and procedures or other material approved by the Operations Manager, shall be brought into the ERDF landfill exclusion zone where it could be a safety hazard with operating heavy equipment. No electronic devices which could also distract an individual (i.e., tape players, radios, televisions, or computer games) shall be brought into the exclusion zone. Reading of training materials, technical manuals, or other materials necessary to support ERDF operations shall be performed outside of the exclusion area.

11.3 Chapter III - Control Area Activities - This chapter is not applicable to the ERDF WDO as there is no control room area at the ERDF.

11.4 Chapter IV - Communications - The ERDF operation involves limited and non-complex instructions between management and employees to safely and efficiently perform the WDO. The methods and systems for communications at ERDF have been tailored around these needs and does not include more strenuous communication requirements such as verbatim repeat back. Specific portions of this chapter which apply to the WDO subcontract are identified in the following subsections.

11.4.1 Emergency Communication Systems - The ERDF emergency communication systems are consist of radios and telephones as described in the ERDF WDO HASP. Radios are used for general and emergency contact with roving personnel and personnel operating heavy equipment. Telephone coverage (including a crash phone) is used to communicate with the remainder of the Hanford Site and emergency response personnel.

11.4.2 Contacting Operators - The communication system with operators at ERDF is radio communication due to the varying locations of personnel, including operating moving heavy equipment. Enclosed cabs in all major equipment ensure noise is limited to a level at which personnel can be contacted.

11.5 Chapter V - Control of On-Shift Training - On-shift training will not be used at ERDF due to the nature of the work with heavy equipment operations. The Operations Manager shall be responsible for controlling newly hired personnel during their initial training, including three day supervised on-the-job training required as part of OSHA 40.Hour training to ensure that this training does not interfere with operations or safety of operations. None of the requirements of this chapter apply to ERDF WDO.

11.6 Chapter VI - Investigation of Abnormal Events - Responses to, and investigation of, abnormal events associated with the ERDF WDO shall be accomplished in accordance with section 10, Occurrence Reporting, of this Administrative Procedures Manual. Specific

portions of this chapter which apply to the WDO subcontract are identified in the following subsections.

11.6.1 Events Requiring Investigation - The ERDF Project Manager is responsible for understanding events that occur and working with BHI management to determine those events which require reporting in accordance with DOE Order 5000.3B.

11.6.2 Investigation Responsibility - The ERDF Project Manager is responsible for investigating events that occur associated with ERDF WDO.

11.6.3 Event Training - The ERDF Project Manager shall determine when events that occur at ERDF shall be incorporated into pre-job safety meetings (i.e., tailgate meetings) or through more formal training of operations personnel.

11.6.4 Event Trending - The ERDF Project Manager is responsible for monitoring events that occur at ERDF and any associated trends. He is responsible for understanding these events and trends and determining any appropriate training or other programs that should be implemented.

11.7 Chapter VII - Notifications - The ERDF Project Manager is responsible for working with BHI to ensure that appropriate notifications are made to DOE and other agencies. There is no specific WMES requirements for notification and the elements of this chapter do not apply to the WDO.

11.8 Chapter VIII - Control of Equipment and System Status - The limited permanently installed control equipment and systems at ERDF limit the implementation of this chapter. Specific portions of this chapter which apply to the WDO subcontract are identified in the following subsections.

11.8.1 Status Change Authorization - The only systems requiring an understanding of status at ERDF to ensure continued sustained WDO at ERDF is the leachate management system. The Operations Manager is responsible for understanding the current status of the system and authorizing adjustments to valve line-ups to accomplish necessary evolutions.

11.8.2 Equipment and System Alignment - Alignment of valves in the leachate management system to ensure proper system operation (i.e., normal flow, unloading, isolation of tanks, etc.) are controlled by the ERDF Leachate & Washwater Management Plan as implemented by specific operating procedures. The system shall be aligned as described in these procedures when performing an evolution on the leachate system directed by the Operations Manager.

