

ENVIRONMENTAL PROTECTION & WASTE SERVICES
FY 2001 - SELF ASSESSMENT PLAN ----- 1st Quarter Summary

Performance Objective	Linkage	Indicator	Assessment Method	Performance Goal	Performance Level	Frequency Or Date	Responsible Person	<u>STATUS</u>
Category 1 – Customer Focus								
Ensure Customer Satisfaction	PEP-2.3	Survey results	ESH&Q survey		Baseline	TBD	Skipper/Mezga	Note: Glowienka to develop for ESH&Q.
Annual Site Environmental Report (ASER)	PEP-2.3	Report published by Oct. 1	Schedule with milestones	Meet due date	Satisfactory or Needs Improvement	Annually	Skipper/Hughes	1999 ASER due on Oct 1, 2000 - completed satisfactorily on schedule. Schedule for 2000 in place.
Enhance/maintain Web Sites for EP&WS	PEP-2.3	Review of each service area quarterly/hits on Web sites	Periodically assess all for accuracy & completeness of information on Web Sites	Provide accurate & useful Web sites	Baseline	Quarterly	Ryon	Staff responsible for Web pages contacted in Dec. & asked to update (ongoing).. 1781 hits on EP Web Site end of 2000.
Continue effective liaison between TDEC, DOE-O and ORNL/DOE	PEP-2.3	Rating from interview responses	Feedback from DOE and TDEC (verbal/written)/ Interviews	No negative feedback	Baseline	Annually	Ryon	Contacted TDEC & DOE (Owsley & Belvin) - advised of plan to assess - Both recommended reassessment of activities.
Category 2 – Financial Performance								
Spending is consistent with projected budget	PEP-2.1	Overhead budgets are not being exceeded	Division & Organization Managers evaluate cost vs. budget	Maintain a positive variance	≤1%+variance=Outstd. 2-9%+variance=Exc. ≥10%+variance=Good Neg. var.=Marginal	Monthly	Div. Dir/Div. Mgrs/Chapman	Overall EPWS is within 2% costed, taking into account variances and RIFs (marginal).
Maintain constant rate	PEP-2.1	Rate remains constant	Comparison reports	Maintain a positive variance	≤1%+variance=Outstd. 2-9%+variance=Exc. ≥10%+variance=Good Neg. var.=Marginal	Monthly	Div. Dir/Div. Mgrs/Chapman	Positive variance of 1.6% through December.
Direct Charge % of total budget increases	PEP-2.3	Hours charged to non-EPWS overhead accounts	Comparison report based on hours charged in PALS/SAP	3% growth	≥6% growth=outstand. 3-5% growth=excellent 1-3% growth=good ≤0% growth=marginal	Quarterly	Chapman/Div. Dir./Div. Mgrs./GLs	WS has increased hrs by 10%. However, overall EPWS there has been a 2% decrease in hours. EP should steadily increase over next three months.
Category 3 – Staff Results								

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Increase Leadership Skills	PEP-1.3.1	PADs	Execute PADS	Establish and retain critical skills	Baseline	Annual	EPWS Managers	Completed PADS - results plans approved.
Staff Development	PEP-1.3.1	PADs	Execute PADS	Establish and retain critical skills	Baseline	Annual	EPWS Managers	Results Plans in place - some Leadership Training and mentoring in WS
Staff Satisfaction	PEP-1.3.3	Survey results	ORNL survey		Baseline	Annual	EPWS Managers	ORNL's Work Life Survey - All staff encouraged via email to participate (Dec.).

