

DOE TECHNICAL STANDARDS PROGRAM PROCEDURES

DOE-TSPP-4-2013

September 2013

DEVELOPING DOE TECHNICAL STANDARDS

U.S. Department of Energy
Office of Nuclear Safety
Washington, D.C. 20585

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1. SCOPE

1.1 Purpose

This procedure provides guidance for developing the Department of Energy (DOE) Technical Standards.

NOTE: Development of a Voluntary Consensus Standard (VCS) for DOE's use will follow the rules of the Standards Developing Organization (SDO). The DOE representative to the standards-writing activity represents the Department's interests during VCS development.

1.2 Applicability

This procedure applies to all DOE Headquarters and field organizations, management and operating contractors, and laboratories (hereafter referred to collectively as Technical Standards Program (TSP) participants) working to the latest revision of DOE Order (O) 252.1A, *Technical Standards Program*.

2. DOCUMENT DEVELOPMENT

2.1 Process Description

The different types of DOE Technical Standard Documents are described in DOE-TSPP-2-2013. The following should be considered when any DOE Technical Standard is being developed.

- a. DOE Standards and Specifications should not describe commercial products or processes. VCSs, commercial item descriptions (CIDs), or Federal standards and specifications serve this purpose.
- b. DOE Handbooks should provide guidance (consistent with their text-book style information) on the use or application of commercial products and practices within the DOE complex. (Other Federal standardization documents providing this information, such as Department of Defense bulletins, may already exist and should be used where possible.)

The Preparing Activity is defined by the sponsoring/approving Senior Line Manager's (SLM's) organization; however, it may actually consist of an individual or a group of individuals. The approving SLM is a DOE senior executive with the authority to commit DOE funds to develop the technical standard (e.g., an Senior Executive Service (SES) manager with budget authority). The individual(s) may be either from the Technical Standards Manager's organization or from another organization; however, a diverse group comprised of representatives from different organizations is desirable to ensure that various stakeholder inputs and concerns are considered. The Preparing Activity may also choose to designate an agent for developing the DOE Technical Standard. The DOE Project Justification Statement (DOE-TSPP-2-2013) should reflect the name of the individual or the name of the chairperson of the group who will actually author the document.

The format for DOE Technical Standards is flexible to allow a clear presentation of the material to the user. The DOE Technical Standards Style Guide (found on the DOE Technical Standards website) provides recommended formatting and

style. In general, DOE Standards, Specifications, and Handbooks should contain the following sections or pages:

- | | |
|-------------------------------------|---|
| a. Cover page
(see Attachment A) | g. Text |
| b. Table of contents page | h. Appendixes (as needed) |
| c. Foreword | i. Index (as needed) |
| d. Introduction/Purpose | j. Concluding material page (see
Attachment B) |
| e. Applicability | |
| f. References | |

DOE specifications should include sections that address quality requirements and receipt inspection.

The format of Functional Area Qualification Standards is outlined in DOE O 426.1, *Federal Technical Capability*.

The Preparing Activity evaluates each standard during development to determine whether the release of the information should be restricted. When the information is unrestricted, the standard cover is marked with the following statement on the last line above the bottom margin:

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

Because DOE Technical Standards can facilitate information and technology transfer to the private sector, the Preparing Activity is encouraged to avoid including restricted information that would unnecessarily limit dissemination and application of the document. When the information to be provided in the standard is determined to be restricted (Official Use Only or Classified), an appropriate distribution statement is placed on the document cover page; contact the Technical Standards Program for further information in such cases.

The title for DOE Technical Standards should avoid the use of "Guide," "Guidance," "Guidelines" and similar terms, as such titles may cause confusion with DOE Guides issued under the DOE Directives Program in accordance with DOE O 251.1C.

Care should be taken during the development of DOE Technical Standards to clearly identify requirements (in DOE Standards and Specifications) by using the word "shall" for required actions to meet the DOE Technical Standard, and to avoid identifying requirements in DOE Handbooks, which do not contain requirements. The Foreword of DOE Technical Standards shall define how the words "shall", "should", and "may" are used in the document, as appropriate.

Where requirements are described that come from other sources, such as DOE rules or orders, the sources of such requirements should be clearly identified, such as "DOE O 420.1C requires that..."

The Foreword of DOE Technical Standards that are invoked as requirements in DOE Directives and Rules shall identify the invoking document.

