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Department of Energy

Oak Ridge Operations Office
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January 28, 1998

OPERATIONS, ENVIRONMENT, SAFETY, AND HEALTH

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Dr. Alvin W. Trivelpiece, Director
Oak Ridge National Laboratory
Lockheed Martin Energy Research Corporation
Post Office Box 2008
Oak Ridge, Tennessee 37831-6255

Dear Dr. Trivelpiece:

CALL FOR FISCAL YEAR 2000 ENVIRONMENT, SAFETY AND HEALTH BUDGET FORMULATION SUBMISSION

In order to respond to the various Environment, Safety and Health (ES&H) policies and information requirements and to assure that sufficient resources will be available to enable the work of the Department to be carried out in a safe and environmentally sound manner, ES&H must be an integral and visible component of the Department's budget and work execution processes. This assurance requires that certain information on the ES&H component of the Department's proposed budgets be available to Department of Energy (DOE) line managers in the field and Headquarters during the Corporate Budget Review.

This letter, in conjunction with the ES&H Guidance for fiscal year (FY) 2000 Budget Formulation and Execution Commitments Reporting, and the annual Unified Field Budget Call (UNICALL), constitutes Oak Ridge Operations Office (ORO) call for the ES&H Budget Formulation Submittal for FY 2000.

Your FY 2000 ES&H Budget Formulation submission should consist of the following:

- An activity level ES&H data submission providing information on the scope, priorities, and resources for ES&H activities from FY 1998 through FY 2000 and the outyears.
- A text summary of major ES&H issues, summary budget information, and risk management conclusions for the budget year (FY 2000) for the site, signed by the Site Manager.

- For ES&H Compliance activities included in the submission, a Management Signature attestation to the accuracy of the cost and scope of the ES&H data. This includes a checkoff of the management approval field in each ES&H Compliance Activity Data Sheet (ADS), indicating management has approved the scope and resource estimates for the activity, and a statement in the formal transmittal letter attesting to the accuracy of the cost and scope of the ES&H data being submitted.
- The first of two annual Execution Updates will accompany the annual ES&H budget formulation information submission. This information should provide a summary of the major ES&H commitments being addressed in the FY 1998 work plan, progress made in meeting those commitments, and the site level summary of ES&H funding.

DOE Headquarters Office of Environment, Safety and Health (EH) is in the process of updating the guidance for development of the ES&H Budget Formulation Information for the FY 2000 Budget cycle. When completed, this guidance will be made available through the ES&H Management Plan Web Site that is located at the following internet address:

"<http://tis-nt.eh.doe.gov/bps/eshplan>."

In addition to the guidance, the FY 2000 version of the ES&H Management Plan Information System software and the Users' Manual will also be available through the above Web Site. Prior to downloading the new version of the software, planners can continue to use the current version in updating and preparing information for this year's submission.

The process provided to produce the FY 2000 ES&H budget formulation information remains virtually unchanged from those used in the FY 1999 budget cycle. However, there are a few changes or areas of increased emphasis for FY 2000:

- ES&H activities still must be designated as either Core, Compliance, or Improvement to satisfy external reporting requirements concerning Departmental budget liabilities.
- The process provided to produce the FY 2000 ES&H budget formulation information remains virtually unchanged from those used in the FY 1999 budget cycle. However, there are a few changes or areas of increased emphasis for FY 2000:

- ES&H activities still must be designated as either Core, Compliance, or Improvement to satisfy external reporting requirements concerning Departmental budget liabilities.
- Commencing with the FY 2000 budget cycle, the UNICALL will also require reporting two times per year of major ES&H commitments made for the work execution. This new requirement is driven by the Departmental corporate management objectives for ES&H, in particular the two commitments made to Congress and the Office of Management and Budget (OMB) under the Government Performance Results Act and in response to the Brookhaven National Laboratory (BNL) Action Plan.

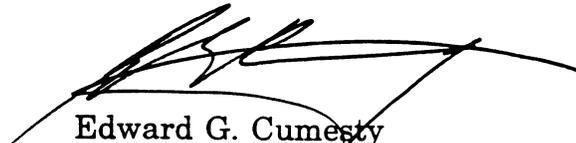
The ES&H Management Planning Process continues to support the departmental goals of contract reform and is an integral part of the Departmental Integrated Safety Management System. As in previous years, the ES&H Management Information System will be used to support the FY 2000 budget review and decision-making, and the FEDPLAN (formerly A-106), Federal Funding for Pollution Control Survey report (OMB Circular A-11), and the Waste Minimization/Pollution Prevention reporting requirements. This will eliminate the need for separate data calls for this information.

Because the ES&H Management Information System will be the basis for both technical and budget information, it is imperative that your ES&H and financial staffs work together in the development of the data. Also, it is essential that the data provided in this plan be consistent with the site budget submission.

Your draft submission is due concurrently to the ORO, Planning and Budget Division and Oak Ridge National Laboratory (ORNL) Site Office for review on or before February 23, 1998. The final submission is due no later than March 9, 1998. For both draft and final submissions, you are requested to provide two rollup diskettes, one hard copy of the prioritized listing of ADS's, one hard copy of the "10 line" report, and a narrative summary (to include the commitment reporting) for your site. In lieu of sending rollup diskettes, rollup files can be transferred via the Internet. Please call for assistance if you desire to send your data electronically. Also, note that even though the guidance indicates that internal business systems can be used to prepare the required data, ORO still requires a rollup diskette formatted from the ES&H Management Plan Information System.

If you have any questions regarding this request, please call Charlene Battison, 423-576-0633, of the Planning and Budget Division or Doug Paul, 423-576-4534, of the Laboratory Support Team.

Sincerely,



Edward G. Cumesty
ORNL Site Manager

FM-721:Battison

cc:

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