

DOE TECHNICAL STANDARDS PROGRAM PROCEDURES

DOE-TSPP-6-2013

September 2013

APPROVING AND ISSUING DOE TECHNICAL STANDARDS

U.S. Department of Energy
Office of Nuclear Safety
Washington, D.C. 2058

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ATTACHMENT A: IDENTIFICATION NUMBERS FOR DOE TECHNICAL STANDARDS

ATTACHMENT B: EXAMPLE OF MEMO OF APPROVAL

1. SCOPE

1.1 Purpose

This procedure provides guidance for approving and issuing the Department of Energy (DOE) Technical Standards.

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. APPROVING AND ISSUING DOE TECHNICAL STANDARDS

After a DOE Technical Standard has completed the comment resolution process described in DOE-TSPP-5-2013, and received concurrence from applicable DOE Headquarters organizations, it is ready to be placed in final form by the Preparing Activity, approved by the appropriate Headquarters or field office senior line manager, and issued and posted.

2.1 Process Description

2.1.1 Required Reviews. Certain safety-related standards of interest to the Defense Nuclear Facility Safety Board (DNFSB) are subject to DNFSB review and comment, and must reach closure with the DNFSB (through HS-1.1) before such standards can be issued. Additionally, for standards identified in DOE O 410.1, *Central Technical Authority (CTA) Responsibilities Regarding Nuclear Safety Requirements*, the Preparing Activity is required to obtain CTA concurrence prior to approval.

2.1.2 Document Numbering. For each new DOE Technical Standard, the Headquarters Technical Standards Manager (TSM) assigns the document identification number just prior to approval of the document by the senior line manager. The document identification numbers should be assigned sequentially. The Technical Standards Program Manager assigns a block of document identification numbers (identified in Attachment A) to each Headquarters TSM. The Headquarters TSM for each organization controls the issuance of all document identification numbers for DOE Technical Standards originated within his/her organization.

2.1.3 Approval Package. Once all review comments are resolved and concurrences are received, the Preparing Activity adds the document identification number, dates the document, prepares the DOE Technical Standard in its final form (see the style guide for suggested formatting), and prepares the approval package for submittal to the responsible senior line manager. The approval package consists of the following:

- a. A DOE approval letter from the appropriate senior line manager (Attachment B). (Also provide in electronic format to the TSP to expedite processing and support the TSP's "paperless" goal.)
- b. A CD-ROM or an email containing an electronic file of the DOE Technical Standard. The preferred word-processing software is Microsoft Word.

- c. Proof of concurrence from Central Technical Authorities when required.
- d. The final review letter from the DNFSB staff (“all clear letter”) for applicable standards of interest to the DNFSB.

Approval by the responsible senior line manager indicates that all required reviews and concurrences have been obtained and the standard is ready for issuance.

- 2.1.4 Technical Standards Manager Review. Once approved, the Preparing Activity submits the approval package to the organization’s TSM. The TSM reviews the DOE Technical Standard for proper format and verifies that the approval package is complete. After review, the TSM submits the approval package to the TSP.
- 2.1.5 TSP Format Review and Posting. Upon receipt of the approval package, the Technical Standards Program Manager confirms that the package is complete and performs a final format review. The TSP posts DOE Technical Standards electronically on the DOE Technical Standards Program homepage. PDF copies of DOE Technical Standards may be obtained by downloading from the home page at: <http://www.hss.doe.gov/nuclearsafety/techstds/>.

Restricted-distribution documents are not posted on the TSP homepage. Requests for copies must be approved by the TSP and the Office of Classification.

DOE Technical Standards marked other than "Distribution Statement A. Approved for public release; distribution is unlimited." will be posted only according to the distribution restrictions determined by the appropriate TSM. Copies of the distribution restrictions are to be forwarded to the TSP.
- 2.1.6 Indexing. The Technical Standards Program Manager maintains an index of approved DOE Technical Standards.

2.2 Procedure for Approving and Issuing a DOE Technical Standard

Figures 1 and 2 show the process for approving and issuing DOE Technical Standards. The following paragraphs describe the typical sequence of events.

