Department of Energy
Washington, DC 20585

December 21, 2007

MEMORANDUM FOR DISTRIBUTION

FROM: JAMES A. RISPOLI
ASSISTANT SECRETARY, OFFICE OF
ENVIRONMENTAL MANAGEMENT

SUBJECT: Protocol for Excess Facility Transfers

As you are most likely aware, the Office of Environmental Management (EM) was directed by the Deputy Secretary in the fiscal year (FY) 2008 Program Decision Memorandum (EM-08-12, Rev 1, August 2006), to address unfunded environmental liabilities, to execute the work, and to incorporate unfunded liabilities into its baselines commensurate with the risk such activities pose. Consequently, EM is developing its multi-year plan to accommodate new cleanup scope from other Departmental programs into its budget and out-year planning profiles. A critical component of that process is the identification and evaluation of proposed scope transfers from across the complex.

Therefore, this memorandum serves as a call to all Program Secretarial Officers (PSOs) to re-institute complex-wide adherence to the requirements and criteria stipulated in Department of Energy (DOE) Order 430.1B, *Real Property Asset Management* (hereafter referred to as "Order") and the associated *Transition Implementation Guide* (DOE G 430.1-5) (hereafter referred to as "Guide"). Both documents are available via the DOE Directives web page (http://www.directives.doe.gov). Attachments A and B provide excerpts from the Order and Guide, respectively, that pertain specifically to excess facility transfers.

The evaluation process governed by the Order will enable EM to conduct in depth evaluations of facility conditions, and surveillance/maintenance and decommissioning cost estimates, resulting in informed transitions at the appropriate time. This process will assure that scope accepted into EM pursuant to the Order has been adequately evaluated, estimated, and planned so as to integrate within the EM out-year target funding profile.

As such, we request that your proposals for excess facility and environmental remediation activity transfers be submitted to EM's Director, Office of D&D and Facility Engineering (EM-23), by January 31, 2008. An Excess Facility Fact Sheet (template provided as Attachment C) is to be submitted for each facility you propose for possible transfer within the next five years. All other excess facilities should be submitted as a simple prioritized listing, including the facility name, location, and a brief description.

Your meeting this January 31, 2008, date is crucial to provide EM adequate time to evaluate the proposals for possible consideration during deliberations for the FY 2010 budget decisions. The nominations are to be made in accordance with the current version of the Order and Guide. Concurrent with this nomination process, the Office of Engineering and Construction Management will initiate the review/comment process on the Order and Guide; issuance of any revisions is expected in the fall of 2008 after appropriate Departmental review is complete.

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Consistent with the criteria previously utilized, excess facilities subject to transfer to EM will: 1) be certified excess to Departmental (not just the Program Secretarial Officer's (PSO's)) mission needs; 2) consist of an entire facility (not a room or a wing) that is physically separate from other facilities (although EM will consider segments of facilities provided the area is fully segregated from operating facilities or the operating PSO agrees to fund the incremental cost associated with segregation); and 3) be contaminated as a result of operational processes (i.e. radiological and/or chemical "process" contamination), not as a function of construction (asbestos), equipment (PCBs in electric transformers), or stored materials (nitric acid in tanks).

The nominations of contaminated environmental media (e.g., soils, groundwater) will be carefully considered by EM, and will be based on the need for EM's expertise and capability in acquiring and managing required remediation activities. Similarly, nominations for materials will also be considered, with the basic criteria being that the material is fully excess to Departmental needs and that processing above and beyond stabilization is necessary to meet disposition requirements. If the materials nominated for transfer are not suitable for disposition within EM's currently planned program, they may be referred to the Nuclear Materials Disposition and Consolidation Coordinating Committee or other Departmental decision makers for corporate level consideration of disposition options.

