

Subject Area: **Facility Use Agreements**

**Contents: Facility Use Agreements**

Effective Date: **January 2000**

Point of Contact: [FUA Steward](#)

Section	Overview of Content (see section for full process)
<a href="#">Introduction</a>	
<a href="#">1. Establishing a Facility Use Agreement</a>	<ul style="list-style-type: none"> <li>• Identify occupant groups.</li> <li>• Collect building technical information and enter into FUA template.</li> <li>• Incorporate stakeholder comments and obtain approvals.</li> <li>• Publish FUA in SBMS.</li> </ul>
<a href="#">2. Introduction of New Activities, Change Control, and Administration of Facility Use Agreements</a>	<ul style="list-style-type: none"> <li>• Obtain concurrence and organizational support for processing FUA change request.</li> <li>• Prepare FUA Change Analysis Basis Document.</li> <li>• Revise FUA and route it for review and approval.</li> <li>• Publish in SBMS.</li> </ul>
<a href="#">3. Terminating a Facility Use Agreement</a>	<ul style="list-style-type: none"> <li>• Return assigned space.</li> <li>• Request status change for space.</li> <li>• Remove FUA from SBMS.</li> </ul>
<a href="#">Definitions</a>	
<b>Exhibits</b> None	
<b>Forms</b> <a href="#">FUA Change Analysis Basis Document</a>	
<a href="#">Facility Use Agreement Instructional Template</a> (*Limited Access)	
<a href="#">Facility Use Agreement Production Template</a> (*Limited Access)	

## Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area may or may not contain reporting obligations. See the subject area until obligations are listed here.

## References

[ES&H Standard 1.3.5, Planning and Control of Experiments](#)

[ES&H Standard 1.3.6, Work Planning and Control for Operations](#)

[Facility Hazard Categorization](#) subject area

[Facility Use Agreements](#) home page (\*Limited Access)

[SPI 5-13, Building Manager Program](#)

\*Access Limited to Staff and Authorized Guests

## Standards of Performance

Facility configurations, operating envelopes, and the design basis shall be documented and controlled.

Each facility shall have a defined business mission and defined operating boundaries to govern work assignments.

All staff shall conduct work within the facility-specific operational boundaries specified in Facility Use Agreements.

## Management System

This subject area belongs to the **Facility Operations** management system.

[Back to Top](#)

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Subject Area: **Facility Use Agreements**

### Introduction: Facility Use Agreements

Effective Date: **January 2000**

Point of Contact: [FUA Steward](#)

This subject area describes the procedure to prepare a Facility Use Agreement (FUA) and the procedures that are required for approval, change control, and termination of an FUA. Facilities requiring FUAs were initially identified and their scopes were developed using the following criteria:

1. Consideration was initially necessary if a structure has a BNL building number. Consideration was also necessary if any of the conditions in Paragraph No. 2 below exist. Facilities that have been decommissioned or are scheduled for decommissioning were excluded because they are either shutdown or have a detailed plan which can substitute for an FUA.
2. An FUA was prepared if one or more of the following conditions existed:
  - Building occupancy by BNL staff, users/guests, or contractor staff
  - Programmatic equipment or other support equipment was contained within
  - Hazardous environment or hazardous material was contained within
3. It is the intent of Laboratory management to have an FUA for each facility/building. Facilities may be combined into common FUAs if the operational safety envelope and the facility management responsibility and accountability are identical and in close proximity to each other.

The FUA development procedure makes use of the [Facility Use Agreement Instructional Template](#) (\*Limited Access) and the [Facility Use Agreement Production Template](#) (\*Limited Access) which have been prepared, reviewed, and approved by cognizant BNL staff. The templates illustrate the form and content of FUAs.

The procedures to introduce new work and/or change an FUA are provided. The need for revision to an FUA may be identified through any of the following activities:

- Project Planning
- [ES&H Standard 1.3.6, Work Planning and Control for Operations](#)
- [ES&H Standard 1.3.5, Planning and Control of Experiments](#)
- Changes in Occupants and/or Activities
- Requests from the Occupants through their Facility Level 2 Manager.

A check has been built into Project Planning (see BNL Form 500A), Work Control (see Work Permit Form BNL F3093), and the Experimental Planning Process to determine if the associated FUA is affected by the proposed activity.

The [Building Manager Program](#) plays an integral role in facilitating the FUA process.

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Find Subject Areas:    Index    Categories    Alpha

[Show Side Menu](#)    Search Subject Areas & Legacy Documents:

Subject Area: **Facility Use Agreements**

**1. Establishing a Facility Use Agreement**

Effective Date: **January 2000**

Point of Contact: [FUA Steward](#)

## Applicability

This information applies to Facility Level 2 Managers, Building Managers, and subject matter experts (SMEs).

