

Standards Actions

Technical Standards Program Newsletter

February 2018



U.S. DEPARTMENT OF

ENERGY

OFFICE OF
NUCLEAR SAFETY

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Publishing Organization

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TECHNICAL STANDARDS ACTIVITIES

The Technical Standards Program (TSP) published a new procedure for processing Official Use Only (OUO) documents in RevCom. The notice is posted on the TSP website under News & Updates: www.standards.doe.gov/. The new procedure for *Processing OUO Documents in RevCom* explains the process for processing OUO documents within the RevCom system. This is a living document, so feel free to provide comments or suggested changes to jeffrey.feit@hq.doe.gov.

The following information can also be downloaded from the web:

<https://www.standards.doe.gov/files/processing-ouo-documents-in-revcom>

PROCESSING OFFICIAL USE ONLY DOCUMENTS IN REVCOM

(Note: Text of OUO documents is not posted in RevCom)

Send questions and requests for assistance to support@doxcelerate.com

Technical Standards are submitted to TSP RevCom for review in four phases. Official Use Only drafts are NOT posted in TSP RevCom. The following is information specific to OUO document processing in TSP RevCom.

PHASE 1—PROJECT JUSTIFICATION (15 business days)

The author submits the Project Justification Statement (PJS) for reviewers to consider whether the project should go forward. The review consists of answering a question to indicate one's concurrence with proceeding.

OUO documents are identified as such in the title. If a draft standard has already been developed, it is NOT provided for PJS review. Only the PJS is provided for review in this phase.

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PHASE 2—REVIEW AND RESPONSE - Two Parts (90 days total)

OUO Review – 60 days.

The process is as follows:

1. The Preparing Activity (PA) distributes the draft standard via encrypted/password-protected email to Technical Standard Managers (TSM).
2. TSMs distribute the draft standard to Subject Matter Experts (SME) via encrypted/password protected email.
3. SME return their comments to their TSMs.
4. The TSMs will select SME comments that represent the organization and send them by encrypted/password protected email to the next TSM in the organization hierarchy.
5. Headquarters TSMs will submit all approved comments to the PA.
6. Deadlines will be staggered according to the process used for non-OUO documents, with seven days between levels.

Please note that Doxcelerate provides the TSM distribution list to the PA. Do not proceed with any of the TSP coordination phases without first contacting Doxcelerate. Doxcelerate sends out the proper alert notifications via the RevCom.

The following will display when the reviewer opens the document in TSP RevCom: **Official Use Only**

The text of this Official Use Only document will not be available in TSP RevCom. You will receive the document for review via encrypted/password-protected email from the PA Name (org); email; phone.

DO NOT enter comments in TSP RevCom.

OUO Notification will include the following (which can also accompany the PA's distribution to TSMs):

The text of this Official Use Only document will not be available in TSP RevCom. You will receive the document for review via password-protected email. If you have questions, please contact the PA Name (ORG); email; phone.

TSMs will distribute the document via password-protected email to assigned SMEs.

OUO Comment Response

The PA will produce a comment response report and a redline version of the draft standard showing modifications in response to reviewer comments.

PHASE 3—RESPONSE NEGOTIATION (30 days)

OUO

The comment response report and redline showing modifications in response to reviewer comments are distributed to TSMs via encrypted/password-protected email. Users who log in to TSP RevCom see the following, with a special note regarding OUO:

RESPONSE NEGOTIATION

THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT

No TSP RevCom action is necessary.

This is an opportunity for reviewers to see the author's responses to their comments and if warranted, negotiate changes to the response via telephone and email communication. Please contact the PA Name (Org) at phone; email.

NOTE: The redline version of this Official Use Only document and the comment response report will not be available in TSP RevCom. You will receive the redline version for review and a copy of the comment response report via encrypted or password-protected email. TSMs will distribute the document via encrypted/password-protected email to assigned SMEs.

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PHASE 4—CONCURRENCE (10 business days)**OUO**

The PA will distribute a clean version of the modified draft technical standard, along with a redline version of the draft technical standard showing modifications in response to reviewer comments with changes resulting from Response Negotiation, to TSMs via encrypted/password-protected email.

TSMs will distribute both the clean and redline versions to SMEs via encrypted/password-protected email.