Category 4 – Organizational Effectiveness

Minimize # of reportable releases to the environment	PEP-2.2.3.4	# of reportable releases as reported in Occurrence Reports	Tracking, Operational Awareness, technical guidance	0	0 releases=outstanding 1 release=excellent 2 releases=good 3+ releases=marginal	Monthly	Skipper	1 reportable release in Dec. (excellent).
Minimize # of significant findings from inspections by regulators	PEP-2.2.3.4	# of findings	External inspections, timely reports, compliance w/required sampling, tech. revs.	0	0 findings=outstanding 1 findings=excellent 2 findings=good 3+ findings=marginal	Monthly	Skipper	0 as of Dec. 31, 2000 (none in EP or WS).
Minimize # reportable permit noncompliances	PEP-2.2.3.4	# of permit noncompliances	Env. sampling & analys., reporting, tracking	0	0 NC = outstanding 1-4 NC =excellent 5-8 NC = good 9+ = marginal	Monthly	Skipper	0 as of Dec. 31, 2000.
Fully characterized and certified wastes are delivered to Bechtel Jacobs and its contractor	PEP-2.2.3.4	Waste package rejection rate is minimized to the extent practicable	Rejections tracked	0 rejections	<1% = outstanding <2% = excellent <3% = good ≥3% = marginal	Monthly	Morgan	Outstanding.
Implement effective Pollution Prevention Program at ORNL	PEP-2.2.3.4	Invest a min.of \$250K of ORNL funds into pollution prevention projects that have a cumulative return on investment of >30%	Summary of approved activities funded during FY2001 meeting ROI requirement	Same as indicator	>\$300K = outstanding \$250-\$300 = excellent \$200-249K = good <\$200K = marginal	Annual	Michaud	1 significant and large pollution prevention program funded at this time (CMC) - anticipated to meet ROI requirement.
Effective EPO/ECR Program	PEP-2.3	Results from feedback sessions	Two Facilitated Feedback Sessions	Resolution of concerns within 1 mo.	Baseline	2/yr.	Skipper/E. Ryan	EPO Program Coordinator developed a draft plan to facilitate collection/ resolution of feedback from

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								customer divisions.
Development of Environmental Management System (SBMS)	PEP-2.3.4	Development of Environmental Management Systems description and procedure revision	Review project plan milestones	Accomplish deliverables according to plan	Completed pilot.	Quarterly	Dailey/EPWS Managers	Ongoing - Pilot scheduled to be completed 1/31/01.
Establish and Implement Chemical Management Center (CMC)	PEP-2.3	Receipt of items by 12/11/00	Tracking of items removed	12/11/00	Complete	Once	Michaud	Completed 12/11/00.
		Reduce by 30% the chemical items no longer needed by Lab in 2001	Compare baseline inventory to amount of excess chemicals removed from inventory	FY2001 - reduce inventory by 30% vs. 2001 baseline	TBD	Quarterly	Michaud	Indicator more clearly defined by 1/31/01. Progress made as items received in Dec.
Category 5 – Compliance								
Computer Security	PEP-2.3.2	100% trained	Tracking (DTO)	No training deficiencies	100%	Annual	Tull/Curbow	No deficiencies 1 st Qtr.
Radiation Control/Dose	PEP-2.3.3.3	Review of data from Bioassay	Tracking by RCO	ALARA		Quarterly	T. Anderson	Results received 4-6 weeks after quarter ends.
Provide Safe Work Environment	PEP-2.3	Results from Office Self-Inspections	Checklists	100% participation	90-100%=outstanding 80-90%=excellent 70-80%=good 60-70%=marginal	Semiannual	Ryon	Office/lab self inspections scheduled for 2 nd & 4 th qtr.
		Safety Meetings	Attendance	100% attendance		Various	Lewis/Skipper/Mezga	Marginal participation in quarterly safety meeting due to layoffs/holiday (11/29/00). 12 routine safety meetings in Env. Monitoring - routine POD (plan-of-day) meetings in WS each day.
		DSO Safety Inspections	Inspections	4	No significant problems	Quarterly	Lewis	Inspection 12/22/2000 - no problems . Emergency cards updated.
		Incidences	Tracking	0	Baseline	Annual	Lewis	1 incident on Dec. 13 (EP, female/thumb injury).

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Emergency Preparedness	PEP-2.3	Participation in Lab-wide drills	Evaluate level of EPWS participation	Full participation	90-100%=outstanding 80-90%=excellent 70-80%=good 60-70%=marginal	Annual	Emerg. Team Members/Ryon	Oct 2000 - Full Participation - will follow up quarterly.
Environmental Requirements	PEP-2.3	Status of 90-D areas and 120-D clock for LLW accumulation areas Timely/accurate regulatory reporting	Physical Inventory Tracking	No violations No delinquent reports	0 violations 0=outstanding 1=excellent 2=good >3=marginal	Weekly Quarterly	Larson EPWS Managers	No violations. 12 regulatory reports (1 late = Excellent).
Training & Qualifications	PEP-2.3	Provide beneficial & required training	Tracking by DTO	100% required training met	Satisfactory/ Needs improvement	As received from SAP	Tull/Curbow	Satisfactory.