## Required Procedure

A Facility Use Agreement (FUA) must be established for each facility to define the capabilities and processes that are in place within a facility and to ensure that the identified hazards are controlled within the confines of the facility or immediate work location.

**Note:** This subject area places responsibility for FUA changes on the Building Manager. However, Department Chairs/Division Managers may chose to assign other staff members to fulfill these FUA-related responsibilities.

<b>Step 1</b>	The Building Manager or other designated staff member identifies the occupant organizations from whom information will be solicited.
<b>Step 2</b>	<p>The Building Manager</p> <ul style="list-style-type: none"> <li>identifies by name and organizational affiliation the resident technical and support groups, the Facility Level 2 Manager, and other managers (if applicable) responsible for work activities, and the staff in the building</li> <li>formally requests occupant work scope descriptions or mission statements from occupant groups through the Facility Level 2 Manager or organizational point-of-contact.</li> </ul> <p><b>Note:</b> Occupant work scope descriptions should not provide information that could possibly compromise the control or protection of DOE or BSA assets.</p>
<b>Step 3</b>	The Building Manager collects the building technical (as-built/as-delivered) "utilities" information from Plant Engineering. (Assistance from Plant Engineering and other support services representatives is requested as needed for the collection of this data.)
<b>Step 4</b>	The Building Manager assembles the requisite FUA information (e.g., radiological sources, physical hazards, environmental data, operational safety agreements) from his/her own organization, using their assigned <a href="#">Support Services</a> representatives as necessary.
<b>Step 5</b>	<p>The Building Manager assembles all information into the <a href="#">FUA Production Template</a> (*Limited Access), producing the first draft of the document.</p> <p><b>Note:</b> Configuration control over the FUA template is maintained by SBMS staff as part of their commission to support FUA production and delivery. All linked websites must have configuration control</p>

	control.
<b>Step 6</b>	The Building Manager provides the document to all stakeholder representatives (e.g., occupant organizations and appropriate support services divisions) in the facility for review of necessary content, self-consistency, and technical accuracy.
<b>Step 7</b>	The Building Manager collects stakeholder input and reconciles comments obtained from the stakeholder review of the initial draft document.
<b>Step 8</b>	<p>The Department Chairs/Division Managers, respective Associate/Assistant Laboratory Directors, the Assistant Laboratory Director for Facilities &amp; Operations, and the Deputy Director for Operations sign the FUA indicating approval or concurrence. The approval process is coordinated by the <a href="#">FUA Steward</a>.</p> <p><b>Note:</b> Organizations with staff occupants conducting substantive and unique (stand-alone) work activities within a given building will be asked to sign the FUA. Organizations with minimal staff occupancy, and where the primary purpose of the activity conducted is in direct support of another occupant organization, will not be asked to sign the FUA, but rather, will be incorporated under the "umbrella" of the organization they directly support.</p>
<b>Step 9</b>	The FUA Steward formally publishes the FUA document via the SBMS and files the original document with the Facility Operations Management System Steward. See the <a href="#">Facility Use Agreements</a> home page (*Limited Access).

## References

[Facility Use Agreements](#) home page (\*Limited Access)

[FUA Production Template](#) (\*Limited Access)

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| [Continue to Next Page](#) |

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Subject Area: **Facility Use Agreements**

## 2. Introduction of New Activities, Change Control, and Administration of Facility Use Agreements

Effective Date: **January 2000**

Point of Contact: [FUA Steward](#)

### Applicability

This information applies to all occupants of facilities where Facility Use Agreements (FUAs) are required to be in place.

### Required Procedure

All activities must be conducted within the operational safety envelope of the facility.

<b>Step 1</b>	<p>Any staff member conducting new work must determine if a proposed activity requires a revision to an FUA.</p> <p><b>Note:</b> All work must be conducted within the existing operational safety envelope (OSE) of the FUA. If an activity or proposed activity does not fit within the existing OSE of the current FUA, then the FUA must be revised.</p>
<b>Step 2</b>	<p>The staff member contacts their respective Building Manager to discuss the identified/required change and obtain his/her concurrence and organizational support for processing an FUA change request.</p> <p><b>Note:</b> The Facility Level 2 Managers and the Building Managers are the designated organizational representatives of the facility occupant groups, and as such review individual change requests to ensure they are necessary, appropriate, and are substantiated by organization-wide needs. They may also initiate discussions leading to modifications of the FUA for changes related to operational boundary conditions, support services, and/or facility need.</p>
<b>Step 3</b>	<p>The staff member prepares an <a href="#">FUA Change Analysis Basis Document</a> for the change to the FUA, identifying</p> <ul style="list-style-type: none"> <li>• the specific change being requested (which FUA, which section, what new wording, etc.)</li> <li>• the basis of need for the change (i.e., why is the change required)</li> <li>• an analysis of impact of the change, if implemented.</li> <li>• any other affected documents (e.g., Emergency Response Run Cards, Local Emergency Plans).</li> </ul> <p><b>Note:</b> In preparing the change request, discussion with the respective Building Manager is required. The Building Manager will serve as a resource to ensure that the activity can be conducted within the operational boundary. This discussion is especially important where radiological or chemical boundaries may be exceeded by summing amounts from several activities or rooms, or where the activity may have an impact outside the room where the activity is planned. For further information, see the <a href="#">Facility Hazard Categorization</a> subject area.</p>

	is planned. For further information, see the <a href="#">Facility Hazard Categorization</a> subject area.
<b>Step 4</b>	<p>The staff member</p> <ul style="list-style-type: none"> <li>• signs the completed <b>change request</b></li> <li>• obtains approval or concurrence signatures from all pertinent SMEs, the Building Manager, and his/her line manager</li> <li>• submits the change request to the Facility Level 2 Manager.</li> </ul>
<b>Step 5</b>	<p>The Building Manager</p> <ul style="list-style-type: none"> <li>• reviews the change request and resolves any questions</li> <li>• recommends approval to the Facility Level 2 Manager</li> <li>• notifies the staff member that work can proceed as documented in the approved change request</li> <li>• initiates actions resulting in a revised FUA.</li> </ul> <p><b>Note:</b> If hazardous materials are being introduced into a building whose FUA does not permit their presence, the Facility Level 2 Manager will review, analyze, and approve the Change Analysis Basis request.</p>
<b>Step 6</b>	<p>The Building Manager routes the revised <b>FUA document</b> for review and concurrence/approval by all signatories.</p> <p><b>Note:</b> Revisions and new work that result in major changes (i.e., changes to the operational safety envelope) to an FUA shall be signed at the same organizational level as the original FUA, and the entire document shall be reissued. Minor changes (e.g., simple grammatical changes, staff personnel responsibility changes, and obvious error corrections) shall be signed as indicated in Step 4 above.</p>
<b>Step 7</b>	<p>The Building Manager</p> <ul style="list-style-type: none"> <li>• turns over the approved, revised FUA to the <a href="#">FUA Steward</a> for processing and delivery to the SBMS Administration</li> <li>• coordinates the update of other affected documents (e.g., Emergency Response Run Cards, Local Emergency Plans)</li> </ul>

## References

[Facility Hazard Categorization](#) subject area

| [Go to Previous Page](#) | [Continue to Next Page](#) |

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Subject Area: **Facility Use Agreements**

### 3. Terminating a Facility Use Agreement

Effective Date: **January 2000**

Point of Contact: [FUA Steward](#)

## Applicability

This information applies to all occupants of facilities where Facility Use Agreements (FUAs) are required to be in place.

## Required Procedure

<b>Step 1</b>	All facility occupants return assigned space by written notification from Department or Division Administrative Management to the Infrastructure Management Office of Plant Engineering.
<b>Step 2</b>	Plant Engineering transfers the facility to an unoccupied standby condition or removes it from occupant organizations accountability through Facility Space Management. This is accomplished once the space is vacated, all assets are removed, and the building no longer contains the hazards for which the FUA governed.
<b>Step 3</b>	The Facility Level 2 Manager terminates the FUA by processing a request to SBMS Administration directing that the FUA be removed from production and delivery.

| [Go to Previous Page](#) |

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Subject Area: **Facility Use Agreements**

**Definitions: Facility Use Agreements**

Effective Date: **January 2000**

Point of Contact: [FUA Steward](#)

Term	Definition
Facility Level 2 Manager	Department Chair/Division Manager that occupies the largest area in a facility and/or provides the Building Management responsibility.
operational safety envelope	The limits and controls placed on personnel activities, materials, and equipment. The limits and controls are typically defined by Safety Analysis Reports/Documents, permits and/or licenses, and identified hazards.

[Back to Top](#)

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Subject Area: **Facility Use Agreements**

Revision History: Facility Use Agreements

Point of Contact: [FUA Steward](#)

## Revision History of this Subject Area

Date	Description	Management System
January 2000	This subject area was developed to describe the procedures to prepare, change, or terminate a Facility Use Agreement (FUA). It is a new subject area that was developed using the process for Standards-Based Management development.	Facility Operations

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