

## **I-1 Appendix E Extension Request Operating Instructions**

The following delineates the operating instructions to be followed by the DOE Core Team managers when they are requesting extension approval for a Federal Facility Agreement (FFA) Appendix E milestone. FFA Section XXX, "Extensions," is understood to be the basis for each extension request, and these operating instructions are supplied to support that section.

1. As soon as the need to revise an Appendix E milestone is identified, it should be communicated to the appropriate Tennessee Department of Environment and Conservation (TDEC) and Environmental Protection Agency (EPA) Core Team manager either by conference call or at a working group meeting.
2. DOE will follow up this verbal request with a written request to the EPA and TDEC FFA Project Managers. The written request should contain (a) the document and date requiring the extension, (b) the new proposed date if it can be determined, (c) justification supporting the extension (Section XXX.B), (d) any related schedule changes that would be affected by the extension, and (e) project implementation strategy. The contents of this letter are attached to the Operating Instruction. If the request is for a post-ROD primary document, the affected Regulatory Document Milestone Log will be appropriately updated, on the contractor provided shared server, to reflect all relevant forecasted changes prior to the submittal of the request.
3. TDEC and EPA must respond in writing within 14 days of receipt of the written request. Failure by EPA or TDEC to respond within the 14-day period shall be deemed to constitute concurrence with the requested extension.

If consensus is not received with respect to the justification or the scheduled extension, any of the parties may seek and obtain a determination through the dispute resolution process. The parties have 14 days in which to invoke dispute resolution once a statement of nonconcurrence with the requested extension is received.

4. Upon concurrence of the extension, work proceeds to the new schedule. As specified in the FFA, if dispute resolution is invoked, any applicable stipulated penalties will be tolled until a decision is reached on whether the requested extension is approved. If the extension is denied, penalties may be assessed and may accrue from the date of the disputed schedule.
5. The DOE, EPA, and TDEC FFA Project Managers will formally approve the modification to the FFA Appendix E and/or address the disputed extension request at the next scheduled FFA Project Managers' meeting.
6. Approved Appendix E D1 milestone extension changes will be made available in Excel on the contractor shared server within the FFA folder for the Appendix E. The Regulatory Document Milestone Log will be kept updated monthly by the contractor in the same shared server FFA folder as an Excel file. Once the Appendix E change is

approved, any affected Responsibility Project Schedules will be updated and made available to the core team members via the shared server within 2 months of the approved change.

Thirty (30) calendar day extensions are available to DOE (Section XXI.C.6) for the resolution of comment period and development of the D2 primary document upon written notification by the FFA Project Manager to the TDEC and EPA Project Managers.

### **Extension Request Form Letter**

**TO: EPA/TDEC FFA Project Managers**

**SUBJECT: Federal Facility Agreement Milestone Modification Request for Specific Project Title**

**Introduction: Brief description of basis for modification request per FFA Section XLI for requests related to Appendix E D1 milestones or for any other extension request per FFA Section XXX.**

#### **SCHEDULE AND DATE THAT IS SOUGHT TO BE EXTENDED**

**Identify the document and affected date.**

#### **LENGTH OF EXTENSION SOUGHT**

**Identify the duration (in days) of the delay and the requested new date.**

#### **GOOD CAUSE(S) FOR EXTENSION**

**Identify the Section XXX.B category(ies) of good cause(s). Provide a thorough description of the specific nature of the events that demonstrate:**

- 1). Cause for delay
- 2). Length of delay

#### **RELATED SCHEDULES IMPACTED IF EXTENSION GRANTED**

**Identify the subsequent scheduled activity, the impacted dates, and the new dates requested. The duration of the delay for related schedules must be described and justified. This section should state that no subsequent milestones are affected if there are no related schedule impacts.**

#### **DESCRIPTION OF PROJECT IMPLEMENTATION STRATEGY**

**As appropriate, this section should describe how the issues necessitating an extension to the project schedule can be managed to avoid further project delays. This section should reference the enclosed project implementation schedule and briefly describe any changes to the project schedule affecting Core Team coordination.**

**Signature:     Appropriate DOE Team Leader  
                  DOE FFA Project Manager**