11.8.3 Operational Limits Compliance - The three operational safety limits for ERDF are the following safety authorization based limits to ensure that the facility maintains its current status as a radiological facility:

- Uranium enrichment - The ERDF Waste Acceptance Plan and implementing procedure ensure that wastes approved for shipment to ERDF are maintained below the 1 percent U^{235} limit threshold.
- Daily Inventory - The ERDF daily inventory as defined in Table 3.4 of the Safety Analysis Report shall be maintained by controlling waste acceptance for a day through the ERDF Waste Acceptance Plan and implementing procedures. Daily inventories are calculated prior to shipment of wastes and allowable containers to be shipped on a given day are identified to the waste transportation subcontractor such that the inventory is not exceeded.

The ERDF Leachate and Washwater Management Plan also establishes operational limits for leachate and washwater storage volumes to ensure that capacity is available to handle a 25 year, 24 hour rainfall event. The Waste Acceptance Manager is responsible for taking necessary samples and achieving timely analytical results so that the Operations Manager can appropriate disposition leachate and washwater to maintain compliance with these limits.

11.8.4 Equipment Deficiency Identification and Documentation - The Operations Manager is responsible for identifying deficient equipment and having appropriate repairs and/or maintenance accomplished. He shall also ensure that the equipment is appropriately marked to clearly identify the deficient status of the equipment. Maintenance and/or repairs shall be accomplished in accordance with the guidelines provided in the ERDF Equipment Maintenance Plan.

11.8.5 Alarm Status - The only alarms associated with ERDF are in the leachate management system. No status panel or specific coding of alarms will be used at the site. Any person who identifies an alarming condition should notify the Operations Manager who is responsible for understanding the alarm status and taking appropriate corrective actions.

11.8.6 Distribution and Control of Equipment and System Documents - Documents used for operations at ERDF shall be controlled in accordance with the requirements of section 3.0, Preparation and Control of Project Procedures, of this Administrative Procedures Manual.

11.9 Chapter IX - Lockouts and Tagouts - Lockouts and tagouts at ERDF shall be performed in accordance with RFS-ERDF-002.10(I), Controlling Organization Lockout/Tagout Procedure. This procedure identifies the methods to be used at ERDF for use, implementation, control of Lockouts/Tagouts and is a graded approach to the requirements identified in this chapter.

11.10 Chapter X - Independent Verification - There are no equipment-based safety systems at the ERDF and no independent verification is required associated with the WDO. The elements of this chapter do not apply to the WDO.

11.11 Chapter XI - Logkeeping - There is no logkeeping associated with ERDF WDO of the form described in this chapter and the elements of this chapter do not apply to the ERDF WDO.

11.12 Chapter XII - Operations Turnover - Shift operations are not normally anticipated for the ERDF WDO. The elements of this chapter have limited application at ERDF except as identified in the following subsections.

11.12.1 Turnover Checklists - There are no operations based positions at ERDF comparable to the process facility requirements described in this chapter. An informal checklist should be used between operations managers should multi-shift operations be necessary at the ERDF WDO in the future (Note: This is not anticipated). This checklist should address:

- Equipment/alarm status for installed ERDF systems.
- Planned waste shipments and associated radiological/chemical make-up for the upcoming shifts.
- Operating heavy equipment status.
- Leachate system status, including tank levels.

11.12.2 Shift Crew Briefing - A pre-job (or tailgate) meeting will be held with all operations personnel prior to beginning operations on a second shift. The supervisor for the shift will hold the meeting and discuss facility status and work to be performed.

11.13 Chapter XIII - Operations Aspects of Facility Chemistry and Unique Processes - There are operations aspects of facility chemistry or unique processes at the ERDF and the elements of this chapter do not apply to the WDO.

11.14 Chapter XIV - Required Reading - The civil engineering nature of the ERDF WDO makes limited reading material of important nature to maintain proficiency for job assignments. The **WMES** management staff will perform limited required reading to ensure currency so that proper direction can be given for overall operations. The ERDF Project Manager shall identify any reading which should be required to be completed by **WMES** management and shall document in a simple routing slip the individuals required to read the information. Those individuals shall perform the required reading and sign the routing slip, which will be maintained in accordance with the Records Management Procedure.

11.15 Chapter XV - Timely Orders to Operators - The civil engineering nature of the ERDF WDO does not require the need for timely orders to communicate with operators. Daily pre-job (or tailgate) meetings should be used to communicate necessary information.

