

OFFICE OF LABORATORY OPERATIONS AND ENVIRONMENT, SAFETY AND HEALTH

MISSION

The mission of the Office of Laboratory Operations and Environment, Safety and Health is to provide leadership and a corporate focal point in the conduct of world-class science at Office of Science (SC) laboratories in the areas of operations, construction management, infrastructure, and integrated safety and environment management (ISM). The goals of the Office of Laboratory Operations and Environment, Safety and Health are to ensure that required programmatic facilities are constructed on time, and within scope and schedule; that general purpose infrastructure are mission ready; that environment, safety, and health (ES&H) and security are fully integrated with research and support activities and are conducted in a manner that is protective of the workers, the public and the environment; and that operations reflect cost effective and efficient stewardship of Department of Energy (DOE) funding and assets.

ORGANIZATIONAL STRUCTURE

1. Construction Management Support Division
2. Laboratory Infrastructure Division
3. Environment, Safety and Health Division

OFFICE FUNCTIONS

- Provides leadership, integration, coordination, issue resolution and a corporate focal point for construction, infrastructure, and ISM activities for both the SC programs and laboratories.
- Advises and recommends positions and actions to the Director of the Office of Science on construction, infrastructure, and ISM activities. Provides a forum for discussion and advises SC on construction, infrastructure, and ISM matters both within SC programs and with the field, laboratories, Headquarters, and other Federal agencies.
- Develops, sets expectations, and monitors infrastructure and ISM activities in consultation with SC Program Associate Directors.
- Provides staff Customer Service Representatives as liaisons between SC and field operations.
- Integrates DOE policies and directives on construction, infrastructure and ES&H with best business practices. Promotes lessons learned program in construction, infrastructure and ES&H. Leads in the benchmarking of construction, infrastructure and ES&H practices with industry and other Government laboratories.

- Manages a corporate safeguards and security program for the Office of Science. Advises the Director of Science on all matters related to safeguards and security. Represents the Office of Science at Interagency and International safeguards and security activities and meetings. Coordinates the integration of safeguards and security with programmatic activities.

Construction Management Support Division

1. Provides independent advice to the Director of the Office of Science relating to those activities essential to constructing and operating major research facilities. These facilities include large particle accelerators, fusion systems, research laboratories, and research devices, etc. In addition, provides professional management and staff support regarding these functions to SC program offices. Prepares analytical documents as required by top management of the DOE or other Government officials on the status of facilities.
2. Directs and supervises the development, initiation, and implementation of policies, plans and procedures for design, fabrication, construction, commissioning, operation and decommissioning of research/conventional facilities and devices required to support SC programs. These facilities are located throughout the United States at universities, national laboratories, industrial centers and foreign countries. Ensures the establishment of appropriate management arrangements for executing these activities both within DOE and at all off-site locations. Directs the planning, review, evaluation and execution of SC facility construction activities.
3. Represents the Director of the Office of Science in meetings with DOE, Office of Management and Budget (OMB), Congress, and other oversight or investigatory bodies on all matters involving the planning, design, construction and operation of research facilities. Coordinates and acts as liaison for SC program office activities with other DOE and non-DOE offices on these matters. Serves as SC's representative on the Life Cycle Asset Management Steering Group and the Federal Facilities Council on Project Management. Represent SC on the DOE Program Project Management Team (PPMT).
4. Acts as the SC Secretariat for the Energy Systems Acquisition Advisory Board (ESAAB) and the project Baseline Change Control (BCC) process. In this capacity, establishes and implements procedures for the conduct of the ESAAB preparation and PBCC process. Facilitates program office compliance by providing hands-on assistance in the preparation of documents, maintaining schedules and coordinating with all other DOE offices engaged in the process.
5. Conducts independent technical, cost, schedule and management peer reviews of SC construction projects and large experimental equipment. Most reviews are conducted semiannually for ongoing projects and large experimental equipment. Also, reviews large

projects prior to requesting construction funds in the budget process to establish technical, cost and schedule baselines, and prior to requesting authorization to start operations.

6. Coordinates and conducts validation reviews for SC projects for inclusion in the fiscal budget process. Provides guidance and participates in the preparation, justification, and support of program offices' construction budgets within the Department and through the Executive and Congressional budget cycles.
7. Provides management and staff support regarding construction management activities to the SC program offices; collaborates closely with these SC organizations and provides oversight services on construction management issues.

Laboratory Infrastructure Division

1. Advises the Director of the Office of Science on matters relating to the infrastructure integrity of the SC laboratories.
2. Manages the Multiprogram Energy Laboratory - Facilities Support (MEL-FS) program which consists of the General Purpose Facilities subprogram. This includes preparing and coordinating the planning materials such as the Multi-year Program Plan and required Corporate Review Budget, OMB and Congressional budget submissions.
3. Coordinates and manages the execution of the activities funded by the MEL-FS program. In cooperation with the Operations Offices, develops and implements suitable systems and processes to track activities, report status and progress and provide change control. Maintains a Project Database for all ongoing and completed projects that includes pictures, status, requirements, etc. Performs periodic onsite reviews to assess laboratory and Operations Office performance.
4. Manages, provides and coordinates ES&H and infrastructure (ESH&I) data to meet SC responsibilities for DOE, OMB, and Congressional requirements to formulate budgets and track budget execution across all SC laboratories, as well as to support the annual report to Congress for ES&H budget year issues and commitments and the FEDPLAN submittal to the Environmental Protection Agency (EPA).
5. Represents SC in DOE-wide and government-wide activities to review, formulate, modify or develop policy, roles and responsibilities and procedures in the areas of infrastructure and facilities management. Currently, serves as SC's representative to: (1) the Facilities Data Development Committee (FDDC), which oversees DOE's corporate facilities database -- the Facilities Information Management System (FIMS) and its relationship with other facilities based information systems such as Condition Assessment Information System (CAIS); (2) the Functional Support Cost Executive Steering Group, which maintains the Functional Support Cost Reporting System (FSCRS). The FSCRS categorizes the support costs at the laboratories into functional areas in order to enable management to track these costs; (3) the Life Cycle Asset Management (LCAM) Steering Group, which oversees the implementation of the Condition Assessment Survey activities,

LCAM planning process and documentation, and integration with other planning processes; (4) the DOE Excess Facilities Working Group, which develops the policies concerning the dispositioning of excess facilities; and (5) the Federal Facilities Council, which is a government/private industry group which addresses Federal facilities and construction needs and issues.

6. Implements systems and processes, consistent with DOE facilities and project management orders, that provide long-range site and facilities plans for assigned laboratories. These plans provide the context for capital investment decisions to be made by the program, the Department, OMB and Congress. They also support preparation of the report on the condition and plans for the infrastructure of the multi-program energy laboratories required by the Energy Policy Act of 1992 and as reported in the MEL-FS program budget submissions.
7. Provides leadership and direction to the SC Facilities Management Working Group. The Working Group is composed of MEL-FS program, laboratory and Operations Offices representatives as well as other Headquarters programs or support offices, as appropriate. The Working Group meets regularly to discuss topics of interest including policy, roles and responsibilities, guidance, issues, long-range plans, etc. Holds workshops as needed to support planning and other facilities management activities of the participants.
8. Supports operation of the Headquarters-Brookhaven Management Council in the review and analysis of infrastructure needs.
9. In coordination with line program offices, integrates DOE policies and directives on infrastructure with best business practices. Promotes a lessons learned program in the infrastructure program. Leads in the benchmarking of infrastructure practices with industry and other Government laboratories.
10. Serves as the Program Manager for occurrence reporting and processing of operations information for “balance of plant” facilities at the SC multiprogram laboratories.
11. Serves as the line program office responsible for multiprogram nuclear and excess facilities, such as the Brookhaven Graphite Research Reactor, at the SC multiprogram laboratories.
12. Serves as the SC point of contact for utility, energy management, and sustainable development activities in coordination with SC, DOE staff organizations (i.e., Field Management), Operation Offices and the laboratories.
13. Provides management and technical staff support regarding infrastructure and facilities management to the SC program offices; collaborates closely with these SC organizations and provides services on infrastructure and facilities management issues.