DOE O 430.1B was published in 2003. It retains the requirements for the transfer of excess contaminated facilities contained in its predecessor document (DOE Order 430.1A, *Life Cycle Asset Management* (LCAM)), which was extensively field tested to assure efficient implementability. The LCAM order was developed as a joint effort among EM, the Office of Nuclear Energy, the Office of Science, and the National Nuclear Security Administration (previously Defense Programs). Its implementation led to the transfer of a number of facilities under past administrations. This process will once again enable EM to better determine and compare the relative risk ranking of the proposed scope with other current EM scope, and provide an approximate timeframe for commencement of the transfer and active work that would fit into EM's target funding profiles.

The process of evaluating nominated facilities for compliance with the transfer criteria and determination of transfer timing for those complying facilities is projected to take through the early summer of next year. Upon completion of this process, we expect to formally accept this new work scope into our program through approval by the Acquisition Executive of a mission need statement and subsequent approval of Critical Decision 0 for a consolidated list of facilities and environmental cleanup projects by the fall of FY 2008. In accordance with DOE Order 430.1B, transfer will not occur earlier than FY 2010 to accommodate the budget cycle and potentially later, depending upon availability of resources to address this new scope. A further consideration would be a budget-based transfer to accommodate any finite needs of your program.

If you have any further questions, please contact Mr. Mark Frei, Deputy Assistant Secretary for Program Planning and Budget, at (202) 586-8754.

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with DOE P 430.1 (reference o). The land-use plan must provide a clear view of the land-use issues, capabilities, opportunities, and limitations of the site. It will identify all land that is needed to support the site mission through annual utilization surveys. The plan must be kept current and support development identified in the site TYSP. At cleanup and closure sites, identified uses must be consistent with a Record of Decision's anticipated future or end-point use.

Land-use plans should be tailored based on local site condition and must consider the National Environmental Policy Act, site planning and asset management, LTS plans, institutional control plans, stakeholder public participation, economic development under community reuse organizations, privatization of assets, environmental law, cultural asset management, historic preservation, and natural resource management.

Land-use planning and management must be established through one or more of the following, as approved by the LPSO responsible for the site.

(a) Disposition plans, and LTS plans at cleanup or closure sites.

(b) Implementation of a sitewide National Environmental Policy Act document that addresses land-use or resource management.

(c) A Land-Use Control Action Plan under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

(d) Administrative mechanisms to assign use to areas that support implementation of the TYSP.

(4) Real property assets not fully utilized or excess to mission needs must be identified to facilitate reuse or disposal as follows.

(a) LPSOs/CSOs/PSOs must annually identify all project/program mission terminations to site/field managers. This is normally accomplished in program planning documents.

(b) Except for environmental closure sites, site/field managers must annually report to responsible LPSOs/CSOs/PSOs any real property identified as not utilized through utilization surveys. This may be accomplished through updates to TYSPs to reflect planned excess facilities and disposition schedules. Utilization status will be recorded in FIMS.

(c) LPSOs/CSOs must annually declare as excess the real property reported to them as not utilized and not needed to support their program missions. These formal declarations must be transmitted to OECM no later than December 31st of each year.

(d) OECM will screen all LPSO/CSO declared excess real property with remaining useful life with all other LPSOs/CSOs/PSOs to determine whether the property is excess to all programs in the Department.

(e) If not accepted for transfer by another program, the responsible LPSO/CSO must plan and program the elimination of excess real property through reuse, demolition, disposal, transfer, or sale based on reducing risks and minimizing life-cycle costs. (See requirements paragraph 4e for additional details.). The report must compare the budget authority against the actual expenditures and the performance outcomes achieved in the last full fiscal year of execution.

(5) Excess real property assets that are appropriate for economic-development transfer must be identified and disposed of in accordance with 10 CFR 770, Transfer of Real Property at Defense Nuclear Facilities for Economic Development (reference b).

(6) Real estate actions for out-grant must be performed in accordance with the Joint DOE/EPA Interim Policy Statement on Leasing Under the Hall Amendment, dated June 30 1998 (reference x), and applicable DOE directives. Clear definition of roles, responsibilities, and liabilities must be developed to ensure safety and protection of the workers, the public, and the environment in accordance with Guidance on Protection of Workers Utilizing DOE Leased Facilities (reference v) for all stakeholders of Departmental real property assets that are leased to private parties.