11.16 Chapter XVI - Operations Procedures - The limited number and complexity of operations procedures for the ERDF WDO diminishes the need for implementation of the elements of this chapter. Section 3, Preparation and Control of Project Procedures, of this Administrative Procedures Manual describes the graded approach taken at the ERDF to ensure adequate procedure development, procedure content, procedure changes and revisions, procedure approval, procedure review, procedure availability, and procedure use. The requirements of this policy document the elements of this chapter which have been applied to ERDF WDO.

11.17 Chapter XVII - Operator Aid Postings - There are no specific operator aid postings associated with the ERDF WDO and the elements of this chapter are not applicable.

11.18 Chapter XVIII - Equipment and Piping Labeling - The necessary equipment and piping labeling of the ERDF systems was determined as part of the ERDF design and is documented in the technical specifications. The only element of this chapter applicable to the ERDF WDO is replacing damaged or removed labels. The Operations Manager is responsible for ensuring the replacement labels are procured and properly placed for damaged or removed pieces of equipment.

12.0 Corrective Action Management System

12.1 Purpose - Effective management requires an integrated system that will identify compliance issues and concerns, rank them, and track them through resolution. Such a system also must ensure that appropriate management emphasis is applied to the identified issues and concerns. To this end, WMFS has established the **Corrective Action Reporting System (CARS)**.

CARS is not a replacement for expected management actions; rather, it is a supplemental mechanism to ensure that all levels of management are aware of and assist in the resolution of issues and concerns.

Management at all levels will contribute to and update the information in the system, as well as pursue resolution of identified issues and concerns. WMFS ERDF Project Management staff will oversee the system, allocating resources when required or appropriate for specific issues.

12.2 Responsibilities

12.2.1 ERDF Program Manager - The ERDF Project Manager is responsible for overseeing identified compliance issues and concerns. He will evaluate the appropriateness of planned corrective actions, proposed actions, and action schedules. When appropriate or necessary, the Project Manager will coordinate with other ERDF personnel for a particular issue or concern to ensure that progress is being made and WMFS goals are being achieved.

12.2.2 Quality Assurance Coordinator - The QA Coordinator is responsible for administering the **CARS** and providing information to the ERDF Project Manager to assist in coordinating responses to and closure of issues and concerns. The QA Coordinator also will analyze data from the system to detect trends or to recognize other areas where identified issues and concerns also may apply.

12.2.3 All ERDF Personnel - All other personnel responsible for identifying and reporting issues and concerns that are brought to their attention. In addition to their normal management response to such situations, ERDF personnel will be required to contribute issues or concerns to **CARS**. ERDF personnel also will update **CARS** if the priority of an issue or concern changes from the original input and as progress toward completion is made. ERDF personnel also are responsible for contributing a final update and closure notice to **CARS** when closure of an issue or concern is reached.

12.3 Description - **CARS** is a **WMI proprietary database** on the **QA Coordinator's computer**. It is a **Windows based system** and includes separate areas for inputting and tracking external oversights, internal oversights, and self-assessment-related findings and concerns. Input to **CARS** is limited to the **QA coordinator**.

Several standard reports are available from **CARS**, including Open-Item Reports, Past-Due Reports, Corrective-Action Plans, and logs. In addition to the standard reports available, custom reports can be generated with the Ad Hoc Report Writer feature of **CARS**.

CARS is limited to information management. Records and documentation are to be maintained in hard copy, as required. **No classified or Privacy Act** should be entered in **CARS**.

12.4 Usage Information - **The WMI CARS Manuals will be used to implement the system.**

12.4.1 Trending and Analysis - The QA Coordinator will monthly evaluate and analyze the data input and root causes of issues and concerns to identify trends. Trends may be defined by the number of types of issues and concerns, priorities and categories, areas affected, or any other evaluation useful to management.

The QA Coordinator will report the trend and analysis results to the ERDF Project Manager and **WMFS** Corporate Management oversight.

Form 2-1



RUST FEDERAL SERVICES INC.

PERSONNEL REQUISITION

H.R. Requisition No. _____

Date: _____

Job Title: _____

Division: _____

Location: _____

POSITION STATUS:

Replacement for _____

Reason for replacement _____

Date incumbent leaves _____

Addition - Budgeted

Addition - Unbudgeted

Regular

Temporary

Exempt

Non-Exempt

Full-time

Part-time

Shift

Hrs./Week

Attach Job Description if New Position

JOB RESPONSIBILITIES:

EXPERIENCE AND SKILLS REQUIRED:

Education Required:

HIRING SALARY RANGE: _____

DESIRED STARTING DATE: _____

- 1. Is relocation necessary?
- 2. Is Position Bonus-Eligible?
- 3. Is Employment Fee Necessary?

