

Standards Actions

Technical Standards Program Newsletter

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TECHNICAL STANDARDS ACTIVITIES

Manager's Corner

Well, it's been a very trying year so far. COVID-19 has forced most of us to work from home in an effort to curb its effects on the population. Despite the situation, the DOE Technical Standards Program (TSP) continues to run seamlessly, keeping the Department's standards work on track. TSP RevCom has been handling the coordination of draft technical standards very well and it is anticipated that this will continue without pause. There is one major change with the TSP RevCom process. Since the inception of RevCom, AU, and its predecessor organization, HSS, elected to perform the review of its own draft standards in what was called a "Pre-RevCom AU/HSS Review". Coordinating its draft standards in this manner added more time than was necessary for review. Recently it was decided that AU should review its own drafts in parallel with other organizations' review of AU drafts. Starting in March 2020, after a few administrative changes were made, AU placed its first draft standard into the revamped coordination process.

The AU Technical Standards Manager (TSM) sent an alert to AU Tier 1 Managers, asking them to provide a list of the staff they would like to have review the AU document in TSP RevCom. So far this change seems to be working well. While we are on the subject of TSMs, I'd like to reiterate the importance of the TSM role. TSMs form the backbone of the TSP by acting as the liaison between their respective organizations and the TSP. Their success is key to the Program's successful implementation. The all-important role of the TSM is described below. TSMs:

- Serve as organization points-of-contact for technical standards activities
- Coordinate organization participation in the TSP in accordance with the TSPPs
- Participate with the TSMC in cooperation with the DOE TSP Manager
- Conduct and inform the TSP Manager of any technical standards activities in accordance with the requirements of this Order
- Keep their program Head of Departmental Elements informed as to all technical standards activities that may be of concern to them
- Support implementation of P.L. 104-113, National Technology Transfer and Advancement Act of 1995; and OMB A-119, Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity

Assessment Activities within DOE

- In partnership with the Technical Standards Program Manager, screen all TSP projects to ensure that they meet the description of a technical standard, as provided in Appendix A of Order 252.1A, Technical Standards Program, and are not duplicative of existing, adequate VCSs, allowing only those projects that meet that intent to proceed past the project initiation phase
- In partnership with Head of Departmental Elements, Senior Program Officials, Field Office Managers, and the DOE TSP, respond to all TSP requests, including the maintenance of technical standards for which their organization has responsibility (e.g., responding to Sunset Review Reports in a timely manner)

I am pleased to report that those individuals appointed as TSMs, take their jobs very seriously. I encourage management to work with their respective TSMs, and provide the support they need to continue to do their jobs effectively.

That's it for this edition of the Manager's Corner. Stay safe and healthy and see you next time!

Written by Jeff Feit, Manager, DOE Technical Standards Program

RevCom FAQs

The following are frequently asked questions from both new and long-time RevCom users.

Q: I received an email from support@doxcelerate.com assigning me to a RevCom activity. What now?

A: The email will identify the Activity, Document, your Due Date, and Due to (an author or TSM).

- Login to Technical Standards RevCom at www.standards.doe.gov/login.jsp and choose your role
- SME-enter your email address (no password needed)
- TSM/Delegate or PA/Writer-enter your username and password

Q: Where can I find help/training?

A: Send email to support@doxcelerate.com. Training is scheduled at your convenience using Webex (about an hour) or can be a review of some specific task (usually a few minutes).

Q: I added a new SME to my list. Why is he not there now?

A: He may be a deactivated user (one who was removed from another TSM's list). Send an email to support@doxcelerate.com, and include the email address. An Administrator can reactivate the account so it will appear in your list.

Q: I am assigned a PJS/Concurrence/Reaffirmation/Cancellation review. What is the process?

A: TSMs are required to answer the question-most often, "Do you concur . . . ?" Select Answer Question (in the blue box next to the question) and choose one of the responses. A TSM who has been assigned can assign reviewers and can use those responses as a basis for the organization's answer to the question. Choose Submit and select Question Response to complete your submission.

Q: I am an SME. What happened to my comments?

A: On the Document List page, below the title of interest, select Comment Disposition & History. Find

the version on which you submitted comments and choose Comment Disposition to find whether your TSM sent your comments forward. The author's response will be included when the Response phase is completed.

Q: I am a TSM. How can I be sure that my submission went through?

A: Immediately after you complete your submission there will be a banner at top "Notifications have been queued for delivery. Package submitted." If you did not notice the banner, open the Reports Menu and select Monitor. Choose the document from the list to open the Package Submission Report. Scroll down to find your organization. The listing will include Comments Due, Status (submitted or not submitted) and Submission Date.

Q: I am an SME and have made comments. Now I can't open the document. How can I submit my comments?

A: You have missed your deadline. Contact the TSM who assigned you to the review and ask for an extension.

Q: I am a TSM and have missed my submission deadline. I have quite a few comments to submit. How can I do that now?

A: Send an email to Jeffrey.Feit@hq.doe.gov and request an extension. The PA must approve the extension.

Q: I am a PA, and comment response will require an extension to my deadline for submission. Who can help?

A: Send an email to Jeffrey.Feit@hq.doe.gov and include a date for the extension.

Q: I am a PA with a PJS/Concurrence/Reaffirmation/Cancellation review. How can I find responses?

A: When you have document open, go to the Reports menu and select Quick. From the list at the right, select Answers table Beta to open the list that will show Headquarters organizations' responses. Select Expand/Collapse All to see sub organizations' responses. Most offices will not submit response until deadline.

Q: I am a PA. How do I handle Non-concurrence?

A: Contact the organization to resolve issues raised in the non-concurrence. Unresolved non-concurrence is addressed by organization management.

Q: There is new information below the titles in the Document List. What is that?

DOE-HDBK-1163-YR, Integration of Multiple Hazard Analysis Requirements and Activities

Subject Areas for this Activity: None selected.

[Comment Disposition & History](#) | [References](#) | [Discussion](#)

A: Comment Disposition & History opens list of phases completed/scheduled for the document. Each phase of the review is defined by title, review phase, dates when each phase opened and closed.

- The Quick Report shows responses to PJS/Concurrence/Reaffirmation/Cancellation questions. The report opens to a table showing all organizations' responses to the question.
- Comment Disposition to find how your comments progressed through the system from your submission through the TSMs' decision to include your comments in their submissions. When

comment response is complete, the comment disposition report will include the PA's responses to your comments.

- References will take you to the list of PDF material supporting the review, that can include:
 - the original PJS;
 - for revisions, a copy of the current version being revised
 - the Draft submitted for Review and Response;
 - the Comment Response report showing whether the PA's response to each comment was to Accept, Reject, or Accept in Part;
 - a Redlined markup showing revisions in response to reviewer comments;
 - the proposed final draft to be submitted for approval.
- Discussion includes internal submissions of ideas or questions not associated with and not included as comments

Written by Patricia Greeson, Director, Support Services, Doxcelerate

2021 Nuclear and Facility Safety Programs (NFSP) Workshop

Due to the current situation regarding the COVID-19 pandemic the Office of Nuclear Safety has cancelled the 2020 Nuclear and Facility Safety Programs (NFSP) Workshop planned for June 7-12, 2020, at the JW Marriott in New Orleans, LA. While the cancellation is unfortunate, development is underway for the 2021 NFSP Workshop. Next year's event is planned for May 9-14, 2021 and will also be held at the JW Marriott in New Orleans.

This Workshop will provide an important opportunity for safety and oversight personnel representing the Facility Representative, Safety System Oversight, Nuclear Safety Specialist, Fire Safety, Quality Assurance, and Readiness Review communities to attend training and share experiences and lessons learned from across the complex. The theme of the 2021 NFSP Workshop will be *Collaborating Across Boundaries*.

Questions regarding the 2020 NFSP Workshop can be sent to James Heffner, Office of Quality Assurance and Nuclear Safety Management Programs at 202-586-3690 or James.Heffner@hq.doe.gov.

Submitted by James Heffner, Nuclear Engineer, Office of Quality Assurance & Nuclear Safety Management Programs

DOE Technical Standards Updates

The following is an overview of recent Technical Standards actions for March, April and May 2020. 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

Project Justification Statement (PJS) Posted in RevCom for 15 day Review:

Proposed Revision of DOE-STD-1192-2018, *Security Risk Management Technical Standard* (OUO)

POC: Gary White, AU-52, Office of Security, Phone: 301-903-6874

Project Justification Statement for the Proposed Revision of DOE-STD-1063-2017, *Facility Representatives*

POC: James Heffner, AU-32, Office of Office of Quality Assurance & Nuclear Safety Management Programs,

Phone: 202-586-3690

In RevCom for 60 Day Review:

Proposed Revision of DOE-STD-1195-2014, *Design of Safety Significant Safety Instrumented Systems Used at DOE Nonreactor Nuclear Facilities*

POC: Pranab Guha, Office of Nuclear Safety, AU-31, Phone: 301-903-7089

Proposed Reaffirmation of DOE-HDBK-1081-94, *Primer on Spontaneous Heating and Pyrophoricity*

POC: James Bisker, Office of Nuclear Safety, AU-31, Phone: 301-903-6542

Proposed New Document DOE-STD-1234-YR, *Nuclear Material Packaging*

POC: James Shaw, AU-32, Office of Quality Assurance and Nuclear Safety Management Programs, AU-32, Phone: 202-586-1331

Proposed Revision of DOE-STD-3025-2007, *Quality Assurance Inspection and Performance Testing of High Efficiency Particulate Air and Ultra Low Penetrating Air Filters*

POC: Sonya Barnette, Office of Quality Assurance and Nuclear Safety Management Programs, AU-32 Phone: 301-903-2068

Proposed New Document DOE-STD-XXXX-YR, *Preparation of Documented Safety Analysis for DOE Reactors*

POC: Caroline Garzon. AU-32, Office of Nuclear Safety, Phone: 301-902-8275

Approved:

DOE-STD-1217-2020, *DOE Safeguards and Security Survey Self-Assessment & Planning Conduct and Reporting Technical Standard*

POC: Natasha Wright, Office of Security, AU-51, Phone: 301-903-4804

Cancellations:

DOE-HDBK-1145-2013, *Radiological Safety Training for Plutonium Facilities*

POC: John Blaikie, Office of Worker Safety & Health Policy, AU-11, Phone: 301-903-8470

Upcoming Events and Workshops

ASME Board of Nuclear Codes and Standards**When:** June 22-25, 2020**Where:** Hotel Distil - Autograph Collection Hotel, Louisville, KY**EFCOG National Cleanup Workshop****When:** September 16-18, 2020**Where:** Hilton Alexandria Mark Center, Alexandria, VA**ANSI World Standards Week 2020****When:** October 19-23, 2020**Where:** Washington, DC**ANS 2020 Winter Meeting and Nuclear Technology Expo****When:** November 15-19, 2020**Where:** Chicago Marriott Downtown, Chicago, IL**National Fire Protection Association (NFP) Conference & Expo 2020 for June 15-18, 2020 Cancelled
Save the Date for the Week of June 21, 2021****When:** June 21, 2021**Where:** Mandalay Bay Convention Center, Las Vegas, NV

To learn more about the DOE Technical Standards Program or to
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visit the website:
www.standards.doe.gov