(7) Headquarters (Office of General Counsel; Office of Management, Budget and Evaluation; and LPSOs/CSOs) must be notified 90 days before all disposals by sale or lease under DOE authorities. Notification must be accomplished as follows.

(a) For non-economic-development leases, e-mail notifications are acceptable.

(b) For economic-development-related leases and sales, a notification package must be submitted to Congress, 30 days before transfer by sale or lease.

(c) For sales of land that do not use the standard Federal practices of 41 CFR, Chapters 101 and 102 (reference d), a notification to the Energy and Water Appropriations Committee is required 60 days before any proposed sale of land. The notification is to provide a detailed explanation for the waiver of Federal practices for the sale of property.

(a) Recapitalization requirements are in addition to sustainment activities (i.e., maintenance and repair) and consist of alterations and betterments to replace or modernize existing facilities.

(b) Recapitalization activities are traditionally funded by GPPs, IGPPs, or line item projects. (See Attachment 3 under "Alterations" and "Betterments" for more information.)

(c) Recapitalization will be summarized in the TYSP.

(8) Each site must evaluate the relative importance and contributions of all real property assets to mission accomplishment. A holistic systems approach will be used to identify those facilities and infrastructure assets that directly contribute to the accomplishment of the assigned mission or mitigation of environment, safety, and health issues. Mission essential assets are those that are critical to mission accomplishment and, if not available, would adversely impact the mission. The mission essential determination will be based upon program assigned mission requirements. Assets will be designated as mission essential in FIMS.

e. Disposition and Long-Term Stewardship. Planning for disposition must be initiated when real property assets are identified as no longer required for current or future programs. Disposition includes stabilizing, preparing for reuse, deactivating, decommissioning, decontaminating, dismantling, demolishing, and/or disposing of real property assets.

LTS includes the physical controls, institutions, information, and other mechanisms needed to ensure protection of people and the environment where DOE has completed, or plans to complete, disposition. Disposition and LTS requirements are directly influenced by decisions made during the acquisition, maintenance, and operation of the assets. Decisions made during the utilization of assets need to consider their disposition and LTS implications. A balance must be established between accomplishment of DOE missions and the disposition and LTS required to reduce risks to workers and the public and minimize real property asset life-cycle costs.

Disposition and LTS activities must be consistent with the guiding principles and core functions of the Department's integrated safety management and facility disposition policies.

(1) When real property assets are identified as no longer required for current program missions, a disposition baseline must be developed to assess and prepare the assets for disposition. Technical, programmatic, and regulatory information is to be used in developing the disposition baseline. The disposition baseline must include the following information and considerations.

(a) Identification and characterization of hazardous and radioactive materials, waste, and hazardous conditions of the real property asset.

(b) Surveillance and maintenance requirements to ensure the real property asset, including its systems, and stored hazardous materials and waste remain in a stable and known condition and that adequate protection is provided to workers, the public, and the environment pending disposition.

(c) Assessment and adjustment of the facility authorization basis, as necessary, to reflect conditions and activities pending disposition.

(2) The disposition plan must integrate environmental, safety, and health requirements into disposition activities in accordance with DOE STD 1120-98, *Integration of Environment, Safety, and Health into Facility Disposition Activities,* dated May 1980 (reference q). The disposition plan should be tailored based on the disposition baseline and disposal method to be used (e.g., reuse, demolition, or decommissioning) and must consider DOE P 455.1, *Use of Risk-Based End States* (reference dd) and the guidance in the following Guides (references h, i, j, and k).

