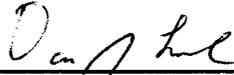


**U.S. DEPARTMENT OF ENERGY  
THOMAS JEFFERSON SITE OFFICE**

**SHUTDOWN AND RESTART AUTHORITY**

Prepared By:   
David Luke

Approved:   
James A. Turi, Manager  
Thomas Jefferson Site Office

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## SHUTDOWN AND RESTART AUTHORITY

### 1.0 OBJECTIVE

To establish requirements, guidelines and authority for stopping and restarting contractor work for cause, including imminent danger situations.

### 2.0 SCOPE

This procedure applies to TJSO personnel at the Thomas Jefferson National Accelerator Facility (TJNAF).

### 3.0 REFERENCES

- 3.1 JSA/DOE Contract - DE-AC05-06OR23177, Section F, FAR 52.242-15 STOP WORK ORDER (AUG 1989) (Alternate I) (APR 1984)
- 3.2 JSA/DOE Contract - DE-AC05-06OR23177, Section I Clause, DEAR 970.5223-1, "INTEGRATION OF ENVIRONMENT, SAFETY, AND HEALTH INTO WORK PLANNING AND EXECUTION."
- 3.3 DOE Order 420.2B, SAFETY OF ACCELERATOR FACILITIES, dated July 5, 2005.
- 3.4 TJNAF ENVIRONMENTAL SAFETY AND HEALTH MANUAL, Section 3330, Stop-Work Orders

### 4.0 RESPONSIBILITIES

#### 4.1 Manager

- 4.1.1 Ensure TJSO employees have the authority to "Stop Work" for the situations described in this procedure. The Site Office Manager shall ensure that contractors and subcontractors are aware that TJSO employees have this authority and that this authority covers all work performed by the contractor and subcontractor.
- 4.1.2 Approve a "FAR CLAUSE - STOP WORK", and thus formally direct the contractor to "Stop Work".
- 4.1.3 Authorize restart of activities after a FAR CLAUSE - STOP WORK.
- 4.1.4 Notify DOE Office of Science of TJSO "Stop Work" actions.

#### 4.2 TJSO Employees:

- 4.2.1 Every DOE employee has the authority and responsibility to stop work for those conditions discussed in Section 5.1 of this procedure.

- 4.2.2 Be knowledgeable of TJNAF ENVIRONMENTAL SAFETY AND HEALTH MANUAL (TJNAF ES&H Manual), Section 3330, Stop-Work Orders.
- 4.2.3 Promptly notify appropriate TJSO and Laboratory management of any situation that could (or did) warrant TJSO engagement in a “Stop Work” situation.
- 4.2.4 Provide technical assistance to TJSO management in response to shutdown/restart situations (e.g., recommend conditions for restart, DOE expectations, etc.).

#### 4.3 Contracting Officer

- 4.3.1 Issue a FAR CLAUSE - STOP WORK” and provide contractual guidance.
- 4.3.2 As discussed in FAR 52.242-15, “Stop Work” Order, only a Contracting Officer can “...stop work or shut down facilities for reasons other than harm or imminent danger to the environment or health and safety of employees and the public”.

### 5.0 PROCEDURE

- 5.1 TJSO employees have the authority and responsibility to “Stop Work” in the following instances:
  - 5.1.1 Conditions exist that pose an imminent danger to the health and safety of workers or the public.
  - 5.1.2 Conditions exist, that if allowed to continue, could adversely affect the safe operation of, or could cause serious damage to, a TJNAF facility.
  - 5.1.3 Conditions exist, that if allowed to continue, could result in the release, from the facility to the environment, of radiological or chemical effluents that exceed regulatory limits.
- 5.2 When a situation described above occurs:
  - 5.2.1 First, make reasonable attempts to convince the contractor/subcontractor to stop their own work activities.
  - 5.2.2 Second, if the above attempt is unsuccessful or the matter is too urgent, “Stop Work” in accordance with Section 3330 of the TJNAF ES&H Manual (referred to as JLAB - STOP WORK in this procedure).
  - 5.2.3 Third, if the results of utilizing the JLAB – STOP WORK process is unsatisfactory (or a JLAB - STOP WORK is not applicable to the situation), immediately advise TJSO management of the situation and recommend a course of action, possibly including formally stopping work via a FAR

52.242-15 Stop Work Order (referred to as FAR CLAUSE - STOP WORK in this procedure).

