

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 250, Chapter I, Chg. 1, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
 Yes If yes, whom? LMES LMER ORAU SURA
 Bechtel Jacobs Company
 Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
 No Yes If yes, describe: This ORO Directive has been revised to reflect current policy. Subparagraphs 4a(3), current 4c(1), 5a (first paragraph), 5b(2)(a) and (b), 5b(5), and 6c have been revised. The previous subparagraphs 4c(1), 5b(8) and 5b(9) have been deleted (with any subsequent subparagraphs being renumbered). New subparagraphs 4c(5), 4c(7) and 5b(8) have been added (with any subsequent subparagraphs being renumbered). On Attachment 1, the previous paragraphs 5, 6, and 20 have been deleted, and the previous paragraph 3 has been renamed as paragraph 7. A new Attachment 2 has also been added.
5. **CONTACT POINT:** Wayne Albaugh Directives Management Group, AD-440 576-0974
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**
- | <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|---|--------------|---|--------------------------|
| ORO O 250, Rev. 2, Chapter 1,
Pages I-1 through I-10 | 03/27/1998 | ORO O Control Form
ORO O 250, Chapter I,
Chg. 1, Pages I-1 through I-11 | 12/13/1999
12/13/1999 |

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchklst.htm. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by
Jennifer Hamilton Cusick, AD-440 12/13/1999
Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 11/30/1999

U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Chapter I Change 1

DATE: 12/13/1999

SUBJECT: ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW

1. PURPOSE. This Chapter provides an overview of the Oak Ridge Operations (ORO) Standards Management Program. It assigns responsibilities and accountability and provides administrative guidance to ORO and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter I, ORO STANDARDS MANAGEMENT PROGRAM OVERVIEW, dated March 27, 1998.
3. APPLICABILITY. The provisions of this Chapter apply to ORO organizations. This Chapter provides an overview of the Standards Management Program and does not contain any contractor requirements.
4. RESPONSIBILITIES. Refer to the remaining Chapters of this ORO Order for specific responsibilities related to subjects covered in those Chapters. The following responsibilities apply to all Chapters.
 - a. Principal Staff.
 - (1) Identify employees in their organizations to serve as subject matter experts or operational experts for assigned Orders, Chapters, Rules, Standards, and functional areas.
 - (2) Ensure that standards management activities are completed in a timely and high quality manner.
 - (3) With others involved in the Standards Management Program, discuss and resolve any technical disagreements that arise during program activities, such as review of change proposals for contractual requirements sets, program plans, implementation plans, and corrective action plans.
 - (4) Ensure the collection and maintenance of information on the qualifications and experience of personnel involved in Standards Management Program activities. Provide completed Key Personnel Forms to the Directives Management Group (DMG) for all personnel involved in environment, safety, and health (ES&H) standards activities, such as a Standards/Requirements Identification Document (S/RID) revision or Work Smart Standards (WSS) set development or revision efforts. (See Attachment 2, Key Personnel Form).
 - b. Contracting Officer's Representative (COR), in addition to the responsibilities described in subparagraph 4a above, identifies Standards Coordinators to serve as primary points of

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INITIATED BY: DIRECTIVES MANAGEMENT GROUP

contact on Standards Management Program activities within each primary organization/
program area. Notifies the DMG of the individual's name.

- c. Team Leader, Directives Management Group, provides support to all ORO organizations on the Standards Management Program:
 - (1) Develops administrative guidance and implementing procedures for Standards Management Program activities.
 - (2) Provides briefings, advice, and assistance to subject matter and operational experts, Standards Coordinators, and management on Standards Management Program activities and processes.
 - (3) Serves as the primary coordinator for all standards management activities, including administrative duties regarding implementation planning for the DOE Rules published under the Price-Anderson Amendments Act (PAAA). Coordinates among project participants, including the appropriate Director of the Division of Primary Interest (DPI), CORs, Standards Coordinators, contractors, and DOE Headquarters personnel.
 - (4) Prepares all standards-related documents for which ORO has not been delegated approval authority for submission to DOE Headquarters for approval.
 - (5) Prepares standards-related approval letters and memoranda for the Manager's signature.
 - (6) Maintains records of projects, plans, and other documents related to ORO's Standards Management Program.
 - (7) Hosts a periodic (monthly or bi-monthly) PAAA information sharing meeting for ORO's contractors.

- d. Standards Coordinators.
 - (1) Serve as the point of contact for distribution of standards information and new directives.
 - (2) Solicit comments on draft directives from their organization, compile comments received to reflect their organization's position, and review contractor comments for endorsement or disagreement.
 - (3) Coordinate standards activities and projects for their program area, including review of implementation plans, proposed changes to contractual requirements, etc.

