

## III. THE PROCESS

The *Comprehensive Site Plan 2000* is an institutional document and is intended to be used at all levels of the Laboratory. It involves the active participation of the full spectrum of the Laboratory's experts and knowledge holders. The process employed to develop the CSP is critical to achieving the institutional vision.

### *The CSP 2000 Plan Process*

The Comprehensive Site Planning process will continue to evolve and mature. Each year, as the plan cycle is repeated, the process will become more comprehensive and integrative.

Each CSP is written and produced at a fixed point in time. There are projects and information that have changed from the time of writing to when the document is read. The annual nature of the CSP is a response to the quickness of some of the changes. If you have information to make the Plan more complete or to update it, contact "www.lanl.gov/csp2000" or call 665-5900.

Each year four activities related to the Comprehensive Site Plan will be repeated to update the goals, data, plans and implementation. In CSP 2000, the monitoring of progress will become next year's basis for CSP 2001.

### *Comprehensive Site Plan Major Activities*

#### **1. Identify CSP Goals**

The Senior Executive Team (SET) and the Site Planning and Construction Committee (SPCC) identify and adopt planning principles and assumptions for the CSP.

#### **2. Collect Data and Analyze**

A series of data-gathering activities, including the following:

- Interview of program and line managers to understand the specific mission and goals of the programs and related facility needs
- Review of other existing planning documents, current and archival
- Collection of information on budgeted, planned and proposed projects currently under discussion
- Collection of information from support divisions and groups on existing site wide conditions and within each planning area

Data analysis begins as data collection finishes.

- Analysis of program needs as related to facilities and projects
- Analysis of existing-conditions information for opportunities and constraints to development

#### **3. Develop Plans and Identify Issues**

Preparation of CSP issue mapping, with review by stakeholders.

- Identification of issues and review of map accuracy in a series of stakeholders workshops for program, line, support, and administrative divisions representatives
- Development of summary project maps that capture current and anticipated changes related to programs and missions site wide and by planning area
- Development of matrices relating issues and projects to program missions, funding and schedule

#### **4. Monitor Progress and Evaluate CSP Process**

- Monitoring of project progress
- Review of feedback about the planning process and adjust it as needed

***Begin the Process Again...***

## CSP Source Documents

Significant strategic and programmatic planning information for the CSP was obtained from the following:

- *Los Alamos National Laboratory Institutional Plan FY 2000-FY 2005*
- *Integrated Facilities Plan for the Nuclear Weapons Program, LA-CP-99-249*
- *Nuclear Facilities Strategic Plan, LA-CP-99-248*
- *High Explosives Working Group (Consolidation of HE Infrastructure Requirements Summaries)*
- *Security Planning Report by Bruce Matthews*
- *Readiness in Technical Base and Facilities Implementation Plan Sept. 27, 1999.*

Other critical planning resources that are reflected in the CSP include:

- *Site Wide Environmental Impact Study (SWEIS)*
- Maintenance Management Plans
- Condition Assessment Survey Program, and
- Decontamination and Decommissioning Program.

The intent of the CSP is that it will be used in conjunction with the many other Laboratory planning documents to assist decision making regarding infrastructure planning and development.

## CSP 2000 Stakeholder Input

Stakeholder involvement is a critical component of the Comprehensive Site Plan process. The involvement of stakeholders is necessary to add depth and quality to the information upon which the plan is based. The groups that gave input for the CSP 2000 process were exceptional partners

in this effort providing important insights and perspective. The following specific activities were employed to gather stakeholder input.

### Interviews

Nuclear Weapons Program  
 Scott Gibbs  
 Phil Goldstone  
 Bruce Matthews  
 Jim Holt  
 Environment, Safety & Health  
 Division (ESH)  
 Chemical, Science and Technology  
 Division (CST)  
 High Explosives Working Group  
 PRISMA/PRAD  
 Earth and Environmental Science Division (EES)  
 Bioscience Division (B) formally included in Life  
 Sciences  
 Nuclear Materials Technology Division (NMT)  
 Environmental Science and Waste  
 Technology Division (E)  
 Materials Science and Technology  
 Division (MST)  
 Security and Safeguards Division (S)  
 Applied Physics Division (X)  
 Physics Division (P)  
 Dynamic Testing Division (DX)

### Stakeholder Forums

October 26, 1999  
 October 27, 1999  
 November 1, 1999

### Web Page

October 18, 1999 release date  
 on [www.lanl.gov/csp2000](http://www.lanl.gov/csp2000)

### Printed Drafts (limited distribution)

September 30, 1999  
 October 24, 1999

## ***CSP 2001 Stakeholder Input***

It is a priority task for the CSP 2001 to capture fully the facilities needs of the Laboratory. A major effort will be to gather in greater depth the program and mission requirements and interests related to facilities planning from the full range of stakeholders in the CSP process. Below is a list of the range of groups from which input will be sought for the CSP 2001

### ***1. Department of Energy (DOE)***

The Department of Energy (DOE) is the owner of and primary stakeholder in Los Alamos National Laboratory.

