

# 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 420, Chapter V, Chg. 2, DELEGATION OF APPROVAL AUTHORITY FOR DOE 5480.21, 5480.22, 5480.23, AND 5481.1B**

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) Although the referenced DOE Orders may apply to contractors to the extent set forth in their contract, no additional requirements intended for contractors are included in this Chapter.

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 Chapter is part of the ORO sunset review process. Changes to this Chapter include minor editorial revisions to update the ORO Directives referenced in paragraph 1. To reflect current policy, all references to contractors in paragraph 3 and the Contractor Requirement's Document (formerly Attachment 1) have been deleted and the Summary in Attachment 1 has been revised.

5. **CONTACT POINT:** Lon Brock Nuclear Safety Division, SE-33 576-2113  
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 420, Chapter V, Chg. 1, Pages V-1 through V-4	03/31/1998	ORO O Control Form ORO O 420, Chapter V, Chg. 2, Pages V-1 through V-3	03/11/1999 03/11/1999

*ORO Orders are available on the ORO Directives Management Home Page  
[[http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm)] within 5-10 working days after receipt of this Control Form.  
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 H. Cusick, AD-440

03/11/1999

Signature Management Analyst, AD-440

Date

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

Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

ORO O 420 Chapter V Chg. 2
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DATE: 03/11/1999

**SUBJECT: DELEGATION OF APPROVAL AUTHORITY FOR DOE 5480.21, 5480.22, 5480.23,  
AND 5481.1B**

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1. PURPOSE. This Chapter establishes overall guidance and administrative controls and assigns responsibility to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements in any DOE Order.

The purpose of this Chapter is to document the delegation of approval authority by Headquarters to the Manager and further delegations by the Manager to subordinate levels within ORO. This Chapter complements ORO O 420, Chapters I, VI, VII, and VIII, and any subsequent revisions.

2. CANCELLATION. This Chapter cancels and replaces ORO O 420, Chapter V, Chg. 1, DELEGATION OF APPROVAL AUTHORITY FOR DOE 5480.21, 5480.22, 5480.23, AND 5481.1B, dated March 31, 1998.
3. APPLICABILITY. This Chapter applies to ORO Principal Staff.
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 5480.23, 5480.22 and 5480.21; DOE O 420.1 (includes canceled DOE 5481.1B); 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) As delegated by the cognizant Secretarial Officer (CSO), approves safety documentation where delegation to subordinate levels of ORO is not authorized.
    - (2) Initiates/approves requests to the CSO for delegation of approval authority or approval of delegation to subordinate levels of ORO.
  - b. Assistant Managers.
    - (1) Approve safety documentation where authorized and/or approved by the CSO and formally documented by the Manager (see Attachment 2 of this Chapter).
    - (2) Review general areas of responsibility on a continuing basis to identify the need for future requests to the CSO for approval of additional delegation of approval authority. This need may result from lack of prior authorization by the CSO for new facilities or modification of activities within existing facilities.

- c. Director, Nuclear Safety Division (NSD). Serves as the focal point within ORO for monitoring and evaluating subsequent direction from the CSO concerning additional delegation of approval authority.
  - d. Contracting Officer's Representatives.
    - (1) Approve safety documentation where delegation to that ORO level is authorized and/or approved by the CSO and formally documented by the Manager.
    - (2) Review general areas of responsibility on a continuing basis to identify the need for future requests to the CSO for approval of additional delegation of approval authority. This need may result from lack of prior authorization by the CSO for new facilities or modification of activities within existing facilities.
    - (3) Inform the Directives Management Group and the NSD of any future memorandums that add to or alter the delegations of approval authority contained herein.
  - e. Leader, Directives Management Group, maintains copies of all the authorization memorandums from Headquarters and internal memorandums covering delegations within ORO.
- 5. REQUIREMENTS AND PROCEDURES. None.
  - 6. REFERENCES. None.
  - 7. DEFINITIONS. None.
  - 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
  - 9. ATTACHMENTS.

Attachment 1 - Summary of Delegation of Approval Authority at ORO.

**SUMMARY OF DELEGATION OF APPROVAL AUTHORITY  
FOR SAFETY DOCUMENTATION AT ORO  
AS OF FEBRUARY 23, 1999**

<b>FACILITY HAZARD CATEGORY</b>	<b>DP</b>	<b>EM</b>	<b>ER</b>	<b>NE</b>
Nuclear	-----	-----	-----	-----
1	Not delegated	Not delegated	Not delegated	Delegated to Office of Civilian Reactor Development
2	Delegated 9 @ Y-12 to ORO/AMDP; delegated 3019 @ ORNL to ORO/AMLO	Delegated to ORO Manager; ORO Manager delegated to AMEM	Delegated to ORO Manager	NE Program Office to delegate on case-by-case basis; Uranium Programs delegated to ORO Manager
3	Delegated to ORO/AMDP	Delegated to ORO Manager; ORO Manager delegated to AMEM	Delegated to ORO Manager; ORO Manager delegated to ORNL SO Manager	Delegated to ORO Manager
Radiological (<Cat 3 Nuclear)	Not addressed	Delegated to ORO Manager; ORO Manager delegated to AMEM	Not addressed	Not addressed
Nonnuclear	-----	-----	-----	-----
High	Not addressed	Not delegated	Not delegated	Not addressed
Moderate	Not addressed	Delegated to ORO Manager; ORO Manager delegated to AMEM	Delegated to ORO Manager	Not addressed
Low	Not addressed	Delegated to ORO Manager; ORO Manager delegated to AMEM	Delegated to ORO Manager; ORO Manager delegated to ORNL SO Manager	Not addressed
Other Industrial	Not addressed	Delegated to ORO Manager; ORO Manager delegated to AMEM	Not addressed	Not addressed