DOE CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the **DIRECTIVES MANAGEMENT GROUP, AD-440**):

TO DIRECTOR, DIVISION OF PRIMARY INTEREST: D. R. Allen, Director, Assessment and Emergency Management Division, SE-32

NUMBER, TITLE, AND DATE OF DIRECTIVE: **DOE M 231.1-1A, ENVIRONMENT, SAFETY, AND HEALTH REPORTING MANUAL, dated 03/19/2004**

The attached directive, which is within your area of functional responsibility, is forwarded for review and necessary action. Complete Part B and forward this form to ORO Directives Management Group, AD-440, by **04/12/2004**.

PART B (To be completed by the **DIVISION OF PRIMARY INTEREST (DPI)**):

1. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check Appropriate Boxes)**

   _____ No (all contractors)

   __X__ Yes If yes, whom? __X__ Bechtel Jacobs Co. __X__ ORAU __X__ UT-Battelle

   __X__ Other contractors (list by type) ORO support service contractors and all subcontractors.

   Many ORO Contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (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.

2. **IMPLEMENTATION**: Does the directive contain special implementation requirements and/or dates?
   ____ No __X__ Yes If yes, describe:

   180 Days from effective date all reports will be electronic
   Annual self-assessments of record keeping program

3. **SIGNIFICANT PROVISIONS**: Are there any significant changes or impacts? _____ No __X__ Yes If yes, describe.

   See 2 above.

4. **OAK RIDGE OPERATIONS OFFICE DIRECTIVE**: Is a new ORO Directive or revision required? ____ Yes __X__ No
   If yes, target date for submission of ORO Directive to AD-440 is _____.

5. **IDENTIFY CONTACT POINT**: Jenny Mullins 576-0836
   Name Telephone

6. **APPROVED BY DIRECTOR**: *Original Signed By* D. R. Allen, Dir., SE-32 04/15/2004 576-0411
   Signature Date Telephone

7. ***DOE Directives are available on the DOE Directives Portal at http://www.directives.doe.gov/. DOE Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.***

PART C (To be completed by the **DIRECTIVES MANAGEMENT GROUP** (DMG):

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By
Wayne H. Albaugh, AD-440 04/15/2004
Name Date

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

(Revised 11/06/2003)