(Y or N) If Yes, Est. Costs: \$ _____

(Y or N) If Yes: _____ %

(Y or N) If Yes, Est. Fee: \$ _____

APPROVALS

RFS Manager/Date

RFS Director/Date

RFS General Manager/Date

RFS Controller/Date

RFS Human Resources/Date

RFS President/Date

RII Controller/Date

RII President/Date

WMX President/Date

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Name of New Hire: _____

Salary: _____

Source: _____

Start Date: _____

Form 2-2

EMPLOYEE AGREEMENT

In consideration of my employment and continued employment by Waste Management Federal Services, Inc. ("WMFS"), or one of the subsidiaries thereof, I hereby agree in the event of my termination from WMFS, to reimburse WMFS as follows:

1. For all relocation expenses paid by WMFS for myself and my dependents (if such reimbursement is provided for under company relocation policies) should I resign within twelve (12) months after the move.
2. For the net amount of all cash advances made to me by the company for travel purposes, or for any other purpose, after subtracting the amount of any travel or other expenses properly payable by the company.
3. For the amount of any charges made on company credit cards issued to me.
4. For any other funds advanced by the company to me or on my behalf.

I understand that such reimbursement must be made on or before my last day of employment with WMFS. I will surrender all company credit cards issued to me and will provide to WMFS a correct statement of all charges made against company credit cards, along with complete and accurate travel expense reports for all travel made on behalf of the company during my period of employment. I authorize WMFS to satisfy all or any unpaid portion of amounts to be repaid to the company by withholding the same from my final paycheck and/or expense check. In the event that I have not submitted all outstanding travel expense reports (including a statement of charges against company credit cards during my period of employment) by my last day of employment, I hereby authorize WMFS to deduct from my final paycheck a sum which is a reasonable estimate of any funds due from me to the company (or vice versa) to be accomplished after all expense reports have been provided to the company.

I understand that if my final paycheck is insufficient to cover sums owed by me to the corporation, I will continue to be liable to WMFS for such excess and may be subject to service charges and collection costs for failing to pay within 30 days of my last day of employment.

(Please Print Name)

Signature

Date

Form 2-3

RUST

Employee Action Form (Confidential)

SOCIAL SECURITY # -
 EMPLOYEE NAME: _____
 HIRE DATE: _____
 ADJUSTED SERVICE DATE: _____
 EFFECTIVE DATE: _____

REASON FOR CHANGE	
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> TEMPORARY INCREASE
<input type="checkbox"/> MERIT INCREASE	<input type="checkbox"/> LIVING ALLOWANCE
<input type="checkbox"/> OTHER (SPECIFY IN REMARKS BOX)	
<input type="checkbox"/> DECREASE	

EMPLOYMENT STATUS (Circle Current Status #)		
1. ACTIVE REGULAR	8. REDUCTION-IN-FORCE	38. TEMPORARY LAYOFF
2. LONG-TERM DISABILITY	9. DECEASED	41. TRANSFERRED TO WES PAYROLL
3. PAID LEAVE OF ABSENCE	10. RETIRED	42. TRANSFERRED FROM WES PAYROLL
4. UNPAID LEAVE OF ABSENCE	11. ACTIVE NON-REGULAR	43. TRANSFERRED TO WMX PAYROLL
5. SHORT-TERM DISABILITY	12. PART-TIME	44. TRANSFERRED FROM WMX PAYROLL
6. VOLUNTARY TERMINATION	13. CO-OP	45. TRANSFERRED TO RIS PAYROLL
7. INVOLUNTARY TERMINATION	37. ACTIVE REGULAR-HOURLY/PT.	46. TRANSFERRED FROM RIS PAYROLL
		47. TRANSFERRED TO RRS PAYROLL
		48. TRANSFERRED FROM RRS PAYROLL

NOTE: (Enter Revised Status # in Box)