2.2 Cross-walk Development

For DOE Technical Standards that are invoked as requirements in DOE directives or rules, the Preparing Activity shall also develop a cross-walk and provide it to the Technical Standards Program for review and comment as part of the review package. For a new Technical Standard, the cross-walk should identify all requirements in the Technical Standard and provide the technical basis for the requirements. For revisions and changes to existing Technical Standards, the cross-walk should identify the requirements being changed and the technical basis for the changes. Preparing Activities may also develop cross-walks for other DOE Technical Standards (that are not invoked as requirements in DOE directives or rules) to the extent determined to be useful.

2.3 Procedure for Developing a DOE Technical Standard

The following describes the typical sequence of events that occur during the development of a DOE Technical Standard. The process is shown on the flowchart in Figure 1.

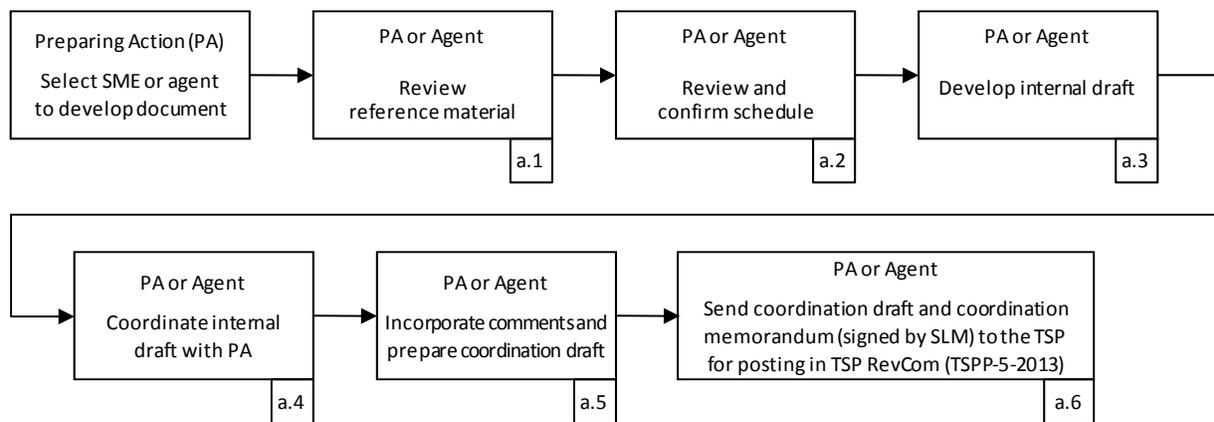


Figure 1. Developing a DOE Technical Standard

Figure 1 Legend	
Person(s) Responsible	Action
a. Preparing Activity or Agent	<ol style="list-style-type: none"> 1. Perform a review of the established technical criteria and outline the standard. 2. Verify the preparation schedule and inform the Technical Standards Manager and the Technical Standards Program of any changes so that the project registration form and the Technical Standards Information System data base can be updated. 3. Prepare an internal draft of the DOE Technical Standard using the format guidance in Section 2.1 of this Procedure.

Figure 1 Legend	
Person(s) Responsible	Action
	<ol style="list-style-type: none">4. Coordinate the internal draft with the Preparing Activity.5. Incorporate Preparing Activity comments and prepare the coordination draft.6. Send coordination draft and coordination memorandum (signed by SLM) to the TSP for posting in TSP RevCom (TSPP-5-2013).

**ATTACHMENT A
SAMPLE OF COVER PAGE (DOE STANDARD)**



**NOT MEASUREMENT
SENSITIVE**

DOE-STD-1194-2011
June 2011

DOE STANDARD

Nuclear Materials Control and Accountability



U.S. Department of Energy
Washington, D.C. 20585

AREA SANS

DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited.

**ATTACHMENT B
SAMPLE OF CONCLUDING MATERIAL PAGE**

DOE-STD-1194-2011

CONCLUDING MATERIAL

Review Activity:

EM
HSS
MA
NE
NNSA
SC

Preparing Activity:

Office of Security Policy (HS-51)

Project Number

SANS-0006

Field and Operations Offices

CH
ID
NNSA Service Center
ORO
RL
SRO

Site Offices:

ANL
INL
LASO
LLSO
NSO
OR
PSO
RLSO
SRSO
SSO
YSO

External Agency

Defense Nuclear Facilities Safety Board