- DOE G 430.1-2, *Implementation Guide for Surveillance and Maintenance During Facility Transition and Disposition,* dated 9-29-99;
- DOE G 430.1-3, *Deactivation Implementation Guide,* dated 9-29-99;
- DOE G 430.1-4, *Decommissioning Implementation Guide,* dated 9-2-99; and
- DOE G 430.1-5, *Transition Implementation Guide,* dated 4-24-01.

The disposition plan shall include the following.

(a) A method for identifying, evaluating, and selecting disposition alternatives and LTS requirements. Selection of the preferred disposition alternative needs to be documented and be in accordance with relevant regulatory standards. Stakeholder involvement is required in the development of LTS plans.

(b) The identification and completion of required activities related to historical preservation.

(c) A postclosure/postdisposition/LTS records turnover or retention plan.

(d) Surveillance and maintenance plans for facilities and land parcels with residual contamination, hazards, or other conditions that are projected to require postdisposition LTS. These plans must identify appropriate management and funding requirements to ensure safety, health, and environmental regulatory compliance and meet relevant requirements of treaties, agreements, or other DOE commitments.

(e) A process to track status of LTS actions, including gap analysis of the LTS transition framework to identify actions remaining before end-point conditions are satisfied. This should include a method to periodically reassess monitoring requirements and make any necessary revisions.

(f) Development of specific end-point criteria for declaring disposition complete.

(g) Cost and schedule information for disposition activities and any follow on surveillance and maintenance and LTS requirements must be identified in the TYSP.

(3) Where transfer of real property assets is required for disposition (e.g., turning a facility or site over to another organization for reuse or transferring it to another office within the Department to support the transition from one disposition phase to another or initiation of LTS), applicable DOE policies, assigned missions and responsibilities, appropriate industry standards, and the guidance provided in DOE G 430.1-5 (reference k) must be adhered to. Real property asset transfers must include the following.

(a) Identification of the real property assets as candidates for transfer, formal notification of the potential receiving organizations, and issuance of other reports and notifications in accordance with the applicable requirements under paragraph 4b of this order.

(b) Development of a transfer acceptance process to ensure pretransfer verification of the technical and regulatory information in the disposition baseline and agreement on a transfer date and the disposition/LTS scope, cost, and schedule. Normally, to match the Departmental budget cycle, the date of transfer for a facility will be the 1st of October after the 2-year (or 3-year) anniversary of the date when the receiving organization was notified unless the parties reach an agreement that stipulates an alternative transfer date.

(c) Pretransfer review for formal acceptance of the real property assets being transferred. Formal acceptance must be documented by an

agreement signed by relevant LPSOs/CSOs/PSOs. FIMS will be updated to reflect the transfer of property accountability and custody.

(d) Conveyance of the appropriate funding and budget targets along with the real property assets being transferred.

(4) Decommissioning must adhere to the relevant requirements for non-time-critical removal actions under CERCLA, using a tailored process negotiated with the Environmental Protection Agency, with continued Defense Nuclear Facilities Safety Board oversight to the extent authorized by law.

(5) Records data collection, management, and reporting requirements for disposition and LTS are as follows.

(a) FIMS data fields must be kept current throughout real property asset disposition (e.g., identified as excess, transferred to another program, placed into inactive status, dismantled, or placed in LTS).

(b) FIMS information regarding real property assets that have been disposed of, including all related institutional controls, must be archived.

(c) Records necessary for LTS must be identified, reviewed, and retained per applicable DOE directives and Federal regulations.

(d) A final report or equivalent document must be developed for each disposition and land parcel remediation/LTS project. The final report/document must describe, as a minimum, project activities, final facility status, and cost and performance information to demonstrate that specific end-point criteria have been met.

f. Value Engineering. VE is an organized effort directed at analyzing the functions of systems, equipment, facilities, services, and supplies for the purpose of achieving the essential functions at the lowest life-cycle cost consistent with required performance, reliability, quality, maintainability, environmental protection, and safety. VE requirements are provided in the following.

