

OPERATIONS ASPECTS OF FACILITY CHEMISTRY AND UNIQUE PROCESSES

1.0 Objective

The objective of this surveillance is to ensure that the laboratory has provided for an effective interface between laboratory operations personnel and personnel responsible for operation of individual processes. The Facility Representative or Environmental, Safety, and Health Support Specialist interviews laboratory and process operations personnel, observes ongoing work activities including shift rounds, and evaluates procedures and training for responding to off-normal or emergency conditions.

2.0 References

- 2.1 DOE 5480.19, *Conduct of Operations Requirements for DOE Facilities*
- 2.2 DOE-STD-1032-93, *Guide to Good Practices for Operations Aspects of Unique Processes*

3.0 Surveillance Activities

In completing this surveillance, the Facility Representative or Environmental, Safety, and Health Support Specialist completes the following activities:

1. Interview Facility and Process Operations Personnel
2. Observe Facility and Process Operations
3. Review Documentation and Training Materials

Surveillance Guideline

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Surveillance No.: _____

Facility: _____

Date Completed: _____

YES NO N/A

Activity 1 - Interview Personnel

- | | | | | |
|----|--|-------|-------|-------|
| 1. | Can facility operations personnel accurately discuss their responsibilities relating to unique processes or process operations? | _____ | _____ | _____ |
| 2. | Can facility operations personnel correctly identify key facility systems that are essential for conducting process operations? | _____ | _____ | _____ |
| 3. | Can facility operations personnel describe how process operations personnel are notified regarding changes in status of key facility systems? | _____ | _____ | _____ |
| 4. | Can facility operations personnel describe process limits that must not be exceeded during process operations? | _____ | _____ | _____ |
| 5. | Can facility operations personnel describe potential effects that process systems or operations may have on facility systems? | _____ | _____ | _____ |
| 6. | Can facility operations personnel accurately summarize process variables monitored, expected values, off-normal values requiring corrective actions, and appropriate corrective actions? | _____ | _____ | _____ |
| 7. | Can process operations personnel identify possible impacts of process operations on facility systems or facility operations? | _____ | _____ | _____ |
| 8. | Can process operations personnel correctly describe the procedure for notifying facility operations of potential impacts from processes on building operations? | _____ | _____ | _____ |

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9. Can process operations personnel describe limiting conditions under which process operations would be terminated? _____

Activity 2 - Observe Operations

CAUTION

Facility Representatives or Environmental, Safety, and Health Support Specialists should avoid interrupting Facility or Process Operators in their work. The Facility Representative or Environmental, Safety, and Health Support Specialist should wait for opportune times to transact business with operators and conduct all operations observations unobtrusively.

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. Is the status of facility systems required to support unique processes or process operation clearly communicated?	_____	_____	_____
11. Are critical facility and process system parameters within specified allowable ranges?	_____	_____	_____
12. Are process operation personnel promptly notified of any changes in status of key facility systems that may effect process operations?	_____	_____	_____
13. Are process operations personnel aware of upcoming testing, maintenance, or modifications to facility systems that could effect process operations?	_____	_____	_____
14. Do process operations personnel attend pre-job planning sessions and briefings with facility operations, maintenance, radiological protection, etc.?	_____	_____	_____
15. Are facility operations personnel aware of any planned changes in process operations that could effect facility operations?	_____	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
16. Are facility operations personnel monitoring key process variables during equipment rounds or in the control area?	_____	_____	_____
17. Are facility operations personnel trending key process variables to detect degrading conditions and initiate appropriate corrective actions?	_____	_____	_____
18. Do facility operators consult with process system operators to ensure that appropriate action is taken to promptly correct degrading conditions?	_____	_____	_____

Activity 3 - Review Documentation and Training

19. Has management established written guidance specifying personnel responsibilities relating to unique processes?	_____	_____	_____
20. Have procedures been developed to assist Facility Operators in responding to off-normal conditions in process operations?	_____	_____	_____
21. Does Facility Operations receive reports from Process Operations documenting day-to-day process results and problems?	_____	_____	_____
22. Do training materials for facility operators address essential aspects of process operations?	_____	_____	_____
23. Do training records substantiate that a representative sample of facility operators have completed training on process operations?	_____	_____	_____

OTHER:

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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YES NO N/A

OTHER (Cont.)

_____	_____	_____	_____

NOTES/COMMENTS:

PERSONNEL CONTACTED: _____

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**IF MORE SPACE IS NEEDED FOR FINDINGS, OBSERVATIONS, AND FOLLOWUP
ITEMS - USE ADDITIONAL SHEETS**

FINDINGS:

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

Finding No.: _____

Description: _____

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OBSERVATIONS:

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

Observation No.: _____

Description: _____

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FOLLOWUP ITEMS:

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

Followup Item No.: _____

Description: _____

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LABORATORY MANAGEMENT DEBRIEFED AND RESULTS: _____

Signature: _____ Date: _____

Facility Representative or
Environmental, Safety, and Health Support Specialist