

ES&H RESPONSIBILITIES

DATED: 11/18/2008

SUBJECT: CONDUCT OF OPERATIONS REQUIREMENTS FOR DOE FACILITIES

1. PURPOSE. This document addresses responsibility and accountability and provides administrative guidance to Oak Ridge Office (ORO).
2. APPLICABILITY. This document applies to ORO Principal Staff responsible for the management or operation of a DOE-owned or -leased facility.
3. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) Ensures that conduct of operations requirements identified in DOE 5480.19, Change 2, are implemented.
 - (2) Ensures that Facility Representatives are assigned using a graded approach overseeing day-to-day operations at DOE-owned or -leased facilities, and are meeting directions from the Cognizant Secretarial Officer (CSO).
 - (3) Approves conformance documentation required by DOE 5480.19, Change 2, subparagraph 5c, unless approval has been delegated.
 - b. Assistant Manager for Environment, Safety, and Health.
 - (1) Sponsors the ORO Facility Representative Program.
 - (2) Maintains the “*Oak Ridge Operations Office Facility Representatives Program Manual*.”
 - (3) Performs the Periodic Facility Representative Program reviews identified in DOE-STD-1063-2006, FACILITY REPRESENTATIVES.
 - c. Contracting Officer’s Representatives (CORs).
 - (1) Serve as the ORO interface with the contractor for verification and provide the direct day-to-day oversight of the contractor.
 - (2) Receive direction from the CSO as defined in the management agreements applicable to their site.
 - d. Facility Representatives oversee the day-to-day conduct of operations at assigned facilities in accordance with DOE 5480.19, Change 2, the referenced DOE Technical Standards in this Chapter, and direction from the COR.
4. REFERENCES.
 - a. DOE-STD-1029-92, Change Notice 1, WRITER’S_GUIDE_FOR TECHNICAL PROCEDURES, dated December_1998.

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- b. DOE-STD-1030-96, GUIDE TO GOOD PRACTICES FOR LOCKOUTS AND TAGOUTS, dated May 1996. (Reaffirmation Memorandum, dated October 2001)
- c. DOE-STD-1031-92, Change Notice 1, GUIDE TO GOOD PRACTICES FOR COMMUNICATIONS, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- d. DOE-STD-1032-92, Change Notice 1, GUIDE TO GOOD PRACTICES FOR OPERATIONS ORGANIZATION AND ADMINISTRATION, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- e. DOE-STD-1033-92, Change Notice 1, GUIDE TO GOOD PRACTICES FOR OPERATIONS AND ADMINISTRATION UPDATES THROUGH REQUIRED READING, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- f. DOE-STD-1034-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR TIMELY ORDERS TO OPERATORS, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- g. DOE-STD-1036-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR INDEPENDENT VERIFICATION, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- h. DOE-STD-1037-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR OPERATIONS ASPECTS OF UNIQUE PROCESSES, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- i. DOE-STD-1038-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR OPERATIONS TURNOVER, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- j. DOE-STD-1039-93, Change 1, GUIDE TO GOOD PRACTICES FOR CONTROL OF EQUIPMENT AND SYSTEM STATUS, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- k. DOE-STD-1040-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR CONTROL OF ON-SHIFT TRAINING, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- l. DOE-STD-1041-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR SHIFT ROUTINES AND OPERATING PRACTICES, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- m. DOE-STD-1042-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR CONTROL AREA ACTIVITIES, dated December 1998. (Reaffirmation Memorandum, dated October 2001)

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- n. DOE-STD-1043-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR OPERATOR AID POSTINGS, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- o. DOE-STD-1044-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR EQUIPMENT AND PIPING LABELING, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- p. DOE-STD-1045-93, Change Notice 1, GUIDE TO GOOD PRACTICES FOR NOTIFICATIONS AND INVESTIGATION OF ABNORMAL EVENTS, dated December 1998. (Reaffirmation Memorandum, dated October 2001)
- q. DOE-STD-1063-2006, FACILITY REPRESENTATIVES, dated April 2006.
- r. *“Oak Ridge Operations Office Facility Representatives Program Manual,”* Revision 3, dated August 2001.