

FEB 19 1999



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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 2001 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 and subsequent Office of Management and Budget (OMB) and Congressional phases of the budget.

The ES&H Management Plan has been used as one of the source documents to calculate the ES&H liability in the annual DOE Financial Statements. The Financial Statements are audited and, therefore, must have integrity. The ES&H liability has drawn intense scrutiny this past year. It is, therefore, incumbent upon you to ensure the estimates included in your ES&H Management Plan are sound, auditable, and well-documented.

This letter, in conjunction with the ES&H guidance for FY 2001 Budget Formulation and Execution and the annual Unified Field Budget Call (UNICALL), constitutes the Oak Ridge Operations Office (ORO) call for the ES&H Budget Formulation Submittal for fiscal year (FY) 2001. The FY 2001 ES&H Budget Formulation submission requirements are listed below. To facilitate your FY 2001 submission preparation, a kick-off meeting to discuss the requirements was held January 28, 1999.

Your FY 2001 ES&H Budget Formulation submission should consist of the following:

- An activity level ES&H data submission should provide information on the scope, priorities, and resources for ES&H activities from FY 1999 through FY 2001 and the outyears.

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- A text summary of major ES&H issues, summary budget information, and risk-management conclusions for the budget year (FY 2001) for the site should be signed by the site manager.
- A Management Signature attestation including a checkoff of the management approval (Field #48) in each ES&H activity data sheet (ADS) indicates management has reviewed and approved the scope and cost estimates for ES&H compliance activities included in the submission. These signed documents should be maintained at the site for future audit purposes.
- If the submittal includes compliance activities, the formal transmittal letter signed by the appropriate senior manager should include a statement attesting to the accuracy of the cost and scope of the ES&H data.
- **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 1999 work plan, progress made in meeting those commitments, and the site level summary of ES&H funding. Note: This is a mid-year follow-on to the ES&H Commitments identified in the ES&H Commitment Affirmation Letter submitted in the Fall of 1998, as well as any new commitments that may have been added to respond to external regulator actions, the Defense Nuclear Facilities Safety Board, or internal assessments, etc.**

The ES&H guidance for *FY 2001 Budget Formulation and Execution* and the ES&H Information System software can be obtained through the ES&H Management Plan World Wide Web Site. The URL for this web site is: <http://tis.eh.doe.gov/bps/eshplan/index.html>. (Note: Space between / eshplan.)

The process provided to produce the FY 2001 ES&H budget formulation information remains virtually unchanged from those used in the FY 2000 budget cycle. However, there are a few changes or areas of increased emphasis for FY 2001:

- ES&H activities still must be designated as either Core, Compliance, or Improvement to satisfy external reporting requirements concerning Departmental budget liabilities.
- The UNICALL also requires annual reporting of major ES&H commitments made for work execution at the start of the fiscal year, at midyear, and at the completion of the fiscal year. This requirement is driven by the Departmental corporate management objectives for ES&H, in particular the two commitments made to Congress and the OMB under the Government Performance Results Act of 1993.

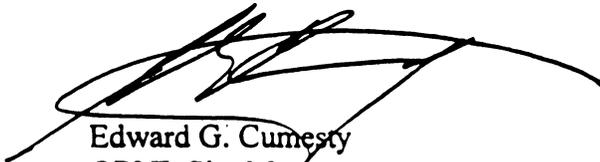
- For the FY 2001 budget cycle, the Office of Environmental Management (EM) will report its ES&H information using the ES&H Management Information System Plan in lieu of Project Baseline Summary. This includes both cumulative direct-funded safety and health (S&H) funds required to support all projects and indirect-funded sitewide S&H activities.
- The term "ES&H Management Plan" should be considered synonymous with the annual budget update portion of the "Integrated Safety Management System Description annual update" required by 48 CFR (DEAR) 970.5402-2.

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 March 1, 1999. The final submission is due no later than March 23, 1999. For both draft and final submissions, you are requested to provide a rollup diskette, 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 Dori Johnson of the Planning and Budget Division at (423) 576-0773 or Doug Paul of the Laboratory Support Team at (423) 576-4534. Y

Sincerely,



Edward G. Cumesty
ORNL Site Manager

FM-721:Johnson

cc:

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