

Operating Charter: SRNL Conduct of R&D Board

MISSION STATEMENT

The Conduct of R&D (Research and Development) Process for the SRNL was established in 1998 as the centralized method to perform hazards assessments associated with scholarly and scientific investigations within a creative yet disciplined structure. The Conduct of R&D Process implements the principles of Integrated Safety Management within SRNL. The Conduct of R&D Board serves the Laboratory community by providing centralized oversight of that Process.

GOALS

- Serve as the champions and as role models for the Conduct of R&D Process within the Laboratory.
- Promote and nurture a sense of ownership for the Process by SRNL personnel.
- Monitor the implementation of the Conduct of R&D Process as the structure for the Integrated Safety Management System within the research community.
- Improve the professional reputation and business efficiency of SRNL.

MEMBERSHIP

The Conduct of R&D Board functions under the oversight of the SRNL Operations Council.

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| • Management Champion: | SRNL Director |
| • Sponsor: | Operations Council Executive Committee |
| • Board Chair: | Appointed by SRNL Director |
| • Safety Programs Liaison: | SRNL Safety Programs Manager |
| • Facility Representative | Facility Engineering Manager |
| • Board Members: | Managers and Researchers |

The Safety Programs Liaison provides a “daily perspective” of balanced interests between the research community, the SRNL Operations Council, and the Office of the Director. The Facility Representative provides continuity with the Laboratory Operations Department.

Board members come from a cross-section of the Laboratory. The membership varies to ensure participation from the distinct competencies of the research and business community. Appointment is approved through the Board Chair with consultation from the Executive Committee of the SRNL Operations Council. Membership always includes a representative from the Quality Assurance Department and from Business Management

since integrations of these functions provides critical elements for healthy conduct of R&D.

Membership on the Conduct of R&D Board is both a distinct privilege and a critical professional duty. Individuals selected for these positions represent a knowledgeable core of the diverse working culture that is the spirit and source of SRNL's enduring success.

RESPONSIBILITIES

Sponsor

- The Director provides the overall direction for ensuring implementation of the Integrated Safety Management System and the Conduct of R&D Process within the Laboratory.

Board Chair

- Supervises the routine actions of the Board.
- Conducts meetings, establishing the agenda and current activities of the Board.
- Coordinates Board activities with the Director.
- Provides updates to the SRNL Operations Council as scheduled.
- Provides periodic updates to the Director on his impressions of the Board's progress.

Safety Programs Liaison

- Serves as Liaison to the Executive Committee of the SRNL Operations Counsel.
- Monitors the success of the Board and the research community in meeting the intent of the Conduct of R&D Process.
- Counsels the Board Chair on directions, goals, and effectiveness of the actions by the Board and the Chair.
- Represents the Board Chair when schedule conflicts prohibit attendance at key functions.

Board

- Monitor Conduct of R&D implementation, and identify and collect Conduct of R&D issues. Such issues might include proposed changes to the document or questions and concerns about implementation practices.
- Create and lead ad hoc teams to address Conduct of R&D issues. In cases where an identified issue merits special attention, the Conduct of R& D Board can charter a team to develop a solution.
- Maintain regular communications with the Operations Council and Operations Council Executive Committee on implementation and status of Conduct of R&D in SRNL

- Conduct an annual review of the Conduct of R&D Manual to determine if new requirements, changes in supporting documents, or new information have made a revision necessary. The results of this review and a recommendation regarding revision of the manual will be communicated to the SRNL Operations Council.
- Revise the Conduct of R&D Manual in accordance with the direction of SRNL Operations Council or the SRNL Staff.

Members

- Represent the distinct interests of their organizations in Board activities.
- Seek to improve their individual behaviors as role models for the principles of the Conduct of R&D Process.

PRACTICES

The Board will meet periodically – nominally on a monthly schedule – to conduct business.

The Board provides maintenance for the Conduct of R&D Manual [WSRC-IM-97-00024] which codifies the implementation process. Similarly, the Board oversees the electronic version of the manual used in daily operations.

Serve as the Review Committee for Procedure 7.02, Administration of Conduct of Research and Development-Integrated Safety Management Hazard Assessments, SRNL Procedure Manual L1.

Maintain the key operating procedure – Control of Technical Work, Procedure 7.10, SRNL Procedure Manual L1 – that links the research community to the site Conduct of Operations practices and procedures.