5.3 TJSO utilization of JLAB STOP - WORK.

- 5.3.1 TJNAF's stop work process is located in Section 3330 of the TJNAF ES&H Manual. DOE personnel are explicitly authorized to use this process to "Stop Work". TJSO personnel are trained on the JLab "Stop Work" process via mandatory the ES&H Orientation training.
- 5.3.2 If TJSO desires to authorize or concur on the restart of the shut-down activity, TJSO must convey it's expectations to JLab, since the JLAB - STOP WORK process does not include this requirement.
- 5.3.3 Any "Stop Work" situations involving TJSO personnel should be promptly communicated to TJSO management.
- 5.3.4 If TJSO usage of a JLAB - STOP WORK is executed, TJSO should reference Section I Clause, DEAR 970.5223-1, "INTEGRATION OF ENVIRONMENT, SAFETY, AND HEALTH INTO WORK PLANNING AND EXECUTION", which formalizes all DOE employees authority to stop work at any time "...the contractor's acts or failure to act causes substantial harm or an imminent danger to the environment or health and safety of employees or the public". [This DEAR 970.5223-1 authority is discussed in section F.4 of FAR 52.242-15, Stop Work Order.]

5.4 TJSO utilization of FAR CLAUSE - STOP WORK.

- 5.4.1 The requirements for invoking a FAR CLAUSE - STOP WORK are located in Appendix 2, FAR 52.242-15 Stop Work Order.
- 5.4.2 In addition to previously mentioned reasons for issuing a "Stop Work" order, A FAR CLAUSE - STOP WORK may be issued to stop work due to other reasons, such as financial or programmatic concerns.

5.5 Safe Configuration. Implicit in all imminent-hazard stop-work discussions in this procedure is that the activity of concern may have to be placed in a safe configuration prior to shutting down. Unnecessary cost or greater risk to personnel can sometimes result when shutting down an activity too quickly. Additionally, for prolonged shutdowns, steps may have to be taken to ensure the activity remains in a stable configuration (e.g., monitoring of chemicals, regular walk-downs of work areas).

5.6 Accelerator Safety

- 5.6.1 In accordance with DOE O 420.2B, "SAFETY OF ACCELERATOR FACILITIES, if an activity violates the Accelerator Safety Envelope, the activity must be terminated immediately (taking into account Section 5.5, Safe Configuration) and the activity must not recommence before DOE has

been notified.

- 5.6.1.1 TJSO shall communicate to JLab any additional conditions for restart, such as DOE restart approval.
- 5.6.1.2 TJSO shall monitor restart activities and verify proper investigation and corrective actions are implemented.
- 5.6.2 Office of Science (SC) cognizant Secretarial Officer has restart approval authority for any accelerator facility activity after a shutdown ordered by the SC Director or designee, due to an unreviewed safety issue, violation of an ASE, or other safety concern (reference section 5.a(2) of DOE O 420.2B).
- 5.6.3 Site Office Manager or designee has restart approval authority for any accelerator facility activity after a shutdown ordered by TJSO, due to an unreviewed safety issue, violation of an ASE, or other safety concern (reference section 5.b(5) of DOE O 420.2B).

**DEFINITIONS**

**FAR CLAUSE STOP WORK:** Formally stopping JLab work, including subcontractors, following the process, deadlines, and requirements found in FAR 52.242-15, Stop Work Order.

**JLAB STOP WORK:** Stopping work utilizing the process described in Section 3330 of the TJNAF ES&H Manual.

**Imminent Danger:** Any condition or practice such that a hazard exists that could reasonably be expected to cause death or serious physical harm to employees (permanent or prolonged impairment of the body or temporary disablement or requiring hospitalization), unless immediate actions are taken to mitigate the effects of the hazard and/or remove employees from the hazard.

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Section F**F.3 FAR 52.242-15 Stop Work Order (AUG 1989) (Alternate I) (APR 1984)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either --
- (1) Cancel the stop-work order; or
  - (2) Terminate the work covered by the order as provided in the Termination clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected, and the contract shall be modified, in writing, accordingly, if --
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

**F.4 Stop Work and Shutdown Authority**

Section F Clause, FAR 52.242-15, "Stop Work Order," allows only the Contracting Officer to stop work or shut down facilities for reasons other than harm or imminent danger to the environment or health and safety of employees and the public.

Due to the immediate need to stop work due to situations where the Contractor's acts or failures to act present an imminent danger to the environment or health and safety of

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Section F

employees or the public, any DOE employee may exercise the stop work authority contemplated in Section I Clause, DEAR 970.5223-1, "Integration of Environment, Safety, and Health Into Work Planning and Execution."

**F.5 Principal Place of Performance**

The principal place of contract performance is at the site of the Thomas Jefferson National Accelerator Facility (TJNAF) (otherwise known as Jefferson Lab) in Newport News, Virginia.