- Office of Management and Budget (OMB) Circular A-131, *Value Engineering,* (reference aa);
- Public Law 104-106, Value Engineering for Federal Agencies (reference cc);
- DOE N 413.2, *Value Engineering,* dated 12-30-02 (reference m); and
- ASTM Practice 1699-00, *Standard Practice for Performing Value Analysis for Buildings and Building Systems* (reference a).

1.3 APPLICABILITY

This Guide may be applied to transition activities and processes at contaminated DOE facilities. "Contaminated" refers to both radioactive contamination and to hazardous-substance contamination. Both nuclear facilities and non-nuclear contaminated facilities are included in the scope of this Guide. Project personnel are expected to apply a graded (i.e., tailored) approach in planning and conducting transition activities at different types of facilities and with different hazard conditions.

1.4 CROSSWALK OF DOE O 430.1A REQUIREMENTS TO DOE G 430.1-3

DOE O 430.1A requirements that apply to activities conducted during the transition phase of a facility's life cycle are included in Table 1, cross-referenced to the sections of this Guide in which they are addressed. Though the table quotes the requirements as they appear in DOE O 430.1A, this Guide addresses only those requirements that apply to transition activities. Parallel tables in the other three DOE O 430.1A Guides provide crosswalks between requirements and guidance for S&M, deactivation, and decommissioning.

Table 1. Mapping of Requirements—Transition.

Requirement	Where Addressed in Guide
DOE O 430.1A, paragraph 6a: DOE elements, including NNSA, shall use a value-added, quality driven, graded approach to life cycle asset management.	Section 2.3, Graded Approach
DOE O 430.1A, paragraph 6f(1): The identification, inventory, and periodic assessment of the condition of physical assets in the maintenance program.	Section 4.4, Facility Characterization
DOE O 430.1A, paragraph 6f(8): A method to ensure that prior to the completion of mission activities (e.g., production, research, etc.) actions are implemented to place the facility, systems, and materials in stable and known conditions, and to ensure hazards are identified and known, pending transfer or disposition. For facilities that have already completed mission activities and are awaiting transfer or disposition, ensure that actions are taken to eliminate or mitigate hazards and provide adequate protection to workers, the public, and the environment. In both cases, actions shall be based on an assessment of the remaining hazards at the time when mission activities are completed, or prior to transfer or disposition for facilities that have already completed mission activities.	Sections 4.5, Identify and Perform Early Stabilization Actions; and 4.8, Other Stabilization Actions

Table 1. Mapping of Requirements—Transition (continued).

Requirement	Where Addressed in Guide
DOE O 430.1A, paragraph 6f(8)(a): Identifying and characterizing hazardous and radioactive materials and wastes remaining in systems/facilities and providing for their stabilization (if necessary), adequate storage until they are removed from the facility, and (unless agreed to prior to facility transfer) removal.	Section 4.4, Facility Characterization
DOE O 430.1A, paragraph 6f(8)(b): Assessment and adjustment (if necessary) of the facility authorization basis to ensure it continues to reflect conditions in the facility pending disposition.	Section 4.7, Assess and Adjust Authorization Basis
DOE O 430.1A, paragraph 6f(8)(c): Conducting S&M activities required to maintain the facility and remaining hazardous and radioactive materials, wastes, and contamination in a stable and known condition pending facility disposition.	Sections 4.2, Excess Declaration and Transfer Initiation; 4.4, and Facility Characterization
DOE O 430.1A, paragraph 6f(8)(d): Identifying and allocating resources needed to maintain stable and known conditions pending facility disposition.	Sections 4.3, Establish Integrated Transition Team; and 4.4, Facility Characterization
DOE O 430.1A, paragraph 6g(1): Application, as appropriate, of guidelines contained or referenced in DOE-STD-1120-98, *Integration of Environment, Safety and Health into Facility Disposition Activities.*	Sections 1.1 Purpose; and 2.2, Integrated Safety Management
DOE O 430.1A, paragraph 6g(3): A method whereby land and facilities (candidates for transfer) are either transferred to other program offices, or are determined excess, available for disposal, and disposal procedures are initiated.	Section 4.2, Excess Declaration and Transfer Initiation
DOE O 430.1A, paragraph 6g(4): To match the Departmental budget cycle, the normal date of transfer for a facility shall be the first October 1 after the two-year anniversary of the date the receiving organization is notified, unless the parties reach another agreement. As land and facilities are transferred from one program office to another, the appropriate funding and budget target are transferred with it.	Section 4.2, Excess Declaration and Transfer Initiation
DOE O 430.1A, paragraph 6g(5)(a): Completion of a Pre-Transfer Review, with participation by the Office of Environment, Safety and Health when requested or directed, for transfer of facilities for disposition whose scope shall be commensurate with the existing hazards.	Sections 4.10, Pre-Transfer Review; and 4.11, Facility Transfer