Environment, Safety and Health Division

1. In coordination with program line management: integrates DOE policies and directives on ES&H with other operations; leads in the benchmarking of ES&H practices with industry and other Government labs and supports SC in the development and implementation of ISM.
2. Reviews and evaluates SC plans regarding environmental protection, pollution prevention, waste minimization, and waste management needs, as well as safety and health corrective actions. Follows progress on these commitments and those to correct problems identified by S&H and quality assurance reviews, appraisals, and evaluations conducted by SC, the Office of Environment, Safety and Health (EH), the Office of Nuclear Energy (NE), and external oversight groups. Prepares and coordinates the SC ESH&I Management Plan and the Performance Indicator Reports.
3. In consultation with SC line programs, develops and promulgates SC measures for ES&H and facility-specific requirements, performance measures and standards, as required, which supplement DOE generic requirements in the areas of environmental protection, waste management, pollution prevention, facility and property safety, occupational safety and health protection, emergency preparedness, quality assurance, training of operating personnel, and incident reporting. Reviews and recommends SC approval of action plans addressing measures to be taken to remediate ES&H problems associated with the operation of SC facilities.
4. Provides the SC NEPA Compliance Officer, ensuring that the required NEPA documentation is prepared in a timely manner; coordinates the review and approval of NEPA documentation with SC programs and EH; and tracks all NEPA commitments of SC organizations and contractors, as per DOE Order 451.1A (NEPA).
5. In conjunction with line SC programs, plans, develops, and coordinates the SC review and/or approval of safety documents and/or environmental documents, including implementation plans for DOE ES&H Orders, Safety Analysis Reports (SARs), Pollution Prevention Plans, Waste Management Plans, and nuclear safety rules and standards.
6. Represents SC in negotiations between field elements and EPA, state, and local agencies in developing interagency and compliance agreements.
7. Provides staffing, support and analysis for the operation of the Headquarters-Brookhaven Management Council in the review and analysis of ES&H needs and is responsible for the management and operation of the Brookhaven Work Group.
8. Serves as the SC focal point in dealing with ES&H matters originating from the Defense Nuclear Facilities Safety Board and with EH, EM, NE, the Operations Offices, and contractors for matters involving SC facilities. Represents SC on the DOE Environmental Council.
9. As requested, represents SC in DOE-wide and government-wide activities to review, formulate, modify or develop policy, roles and responsibilities and procedures in the areas

of ES&H. Currently, serves as SC's representative to the Waste Management Steering Committee, Waste Management Coordinating Council, Energy Management Steering Committee, Waste Reduction Steering Committee, Strategic Environmental Research and Development Program.

10. Supports program and field elements in the conduct of Operational Readiness Reviews of SC facilities.
11. Monitors the ES&H status and impacts of activities and facilities funded by SC and provides information to SC line programs on the status of these activities. This monitoring includes such matters as review of statutory requirements, review and analysis of Environmental Compliance Status Reports and Annual Environmental Monitoring Reports, and review of environmental incidents and investigations thereof, and accident/incident reporting and corrective actions.
12. Assists the SC program Associate Directors in identifying and providing specific ES&H training for their program staff.
13. Provides technical support and assistance to SC program offices in their programmatic reviews, which include ES&H consideration and compliance with ES&H requirements.
14. Provides insight (lessons learned) into the effectiveness of SC, field elements, and contractor efforts to conduct operations in a cost-effective, safe, healthful, and environmentally sound manner.
15. Reviews, as appropriate, for impact on SC facilities, Federal statutes, Executive Orders, and DOE requirements relating to environmental protection, waste management, pollution prevention, energy efficiency, the packaging and transportation of hazardous materials, occupational safety and health protection, emergency preparedness, nuclear safety process and equipment safety, and quality assurance.

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