

Nuclear Science and Technology Division

Document Peer Review Form

Part A – to be completed by author

Date Submitted: _____

Due Date: _____

Author(s): _____

Title: _____

Publication Type:

Provide report number

Journal (refereed)

Invited Paper

ORNL Report: _____

Journal (unrefereed)

Contributed Paper

NRC Report: _____

Abstract

Oral Presentation

Other (specify): _____

Publication Information: _____

[Journal title and/or conference information (conference title, dates, city, state)]

Part B – to be completed by reviewer

Please review the attached publication. Your review should consider the importance of the subject matter, soundness of the technical content, and clarity of presentation.

Technical Merit: _____

Presentation Style: _____

Other Comments or Suggestions: _____

I have reviewed this document with the author: Yes No

I recommend publication as submitted

I recommend publication if revised as noted

I do not recommend publication of document

Reviewer Name (please print) _____

Reviewer Signature _____

Date _____

Part C – to be completed by author

I agree with (all or part) of the reviewer's suggestions, and those changes agreed to have been incorporated in this document.

I have not incorporated (all or part) of the reviewer's suggestions in this document for the following reasons: _____

Author Name (please print) _____

Author Signature _____

Date _____

Nuclear Science and Technology Division

Document Review Record

To be completed by author

Date Submitted: _____

Account Number: _____

Author(s): _____

Title: _____

Peer Reviewer(s): _____

Final Editing by: _____

The process for clearance and release ensures that (1) the technical content is sound, (2) the government's patent interests are considered, (3) the information released to the public is not classified or otherwise controlled, and (4) DOE regulations are met — including the requirement that DOE's Office of Scientific and Technical Information (OSTI) receive a PDF copy of our technical reports and full conference papers (but not abstracts or viewgraphs). These four steps are carried out by the originating division, the ORNL Patent Counsel (if applicable), an Authorized Derivative Classifier and/or Classification Officer if work involves a non-DUSA (Designated Unclassified Subject Area), and the ORNL Office of Technical Information and classification (OTIC). ORNL now uses an electronic process (CPPR database) to register documents.

Patent Review

a. Patent Review Waived: Yes No

Reason: Previously Reviewed and Cleared by Patent Office* Nonpatentable Subject Matter

*Cite or attach the previous review and/or case documentation

_____ (Author initials)

_____ (Group leader initials)

b. Requires Review by Patent Office: Yes _____ (Patent officer signature)

Classification/Sensitive Information Review

a. Please check one

DUSA (requires GL signature) :

Non-DUSA (requires ADC signature) :

_____ (Author initials)

_____ (Group leader initials)

b. Potentially Classified or Sensitive, Requires Review by ADC: Yes No

Contains Classified/Sensitive Information: Yes No

Classification Level: _____

_____ (ADC signature)

Export-Controlled Information: Yes No

_____ (Author initials)

_____ (Group leader initials)

Author Final Approval: _____

_____ Date

Group Leader Final Approval: _____

_____ Date

Program Approval (if required): _____

_____ Date

TI Manager Approval: _____

_____ Date

Division Director Approval: _____

_____ Date

Nuclear Science and Technology Division

Instructions for Document Review and Clearance

These instructions ensure that scientific and technical information created by NSTD is appropriately reviewed before public release.

What Is Subject To Review – The group leader must review any type of material (including electronic information) intended for external release to ensure that issues such as patent, classification, and export control have been addressed. Most types of externally released documents—such as ORNL/TMs, NUREGs (NRC documents), conference papers, journal articles, book chapters, brochures, newsletters, and miscellaneous reports—must be peer reviewed as well. Material such as abstracts, viewgraphs, posters, and letter reports may be submitted for peer review at the discretion of the group leader.

Document Peer Review Form

Part A – to be completed by author

Due Date: Date the author requests input from reviewers (usually two weeks).

Publication Type: Choose from the list the type of publication (ORNL/TM, NUREG, abstract, conference paper, journal article, book chapter, etc.).

Publication Information: Provide additional information such as name of journal or conference information (title, dates, location).

Part B – to be completed by reviewer (choose at least two or more persons familiar with the subject matter and who have not contributed to authorship to conduct review)

Technical Merit/Presentation Style/Other Comments or Suggestions: The peer reviewers are responsible for providing independent review of the publication for the importance of the subject matter, soundness of the technical content, and clarity of presentation.

I have reviewed this document with author: After conference with author, the reviewer signs the form, indicating whether publication is recommended.

Part C – to be completed by author

The author indicates resolution of review comments and signs the form.

Document Review Record

Account Number: The group leader must approve the charge number, because the editor and/or other personnel may charge time to this account. The number is also used to obtain information to register the document in the ORNL CPPR.

Final Editing: The group leader will decide if editing by ORNL Publishing Services Group is required. Choose from drop-down list (author, edited by journal, editor, group leader, or other) and obtain appropriate signature.

Patent Review: Patent review may be waived by the author or group leader if the material is nonpatentable or if previous review has been conducted by the Patent Office. Otherwise, Patent review is required.

Classification/Sensitive Information Review: This type of review is mandatory for any information that requires safeguarding in the interest of national security as determined by DOE or other government agency. For material within a Designated Unclassified Subject Area (DUSA), which has no potential for using or generating classified information, only author and group leader initials are required. Non-DUSA material contains potentially classified or sensitive subject matter and must be reviewed by an Authorized Derivative Classifier (ADC). ADC signature is required for non-DUSA documents.

Export-Controlled Information: If the material involves sensitive technology that cannot be disseminated to foreign parties, this decision must be recorded so that appropriate markings can be placed on the document.

Author Final Approval: The author shall review all information to ensure accuracy before signing. He or she may also sign as group leader, if applicable.

Group Leader Final Approval: The group leader shall review all information to ensure accuracy before signing.

Program Approval: If required, the relevant program manager shall sign to indicate approval.

Technology Integrator (TI) Manager Approval: The TI manager shall sign to indicate approval before the clearance package is submitted to the division director for signature.

Division Director Approval: The division director completes the final step of the review and approval cycle. A hard-copy package must be delivered to the division office. The package shall contain the Document Review Record and two Peer Review Forms; a hard copy of the ORNL Registration Form printed from the CPPR database; a copy of submittal letters and forms for NRC documents (if applicable); and a copy of the document. After division approval, the document package will be signed and returned to the group leader's office to release for publication. The group leader will ensure that the package is retained for the specified record retention period of 6 years.