

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 IX, RULE PROGRAM DOCUMENTS, IMPLEMENTATION PLANS, AND EXEMPTION REQUESTS**
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 new chapter in the ORO 250 series contains responsibilities and requirements concerning Rule Program Documents previously contained in ORO O 250, Chapter VI.
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>
n/a		ORO O Control Form	04/27/2001
		ORO O 250, Chapter IX	04/27/2001
		Pages IX-1 through IX-4	

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

Kenneth W. Warden, AD-440
Signature Management Analyst, AD-440

04/27/2001
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 IX

DATE: 04/27/2001

SUBJECT: RULE PROGRAM DOCUMENTS, IMPLEMENTATION PLANS, AND EXEMPTION REQUESTS

1. PURPOSE. This chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors on the preparation, review, approval, and maintenance of DOE Nuclear Safety Rule (Rule) program documents, implementation plans (IPs), and exemption requests required by the Price-Anderson Amendments Act (PAAA) Rules. Nothing in this issuance changes any requirements contained in any DOE directive.
2. CANCELLATION. None.
3. APPLICABILITY. The provisions of this chapter apply to ORO Principal Staff and to contractors required to prepare such planning documents either by contract or by Rule.
4. RESPONSIBILITIES.
 - a. Manager.
 - (1) Approves Rule program documents and/or IPs for which managerial approval authority has been delegated by the Program Secretarial Officer (PSO) and/or Lead PSO, and concurs in other Rule program documents and IPs.
 - (2) Provides a recommendation to DOE Headquarters (HQ) for approval, approval with limiting conditions, or disapproval of contractor Rule exemption requests within the time frame established when the exemption request was forwarded to DOE HQ.
 - b. Principal Staff. On request from the Directives Management Group (DMG), provide review team leaders and team members for PAAA review teams.
 - c. Enforcement Group within the Nuclear Safety Division provides personnel to participate in review teams established to review contractor Rule program documents and IPs, revisions thereto, and exemption requests from an enforceability standpoint.
 - d. Team Leader, Directives Management Group (DMG).
 - (1) Provides advice and assistance on the requirements of this chapter.
 - (2) Serves as the formal point of receipt for and coordinates review and approval of Rule program documents, Rule IPs and revisions thereto, and Rule exemption requests prepared under this chapter.

- (3) Prepares forwarding memoranda, as appropriate, for the Manager's signature for Rule program documents, plans, IPs, and exemption requests.
- (4) Coordinates, as requested, with Contracting Officer's Representative (COR) organizations regarding review, approval, closure, and tracking of contractor IPs.
- (5) Notifies the originator of approvals and closures.

5. REQUIREMENTS AND PROCEDURES.

Rule Program Documents, IPs, and Exemption Requests.

- a. Points of Contact. The DMG is the overall PAAA Coordinator for ORO implementation planning activities and serves as the central point of contact to DOE HQ for each Rule program document, implementation plan, revisions to these, and exemption requests. The DMG is the primary interface with contractors for all activities associated with the development, submittal, review, and approval process for Rule program documents, IPs, and exemption requests. There is also an ORO technical point of contact who is the review team leader.
- b. Development and Submission. Many of the Rules require the development of program documents by contractors. The following process is applicable for all contractors covered by the individual Rules. Submission dates are generally specified in the individual Rule and must be met unless an exemption request is submitted and approved for additional time. All program documents, IPs, and exemption requests must be submitted to the COR unless otherwise specified, with a copy to the DMG for processing.
- c. Content and Format of Rule IPs. DOE-STD-1082-94, PREPARATION, REVIEW, AND APPROVAL OF IMPLEMENTATION PLANS FOR NUCLEAR SAFETY REQUIREMENTS, contains nonmandatory guidance on the content and format of IPs, when such plans are permitted by the Rule. (See Chapter VI, DIRECTIVE IMPLEMENTATION PLANS AND EXEMPTION REQUESTS, paragraph 5c.) It is vital for ORO and the contractor to work together on the IPs to help avoid rejection or significant changes during the review and approval cycle. New ORO contractors must have DOE-approved program documents and be in compliance with them for 10 CFR 830, NUCLEAR SAFETY MANAGEMENT, and 10 CFR 835, OCCUPATIONAL RADIATION PROTECTION, before starting work.
- d. Content and Format of Rule Exemption Requests. 10 CFR 820 contains requirements for Rule exemptions. In addition, DOE-STD-1083-95, REQUESTING AND GRANTING EXEMPTIONS TO NUCLEAR SAFETY RULES, contains nonmandatory guidance on content and format of exemption requests.

- e. Review and Approval Protocol. DOE-STD-1082-94 and DOE-STD-1083-95 contain guidance on review and approval of program documents, IPs, and exemption requests. Additional information on the process followed in Oak Ridge is given below and on the DMG Home Page (http://www.ornl.gov/doe_oro_dmg/index.htm).
- (1) Review Teams. The DMG requests the assignment of review team leaders from the appropriate Division of Primary Interest (DPI). The review team leaders request team members from the COR(s) and DOE HQ program offices. The review team leader is responsible for coordinating the review team's activities, planning the review, and ensuring that the review team's report is completed in time for the document to be approved within the time frame specified in the Rule. A member of ORO's Enforcement Group participates as a review team member.
 - (2) Review Team Report. When the review team report is complete, the team leader must provide it to the DMG for coordination through the approval process.
 - (3) Distribution of Copies of Final Program Documents, IPs, and Approved Exemption Requests. The DMG distributes copies of the review team reports, approved program documents, IPs, exemption requests, and approval memoranda to the contractor, the DOE Docketing Clerk, and the appropriate PSO (if ORO has approval authority). In addition, the DMG retains official file copies of program documents, IPs, and exemption requests for ORO.

6. REFERENCES.

- a. DOE-STD-1082-94, PREPARATION, REVIEW, AND APPROVAL OF IMPLEMENTATION PLANS FOR NUCLEAR SAFETY REQUIREMENTS, dated October 1994, which contains nonmandatory guidance on the content and format of Rule IPs.
- b. DOE-STD-1083-95, REQUESTING AND GRANTING EXEMPTIONS TO NUCLEAR SAFETY RULES, dated February 1995, which contains nonmandatory guidance on requesting exemptions from Rule requirements.
- c. Title 10 CFR 830, "NUCLEAR SAFETY MANAGEMENT," Final Rule, dated April 10, 2001.
- d. Title 10 CFR 820, "PROCEDURAL RULES FOR DOE NUCLEAR ACTIVITIES," as amended, dated October 8, 1997.
- e. Title 10 CFR 835, "OCCUPATIONAL RADIATION PROTECTION," Final Rule, dated November 4, 1998.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this chapter.
9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

1. Contractors that are covered by DOE Rules must prepare and maintain DOE-approved program documents and, when permitted by the individual Rules, IPs that meet the requirements of paragraph 5 of this chapter.
2. Contractors must submit PAAA documents to the COR, with a copy to the DMG. The “clock” for review/approval of PAAA documents starts when the document is logged in as received by the DMG.