	NEW EMPLOYEE AND/OR PRESENT STATUS	CHANGED AND/OR PROPOSED STATUS
LOCATION		
COMPANY AND OFFICE # ASSIGNED		
DEPARTMENT NUMBER ASSIGNED		
DEPARTMENT SUB-GROUP #		
CONTRACT #/JOBSITE		
PHYSICAL LOCATION		
POSITION		
JOB CLASSIFICATION/CODE		
THIS POSITION IS (ADD) or (REPLACE)		

SALARY	LAST INCREASE AMOUNT:	DATE:	%:	TYPE:
AMOUNT AND % THIS INCREASE				
PAY GRADE/SALARY RANGE				
SALARY—(MONTHLY)				
SALARY—(ANNUAL)				
SALARY—TEMP (ADJUSTMENT TO BASE)				
SALARY—TEMP (LIVING ALLOWANCE)				
OVERTIME ELIGIBILITY	EXEMPT NOT ELIGIBLE <input type="checkbox"/> EXEMPT ELIGIBLE 1.0 <input type="checkbox"/> EXEMPT ELIGIBLE 1.5 <input type="checkbox"/> NON-EXEMPT ELIGIBLE 1.5 <input type="checkbox"/>	EXEMPT NOT ELIGIBLE <input type="checkbox"/> EXEMPT ELIGIBLE 1.0 <input type="checkbox"/> EXEMPT ELIGIBLE 1.5 <input type="checkbox"/> NON-EXEMPT ELIGIBLE 1.5 <input type="checkbox"/>		

PAYROLL DATA (By Human Resources)	
EMPLOYEE TIMESHEET CODE	
VACATION CODE	
SUI CODE	
LOCAL CODE	
VACATION PAY HOURS	
SEVERANCE PAY HOURS	

REMARKS

ORIGINATED BY	DATE:
APPROVED BY:	DATE:
APPROVED BY:	DATE:
HUMAN RESOURCES:	DATE:
PAYROLL:	DATE:

Form 2-4

EXHIBIT I

RUST REMEDIAL SERVICES INC.
EXIT INTERVIEW CHECKLIST

Exit Interview Date ___/___/___

Name _____	Location _____
Social Security No. ___-___-____	Job Title _____
Supervisor's Name _____	Date Hired _____ Date Terminated _____

TYPE OF TERMINATION: Resignation Termination RIF Retirement
(Please check the reason that applies)

RESIGNATION

- Health
- Family
- Returning to School
- Other Employment
- Relocation
- Working Conditions
- _____

TERMINATION

- Unacceptable Work Performance
- Rules Violation
- Absenteeism/Tardiness
- Insubordination
- Misuse of Company Equipment
- Technical Ability
- Other

RETIREMENT

- Regular
- Early
- Medical

REDUCTION-IN-FORCE

- Temporary Work
- Reduction of Staff

SUPERVISOR'S APPRAISAL

Comments on overall performance:

Eligible for Re-hire? Yes No If no, why? _____

Additional Comments: _____

_____/_____/_____
Date

Signature of Supervisor

Form 2-4
 (continued)

(Each of these items have been discussed with employee)

Company Items	Benefits
- Keys (Building Passes, Garage Passes, etc.)	- Life & Health Insurance
- Travel Advances	(Conversion privilege Forms)
- Company Credit Cards	- PAYSOP
- Company Equipment	- Pension Re: Vested Benefits
- Company Car	- Profit Sharing & Savings Plan
- Time Sheet (Non-Exempt)	- Unemployment Benefits (Ben 39)
- Letter of Resignation	- Tuition Reimbursement Advances
- Policy & Procedure Manual	- Stock Options
- Other (Specify) _____	- Vacation/Sick Day Allowance Status
_____	- Final Pay
_____	- New Address _____
_____	_____
_____	- Telephone Number () - _____

EMPLOYEE COMMENTS SECTION

	(A) Favorable	(B) Neutral	(C) Unfavorable
Reaction to job	---	---	---
Reaction to Supervisor	---	---	---
Reaction to Waste Management	---	---	---
Other Comments: _____			

ENVIRONMENTAL COMPLIANCE:

Are you aware of any environmental problems currently existing at this site? Yes ___ No ___
 Briefly describe the problem(s) _____
 Have you discussed this problem with Site Management? Yes ___ No ___
 Approximate date(s) of discussion ____/____/____ ____/____/____
 Has your site management responded to your comments/concerns about environmental problems:
 Yes ___ No ___

