

# Standards Actions

Technical Standards Program Newsletter

October 2018



U.S. DEPARTMENT OF  
**ENERGY**

OFFICE OF  
NUCLEAR SAFETY



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## TECHNICAL STANDARDS ACTIVITIES

### COMMERCIAL GRADE DEDICATION APPLICATION HANDBOOK EFFORTS

The purpose of the Commercial Grade Dedication (CGD) Application Handbook is to assist the Department of Energy (DOE) and the National Nuclear Security Administration (NNSA) communities in implementing effective and efficient CGD processes. CGD is important for procurement of a new safety system and/or replacement parts and components that were not supplied directly by vendors qualified to American Society of Mechanical Engineers (ASME), NQA-1, *Quality Assurance Requirements for Nuclear Facility Applications*. The NQA-1, Subpart 2.14, *Quality Assurance Requirements for Commercial Grade Items and Services*, provides an alternative by allowing users to purchase commercial grade items/parts and components and dedicate their safety function to NQA-1 quality requirements.

In early 2015, the Office of Quality Assurance and Nuclear Safety Management Programs (AU-32) initiated the CGD handbook effort, but that effort was delayed until the writing team could obtain complete CGD examples prepared per NQA-1, Subpart 2.14. In 2017, AU-32 took a new direction for obtaining CGD examples. The writing team conducted several benchmarking activities of DOE projects and commercial nuclear facilities. From the benchmarking visits that took place at those DOE/NNSA sites, the team selected four examples and included them in the handbook. The examples provided in the handbook are not to be considered all-inclusive, individually. However, taken in aggregate, they should provide an acceptable and complete CGD package. The writing team documented case studies throughout the handbook, highlighting the team's observed best practices and/or lessons learned.

The CGD handbook will undergo a coordinated review in Technical Standards Program RevCom. It is expected to be published by the end of February 2019 or early March 2019.

For any questions, please contact Duli Agarwal at [duli.agarwal@hq.doe.gov](mailto:duli.agarwal@hq.doe.gov) or 301-903-3919.

## TECHNICAL STANDARDS ACTIVITIES

### UPGRADES TO THE REVCOM SYSTEM

Recently, another round of upgrades to the RevCom system has been completed, including the following features:

- Technical Standard Managers (TSM) now have the option to list one or more Approving Officials for their organization and to send them a notification that comments have been submitted.
- Preparing Activities (PA) now have the option to assign others from their writing team to help them with responses to comments they've received in RevCom.

#### Approving Officials and Notifications

Any organization can now add the names of one or more Approving Officials to the comments packages that are submitted by the TSM on behalf of the organization. RevCom will automatically email a PDF copy of the final comments package to the Approving Official(s) and to anyone else listed in the "Copy To" field in the Notifications section of the Submit Package screen.

By default, this is an optional feature so the Approving Official name and email address fields will be blank until (and if) they are filled in by the TSM.

**Notification (optional)**

Once you submit the package, any Approving Official(s) listed below will be automatically sent a copy of your comments package and any assigned Delegates will be sent an email notification.

**Approved By:**

Enter the email addresses for anyone that you would like to notify that you have submitted your final comments.

**Copy To (enter e-mail addresses, separated by commas):**

Enter additional comments to add to this notification (optional)

Upon request, a RevCom administrator can fill in the name and email address of the Approving Official(s) in advance so that these fields will always be filled in on the Submit Package screen. Depending on the needs and requirements of your organization, the "Approving Official" and "Copy To" fields can be set to allow changes by the TSM or restricted so that these fields can only be changed by a RevCom administrator.

For organizations that choose to allow changes, the TSM will be able to add or remove Approving Officials' names and add or remove Copy To email addresses when submitting a final comments package.

Because some organizations require that an Approving Official review the comments before the final package is submitted, the TSM can create a PDF of the comments to be submitted using the Custom Report option, then send the PDF to the Approving Official via email.

If an organization chooses not to add an Approving Official, the package submission will be unchanged.