Reviewers will be asked to respond to the concurrence question. Reviewers will see the following instruction for submitting concurrence when they open the review:

CONCURRENCE REVIEW:

This is an Official Use Only document. You will receive the redline for review via encrypted/password-protected email. If you have questions, please contact the PA Name (Org) phone, email.

THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT.

Review the Tech Standard to determine if you concur with the draft as revised.

Select **Answer Question** and choose the answer that indicates your concurrence, nonconcurrence or that the Tech Standard does not apply to your organization.

If you do not concur enter justification in the **Notes** box provided.

DO NOT use the **Add Comment** button for nonconcurrence justification or for additional comments. This information will not be considered part of your response.

After you have answered the question, select **Save Answer**.

REMEMBER, you **MUST** select **Submit** to record your response.

Select **Question Response** to complete your Submission.

The following is an example of text to accompany email distribution of the document for concurrence review:

Concurrence is NOT a comment phase. The redline version of this Official Use Only document will not be available in TSP RevCom. You have received the encrypted markup showing modifications resulting from Response Negotiation. If you have questions, please contact the PA Name (Org); phone, email.

TSMs will distribute the document via encryption or password-protected email to assigned SMEs. Before assigning SMEs, use the Set Due Dates feature (Version Menu) to assign their deadlines for submitting comments to you via encryption or password-protected email. TSMs should assign this activity to SMEs who made comments on the draft technical standard.

You will review the redline and clean versions to determine if you concur with the draft as modified. Select Answer Question and choose the answer that indicates concurrence, nonconcurrence or that the Standard does not apply to your organization. If you do not concur, you will enter justification in the Notes box but keep in mind that your comments are not to be OUO. If comments must be OUO, contact the PA Name (Org); phone, email.

To learn more about the DOE Technical Standards Program or
to view the *Standards Actions* newsletters,
visit the website:

www.standards.doe.gov

TECHNICAL STANDARDS ACTIVITIES

DOE TECHNICAL STANDARDS UPDATES

The following is an overview of recent Technical Standards actions. A complete list of on-going DOE Technical Standards actions can be found on the "Monthly Status Reports" posted on the Technical Standards Program website: www.standards.doe.gov.

Proposed Documents *The TSP will post PJS's in the order received and with consideration of reviewers' schedules.*

Proposed New Documents

- DOE-STD-XXXX-YR, *DOE Facility Security Clearance and Foreign Ownership, Control, or Influence Handbook*
Contact: Natasha Wright, Office of Security Policy (AU-51) Phone: 301-903-4804

Proposed Revisions

- DOE-STD-1171-2009, *Safeguards and Security Functional Area Standard*
Contact: Michael Greene, National Training Center (EA-50) Phone: 505-845-6359
- DOE-STD-1112-2016, *Department of Energy Laboratory Accreditation Program for Radiobiass*
Contact: James Dillard, Office of Worker Safety and Health Policy (AU-11) Phone: 301-903-1165
- DOE-STD-1095-2011, *Department of Energy Laboratory Accreditation Program for Personnel Dosimetry*
Contact: James Dillard, Office of Worker Safety and Health Policy (AU-11) Phone: 301-903-1165
- DOE-STD-1217-2016, *Department of Energy Safeguards & Security and Survey Self-Assessment Planning, Conduct and Reporting*
Contact: Gary White, Office of Security Policy (AU-51) Phone: 301-903-4976
- DOE-HDBK-1092-2013, *Electrical Safety*
Contact: Moriah Ferullo, Office of Worker Safety and Health Policy (AU-11) Phone: 301-903-0881

New Projects Registered

DOE-STD-XXXX-YR, DOE Voluntary Protection Program

Contact: Richard Caummisar, Office of Worker Safety and Health Assistance (AU-12) Phone: 806-681-1926

DOE-STD-XXXX-YR, Preparation & Conduct of Protective Force Performance Testing (Official Use Only (OUO))

Contact: Carl Pocratsky, Office of Security (AU-50) Phone: 301-903-2769

DOE-STD-1192-2010, Security Risk Management Technical Standard (OUO)

Contact: Mark Hojnacke, Office of Security (AU-50) Phone: 301-903-3311

DOE-STD-3013-2012, Stabilization, Packaging, and Storage of Plutonium-Bearing Material