INVOLUNTARY TERMINATION:

If you feel that you were unfairly terminated or you were forced to resign, you may write to the Corporate Human Resources Department in care of Waste Management, Inc. 3003 Butterfield Road, Oak Brook, Illinois 60521. Telephone number at which you can be reached () - _____

EMPLOYEE OBLIGATIONS:

Have you returned all company documents and copies thereof? Yes ___ No ___
 Do you understand and intend to comply with your duties pursuant to the agreement you signed when you joined the company? Yes ___ No ___
 Do you intend to honor your post-employment obligations under the Agreement?
 Yes ___ No ___

THE ABOVE ITEMS HAVE BEEN DISCUSSED WITH ME.

 Employee Signature

 Date

HUMAN RESOURCES DEPARTMENT COMMENTS: _____

Form 2-6



Waste Management, Inc.
 Performance Appraisal

(NON-EXEMPT, NON-OPERATIVE EMPLOYEES)

NAME _____ POSITION _____
 DEPARTMENT _____ REVIEW PERIOD: FROM _____ TO _____

INSTRUCTIONS

This appraisal should reflect a sound and objective critique of the employee's performance of currently assigned responsibilities. Consider each factor independently and check the appropriate appraisal.

APPRAISAL DEFINITIONS

- OUTSTANDING: Clearly exceeds all others in performance.
- GOOD: Quality and quantity of work is above expected levels.
- AVERAGE: Does average satisfactory performance.
- MARGINAL: Performance is sub-standard. Improvement needed to meet objectives.
- UNSATISFACTORY: Performance is unacceptable. Immediate improvement required.

APPRAISAL

OUTSTANDING	GOOD	AVERAGE	MARGINAL	UNSATISFACTORY
-------------	------	---------	----------	----------------

PERFORMANCE FACTORS TO BE APPRAISED

	OUTSTANDING	GOOD	AVERAGE	MARGINAL	UNSATISFACTORY
1. JOB KNOWLEDGE & SKILL—How adequate is the employee's knowledge & skill for the requirements of the position? Comments: _____					
2. JOB OUTPUT—How is the employee's quality & quantity of work? Comments: _____					
3. PLANNING & ORGANIZING—How effective is the employee in planning, organizing & completing the workload assignment? How consistently does the employee meet deadlines, schedules & requirements? Comments: _____					
4. COMMUNICATIONS—How effective is the employee's verbal & written communication to peers, superiors & outside contacts? Comments: _____					
5. LEARNING—How well has the employee learned the procedures & principles applicable to this position? Comments: _____					
6. DEPENDABILITY—How dependable is the employee? Does employee follow through on a timely basis? Comments: _____					
7. ATTITUDE—How satisfactory is the employee's attitude toward the job, other employees & the company? Comments: _____					

CURRENT OVERALL PERFORMANCE LEVEL

OUTSTANDING () GOOD () AVERAGE () MARGINAL () UNSATISFACTORY ()

Form 2-6
(continued)

OVERALL APPRAISAL OF CURRENT POSITION PERFORMANCE

1. Has the employee improved since the last appraisal? YES ___ NO ___

Comments: _____

2. Are there any areas of the employee's performance where improvements can be shown? YES ___ NO ___

Comments: _____

3. What steps can you undertake to improve the employee's performance?

4. Is the employee capable of progressing to more responsible positions in the near future? YES ___ NO ___

ADDITIONAL COMMENTS: _____

APPRAISED BY _____ DATE _____

REVIEWED BY _____ DATE _____

EMPLOYEE'S COMMENTS: _____

*ACKNOWLEDGED _____ DATE _____

Employee's Signature

Form 5-1 - Time Sheet

Rust Federal Services Inc.