5. REQUIREMENTS AND PROCEDURES.

- a. Introduction. ORO is responsible for oversight of programs and facilities directed by DOE Headquarters program offices, such as the offices of Defense Programs, Environmental Management, Nuclear Energy, and Science. ORO and its prime contractors have developed a comprehensive Standards Management Program that addresses the Department's criteria for this type of program (i.e., DOE/EH/-0416, *Criteria for the Department's Standards Program*, dated August 1994), key Defense Nuclear Facilities Safety Board (DNFSB) issues, DOE Rules, and internal ORO management and oversight needs. In addition, this program fulfills certain core functions of integrated safety management as expressed in DOE P 450.4, SAFETY MANAGEMENT SYSTEM POLICY.

DOE's expectations are expressed through directives. ORO and its contractors have an opportunity to review and comment on proposed directives to ensure that they are appropriate to control the work and associated hazards and to provide adequate protection of workers, the public, and the environment. ORO and its contractors also have available two DOE-approved tools to identify appropriate ES&H standards/requirements--the WSS process and the S/RID change process. Approved standards/requirements sets are placed in the contract. Contractors also have certain standards management responsibilities as described in the Contractor Requirements Document of each Chapter of ORO O 250 containing specific contractor requirements. The approach developed and presented in this Order integrates program requirements from all DOE program offices and existing ORO and contractor Standards Management Programs.

- b. Overview of the ORO Standards Management Program. The process described below provides an overview of the steps ORO and contractors follow to identify and implement ES&H and administrative contract requirements.
- (1) Standards Development. ORO and its contractors are afforded the opportunity to comment on proposed directives and standards under development by DOE, including DOE Rules published for comment in the Federal Register. The comment process allows both sides to express concerns and obtain clarification before the documents are finalized. For further information, refer to the following Chapters in this Order: Chapter II, ORO DIRECTIVES SYSTEM, and Chapter III, ORO TECHNICAL STANDARDS PROGRAM. ORO and its contractors are also encouraged to comment or otherwise participate in the development of other standards through appropriate channels.

(2) Identification of Contract Requirements.

(a) DOE Directives.

1 Receipt and Distribution of Directives. DOE Headquarters posts new and revised directives on Explorer at <http://www.explorer.doe.gov/>. The DMG performs the following:

- Routes each DOE Policy Statement, Notice, Order, or Manual to the DPI to establish ORO's position on applicability of the documents to particular contracts.
- Electronically notifies ORO organizations and prime contractors who have registered on the DMG home page of the publication of these directives (both administrative and ES&H).
- For directives which contain contractor requirements, prepares correspondence for the COR to transmit the directive to the appropriate contractors for an input assessment, as defined in the respective contract.
- Electronically notifies the CORs of publication of new/revised ES&H directives.

2 Impact Assessment/Contract Appendix. Most ORO contracts contain a directives clause that provide for development and maintenance of a contract appendix listing certain applicable directives. Before a new or revised DOE directive (or portion thereof) is included in such an appendix, the contractor reviews the directive and agrees to the applicability of the document under contract terms. If applicable, the contractor determines whether it is currently in compliance with the directive and what the overall impact on operations might be. This information is transmitted to ORO within 30 days of the date of the COR's letter requesting an impact assessment or as directed in the text of the COR's letter.

Chapter IV of this Order contains further information on the impact assessment process.

(b) Other Source Documents.

1 Implementation Guides. The DMG provides electronic notification of DOE implementation guides.

2 DOE Rules. The DMG provides electronic notification of draft and final DOE Rules that are published in the Federal Register.

and Site Office's issues management process and/or as directed by the COR or DOE Headquarters. Therefore, this Order does not cover corrective action plans.

Chapter VI of this Order contains further information on the preparation, review, and approval of implementation plans.

- (6) Rule Program Documents. DOE-approved program documents are required from contractors for most DOE Rules, and the program requirements that must be met are identified in the individual Rule. When new Rules are issued, they usually permit contractors to develop implementation plans (in addition to the program document) to explain how they will come into compliance with the particular Rule requirements.

Chapter VI of this Order contains further information on the preparation, submission, and approval of Rule program documents and Rule implementation plans.

- (7) Requirements Flowdown. After standards/requirements are accepted as appropriate and applicable and placed in the contract, they must be incorporated in the contractor's implementing documents (such as policies, programs, procedures, and other media) that guide and control actual work processes.
- (8) PAAA Meetings. The DMG hosts a periodic (monthly or bi-monthly) PAAA information sharing meeting, where attendees share information on draft Rules, enforcement activities, and lessons learned.
- (9) Contractor Appendixes Posted on the Internet. The DMG Home Page contains links to contract appendixes, S/RIDs, and WSS sets posted on contractors' home pages. The DMG Home Page address is http://www.ornl.gov/doe_oro_dmg/index.htm.

6. REFERENCES. See each individual Chapter for references that apply only to that particular subject matter. General references include:
 - a. DOE P 450.4, SAFETY MANAGEMENT SYSTEM POLICY, dated October 15, 1996.
 - b. DOE/EH/-0416, *Criteria for the Department's Standards Program*, dated August 1994.
 - c. DNFSB RECOMMENDATION 95-2 and its associated DOE Implementation Plan.
7. DEFINITIONS. See Attachment 1 of this Chapter for a glossary of terms used in the ORO Standards Management Program.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS.

Attachment 1 - Definitions.

Attachment 2 - Key Personnel Form.

DEFINITIONS

These definitions apply specifically to the ORO Standards Management Program and may not be identical to the definitions for the same terms used in other ORO documents.

1. ADEQUACY. Adequacy is achieved when a set of ES&H and related standards/requirements selected to control the work and associated hazards for specific sites, facilities, or activities has been approved by DOE as providing an acceptable level of protection equivalent to comparable commercial facilities/activities. If there are no comparable commercial facilities, adequacy is what is determined to be acceptable by DOE, normally through the WSS set development process and the change processes for WSS sets and S/RIDs.
2. APPLICABILITY. Whether a standard or requirement addresses the work performed at a site or facility or by a contractor. The applicability decision does not include cost/benefit analysis or a judgment of the reasonableness of implementing the standard or requirement.
3. COMPENSATORY MEASURES. Necessary interim actions taken to reduce the risk to the health and safety of the public, workers, or the environment to an acceptable level (i.e., the likelihood of killing, maiming, injuring, or exposing the public or workers to hazardous materials is very small over the remaining life of the facility) until actions can be taken to mitigate or eliminate the noncompliance and/or risk (i.e., provide a level of protection equal to that provided by the requirement or come into full compliance with the requirement).
4. DAYS. Unless otherwise specified in the text, "days" refers to calendar days.
5. EXEMPTION. An exemption is a formally requested and approved relief, waiver, or release (either temporary or permanent) from an applicable law, Rule, or DOE directive requirement.
6. FUNCTIONAL AREA. A major program area that is applicable to DOE operations. Examples of ES&H functional areas include Fire Protection, Radiation Protection, Environmental, etc.
7. IMPLEMENTATION ASSUMPTION. A statement within a WSS set or S/RID that documents how a standard or requirement is applied for the specific site or facility or by a contractor. An assumption may define applicability, clarify the intent of the requirement, provide cross-references, or define basic assumptions used in applying the requirement. DOE approves implementation assumptions during the adequacy review and approval process. Changes to the assumptions must also be approved by DOE.
8. IMPLEMENTATION PLANS. Specify actions and schedules for achieving compliance with new/revised contract requirements and provide appropriate information to support the proposed actions. Implementation plans cover new and revised requirements which the contractor is unable to implement within existing funds and/or six months (180 days) from the date the COR requested

an impact assessment (for administrative directives and contractors without S/RIDs or WSS sets) or from the date the requirement was added to the contract (for WSS sets or S/RID requirements).

9. IMPLEMENTING DOCUMENTS. Implementing documents include, but are not limited to, policies, procedures, engineering drawings, training materials, job postings, education/qualification documents, permits, and Safety Analysis Reports that specify the actions and conditions necessary to operate in accordance with applicable requirements.
10. OPERATIONAL EXPERT. Personnel knowledgeable of site/facility activities, processes, programs, policies, and procedures (e.g., Facility Representative, Facility Manager, etc.).
11. PRINCIPAL STAFF. Includes the Manager; Deputy Manager; Director, Public Affairs Office; Diversity Programs and Employee Concerns Manager; Office of Partnerships and Program Development; Chief Counsel; all Assistant Managers and Deputy Assistant Managers; all Division Directors; all Site Managers, and all Group Leaders.
12. REQUIREMENT. A specific sentence, paragraph, or section within a source document that prescribes explicit actions, responsibilities, or criteria that must be met because of either legal or contractual obligations. References included in a reference section are not considered to be requirements, nor are broad and general policy statements. Contractual requirements do not become binding upon contractors until placed in the contract appendix. However, applicable requirements from Federal, state, and local laws and regulations are binding even if they are not mentioned in the contract.
13. SOURCE DOCUMENT. The standard in which a requirement originates, such as DOE Orders or Rules, laws, regulations, or voluntary consensus standard. An organization's internal policies and procedures are implementing documents, not sources of requirements.
14. STANDARD. Standards are the expressed expectations for performance of work. Standards may be reference points against which to measure excellence or they can become enforceable requirements (either under law or under DOE contract). An organization's internal policies and procedures are implementing documents, not standards. Standards are also referred to as source documents. Standards include Federal, state, and local laws and regulations; DOE directives; and voluntary consensus standards that protect the environment and the safety and health of workers and the public.
15. STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENT (S/RID). An S/RID lists the necessary and sufficient set of ES&H and related requirements to be implemented by a site, facility, activity, or contractor to achieve an adequate level of protection of worker and public health and safety and to protect the environment. S/RIDs requirements are structured by functional area.