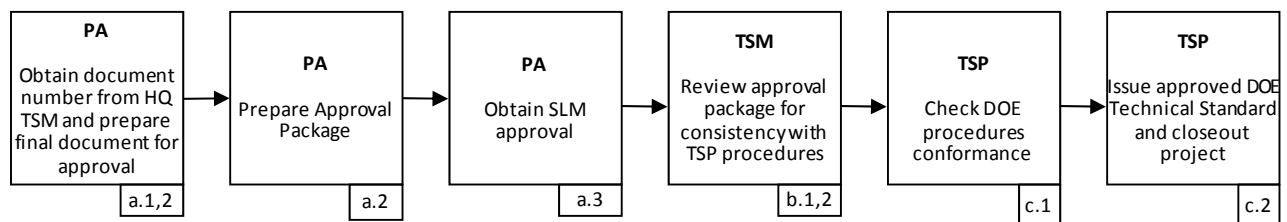


Figure 1. Approving and Issuing a DOE Technical Standard

Person(s) Responsible	Action
a. Preparing Activity	<ol style="list-style-type: none">1. Prepare final draft, including the document identification number after completion of comment resolution. Verify DNFSB comment review and closure, as well as CTA concurrence.2. Assemble approval package3. Obtain senior line manager's approval of the final draft.
b. Technical Standards Manager	<ol style="list-style-type: none">1. Review final DOE Technical Standard and approval package for consistency with program procedures and prepare forwarding cover letter to the TSP that indicates all procedures have been satisfied and the DOE Technical Standard is ready for issuance.2. Send approval package to the TSP.
c. Technical Standards Program	<ol style="list-style-type: none">1. Review final DOE Technical Standard and approval package to ensure that it satisfies the DOE Technical Standards Program Procedures.2. Issue approved DOE Technical Standard and closeout project

**ATTACHMENT A
DOE TECHNICAL STANDARDS—IDENTIFICATION NUMBERS**

Block of Numbers	Organization Assigned To	Organization Designator	Document Type
1001 – 2000	Health, Safety and Security	HSS	DOE Technical Standards
2001 – 2500	Nuclear Energy	NE	DOE Technical Standards
2501 – 3000	Office of Economic Impact and Diversity	ED	DOE Technical Standards
3001 – 4000	National Nuclear Security Administration	NNSA	DOE Technical Standards
4001 – 4500	Office of Human Capital	HC	DOE Technical Standards
4501 – 5000	Energy Information	EI	DOE Technical Standards
5001 – 6000	Environmental Management	EM	DOE Technical Standards
6001 – 6500	Science	SC	DOE Technical Standards
6501 – 6750	Policy	PO	DOE Technical Standards
6751 – 7000	Fossil Energy	FE	DOE Technical Standards
7001 – 7250	Energy Efficiency and Renewable Energy	EE	DOE Technical Standards
7251 – 9999	unassigned		DOE Technical Standards

**ATTACHMENT B
EXAMPLE OF MEMO OF APPROVAL**

U.S. Department of Energy

memorandum

DATE:

REPLY TO

ATTN OF: Senior Line Manager Organization [Contact and telephone number]

SUBJECT: **Approval of DOE Technical Standards** [Title] [Project Number]

TO: Cognizant Headquarters Technical Standards Manager

This memorandum forwards the subject DOE Technical Standard, DOE-STD-XXXX-YR, which has been approved for posting and issuance. This standard was reviewed by the affected Cognizant Secretarial Officer (CSO) organizations, Field Elements, and Defense Nuclear Facility Safety Board (DNFSB) through a formal coordination process and all comments have been appropriately resolved. Additionally, the Office of Primary Interest (OPI), who has cognizance for the DOE Order(s) affected by the issuance of this technical standard, has reviewed and approved the document.

A camera-ready copy and a CD of the standard in Word format are enclosed. If there are any questions, please contact [Mr./Ms./Dr. _____] of my staff at [Phone number/Email address].

[Name, title, of responsible

DOE Senior Line Manager]

Attachment

Distribution: