



Savannah River Site Policy Manual

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INTRODUCTION

The development of this manual implements a set of policies that all Site (i.e., Savannah River Site) tenants are required to follow. Environmental Management (EM) has worked collaboratively with NNSA to prepare this manual. Currently, there is a lack of site-wide policies within key functional areas (e.g., Safety, Security, Integrated Mission Support, etc.) which has resulted in inconsistent Federal direction to Site tenants. This manual will improve unity of Federal direction, eliminate inconsistencies among contracts, and establish an appropriate level of integration among Site contractors to ensure efficient completion of missions.

The SRS Interface Management Team (IMT) has been chartered to oversee the establishment and maintenance of effective interfaces among SRS tenants and is comprised of senior level representatives from EM, NNSA, and representatives from the major DOE prime contractors at SRS.

ACRONYMS

AMIP	Assistant Manager for Integration and Planning
DOE-SR	Department of Energy Savannah River Operations Office
EDO	Emergency Duty Officer
EM	Office of Environmental Management
EMS	Environmental Management System
FIMS	Facility Information Management System
IMT	Interface Management Team
ISSM	Integrated Safety and Security Management
M&O	Management and Operating
NNSA	National Nuclear Security Administration
OEA	Office of External Affairs
PA	Public Address
RW	Remote Worker
SAS	Safety Alarm Signal
SRS	Savannah River Site
SRSOC	SRS Operations Center
SRNS	Savannah River Nuclear Solutions, LLC
SRR	Savannah River Remediation, LLC
STR	Subcontract Technical Representative

CHAPTER I – Interface Management Policy

This chapter establishes an integrated approach to the management and control of SRS tenant interfaces with the Management and Operating (M&O) Contractor in the multi-contractor environment at the SRS.

Department of Energy Savannah River Operations Office (DOE-SR) expects all tenants performing work at the SRS to reach agreement with the M&O on the exchange of services, interface boundaries, and responsibilities.

These agreements will be reached utilizing a disciplined approach as defined in the SRS Interface Management Plan. The plan will be maintained by the M&O Contractor. Each tenant will provide input to the plan annually and support the M&O in development of the lower tier interface agreements as defined in the Interface Management Plan.

Each tenant is expected to communicate topics that impact other tenants in a timely manner such that all tenant work scopes at SRS can be accomplished as scheduled. As such, each tenant will have a member on the SRS Interface Management Team (IMT) for the purpose of communications and integration of activities, as needed. The team members will support the monthly IMT meetings and work within its charter.

NOTE: Deviation from this policy requires approval by the Assistant Manager for Integration and Planning.

CHAPTER II – Remote Worker (RW) Requirements Policy

This chapter provides guidance to all DOE employees, contractor employees, and subcontract employees who may be engaged in work in a remote area within the boundaries of SRS. The objective of this policy is to ensure all personnel working in remote areas are accounted for and can be immediately notified of radiological and/or toxic chemical releases, severe weather, and other dangers or natural disasters affecting personnel safety. Additionally, this policy provides guidance for RWs to request emergency response from the Savannah River Site Operations Center (SRSOC) in case of injury or some other emergency occurring at their work site. This policy clarifies remote worker requirements to ensure Sitewide consistency and application of the RW process.

The safety and security of all personnel performing work and visiting SRS is the highest priority of DOE-SR management. This is achieved through the application of Integrated Safety and Security Management (ISSM) into all work activities; including those activities that occur in remote locations or areas. DOE-SR defines a Remote Work location as “an area where there is no Safety Alarm Signal (SAS) or Public Address (PA) capabilities. Persons in transit via site roadways to a locations or work site where SAS/PA is installed are not RWs. Persons in transit via site roadways to a location or work site where SAS/PA capabilities are not installed are RWs and must sign in with their appropriate dispatch center as a RW prior to departing for the remote area. All site employees and visitors will comply with the existing SRS RW procedure and must adhere to the following requirements when conducting activities in remote work areas.

A RW is responsible for:

- Obtaining a radio or alpha/numeric RW pager from the Radio Coordinator, designee or subcontract technical representative (STR) prior to performing work in a remote area. If an alpha/numeric pager is used, then a cellular telephone must also be taken to the field. Cellular telephones alone do not satisfy this requirement;
- Ensuring lines of communication are available (i.e., equipment in operating mode and powered up during work duration);
- Understand how the site grid maps are to be used when working in remote locations;
- In areas where grid locations are not available by landmarks or established work plans, utilizing a grid map to determine grid location;
- Testing radios and cellular telephones prior to deployment to field and immediately upon arrival at the remote location to ensure operability;
- Contacting dispatcher, to report grid location and status prior to departing for remote area and when exiting the remote area. If the remote location is a communications "dead zone" (radio/alpha/numeric pager/cell phone communication is unavailable), the dispatcher and supervision must be notified immediately upon leaving the remote area;
- Contacting dispatcher to report location and status in response to an emergency notification broadcast. This includes responding to the quarterly communications test;
- Using alpha/numeric pagers in conjunction with a cellular telephone in order to request SRSOC assistance if needed (e.g., fire, medical, or spill response);
- Returning radio or alpha/numeric pager and cellular telephone to issuer when no longer needed or at conclusion of contract;
- Reporting any problems with the communication device(s) to the issuer;
- Participating in quarterly RW communications test; and
- Reporting their name or RW party's name during the quarterly communications test by calling 725-CALL. If the RW does not have a cell phone the RW shall contact their dispatch center via radio and report their name or RW party's name.

NOTE: All site employees and visitors who conduct activities in remote work areas will comply with the existing SRS RW procedure that is maintained by the M&O contractor.

CHAPTER III – Severe Weather/Emergency Closure Policy

This chapter provides guidance to SRS employees concerning the actions Site employees are expected to take during severe weather events or other emergencies which may affect SRS. The policy also provides general definitions and outlines limiting Site access and early release for Site personnel based upon existing and anticipated weather events.

The safety and security of all personnel performing work and visiting SRS is the highest priority of DOE-SR management. This is achieved through the application of Integrated Safety and Security Management (ISSM) into all work activities. When hazardous or other emergency conditions occur during nonworking hours, the Manager, DOE-SR, will arrange to inform the Site of closings or approval for delayed arrival/unscheduled absence for Site employees. During working hours these announcements will be made by use of the Public Address System and Site email systems along with faxed communications to the various Facility Control Rooms. These announcements will also be provided to the local radio and television stations. Similarly, Site contractors and tenants will inform their affected employees in accordance with this policy. Additionally Employee Communications Bulletins will be provided on the SRS In-Site web page and via the internet at the SRS Web site WWW.SRS.GOV. Site employees are also encouraged to call 803-725-SITE (7483) to obtain the recorded information concerning severe weather events. Site employees should not contact the SRS Operations Center (SRSOC) for information related to office closings or delayed arrival/unscheduled leave. In the absence of an official closing announcement, it is each employee's responsibility to report for work. When inclement weather is predicted, employees are welcome to consult their respective supervisors for appropriate options within the framework of their Human Resource procedures and policies. Should a situation occur or be anticipated which may impact the normal business status of the site the SRSOC Emergency Duty Officer (EDO) will establish a conference call as specified by the SRS Site Management and Operating (M&O) contractor requirements. The SRSOC EDO will use the existing SRSOC checklist to contact the required members of the various site tenants who will make a recommendation to the DOE-SR Manager regarding the operations of the site. The Manager, DOE-SR, will select from the following options.

- **SRS is OPEN.** The Site will open on time, and all employees are expected to report for work as scheduled.
- **SRS is OPEN under a DELAYED ARRIVAL policy.** Employees should plan to arrive for work no more than xx hours after they would normally arrive.
- **SRS is operating under an EARLY DISMISSAL policy.** Employees should be dismissed by their Site contractor/tenant xx hours earlier than their normal departure time from work.”
- **SRS is CLOSED.** The Site is closed for Non-Mission Essential Employees.

NOTE: The term Mission Essential Employees refers to those employees whose services are vital and who must report to or remain at work in emergency situations when other employees are excused from duty. Contractors must identify their Mission Essential personnel. Contractors/tenants are given maximum flexibility to determine their Mission Essential Functions and required positions which are deemed Mission Essential Personnel. Each employee designated as a “Mission Essential Employee” has been, or will be, notified in writing of his or her status as a “Mission Essential Employee”. In addition to employees who are designated as “Mission Essential Employees” on a continuing basis, contractors/tenants may designate staff as Situational Essential Employees the term refers to a staff member who is not designated in advance and who is normally a Non-Essential Employee but who is critical to operations during a specific emergency situation. DOE-SR may determine that any employee's services are needed during a given emergency. Additionally, the term Emergency Responders is used to refer to Site employees who are deemed critical to respond to incidents and emergencies involving SRS such as fire, medical, and security. These personnel include assigned emergency response facility staff along with members of the SRS Emergency Response Organization (ERO). Incidents or emergencies might range from radiological emergencies to a potential or actual terrorist incident. Team members in a wide array of disciplines are designated and trained in advance, and activated as needed for specific incidents. These positions are designated with a red band on the side of the SRS Supplemental Badge which reads “EMERGENCY” and should not be confused with the term Mission Essential Employee.

CHAPTER IV – Workplace Safety, Health, and Security Policy

This chapter establishes a consistent sitewide approach to worker protection and security by incorporating safety, health and security into daily activities. Operations SRS shall be conducted in a manner that protects workers, the public, the environment, security assets and related materials.

The hallmark and highest priority of work activities shall be the protection of all workers and the integrity of the safeguards and security systems in place at SRS. This can best be achieved by implementing the principles of Integrated Safety and Security Management (ISSM) into work and planning activities. Fundamental to ISSM is the premise that all accidents and security incidents are avoidable through the identification and control of work hazards and security vulnerabilities. Management of work activities must begin with an analysis of all potentially hazardous situations and/or security risks. The recognition and correction of hazards and security risks as they arise must be a prerequisite of operations. Employees at all levels are responsible for workplace safety, health, and security. They must be involved in the structure and operation of the safety and health program as well as all aspects of security as it applies to their position. A tailored approach must be taken to effectively apply and gain maximum benefit and leverage from available safety, health and security resources. Accordingly, the following general guidelines shall be followed to facilitate the protection of workers and SRS security assets:

- Formally define the work and identify and implement appropriate standards and requirements.
- Analyze the hazards and security risks, and integrate safety, health and security planning with work planning to ensure that inherent safety and health hazards and security risks are identified and controlled during the planning phase, and as work progresses.
- Tailor safety, health and security resources and control measures to the nature, complexity, and hazards or security risks of the work, taking into consideration the experience and expertise of the organization and personnel performing the work.
- Involve workers with work planners, engineers, safety and security professionals, and others in the planning and development of work activities.
- Share lessons learned in order to enhance safety and security integrity through improved work planning and controls.
- Any worker who reasonably believes that his or her personal safety or the security posture of SRS is or has been jeopardized has a right to raise issues and refuse unsafe work without reprisal, harassment, or retaliation. Safety and security concerns should be raised first with one's supervisor, and then through established programs (e.g., Employee Concerns Program) should a satisfactory resolution not be achieved. Therefore, employers must ensure that employees understand and are permitted to exercise the following rights and responsibilities:

The right to quick resolution of unsafe work conditions and follow-up of security concerns;

The right and responsibility to participate in or be informed of hazard evaluation and control;

The responsibility to report concerns or violations;

The right to appropriate personal protective equipment (PPE) in accordance with established company/agency policies and procedures, and the responsibility to utilize appropriate PPE when necessary;

The right to safety and health information, as well as the security information required and permitted by their position;

The right to freely express concerns regarding safety, health and security issues without fear of reprisal;

The right to talk about safety and health issues with inspectors, attorneys, physicians, or the media without retaliation;

The right to talk about security risks and issues with management, inspectors, and security professionals without retaliation;

The right to participate in safety and health investigations and inspections;

The right to participate in security investigations within the scope of their position, their need to know and security clearance;

The responsibility to adhere to established health, safety and security standards, regulations and procedures, and;

The responsibility and authority to stop work to address identified safety concerns, changing conditions or security risks.

CHAPTER V – Real Property Assignment and Utilization Policy

This chapter defines requirements and expectations for the assignment, allocation, and efficient utilization of real property assets. Real property assets are defined as land and rights in land, ground improvements, utility distribution systems, and buildings and other structures, including prefabricated movable structures, such as Butler-type storage warehouses and Quonset huts, and house trailers with or without undercarriages.

The Site M&O Contractor has responsibility for managing the process for the assignment and utilization of SRS real property assets. Oversight of the process is provided by the DOE-SR Assistant Manager for Integration and Planning (AMIP). The M&O Contractor shall manage the process in accordance with Site procedures. The procedures shall specify the methods and requirements for requesting, assigning, allocating, transferring, and utilizing real property assets, and shall apply to all DOE organizations, contractor entities, and other tenants at SRS. For the purposes of this policy, the term "organization" refers to a Federal Office or Contractual entity, not an organization within a contractual entity (For example, Savannah River Nuclear Solutions, LLC; Savannah River Remediation, LLC; DOE-SR; National Nuclear Security Administration (NNSA) Savannah River Site Office; NNSA Nuclear Non-Proliferation; Savannah River Ecology Laboratory; Savannah River National Laboratory; WSI-Savannah River Site; United States Forest Service; etc.).

Site organizations may be assigned real property, portions of real property, or a particular set of real property for their use based on need. This assignment carries with it the requirement to provide timely support to the M&O Contractor including, but not limited to, the development and input of real property data required for the Facility Information Management System (FIMS) database and related structure as-built and utilization information.

As applicable, this assignment shall reflect the parameters, priorities, and long range planning interests of the Site established through DOE-SR AMIP. More specifically, requests from new or old tenants would initially come to AMIP for evaluation and setting of Site priorities for the allocation of real property assets. Upon completion of AMIP's evaluation, the processing shall be transferred to the M&O Contractor for execution per the Site procedure. As necessary, conflicts relating to assignment of real property shall be elevated by the M&O Contractor to the DOE-SR AMIP for resolution.

Organizations may not transfer real property to other organizations. Any transfer of real property from one organization to another is authorized and accomplished only by the M&O Contractor through the established assignment process. All transfer of real property from one organization to another must receive concurrence from DOE-SR and/or NNSA prior to the actual transfer and recording of the assignment. Programs which have funded construction of a facility, facility upgrades, facility decontamination, or are currently occupying a facility will not have the facility reassigned without the appropriate Program's concurrence, i.e., reassignment from Defense Programs to Environmental Management. Once assigned real property, organizations shall manage the internal configuration and utilization per the assigned organization's procedures.

Organizations assigned real property will be responsible for all related costs including, but not limited to, operating and maintenance costs until such time as the real property is reassigned through the established process. Real property assignments will be recorded and maintained by the M&O Contractor through their established processes. When assigned real property is no longer required, organizations shall make that property available to other site tenants in accordance with M&O Contractor's Site procedures.

CHAPTER VI – Environmental Management System (EMS) Policy

The purpose of this chapter is to implement sound stewardship practices which are protective of the air, water, land, and other natural, archaeological, and cultural resources potentially impacted by SRS construction activities and operations. This shall be accomplished through a consistent site-wide approach to environmental protection through the implementation of an EMS as part of the overall Integrated Safety Management System (ISMS). The EMS provides for the systematic planning, integrated execution, and evaluation of SRS activities for: (1) public health and environmental protection, (2) pollution prevention and waste minimization, (3) compliance with applicable environmental protection requirements and (4) continuous improvement of the EMS.

Recognizing that many aspects of construction activities and operations carried out at SRS may adversely impact the environment, the SRS policy ensures that all employees, contractors, subcontractors, and other entities performing work at SRS shall abide by the directives in this document. This policy defines the environmental goals and objectives of SRS and shall be available to the public. It shall be centrally maintained and updated as necessary to reflect the changing needs, vision, missions, and goals of SRS.

The EMS pursues and measures continual improvement in performance by establishing and maintaining documented environmental objectives and targets that correspond to the SRS vision, missions, and core values. The environmental objectives and targets shall be established for all relevant functions including Department of Energy Savannah River Operations Office (DOE–SR), National Nuclear Security Administration–Savannah River Site Office (NNSA–SRSO), Office of Fissile Materials Disposition (NNSA–OFMD), and all contractors, subcontractors, and other entities performing work at SRS for all activities having actual or potentially significant adverse environmental impacts.

Accordingly, DOE–SR, NNSA–SRSO, NNSA–OFMD, and all contractors, subcontractors, and entities performing work at SRS shall:

- Manage the SRS environment, its natural, archaeological and cultural resources, products, waste forms, and contaminated materials so as to eliminate or mitigate any threat to human health or the environment at the earliest opportunity.
- Develop policies, programs, procedures, and training to identify activities with significant environmental impacts; to manage, control, and mitigate the impacts of these activities; to establish environmental improvement goals and targets; and to assess performance and implement corrective actions as needed, to continuously improve processes and practices protective of the environment.
- Implement a pollution prevention program to reduce the generation of hazardous and non-hazardous waste, releases of effluents, and life-cycle waste management and pollution control costs.
- Implement available and emerging technologies, techniques and practices to enhance energy efficiency and energy management.
- Conduct construction activities and operations in compliance with all applicable federal, state, and local laws, statutes, regulations, executive orders, directives, guides and standards providing for the protection of public health and welfare and the environment.

CHAPTER VI – Environmental Management System Policy, Cont'd

- Work cooperatively and openly with appropriate local, state, and federal agencies, public stakeholders, and SRS employees to prevent pollution, minimize waste, achieve environmental compliance, conduct cleanup and restoration activities, enhance environmental quality, and ensure the protection of workers and the public.
- Design, develop, construct, operate, maintain, deactivate, and decommission facilities in a manner that shall be resource-efficient; that will protect and improve the quality of the environment for future generations; and will continue to maintain SRS as a unique national environmental asset.
- Recognize that the responsibility for quality communications rests with each individual employee and empower each employee with the responsibility to identify and communicate ideas for improving environmental protection activities and programs at SRS.
- Ensure the early identification of, and appropriate response to, potentially adverse environmental impacts associated with operations, including as appropriate, preoperational characterization and assessment; and effluent and surveillance monitoring.
- Promote the long-term stewardship of SRS's natural, archaeological and cultural resources throughout its operational, closure, and post-closure life cycle.

Adherence to and programmatic implementation of this policy shall be the responsibility of the DOE–SR, NNSA–SRSO, NNSA-OFMD, Savannah River Nuclear Solutions, Savannah River Remediation, Savannah River Ecology Laboratory, Shaw AREVA MOX Services, Parsons, Wackenhut Services Incorporated–Savannah River Site, the United States Forest Service-Savannah River, and the Savannah River Archaeological Research Program, all subcontractors, and other entities performing work at SRS.

CHAPTER VII – Perimeter Barricade Access Requirements Policy

This chapter establishes the SRS policy regarding site access at the perimeter barricades by employees and visitors. The objective of this policy is to clarify perimeter barricade access requirements to ensure consistency and enhance the safety and security of all personnel working and visiting the SRS.

The safety and security of all personnel performing work and visiting SRS is the highest priority of DOE-SR management. This is achieved through the application of Integrated Safety and Security Management (ISSM) into all work activities; including those activities that occur at all site perimeter barricades. First and foremost, the site perimeter barricades are work zones for the protective force personnel who conduct daily business at these locations. There are posted speed limits in all entry/exit lanes at SRS site barricades where work is being performed. It is expected that employees and visitors adhere to these posted speed limits for the safety of the workers and personnel in the area. Upon entry to the site, employees and visitors are required to present their badge for entry. If selected for a vehicle inspection, the driver should perform the following tasks:

- Pull over and put the transmission in “Park” (automatic)/ “First” or “Reverse” gear (manual);
- Turn the engine off and set the emergency brake;
- Exit the vehicle (driver and all passengers);
- Present valid driver’s license (driver) and vehicle registration and proof of insurance on car being driven. (In a Government vehicle, the driver is required to present a valid driver’s license; in a rental car, the driver is required to present a valid driver’s license and rental agreement; and for a newly purchased vehicle, a valid driver’s license and the Bill of Sale); and
- Open all compartments of the vehicle to include all doors, the glove compartment, the console and cargo compartments, the trunk and spare tire compartment, and if in a Government vehicle, the driver must open the hood of the vehicle.

If a compartment is not opened, Protective Force personnel will ask the driver to return to the vehicle and open the compartment. Additionally, all packages and hand-carried items such as briefcases, purses, lunchboxes, coolers, etc. will also be inspected. If an individual fails to comply with Protective Force personnel, becomes confrontational, has a vehicle compartment that cannot be opened for appropriate inspection, does not have appropriate vehicle documents, or possesses a prohibited item (items that are prohibited from SRS include weapons, simulated weapons, firearms, stun guns, ammunition and/or incendiaries, explosive materials/devices, chemical irritants, gasoline/diesel fuel, illegal drugs, drug paraphernalia, controlled substances, and/or alcoholic beverages), site access may be denied. **NOTE:** All occupants in vehicles operating on the SRS must wear seatbelts. Anyone wishing to operate a motorcycle on SRS must wear a helmet at all times.

Additionally, personally owned recreational vehicles (boats, campers/travel trailers, motor homes, cargo trailers, ATV’s/riding mowers, etc.) are not allowed to enter the SRS due to the significant time delays to conduct inspections of these larger nonessential vehicles, as well as safety concerns to the protective force personnel. An area in the 3/700 A area parking lot has been designated to allow site employees to park these non-essential vehicles. Employees must use the approved location for short-term parking according to the following process:

Employees must contact the WSI-SRS Law Enforcement Dispatcher, 5-2755, and request permission to park their boat, motor home or other recreational vehicle in the lower Augusta parking lot in 700-A (adjacent to Road 1). Vehicles are allowed to park in this area for up to 24-hours. The owner must contact the WSI-SRS Law Enforcement Dispatcher on the night or day before and provide a description of the vehicle, tag number, and date and time the vehicle will be in the parking lot. All vehicles are subject to inspection. Any vehicles parked in this location without prior notification/permission, or remaining on the property for more than 24-hours may be towed at owner’s expense.

CHAPTER VIII – Prohibition of Using Hand Held Electronic Devices While Driving

This chapter establishes the SRS policy that prohibits using a hand-held electronic device to communicate while driving on improved Site roadways. This Policy helps preserve the high level of safety of all personnel working and visiting onsite.

The safety and security of all SRS personnel and visitors is the highest priority of Department of Energy and SRS Contractor management. On October 1, 2009, the President issued Executive Order (EO) 13513 – Federal Leadership of Reducing Text Messaging While Driving. The EO is the basis for this Policy which prohibits the use of hand-held electronics while driving on improved Site roadways at the Savannah River Site.

Federal employees, contractors, subcontractors, vendors, visitors, and grant recipients and sub-recipients shall not engage in the use of hand-held electronic devices of any kind when operating any motor vehicle on improved Site roadways. Improved Site roadways are those of concrete, blacktop, or graded gravel unless located in designated construction areas. Active Policy enforcement on public access roadways (e.g., Highway 125, Highway 278, Deer Hunt road, and Road 1) is limited to those driving Government vehicles.

NOTE: The SRS Policy expands the scope of the Executive Order to include the use of hand-held electronic devices, such as, cell phones, PDA's, BlackBerrys, Palm Pilots, personal computers, hand-held GPS devices, pagers, etc. in the prohibition for drivers. The Policy does not prohibit the use of "hands-free devices," such as, Bluetooth phones, earpiece only phones, integral car cell phones, etc. However, because safety studies indicate that driving performance risk is also increased when using hands-free devices, employees are encouraged to limit such use of these devices while operating a motor vehicle on improved Site roadways. To avoid distractions when driving, it is best to find a safe place and pull off the roadway when using these devices.

