

U.S. Department of Energy

Oak Ridge Operations

ORO O 430
Chapter II

DATE: 6-14-96

SUBJECT: IN-HOUSE ENERGY MANAGEMENT

1. PURPOSE. This Chapter correlates to DOE O 430.2 (formerly DOE 4330.2D), IN-HOUSE ENERGY MANAGEMENT, dated May 18, 1992, 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 DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG 4330.2D, IN-HOUSE ENERGY MANAGEMENT, dated June 1, 1994.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and management and operating (M&O) contractors.
4. RESPONSIBILITIES.
 - a. Assistant Manager for Construction and Engineering has responsibility for all matters concerning the In-house Energy Management (IHEM) Program at ORO.
 - b. Director, Engineering Services Division (ESD), appoints an Energy Conservation Coordinator (ECC) and provides staff to carry out the IHEM Program.
 - c. Director, Project Management Division, performs that task identified in DOE O 430.2, subparagraph 7f(8).
 - d. Energy Conservation Coordinator.
 - (1) Performs those tasks identified in DOE O 430.2, subparagraphs 7f(2), (3), (6), and (9)-(11).
 - (2) Provides IHEM support to DOE Project Managers and Contracting Officers' Representatives.
 - e. Contracting Officers' Representatives.
 - (1) At the request of the ECC, perform that task identified in DOE O 430.2, subparagraph 7f(7).

- (2) Ensure that effective energy management programs and/or procedures, consistent with the provisions of DOE O 430.2 and this Chapter, exist or are established at sites or areas within their jurisdiction.
 - (3) Refer contractor submissions concerning energy management to ESD for disposition.
 - (4) Refer questions concerning implementation of energy management requirements to the ORO ECC.
5. REQUIREMENTS AND PROCEDURES. None.
 6. REFERENCES. DOE Energy Conservation Manual.
 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

Contractors that are identified in paragraph 3 of this Chapter shall accomplish the following:

1. Develop IHEM programs that conform to DOE policy as stated in DOE O 430.2, paragraph 6.
2. Implement energy conservation related programs such as energy conservation employee awareness, ridesharing, and vanpool programs.
3. Prepare ten-year energy management plans, provide annual reports on progress toward achieving the DOE goals of its ten-year Energy Management Plan, and design, construct, convert, and operate facilities in accordance with the guidelines in DOE O 430.2, paragraph 8.
4. Prepare and submit energy conservation design and analysis reports for new building, building addition, and building renovation projects.
5. Send reports required by DOE O 430.2 to the cognizant COR with three copies to the ORO ECC.