Table 1. Mapping of Requirements—Transition (continued).

DOE O 430.1A, paragraph 6g(5)(b): Development of a signed agreement by relevant secretarial officers to document scope, conditions, state of readiness, and associated funding, when transferring facilities between program offices. This includes a budget resources plan to manage the facility until funding is provided to the receiving program through the normal budgeting process.	Section 4.4.1, Memorandum Of Agreement
DOE O 430.1A, paragraph 6i: DOE corporate physical assets databases shall be maintained as complete, current inventories of the DOE physical assets. For real property, the corporate database is Facilities Information Management System.	Sections 3.1, Transition Objectives and Goals; and 4.2, Excess Declaration and Transfer Initiation
DOE O 430.1A, paragraph 6j: In the acquisition, operation, maintenance, leasing, and disposition of physical assets, DOE elements, including NNSA, shall ensure that all applicable Federal, State, and local laws, regulations, and negotiated agreements are followed, and that safeguards and security as well as integrated safety management requirements and policies are followed.	Sections 2, Transition Activities–General Guidance; and 4.8.1, End-Point Development

3. TRANSITION PROGRAM

3.1 TRANSITION OBJECTIVES AND GOALS

Transition activities occur between operations[6] and disposition in a facility's life cycle. The transition phase begins once a facility has been declared or forecast to be excess to current and future DOE needs.[7] It includes placing the facility in stable and known conditions, identifying hazards, eliminating or mitigating hazards, and transferring programmatic and financial responsibilities from the operating program to the disposition program. Timely completion of transition activities can take advantage of facility operational capabilities before they are lost, eliminating or mitigating hazards in a more efficient, cost-effective manner. The transfer process from the operating program to the disposition program can take a considerable time, generally 2 years or more to ensure that required activities are appropriately identified, funding is available or obtained, and that stabilization is accomplished in a safe and efficient manner.

Key objectives and goals during facility transition include the following:

- an expeditious start of characterization (if required) and stabilization activities to eliminate or mitigate hazards, beginning with those that clearly should be done regardless of the subsequent mode of disposition;

- completion of characterization (if required) and stabilization activities (as defined in Sections 4.5 and 4.8), with priority given to the specified end-points for mitigation and removal of hazardous and radioactive materials and wastes;

- maximum use and effectiveness of current operations knowledge, personnel, and operating systems/programs to reduce the facility hazards, with emphasis placed on processes and systems for which the skills and knowledge required are unique;

- effective partnering among all involved parties (in particular, among the operating and disposition programs, field elements, and/or contractors); and

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6 Although facilities may have ceased operations, for the purposes of this guidance they are considered to be operational until they are declared or forecast to be excess. This clarification is provided to facilitate understanding the applicability of DOE G 430.1-5, *Transition Implementation Guide*, to excess DOE facilities that are in any condition of standby, shutdown, and/or abandoned.

7 On a case-by-case basis, there may be compelling programmatic reasons why a formal declaration of excess is not in DOE's best interest, and transition activities could begin if the facility is forecast to be excess, as identified in the Facilities Information Management System. Significant commitments should not be undertaken, however, when the status of the facility is not known.

