

# DIRECTIVES CONTROL FORM - ORO FINAL DIRECTIVE

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

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 420, Chapter IV, Change 3, CONDUCT OF OPERATIONS REQUIREMENTS FOR DOE FACILITIES**
2. **PURPOSE OF TRANSMITTAL:**  New Directive  Revised Directive
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
- Yes If yes, whom?  Bechtel Jacobs Co.  BWXT Y-12  ORAU  UT-Battelle  SURA
- Other contractors (list by type) Other contractors that manage and/or operate DOE-owned or-leased facilities.
- 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 chapter is part of the ORO sunset review process. Changes to this chapter include revisions to (1) add responsibilities to 4a, b, c, and d; 5a and b, and (2) delete 4c-e; 5a-g, and Attachment 2, Sample Management Walk Through Report.
5. **CONTACT POINT:** Tyrone Harris Assessment & Emergency Management Div., SE-32 576-0953  
Name Organization Telephone

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## 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 Control Form                                       | 12/17/1998   | ORO Control Form                                       | 12/31/2002   |
| ORO O 420, Chapter IV,<br>Chg. 2, Pages IV-1 thru IV-8 | 12/17/1998   | ORO O 420, Chapter IV,<br>Chg. 3, Pages IV-1 thru IV-4 | 12/31/2002   |

ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe_oro_dmg/oro_dir.htm). The ORO Directives 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*  
Wayne H. Albaugh 12/31/2002  
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/30/2002

# U.S. Department of Energy

Oak Ridge Operations

ORO O 420 Chapter IV Change 3
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DATE: 12/31/2002

## SUBJECT: CONDUCT OF OPERATIONS REQUIREMENTS FOR DOE FACILITIES

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### 1. PURPOSE.

- a. This chapter correlates to DOE 5480.19, Change 2, CONDUCT OF OPERATIONS REQUIREMENTS FOR DOE FACILITIES, dated October 23, 2001, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) directive.
- b. This chapter establishes overall guidance and administrative controls and assigns ORO responsibility for ORO senior management observation of ongoing activities and reinforces conduct of operations principles and practices (see paragraph 5 of this chapter).

### 2. CANCELLATION. This chapter cancels and replaces ORO O 420, Chapter IV, Change 2, CONDUCT OF OPERATIONS REQUIREMENTS FOR DOE FACILITIES, dated December 17, 1998.

### 3. APPLICABILITY. This document applies to ORO Principal Staff and contractors responsible for the management or operation of a DOE-owned or -leased facility to the extent set forth in their contract.

### 4. RESPONSIBILITIES. Many ORO contractors have developed Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) sets that may not include requirements referenced or included in DOE 5480.19, Change 2 or this chapter. Interpretation and performance of Federal responsibilities outlined below must take into account the approved standards set for each particular contract and must not be deemed to add any requirements to the approved set.

#### a. Manager.

- (1) Ensures that conduct of operations requirements identified in DOE 5480.19, Change 2, and this chapter, are implemented by ORO and contractor personnel.
- (2) Ensures that Facility Representatives are assigned using a graded approach in accordance with paragraph 5b, are 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, subparagraph 5c, unless approval has been delegated.

- b. Assistant Manager for Environment, Safety, Health, and Emergency Management.
  - (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-1063-2000, FACILITY REPRESENTATIVES.
- c. Contracting Officer=s Representatives.
  - (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 Standards in this chapter, and direction from the Contracting Officer's Representative.

5. REQUIREMENTS AND PROCEDURES.

- a. Requirements for performing assessments, including conduct of operations assessments and walkthroughs, are documented in ORO O 450, Chapter VI, ORO ASSESSMENT PROGRAM.
- b. The detailed guidance to ORO personnel performing assessments shall be documented in ORO line management procedures.

6. REFERENCES.

- a. DOE-STD-1029-92, WRITER=S GUIDE FOR TECHNICAL PROCEDURES, Change 1, dated December 1998.
- b. DOE-STD-1030-96, GUIDE TO GOOD PRACTICES FOR LOCKOUTS AND TAGOUTS, dated May 1996.
- c. DOE-STD-1031-92, GUIDE TO GOOD PRACTICES FOR COMMUNICATIONS, Change 1, dated December 1998.
- d. DOE-STD-1032-92, GUIDE TO GOOD PRACTICES FOR OPERATIONS ORGANIZATION AND ADMINISTRATION, Change 1, dated December 1998.
- e. DOE-STD-1033-92, GUIDE TO GOOD PRACTICES FOR OPERATIONS AND ADMINISTRATION UPDATES THROUGH REQUIRED READING, Change 1, dated December 1998.
- f. DOE-STD-1034-93, GUIDE TO GOOD PRACTICES FOR TIMELY ORDERS TO OPERATORS, Change 1, dated December 1998.

- g. DOE-STD-1036-93, GUIDE TO GOOD PRACTICES FOR INDEPENDENT VERIFICATION, Change 1, dated December 1998.
  - h. DOE-STD-1037-93, GUIDE TO GOOD PRACTICES FOR OPERATIONS ASPECTS OF UNIQUE PROCESSES, Change 1, dated December 1998.
  - i. DOE-STD-1038-93, GUIDE TO GOOD PRACTICES FOR OPERATIONS TURNOVER, Change 1, dated December 1998.
  - j. DOE-STD-1039-93, GUIDE TO GOOD PRACTICES FOR CONTROL OF EQUIPMENT AND SYSTEM STATUS, Change 1, dated December 1998.
  - k. DOE-STD-1040-93, GUIDE TO GOOD PRACTICES FOR CONTROL OF ON-SHIFT TRAINING, Change 1, dated December 1998.
  - l. DOE-STD-1041-93, GUIDE TO GOOD PRACTICES FOR SHIFT ROUTINES AND OPERATING PRACTICES, Change 1, dated December 1998.
  - m. DOE-STD-1042-93, GUIDE TO GOOD PRACTICES FOR CONTROL AREA ACTIVITIES, Change 1, dated December 1998.
  - n. DOE-STD-1043-93, GUIDE TO GOOD PRACTICES FOR OPERATOR AID POSTINGS, Change 1, dated December 1998.
  - o. DOE-STD-1044-93, GUIDE TO GOOD PRACTICES FOR EQUIPMENT AND PIPING LABELING, Change 1, dated December 1998.
  - p. DOE-STD-1045-93, GUIDE TO GOOD PRACTICES FOR NOTIFICATIONS AND INVESTIGATION OF ABNORMAL EVENTS, Change 1, dated December 1998.
  - q. DOE-STD-1063-2000, FACILITY REPRESENTATIVES, dated March 2000.
  - r. ORO O 450, Chapter VI, ORO ASSESSMENT PROGRAM, dated December 31, 2002.
  - s. *Oak Ridge Operations Office Facility Representatives Program Manual*, Revision 3, dated August 2001.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this chapter.
9. ATTACHMENT.
- a. Attachment 1 - Contractor Requirements Document.

## **CONTRACTOR REQUIREMENTS DOCUMENT**

Contractors identified in paragraph 3 of this chapter will, to the extent set forth in their contract, implement programs and management systems consistent with DOE policy (DOE 5480.19, Change 2, paragraph 4); program requirements identified in DOE 5480.19, Change 2, paragraph 5; and the guidelines described in DOE 5480.19, Change 2, Attachment 1, Chapters I-XVIII.