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## TECHNICAL STANDARDS ACTIVITIES

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### Support for Writing Teams

Organizations that use teams to develop Standards/Handbooks now have the option of assigning multiple PAs—a Primary and one or more Alternates—all with equal responsibility for resolving comments and submitting the Response Package. To keep things simple, only the name of the Primary PA will be listed in RevCom system notices and on RevCom comment entry screens (e.g., “Your organization’s comments are due to Rutherford Hayes, DOE-AU, by 10/30/2018”).

Comment resolution submitted by either the Primary PA or an Alternate PA author will stand as entered and will be attributed to the person submitting the response. Edited responses will be credited to the author who performed the edit. Teams of authors should develop a collaborative process for comment resolution to ensure that the responses reflect the team’s combined assessment.

Alternates can be added to or removed from the process at any time. Should a new Primary PA be assigned, the previous Primary PA will become an Alternate PA. The Multiple Authors option is available in all DOE RevCom installations and how it is used is an organizational decision that can be applied to one or more documents.

To add or remove authors or to change the Primary PA to an Alternate PA, submit a request to the Technical Standards Program Manager, Jeff Feit at [jeffrey.feit@hq.doe.gov](mailto:jeffrey.feit@hq.doe.gov) with a copy to [support@doxcelerate.com](mailto:support@doxcelerate.com).

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## COORDINATION OF FUNCTIONAL AREA QUALIFICATION STANDARDS

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The Federal Technical Capability Program (FTCP) has partnered with the DOE Technical Standards Program (TSP) for more than a decade. During that time, the FTCP has followed the processes established by the TSP for the development, coordination, and maintenance of their Functional Area Qualification Standards (FAQS). FAQS are a specific set of standards designed to assist DOE in developing and maintaining a technically competent workforce to accomplish its missions in a safe and efficient manner. The FTCP is responsible for ensuring that the FAQS are adequate for ensuring the competency of the workforce.

FAQS have a unique TSP RevCom workflow because they apply only to Federal employees. As such, only Federal Technical Standards Managers (TSM) are included in their review. Currently, the FAQS workflow employs the same time intervals for each coordination phase that other DOE Technical Standards employ in TSP RevCom. However, after discussions with the FTCP, the TSP has agreed to adjust the workflow intervals and coordination phases to be shorter than those for all other standards to accommodate their specific applicability. FAQS development and coordination phasing will be in accordance with the following:

- Project Justification Phase: 10 business days
- Draft Development: 6 months major action, 30 days minor action
- Draft Review: 20 business days major action, 10 business days minor action
- Comment Response: 10 business days
- Response Negotiation: 15 business days
- Final Concurrence: 10 business days

Because FAQS have an extremely focused group of users, it makes sense for the FTCP to have control over their own RevCom workflow and be solely responsible for any and all questions related to FAQS development, coordination, and approval. Furthermore, the structure and content of the agents participating in the review of FAQS will be reorganized by replacing TSMs by a chosen set of FTCP Agents. All FTCP Agents will be equally tiered within the TSP RevCom process, with no reference to hierarchy.

The new FAQS workflow is in the development stage and there are a few basic steps being taken to accommodate the unique situation. However, the FTCP will continue to work within the TSP infrastructure keeping “DOE Technical Standard” in their FAQS document’s titles, and the TSP will continue to count FAQS as DOE Technical Standards.

If you have any questions about this change to the TSP workflow, please contact Jeff Feit, Technical Standards Program Manager at 301-903-0471, or [jeffrey.feit@hq.doe.gov](mailto:jeffrey.feit@hq.doe.gov).

**TECHNICAL STANDARDS ACTIVITIES****DOE TECHNICAL STANDARDS UPDATES**

The following is an overview of recent Technical Standards actions for July/August/September. 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](http://www.standards.doe.gov).

