

# 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 IV, Chg. 2, IMPACT ASSESSMENTS
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?  BWXT Y-12  UT-B  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 chapter has been revised to reflect current policy. The title of the chapter and paragraph 3 have been revised. Subparagraphs 4a, 4b, 4c(3), 5b(1) and (2) have been revised. The previous subparagraph 5c has been retitled and restructured as subparagraph 5b(3), and extensively revised. Paragraph 6 has been revised, and the previous paragraph 2 of Attachment 1 (CRD) has been deleted.
5. **CONTACT POINT:** Wayne H. 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, Chapter IV,<br>Chg. 1, Pages IV-1 through IV-4 | 12/13/1999   | ORO O Control Form<br>ORO O 250, Chapter IV,<br>Chg. 2, Pages IV-1 through IV-5 | 04/26/2001<br>04/26/2001 |

*ORO Orders are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](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  
Kenneth W. Warden, AD-440 04/26/2001  
Signature Management Analyst, AD-440 Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**

Rev. 10/12/2000

# U.S. Department of Energy

Oak Ridge Operations

ORO O 250  
Chapter IV  
Change 2

DATE: 04/26/2001

## SUBJECT: IMPACT ASSESSMENTS

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1. PURPOSE. This chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to Oak Ridge Operations (ORO) and contractors on the development and maintenance of contract appendixes listing of applicable directives. Nothing in this issuance changes any requirements contained in any DOE directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 250, Chapter IV, Change 1, CONTRACT APPENDIX AND IMPACT ASSESSMENTS, dated December 13, 1999.
3. APPLICABILITY. The provisions of this chapter apply to ORO Principal Staff and all prime contractors as set forth in their contract.
4. RESPONSIBILITIES.
  - a. Division of Primary Interest (DPI) reviews new and revised DOE/ORO directives to identify new requirements or guidance, modifications, and deletions and establish ORO's position on applicability of the document to particular contracts. That position is then provided to the Directives Management Group (DMG) via the Directive Control Form within a prescribed time frame.
  - b. Contracting Officer's Representative (COR) maintains the Contract Requirements Baseline (CRB).
  - c. Team Leader, Directives Management Group.
    - (1) Provides advice and assistance on the requirements of this chapter.
    - (2) Transmits new or revised DOE/ORO directives to the DPI(s) for review.
    - (3) Assists the COR(s) by maintaining the CRBs, performing analysis of issues, and ensuring coordination of issues (as needed) with the DPI(s) and COR(s).
5. REQUIREMENTS AND PROCEDURES.
  - a. Background. ORO's contracts provide for the development of a list of applicable DOE/ORO administrative directives that is to be included in an appendix to the contract (See ORO O 250, Chapter VIII, REQUIREMENTS CHANGE NOTICES). Applicable environment, safety, and health (ES&H) requirements are also listed in the CRB as follows:
    - All applicable, appropriate DOE or ORO ES&H directives and/or Contractor Requirements Documents (CRDs), or

- C Approved Work Smart Standards (WSS) sets and revisions thereto, and/or
- C Approved Standards/Requirements Identification Documents (S/RID) or portions thereof and any revisions thereto.

The requirements and procedures of this chapter relate only to the review of DOE/ORO directives for inclusion in the CRB, not for consideration of modifications to established WSS sets or S/RID. For information on development and maintenance of WSS sets, see ORO O 250, Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS; for S/RID maintenance, see ORO O 250, Chapter VII, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS.

b. Referral and Review of Directives for Inclusion in the CRB.

- (1) The DMG prepares correspondence for the COR's signature to request an impact assessment from the contractor (which is a review of the directive for applicability and consistency with other provisions of the contract) for each new/revised DOE/ORO directive that the DPI considers to be applicable to a particular contract.
- (2) Review of Non-ES&H Directives.
  - (a) Based on its impact assessment, the contractor determines whether it agrees that the directive is applicable and if the directive can be implemented within existing funds and within 180 calendar days from the date of the COR's request for an impact assessment.
  - (b) The contractor provides written notification to the COR, with a copy to the DMG, of the results of the impact assessment. The assessment is due within 30 calendar days of the date of the COR's request letter or as directed in the text of the letter.
  - (c) The DMG provides a copy of the contractor's impact assessment to the DPI.
  - (d) If the contractor determines that the directive is applicable and consistent with the contract, the COR adds the directive to the CRB at its next scheduled revision. CRBs are usually revised quarterly via a contract modification signed by the Contracting Officer (CO) which may include a Requirements Change Notice. If the contractor determines the directive to be not applicable or inconsistent with the operating contract, representatives from the COR, the DPI, the DMG, and the contractor work to resolve the disagreement.

- (e) If the contractor cannot come into compliance with a directive included in the CRB within existing funds and within 180 calendar days from the date of the COR's letter requesting an impact assessment, the contractor prepares an implementation plan that meets the requirements of ORO O 250, Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS.
- (3) Review of ES&H Directives by Contractors.
- (a) Based on its impact assessment, the contractor determines whether it agrees that the directive is applicable and whether a WSS or S/RID revision effort should be initiated to add requirements from the directive to the contract. The impact assessment is due 30 calendar days from the date of the COR's letter or as directed in the text of the letter.
  - (b) The contractor provides written notification of the impact assessment to the COR, with a copy to the DMG, within 30 calendar days of the COR's request for an impact assessment or as directed by the COR. This impact assessment must indicate whether the directive is applicable, and, if so, whether a change package will be required for the imposition of requirements contained in the directive.
  - (c) The DMG provides a copy of the contractor's impact assessment to the DPI.
  - (d) If the contractor's impact assessment commits to a WSS or S/RID revision effort as described in Chapter V, DEVELOPMENT, APPROVAL, AND MAINTENANCE OF WORK SMART STANDARDS, or Chapter VII, MAINTENANCE OF STANDARDS/REQUIREMENTS IDENTIFICATION DOCUMENTS, of this directive, the change package is due to the COR, with a copy to the DMG, within 90 calendar days from the date the impact assessment is submitted by the contractor to meet the requirements of Chapters V and VII.
  - (e) The COR approves or disapproves the change package and notifies the contractor as described in Chapters V and VII.
  - (f) If the contractor cannot come into compliance with a WSS or S/RID revision to the CRB within existing funds and within 180 calendar days from the date the change package is formally approved for inclusion in the contract via COR letter, the contractor prepares an implementation plan that meets the requirements of ORO O 250, Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS. The implementation plan is due 180 calendar days from the date of the COR's letter approving the contract change package.
6. REFERENCES. DEAR 970.5204-2 (formerly DEAR 970.5204-78), *Laws, Regulations, and DOE Directives (Dec 2000)*

7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Attachment 1 of this chapter, Contractor Requirements Document.
9. ATTACHMENT.

Attachment 1 - Contractor Requirements Document.

**CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors identified in paragraph 3 of this chapter must develop management systems and processes that align with the requirements and procedures contained in paragraph 5 of this chapter.