

**Memorandum of Understanding
Between Nonreactor Nuclear Facilities Division
and _____**

1.0 Purpose

The purpose of this Memorandum of Understanding (MOU) is to define the operator support services to be purchased by the _____ from Nonreactor Nuclear Facilities Division (NNFD) to support _____ research activities. The level of support described in this agreement (____ FTEs) is based on a preliminary review of NNFD facilities and the _____ research capabilities available in each. All services provided under this agreement will be reviewed as new projects are acquired, current projects have a change in requirements, or facility status necessitates a modification.

2.0 Scope

This MOU covers the following activities necessary for _____ to ensure proper conductance of their research activities:

- Operator support functions and responsibilities
- Maintenance requests for facility setup and return to normal state
- Training responsibilities
- Waste removal

3.0 Operator Support Functions and Responsibilities

Under the direction of the NNFD Division Director (or designee), the Operator is to provide hot cell operations support for all NNFD activities and facilities. NNFD provides day-to-day direction of the Operators. The Operator performs all tasks in accordance with applicable UT-Battelle Standards Based Management System subject areas and procedures.

The NNFD Facility Manager and the Operator will interact with the _____ research staff on a regular basis to ensure that NNFD activities meet their requirements/expectations.

The following are the responsibilities of the NNFD Operators:

- Facilitate NNFD's efforts to accomplish and maintain research activities for research staff, while also serving as a liaison between NNFD and _____.
- Provide technical assistance to NNFD Facility Manager to identify and correct research facility operational problems.
- Provide assistance to NNFD in developing criteria for new projects, facility construction, and facility modification.
- Assist in the identification and/or development of training to support activities.

- Develop or assist designated staff in developing written division procedures to implement operational activities, Work Smart Standards, and UT-Battelle procedures and policies as they relate to the facility operations.
- Develop, or assist responsible division staff in developing, corrective action plans and reports in response to research or operational issues or audit findings/concerns as appropriate.

4.0 Training

NNFD is responsible for identifying and providing lab-level and subject matter training to the Operators. _____ is responsible for identifying and providing research specific training.

5.0 Resources/Materials

_____ will provide the resources/materials necessary for the Operators to perform their tasks. These resources/materials include those required to perform research activities, tooling, and other activities as they relate to the project(s).

6.0 Accountabilities

- To NNFD and _____ for performance of services contained in this agreement on time, on budget, and in accordance with expectations
- To NNFD to maintain Operator qualifications and expertise

7.0 Authorities

- Stop work authority if an imminent ES&H danger is considered to exist
- Perform work and make decisions within established policies and guidelines
- Take actions needed to ensure NNFD activities are in compliance with operational requirements

Gerald Harvey
 Division Director
 Nonreactor Nuclear Facilities Division

Director
 _____ Division