16. SUBJECT MATTER EXPERT. An individual with experience and education or training in a particular functional area, sufficient to serve as a technical advisor on matters relating to that functional area. Subject matter experts may serve as assessors, prepare and/or review corrective action plans and implementation plans, help develop or review WSS sets, and review S/RID and WSS set change packages.
17. TAILORED APPROACH. A method of implementing a requirement to the extent appropriate and necessary based upon the specific mission, activities, and hazards at a site or facility.
18. VOLUNTARY CONSENSUS STANDARDS. A prescribed set of rules, conditions, or best management practices developed or adopted by a voluntary consensus standard body, both domestic and international (e.g., American Society of Mechanical Engineers, American Nuclear Society). Per the Office of Management and Budget Circular A-119, dated February 19, 1998, a voluntary consensus standard is one that has been adopted by a voluntary consensus standard body, and industry standards, company standards, and de facto standards are not considered to be voluntary consensus standards.
19. WORK SMART STANDARDS (WSS) SETS. WSS sets are the necessary and sufficient set of requirements to meet performance expectations and objectives for providing adequate protection to workers, the public, and the environment. The process of developing the WSS set includes (a) defining the work and associated hazards, (b) creating the teams, (c) defining the protocols and documentation requirements, (d) identifying the set of standards/requirements, (e) confirming the WSS set, if necessary, and (f) approving the set. Approved WSS sets are placed in the contract.

KEY PERSONNEL DATA GATHERING FORM

Revision 5.0
03/09/1999

Name: _____

Organization/Site/Routing Symbol: _____

Current Job Title: _____

EDUCATION (Degree & Subject)

- Undergraduate: _____
- Graduate: _____
- Special Training (Such as Navy Nuclear, Commercial Nuclear, etc.):

EXPERIENCE

- Pertinent Licenses or Certifications: _____
- Technical Society Memberships: _____
- Describe Your Principle Job-Related Activities: _____
- Areas of Expertise (Maximum of Three): _____

Total Years of Technical/Related Experience: _____

Total Years of Nuclear Experience: _____

Nuclear Experience Summary: (Specify how Nuclear years were achieved)

(1) DOE: _____ (2) NRC: _____ (3) M&O Contractor/ERMC: _____ (4) Support Contractor: _____
(5) Navy: _____ (6) Consultant: _____ (7) Other (Specify): _____

Participation in Technical Standards—Provide name of committee and/or subject and date of any publications:

Relevant Technical Training (Indicate course(s), seminar(s), or conference(s) pertinent to your job function)
(Limited to the last 5 years)—attach additional sheets of paper as necessary:

<u>Course/Seminar/Conference Title</u>	<u># of Hrs./Duration</u>	<u>Date Completed</u>
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Privacy Act Notice: This information is provided pursuant to the Privacy act of 1974, 5 U.S.C. 552a, for current and former DOE employees.

DOE-1 DOE PERSONNEL AND GENERAL EMPLOYMENT RECORDS

Collection of the information requested on this form is authorized by 5 U.S.C. 301, the Department of Energy Organization Act, including authorities incorporated by reference in Title III of the Department of Energy Organization Act; 5 U.S.C. 2102 Et. Seq.; Executive Order 12009; OMB Regulations.

The personal information obtained from this form is maintained in system of record DOE-1, DOE Personnel and General Employment Records.

Disclosure of the information on this form is voluntary, however, without appropriate documentation of experience it would be difficult for oversight personnel to verify technical expertise.

Routine uses of information maintained in this system, including categories of users and the purposes of such uses are listed in Appendix B. Federal Register, Vol. 47, No. 64, dated April 2, 1982.