
**Oak Ridge National Laboratory
Transportation and Packaging Management
Directives**

**Directives Development and Control
TPM-A-1, Revision 2 (revised 1/27/00)**

Page 1 of 3

A hard copy of this document is valid only until the document revision number has changed on the WEB. The hard copy should be dated and signed the day it is printed. If you continue working from the hard copy, you should verify its accuracy periodically on the WEB.

Date Printed: _____

Verifier: _____

Note: The symbol| denotes revision from LMTPM-A-1, Revision 1.

I. PURPOSE

- | This directive provides guidance for preparing, reviewing, approving, issuing, and controlling Oak Ridge National Laboratory (ORNL) - Transportation and Packaging Management (TPM) internal operating procedures.

- | **NOTE 1:** Directives are policies, procedures, and guidance developed to promote efficient operations and individual empowerment.

- | **NOTE 2:** Directives were formerly specified as Command Media in previous TPM procedures.

II. APPLIESTO

- | This procedure applies to the development and control of all of TPM's directives and to all personnel in the TPM organization.

III. RESPONSIBILITIES

| **A. TPM Operating Directives Development**

1. TPM Manager

- (a) Identifies activities that require operating directives.

NOTE: Directives will be reviewed at least every three (3) years.

- (b) Assigns a technical expert(s) to each activity.

2. Technical Expert(s)

- (a) Provides information regarding the activity to the Directives Coordinator

3. Directives Coordinator

- (a) Identifies designated reviewers.

FOR INTERNAL USE ONLY

NOTE: Designated reviewers shall include, at a minimum, TPM managers, the Directives Coordinator, and the Quality Assurance Specialist.

- (b) Prepares a draft copy of the directives.

B. Directives Review

1. Directives Coordinator

- (a) Distributes directives (new or revised) to the designated reviewers.

2. Reviewers

- (a) Completes review and returns all comments to Directives Coordinator within ten (10) working days.

C. Directives Comment Incorporation

1. Directives Coordinator

- (a) Obtains completed directives reviews.
- (b) Reviews and resolves all comments with the technical experts and reviewers.
- (c) Refers to the TPM Manager for resolution of comments unresolved by the Technical Expert(s) and/or reviewers.
- (d) Incorporates concurred review comments, if any.
- (e) Determines if review comments warrant a follow-up review.

NOTE: A follow-up review is warranted if comments consist of operational and/or administrative changes.

- (f) Distributes revised directives for additional reviews, if necessary.

D. Directives Approval and Issuance

1. TPM Manager

- (a) Provides signature approval for directives.
- (b) Maintains redline authority for directives.

NOTE: Redline authority is the authority to change words or statements in directives at times other than during the formal reviews process (e.g., administrative or operational changes). Redline changes are effective on the date of issuance.

FOR INTERNAL USE ONLY

2. Directives Coordinator

- | (a) Coordinates placement of approved Directives on the TPM Homepage within five (5) working days of approval signature.
- | (b) Notifies distribution of the availability of new and/or revised directives via electronic mail.
- (c) Maintains historical files of revised directives.

E. Directives Training

1. Managers

- (a) Provide and document training on new or revised Directives to affected employees with ten (10) working days after issuance of directives.
- (b) Return documentation of training via training attendance signature sheet to the Directives Coordinator who will maintain this documentation with the original procedure.

IV. RECORDS

Records are generated and maintained in accordance with established company records management practices and approved records inventory and disposition schedules.

A. Directives Coordinator

- 1. Retains original copy of approved directives, training documentation, and historical file for three (3) years.
- 2. Retains review comments for six (6) months.

Prepared by: ORNL-Transportation and Packaging Management Organization

Points of Contact: Directives Coordinator (574-4326)
TPM Manager (574-5522)

Approved by: _____ **Date:** _____
Randy M. Walker, Manager (signed on 1/27/2000)

FOR INTERNAL USE ONLY