- the seamless and integrated transfer of the facility from the operations phase to the disposition phase.

The time and effort required to achieve these goals at a facility will vary greatly based on the facility's current conditions, configuration, and status. Stabilization actions to eliminate or mitigate hazards (e.g., clean out runs of process systems) should receive the highest priority. Early stabilization actions are discussed in more detail in Section 4.5. For other activities, the stabilization end-point development process identified in Section 4.8 will ensure that activities are appropriately identified and planned for completion. Typical examples of early stabilization actions and stabilization end-point criteria include the following:

- As soon as large quantities of reactive chemicals (e.g., acid, etc.) in storage are no longer needed, they are either sold or transferred to another DOE user in their existing form or in accordance with other conditional agreements or stabilized (e.g., neutralized) and disposed of as waste.

- New nuclear fuel is sold or shipped to a DOE facility for recycling or dismantling.

- Unstable materials and/or wastes are stabilized, treated, and/or removed.

- The potential for fire/explosion from violent chemical reactions or nuclear criticality is reduced or eliminated.

- Tanks are emptied if they contain unstable or hazardous materials (or contain materials known to become unstable over time).

- A final process run is completed for all systems, lines, and other equipment that has potential for significant material holdup.

- Changes in configuration and status of systems and structures as a result of transition activities are reviewed against the safety basis. Revised controls are provided as appropriate to changed conditions.

- Barriers are installed and/or verified sufficient to prevent the spread of contamination.

- Appropriate safeguards and security are provided.

3.2 TRANSITION CASES

DOE facilities can broadly be grouped into three general categories (or cases):

EXCESS FACILITY FACT SHEET

INFORMATION PROVIDED BY:

Date Completed:

Name: Phone:

Title: E-Mail:

Address:

GENERAL FACILITY INFORMATION:

Facility Name/Number: _____ _____

Facility Type _____

FIMS ID Number _____

Site Location: _____

Area Name/Number: _____ _____

Facility Owner: _____

Number of Occupants: _____

Other PSO Users: _____

Facility Status (circle): Operating (In Use)
Non-Operating (Shutdown Pending Transfer)
Non-Operating (Shutdown Pending D&D)
Non-Operating (D&D in Progress)

Facility Condition: _____

Date to be Declared Excess: _____

Current Facility Use: (if none, state date when last used)	**Prior Facility Use** (if different):

Regulatory Drivers: (CERCLA, RCRA)	**Basis for Transfer: (examples)** ▪ High risk ▪ Immediate/near-term ES&H concerns ▪ Mission need – required to meet nuclear weapons complex reconfiguration ▪ Transfer and D&D would allow for smaller S&S zone
Identify the Current and Previous Authorization Basis Documents: **(Provide a copy of the current document)** Facility Hazard Classification: (i.e., Nuclear Cat 2 or 3, Radiological) Fissile Material Quantity: _____ >Minimum Critical Mass (MCM) _____ 1/3 MCM<x<MCM _____ 3%MCM<x<1/3 MCM _____ <3%MCM Identify Primary Radionuclides of Concern: Identify Primary Hazardous Materials of Concern:	**Planning Information: (Identify or provide budget documents)** Current Year Funding: ($000) Total _____ Operations _____ S & M* _____ Capital _____ Forecast Budget (Next FY): Total _____ Operations _____ S & M* _____ Capital _____ * Surveillance and Maintenance
Contaminated Media and/or Excess Materials List: ☐ A check in the box above indicates that the PSO intends to provide EM with a list of contaminated media and/or excess materials proposed for transfer.	Annual S&M Funding: _____ Order of Magnitude Total Cost for D&D**: _____ Order of Magnitude Completion Range for D&D (# of yrs)**: _____ ** Source: Active Facilities Database

POINTS OF CONTACT:

Field Office and Facility Representatives

Representing	Name	Phone	FAX	E-mail address
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Field Facility Representative				
Facility Contractor				