Sheet ___ of ___

WEEKLY TIMESHEET — TO BE COMPLETED DAILY

Rev. Date: 1-88

RUST EMPLOYEE NO.	EMPLOYEE NAME (Print)	I certify this information is correct. EMPLOYEE SIGNATURE	WEEK ENDING FRIDAY
-------------------	-----------------------	--	--------------------

Dept. No.	Proposal No.	Proposal Description <small>PROPOSAL or OTHER COST CENTER</small>	TYPE	Day and Date							TOTAL HOURS		SUPV/ SHIFT DIFFL.
				SAT	SUN	MON	TUES	WED	THUR	FRI	S/T	O/T	
Dept. No.	Cost Code or Task No.	Task Description <small>OVERHEAD/G&A or PROJECT (DIRECT)</small>	HOURS ST/OT										
			S/T										
			O/T										
			S/T										
			O/T										
			S/T										
			O/T										
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- Be sure your timesheet is prepared in ink.
- Ensure reading information is correct.
- Update timesheet daily for hours worked.
- Indicate whether the hours worked are straight time "ST" or overtime "OT".
- Corrections should be made by lining through the error(s) to be corrected.
 - 1) Cost codes are used to distinguish tasks within a project. Segregating overhead/G&A charges.
 - 2) Writing the correct entry above the error(s) lined through and
 - 3) making the correction.
- Retain a copy for your records. Accounting will not provide copies to employees.
- 511X and 611X should not be used on the timesheet. These G/L accounts are predetermined by the employee's labor charges.

Personal Days													
Funeral Leave													
Military Duty													
Holiday													
Jury Duty													
TOTAL STRAIGHT TIME HOURS													
TOTAL OVERTIME HOURS													
TOTAL ALL HOURS													
TOTAL DIFFERENTIAL HOURS													

 SUPERVISOR APPROVAL

ORIGINAL

Form 9-1 - WMX Capital Expenditure Request



WASTE MANAGEMENT, INC.
CAPITAL EXPENDITURE REQUISITION

DATE:

DIVISION:

CO. NO:

PC. NO:

REQ. NO:

COMPLETE SHIP TO ADDRESS:

PROJ. NO./NAME:
VENDOR(S) NAME(S) AND ADDRESS(ES)
(INDICATE SERVICES AND VALUE FOR EACH VENDOR)

CONFIRMING ORDER: YES NO

PLACED BY:

WITH WHOM:

DATE:

PAID LOCALLY: YES NO IF YES INDICATE LOCAL PO#:

DATE REQUIRED:

CORPORATE PO#:

TERMS:

FOB:

ROUTING:

ARE PRODUCTS COVERED BY WMI NATIONAL ACCOUNTS? YES NO

ITEM NO.	QTY	COMPLETE SPECIFICATIONS &/OR ATTACH COPY OF QUOTE / INVOICE	UNIT COST	EXTENDED COST
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

THIS IS A REPLACEMENT ADDITION IF REPLACEMENT, INDICATE YEAR
MAKE MODEL OF REPLACED EQUIPMENT.
PLANNED DISPOSITION OF EXISTING EQUIPMENT OR ITEM:

TOTAL
TAXES
GRAND TOTAL

IF NOT BUDGETED, NOTE JUSTIFICATION BELOW: (ATTACH MEMO IF NECESSARY)

APPROVALS: ORIGINATOR:

DATE:

GENERAL MANAGER	(DATE)	DISTRICT CONTROLLER	(DATE)	GROUP SR. V.P.	(DATE)
DIVISION CONTROLLER	(DATE)	REGIONAL V.P./MANAGER	(DATE)	GROUP CONTROLLER	(DATE)
DISTRICT MANAGER	(DATE)	REGIONAL CONTROLLER	(DATE)	GROUP PRESIDENT	(DATE)

Form 9-3 - Check Request



CHECK REQUEST

Rust Federal Services

1597 Cole Boulevard, Bldg. 15, Suite 350

Golden, Colorado 80401

MAKE CHECK PAYABLE TO:

(Complete address required)

PURPOSE:

(Attach back-up to verify amount and purpose)

AMOUNT REQUESTED _____

REQUESTED BY: _____

CHARGE NUMBER _____

REQUEST DATE: _____

DATE CHECK REQUIRED _____

CHECK DISTRIBUTION:	
Mail to:	_____
Give to:	_____
Other:	_____

APPROVALS	
Asst. Controller (<\$150K)	Date
General Manager (<\$150K)	Date
Controller (<\$1M)	Date
RFS President (<\$1M)	Date

ACCOUNTING USE ONLY	
Account #	
Vendor #	
Voucher #	
Invoice #	
Batch #	
Due Date	
Amount	\$
Voucher Entry	
Voucher Approval	