This Policy applies to government employees, government contractors and subcontractors, affiliated support suppliers (vendors) and organizations (visitors), grant recipients and sub-recipients. Each federal agency contractor and Site entity shall develop appropriate procedures and processes (including the disciplinary actions for violations) to implement this Policy. This Policy applies to all Site employees when offsite on official duty, as well.

WSI-SRS Team officers at entrance gates observing individuals entering the Site who are in violation will inform them of the Policy. Drivers who have entered the Site and are stopped for a violation will be issued a Site Policy Violation Document. Personnel engaged in these activities while exiting SRS are also considered in violation of the Site Policy. Site Policy Violations will be reported in the Daily Activity Report for management officials to follow-up. The violator's supervisor, manager, or contracting officer is responsible for taking appropriate disciplinary action.

CHAPTER IX – Social Media Plan for External Communications

This chapter establishes the SRS policy to define and administer the social media plan for external communications at DOE-SR. SRS is adopting social media as a communication medium to better reach its various stakeholder groups in South Carolina and Georgia.

The scope of the social media plan includes web-based communications with various stakeholders and other interested parties. The anticipated audience for the social media applications is employees, community members, elected officials, media, retirees, our DOE and NNSA counterparts, as well as other government agencies SRS will make use of *Twitter*, *Facebook*, *Flickr* and *You Tube* to best reach these audiences. Additionally, SRS will incorporate the use of social media into its Emergency Public Information Program to enhance communication and monitor how communication is being perceived in the community.

The social media plan provides the means for the SRS to use various social media sites to publicize different site projects and activities. All information will be approved according to existing public release policies prior to publication on social media sites. The use of social media during an emergency will follow the SRS emergency response procedures for release of public information prior to posting.

DOE-SR OEA will be responsible for developing and maintaining the SRS sites on *Twitter*, *Facebook*, *Flickr* and *You Tube*. DOE-SR OEA will also be responsible for obtaining the appropriate approvals for postings prior to uploading the information to the social media sites. The social media sites will be tied to DOE-SROEA@srs.gov as this email address is already used for public requests for information and is accessible by multiple members of the DOE-SR OEA staff. The SRS social media plan for external communications is administered by DOE-SR OEA in conjunction with the SRS contractors' public affairs offices. The Social Media Plan will be reviewed annually by DOE-SR OEA and updated as necessary.

SOCIAL MEDIA SITES:

Twitter: Twitter is a real-time microblogging service through which users provide brief updates regarding themselves and any other relevant information. These updates, or "tweets," are no longer than 140 characters and can be sent and received by users via the Twitter Web site, text messaging, Really Simple Syndication (RSS) and applications such as [Tweetie](#) and [Twinkle](#). A user's text-based messages appear on his or her profile page, and are sent to other users, or "followers," who have signed up to receive them. Users can choose whose "tweets" they receive, when they receive them, and on what device. All information will be approved according to existing external release policies prior to publication on Twitter. Twitter will be used to direct followers to news releases or remind followers about different site activities and events. Additionally, this medium will be monitored if the Emergency Response Organization is activated.

SRS's Twitter Account: "SRSNews"

CHAPTER IX – Social Media Plan for External Communications, Cont'd

Facebook: Facebook is a social utility that facilitates sharing information within networks of followers. Facebook can be used to reach several audiences by using a combination of text, photos and videos. All information will be approved according to existing external release policies prior to publication on Facebook. Facebook is a larger platform that SRS can use to publicize community outreach activities. Facebook will showcase the different educational and community outreach events as well as some site events and activities. Additionally, this may serve as a place where SRS retirees will be able to reconnect with friends.

SRS's Facebook Account: "Savannah River Site"

Flickr: Flickr is a media sharing site where users can download pictures for use in publications or on websites. All photographs will be approved by OEA according to existing external release policies prior to publication on Flickr. Flickr will be used to develop an online photo library that may be used by media outlets for stories concerning SRS.

SRS's Flickr Account: "Savannah River Site"

YouTube: YouTube is media sharing site where users can watch videos that have been uploaded to the site. All videos will be approved by OEA according to existing external release policies prior to publication on YouTube. YouTube will be used to develop an online video library that may be used by media outlets for stories concerning SRS.

SRS's YouTube Account: "DOE's Savannah River Site"