The following list identifies major DOE programs and other DOE programs operating at the Laboratory during FY 1999.

#### ***Major DOE Programs***

- Defense Programs (DP)/Stockpile Stewardship
- Defense Programs/Weapons Management
- Other Defense Programs
- Defense Programs/Landlord or Institutional
- Nonproliferation and National Security
- Environmental Restoration and Waste Management
- Office of Science

#### ***Other DOE Programs***

- Fissile Materials Disposition
- Nuclear Energy
- Energy Efficiency and Renewable Energy
- Fossil Energy
- Counterintelligence
- Environment, Safety and Health

### ***2. Non-DOE Entities***

Non-DOE entities fund a variety of scientific, research and development projects that enhance scientific efforts that will grow in the future to expand the work of the Laboratory.

- Department of Defense
- Department of Health and Human Services/ National Institute of Health
- National Aeronautics and Space Administration
- Nuclear Regulatory Commission
- Environmental Protection Agency
- Other Federal Agencies
- Private Industry

### ***3. University of California (UC)***

- a. Programs/Divisions
- b. Facility Management

### ***4. Adjacent Political Entities***

The Laboratory must earn the trust of its adjacent neighbors to effectively remain a vital scientific and technological asset for the nation. Adjacent governmental agencies are as follows:

- Los Alamos County
- San Ildefonso Pueblo
- Bandelier National Monument
- United States Forest Service
- Rio Arriba County
- Santa Fe County

### ***5. Laboratory employees and others who work at the Laboratory***

## *CSP Process for Projects*

### **1. CSP Organization/Structure**

The Laboratory has instituted a new, formal structure for planning the future Laboratory physical plant. The organization and intent of the new structure is to ensure that the concerns and needs of the Laboratory's many, diverse entities are heard and their inputs incorporated into Laboratory planning recommendations. The following describes the organization and structure of the new process.

#### ***Senior Executive Team (SET)***

The Senior Executive Team (SET) has final responsibility for decisions affecting the operations of the Laboratory, including institutional, strategic and physical planning. The Director, the three deputy directors and the three associate directors of the Laboratory comprise the SET.

#### ***Site Planning and Construction Committee (SPCC)***

The SPCC reviews and makes recommendations for planning and development initiatives to the SET. Members of the committee include representatives from major programs and divisions within the Laboratory and a representative from the Los Alamos Area Office of DOE. The SPCC is chaired by the Deputy Laboratory Director for Operations and staffed by PM-1 (Site Planning and Development).

#### ***Program and Line Divisions***

Program and line divisions define programmatic needs for the CSP. The program and division managers provide program goals and forecast the quantity, quality and type of facilities needed to support their goals.

#### ***Other Planning Resources***

Other planning resources at Los Alamos National Laboratory include support divisions that have expertise on specific issues that effect site planning. Those support divisions include Security and Safeguards (S), Facilities and Waste Operations (FWO), and Environment, Safety and Health (ESH). The responsibility of these groups toward the CSP is to provide data and planning recommendations and project information related to their management and operations issues.

#### ***Site Planning and Development (PM-1)***

The Site Planning and Development group produces the CSP for the SET and the SPCC. It is involved in data collection, organization and analysis of programmatic and facilities information and production and publication of the CSP document.

### **2. FMU Program**

The Facility Management Program at Los Alamos established a decentralized system for managing facilities across the Laboratory. Within the program, Laboratory divisions own facilities and are accountable for maintenance of the buildings' operational safety envelopes and for maintenance management. The intent of the institutional program is to ensure that the Laboratory's physical infrastructure supports programmatic requirements and facility needs and that formality of operations is consistent and appropriately applied across all facilities.

Implementation efforts to date have helped facilities and technical operations to be managed with greater emphasis on safety and with improved formality of operations. Additional work is proceeding in these areas as facility management organizations mature. Future efforts include completing the actions from the implementation assessment and developing improved standards for facilities activities. Institutional systems and organizations are changing form and culture in support of the Facility Management Program. Map III-1 depicts the 16 current Facility Management units and the areas of the Laboratory for which they are responsible.

Map III-1: Facility Management Units (FMU)

**LEGEND**

- 61 LANSCE
- 63 CIC
- 64 FWO-WFM-SWO
- 65 NMT-CMR
- 66 CST-25
- 67 DX
- 70 ESA
- 71 ESH
- 73 MST
- 74 NIS-18
- 75 NIS 33/35
- 76 NMT-55
- 77 P-DO
- 80 FWO-UI
- 81 FWO DF
- 85 EM-D&D

