



STANFORD UNIVERSITY
SLAC National Accelerator Laboratory
 Operated by Stanford University for the U.S. Department of Energy



DOE Order 430.1C, Real Property Asset Management (8/19/2016)
Site Compliance Plan (Rev.0, 02/02/2017)

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Introduction

The requirements of this Order do not automatically apply to contractors. Any application of real property asset management requirements to contractors must be communicated separately from this Order. Program Secretarial Officers (PSOs) and other DOE elements are responsible to identify the contracts that involve the life-cycle management of real property assets and what requirements apply to each contract. This SCP is modeled from the Office of Science interpretation of the Order’s requirements for contractors.

This Site Compliance Plan (SCP):

- a) addresses Office of Science (SC) requirements for Real Property Asset Management (RPAM) contractor requirements identified in DOE Order 430.1C referenced in the Prime Contract,
- b) states how the Laboratory complies with applicable requirements as tailored from the SC approach to the risks at the Laboratory, and
- c) documents DOE-approved methods of compliance for applicable requirements and that there are no recurring deliverables*.

Impact on the Contract:

Under the SCP, sections of the SC requirements for contractors are incorporated into the Contract as-is, unless the SCP indicates that a section or portion thereof is inapplicable, or the section has been changed. Thus, for example, if “in compliance” is listed next to a section, that section is incorporated into the Contract as-is. However, where an SCP indicates that a section or portion thereof is inapplicable, the section or portion thereof is excluded from the Contract. In addition, where a section or portion thereof is applicable, but changes to the section have been agreed by the Parties, the section, as modified by the Parties, shall be incorporated into the Contract. The SCP also memorializes the Parties’ agreement on how SLAC will comply with sections of the Order (whether or not modified).

**Deliverables: Data delivered to DOE or other external agency (e.g., recurring reporting, external database entries)*



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Compliance Table

#	Office of Science Requirement	Compliance Status	Method of Compliance	Deliverables* (managed through SLACTrak)			
				Item	Frequency	Due Date(s)	Recipient (e.g., SSO)
-	Affected contractors are responsible for flowing down real property requirements to subcontracts to the extent necessary to ensure compliance with the requirements.	n/a	Subcontractors are not given the authority to acquire, manage, or dispose of real property.	n/a	n/a	n/a	n/a
1.	Submit all real estate actions to acquire, utilize, and dispose of real property assets to DOE for review and approval and maintain complete and current real estate records.	In compliance	New construction projects are initiated and managed per SU-SLAC-Project Management System Description SLAC-I-051-101-000-00. Also see the Site Compliance Plan for DOE Order 413.3B. SLAC submits actions to dispose of real property to DOE SLAC Site Office (SSO) for review and approval. SLAC follows the Excess Facility Program, SLAC-I-708-103-07-00 to dispose of real property. SLAC utilizes the Facilities Information Management System (FIMS) to maintain complete and current real estate records.	n/a	n/a	n/a	n/a
2.	Perform physical condition and functional utilization assessments on each real property asset at least once every five-year period or at another risk-based interval as approved by DOE.	In compliance	SLAC assesses the functional utilization of all real property listed in FIMS at least once every five years. See SLAC-I-708-403-001-00, Facility Condition Assessments. Deficiencies types are tracked in the DOE Condition Assessment Information System (CAIS).	n/a	n/a	n/a	n/a
3.	Establish a maintenance management program including: a computerized maintenance management system (CMMS); a condition assessment system; a master equipment list; maintenance service levels; a method to determine for each asset the minimum acceptable level of condition; methods for categorizing deficiencies as either DM (Deferred Maintenance and Repair) or RN (Repair Needs);	In compliance	SLAC's FAMIS system serves as the Lab's CMMS. SLAC-I-708-003-006-00 Infrastructure Projects Group's Mission Readiness Manual includes a condition assessment system, a method to determine minimum acceptable level of condition for each asset, and management of the DM backlog. SLAC's FIMS process categorizes and documents deficiencies as either DM or RN in alignment with the <u>Operations Improvement Committee's</u> (OIC) Infrastructure Working Group's process.	n/a	n/a	n/a	n/a

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				Item	Frequency	Due Date(s)	Recipient (e.g., SSO)
	management of the DM backlog; a method to prioritize maintenance work; and a mechanism to track direct and indirect funded expenditures for maintenance, repair, and renovation at the asset level.		For each asset, SLAC records the Annual Actual Maintenance, Repair Needs, and Deferred Maintenance in FIMS.				
4.	Maintain Facilities Information Management System (FIMS) data and records for all lands, buildings, trailers, and other structures and facilities. FIMS data must be current and verified annually.	In compliance	<p>SLAC maintains FIMS data in accordance with SLAC-I-708-806-005-00 FIMS Validation Data Elements Process.</p> <p>SLAC conducts an annual verification, the results of which are provided to SSO for validation.</p> <p>SLAC uses the guidance in FIMS for documenting all real property. Deviations from FIMS guidance are submitted to SSO for approval and documented in SLAC's Controlled Document Management System (CDMS).</p>	Annual FIMS Verification	Annual	9/30	DOE-SSO
5.	Per DOE guidance, the Contractor must conduct real property asset management planning and budgeting and ensure that financial investments in real property are aligned to meet DOE mission needs and requirements in a safe, secure, sustainable, and cost-effective manner.	In compliance	SLAC ensures that financial investments in real property are aligned to meet DOE mission needs through regularly scheduled status meetings with the SSO and through development of the Annual Lab Plan (ALP).	n/a	n/a	n/a	n/a

(end Requirements)

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Approvals

Name	Title	Signature	Date
Russell Thackston	Director, Facilities & Operations, SLAC		2/2/2017
Jesse Saldivar	Subject Matter Expert, SSO		2/3/2017
Paul Golan	DOE Field Element, SSO		2/3/17

Please return signed document to: Contract Management, MS 75

Revision History

Revision	Revision Date	Summary of Change(s)
R0	02/02/2017	Original Release.