**Project Justification Statements Posted in RevCom for 15-day Review****Proposed New Documents**

DOE-HDBK-XXXX-YR, *Maintenance Management Handbook for DOE Nuclear Facilities*

Point of Contact (POC): Patrick Frias, Office of Nuclear Safety Basis and Facility Design (AU-31) Phone: 301-903-1774

DOE-HDBK-XXXX-YR, *Explosive Safety*

POC: Thomas Garcia, National Nuclear Security Administration Office of Safety, infrastructure, and Operations (NA-50)

Phone: 505-845-5936

**Proposed Revisions**

DOE-STD-3014-1996, *Accident Analysis for Aircraft Crash Into Hazardous Facilities*

POC: Sam Rosenbloom, Office of Nuclear Safety Basis and Facility Design (AU-31) Phone: 301-903-5749

DOE-STD-3025-2007, *Quality Assurance Inspection and Testing of HEPA Filters*

POC: Sonya Barnette, Office of Quality Assurance and Nuclear Safety Management Programs (AU-32)

Phone: 301-903-2068

DOE-STD-1212-2012, *Explosive Safety*

POC: Thomas Garcia, National Nuclear Security Administration Office of Safety, infrastructure, and Operations (NA-50)

Phone: 505-845-5936

**Technical Standards Posted in RevCom for 60-day Review****Proposed Reaffirmation**

DOE-STD-1095-2011, *Department of Energy Laboratory Accreditation Program for External Dosimetry*

POC: David Weitzman, Office of Worker Safety and Health Policy (AU-11) Phone: 301-903-5401

**Proposed Cancellations**

DOE-HDBK-1163-2003, *Integration of Multiple Hazard Analysis Requirements and Activities*

POC: Steve Singal, Office of Worker Safety and Health Policy (AU-11) Phone: 301-903-2990

DOE-STD-1158-2010, *Self-Assessment Standard for Department of Energy (DOE) Contractor Criticality Safety Programs*

POC: Larry Berg, National Nuclear Safety Administration (NNSA) Phone: 301-903-0125

DOE-HDBK-1108-2002, *Radiological Safety Training for Accelerator Facilities*

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

DOE-HDBK-1110-2008, *ALARA Training for Technical Support Personnel*

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

**Proposed New Documents**

DOE-HDBK-1226-YR, *Conduct of Operations Handbook*

POC: Earl Hughes, Office of Quality Assurance and Nuclear Safety Management Programs (AU-32)

Phone: 202-586-0065

DOE-STD-1228-YR, *Preparation of Documented Safety Analysis for Hazard Category 3 Nuclear Facilities*

POC: Caroline Garzon, Office of Nuclear Safety Basis and Facility Design (AU-31) Phone: 301-903-8272

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**TECHNICAL STANDARDS ACTIVITIES**

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**Proposed Revision**

DOE-STD-1153-2002, *A Graded Approach for Evaluating Radiation Doses to Aquatic and Terrestrial Biota*

POC: Katharine McLellan, Office of Environmental Protection and ES&H Reporting (AU-20) Phone: 202-586-0183

**Recently Approved Standards**

DOE-STD-1111-2018, *Department of Energy Laboratory Accreditation Program Administration*

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

DOE-HDBK-1224-2018, *Hazard and Accident Analysis Handbook*

POC: Sam Rosenbloom, Office of Nuclear Safety Basis and Facility Design (AU-31) Phone: 301-903-5749

**UPCOMING MEETINGS & CONFERENCES****American Concrete Institute World of Concrete 2019**

**When:** January 22-25, 2019

**Where:** Las Vegas, NV

**DOE Nuclear and Facility Safety Programs Annual Workshop**

**When:** May 20-24, 2019

**Where:** Las Vegas, NV

**American Society of Mechanical Engineers 2019 Annual Meeting**

**When:** May 31 - June 6, 2019

**Where:** Orlando, FL

**2019 American Nuclear Society Annual Meeting**

**When:** June 9-13, 2019

**Where:** Minneapolis, MN

**National Fire Protection Association Conference & Expo**

**When:** June 17-20, 2019

**Where:** San Antonio, TX

To learn more about the DOE Technical Standards Program or  
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[www.standards.doe.gov](http://www.standards.doe.gov)