Contact: Maxcine Maxted, Savannah River Site Phone: 803-208-0506

Technical Standards Posted in RevCom for 60-day Review

DOE-STD-XXXX-YR, (PJS-2016-08), Department of Energy Voluntary Protection Program Standard Volume I-Program Structure, Volume II-Procedures, Volume III-Application, Volume IV-Onsite Review

Contact: Richard Caummisar, Office of Worker Safety and Health Assistance (AU-12) Phone: 806-681-1926

DOE-STD-1027-1992 (Change Notice 1), Hazard Categorization and Accident Analyses Techniques for Compliance with DOE Order 5480.23, Safety Analysis Reports

Contact: Chris Chaves, Office of Nuclear Safety Basis and Facility Design (AU-31) Phone: 301-903-5999

Project Justification Statements Posted in RevCom for 15-day Review

DOE-STD-XXXX-YR, Emergency Management Program Administration: Risk-Informed and Performance-Based Indicators and Assessments

Contact: Jose Berrios, Office of Plans and Policy (NA-41) Phone: 202-586-9748

DOE-STD-1192-2010, Security Risk Management Technical Standard (OUO)

Contact: Mark Hojnacke, Office of Security (AU-50) Phone: 301-903-3311

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Project Justification Statements Posted in RevCom for 15-day Review (continued)

DOE-STD-3013-2012, *Stabilization, Packaging, and Storage of Plutonium-Bearing Materials*

Contact: Hitesh Nigam, Waste and Materials Management (EM 4.2) Phone: 301-903-7715

Author: H. Allen Gunter, Savannah River Site Phone: 803-208-3975

DOE-STD-1111-2013, *Department of Energy Laboratory Accreditation Program Administration*

Contact: James Dillard, Office of Worker Safety and Health Policy (AU-11) Phone: 301-903-1165

DOE-STD-1175-YR, *Senior Technical Safety Manager (STSM) Functional Area Qualification Standard (FAQS)*

Contact: Al MacDougall, Office of Enterprise Assessments (EA) Phone: 505-845-5549

Recently Approved Standards

DOE-HDBK-5001-2017, *Procurement, Use, and Maintenance of Standard Freight Containers for Use in Transportation and Disposal of Radioactive Material and Radioactive Waste*

Contact: Ashok Kapoor, Office of Environmental Management (EM) Phone: 202-586-8307

Placeholder was placed on the TSP web page for:

DOE-STD-1227-2017, *Local Insider Threat Working Group Structure, Roles, and Response Actions (OUO)*

Contact: Sabeena Khanna, Office of Corporate Security Strategy (AU-1.2) Phone: 202-586-9020

DOE-STD-1146-2017, *General Technical Base Functional Area Qualification Standard*

Contact: Al MacDougall, Office of Enterprise Assessments (EA) Phone: 505-615-3372

Cancellations

DOE-STD-1180-2004, *Construction Management Functional Area Qualification Standard*

Contact: Al MacDougall, Office of Enterprise Assessments (EA) Phone: 505-615-3372

UPCOMING MEETINGS & CONFERENCES

Energy Facility Contractors Group (EFCOG)

Nuclear & Facility Safety Workshop

When: February 26-March 2, 2018

Where: Albuquerque, NM

American Concrete Institute Spring 2018

The Concrete Convention and Exposition: Concrete Elevated

When: March 25-29, 2018

Where: Salt Lake city, UT

26th Annual ISO 9000 World Conference

The World's Leading Conference on ISO 9000 & Quality Management System Standards

When: April 4-6, 2018

Where: Las Vegas, NV

EFCOG Quality Assurance & Integrated Safety

Management Working Group Meeting

When: April 23-26, 2018

Where: Savannah River Site

DOE Nuclear & Facility Safety Programs Workshop

When: May 21-24, 2018

Where: Las Vegas, NV

National Fire Protection Association Conference

When: June 11-14, 2018

Where: Las Vegas, NV

2018 American Society of Mechanical Engineers Annual Meeting

When: June 2-6, 2018

Where: Vancouver, British Columbia, Canada

EFCOG Annual Meeting

When: June 5-6, 2018

Where: Washington, DC

2018 American Nuclear Society Annual Meeting:

Driving the Future of Nuclear Technology

When: June 17-21, 2018

Where: Philadelphia, PA

International Conference on Nuclear Engineering (ICONE 26)

When: July 22-26, 2018

Where: London, England, UK