

**DOE TECHNICAL STANDARDS
PROGRAM PROCEDURES**

DOE-TSPP-8-2013
September 2013

**CONVERTING DOE TECHNICAL STANDARDS
TO VOLUNTARY CONSENSUS STANDARDS**

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Washington, D.C. 20585

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1. SCOPE

1.1 Purpose

This procedure provides guidance on the conversion of DOE Technical Standards to Voluntary Consensus Standards (VCSs).

1.2 Applicability

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

2. CONVERSION OF DOE TECHNICAL STANDARDS

2.1 General

In some cases, a DOE Technical Standard may be converted to a VCS, working with the appropriate standards development organization (SDO). The criteria in Section 2.2 of this Procedure should be used to determine if conversion is appropriate.

Conversion of a DOE Technical Standard requires close coordination among the SDO, the DOE representative to the SDO, the Technical Standards Program (TSP), and the appropriate Technical Standards Manager(s). The TSP maintains a listing of DOE representatives on SDOs. Points-of contact within the individual SDOs for discussing conversion activities can be identified by reviewing the SDO websites listed under the Technical Standards Program Home Page (URL): <http://www.hss.energy.gov/nuclearsafety/techstds/>

2.2 Conversion Indicators

TSMs should work with the line managers of their Preparing Activity to establish a priority list of DOE Technical Standards within their organization for potential conversion. The following questions should be considered:

- Is there a current and continuing need for the DOE Technical Standard?
- Is significant future application of the DOE Technical Standard anticipated?
- Can the scope or applicability of the DOE Technical Standard be converted to the needs of industry?

2.3 Process Description

TSMs should periodically monitor those DOE Technical Standards that have been developed within their organization to determine if some DOE Technical Standards are candidates for conversion to VCSs. For those documents that appear to be candidates, the TSM should review the Department's list of DOE and contractor personnel involved in SDOs to determine which SDO committee would likely be interested in accepting a project to convert a DOE Technical Standard and to identify the person who is the DOE representative on the appropriate subcommittee for the SDO. The TSP can provide assistance to the TSM in making these determinations.

The first step in the conversion process is for the Preparing Activity's TSM and the DOE representative to the SDO to develop a letter of proposal to the SDO that explains the use of the standard within DOE and the logic for development of a VCS.

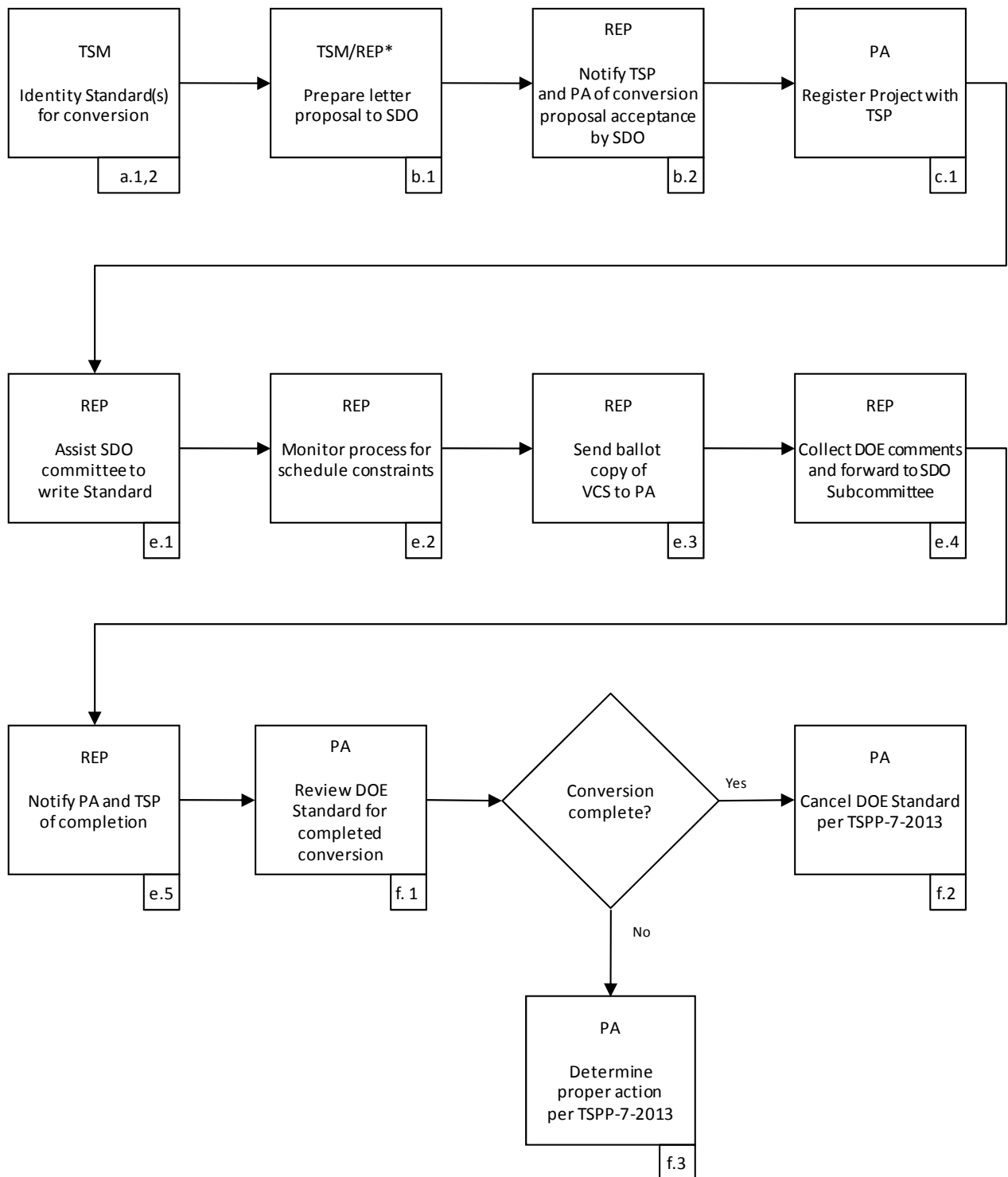
If a proposal for conversion of the DOE Technical Standard to a VCS is accepted by the SDO, the TSM and Preparing Activity must closely monitor the development of the VCS to ensure that the DOE document remains technically valid prior to the new VCS being approved and published.

When a proposal for conversion of a DOE Technical Standard is accepted by the SDO, a DOE project should be registered with the TSP to ensure that all TSP participants of the DOE complex are aware that the standard is being converted, and to notify the complex when the new VCS is released for comment. This will ensure that the document gets the proper DOE review. When the VCS is released for comment, the DOE representative to the SDO should send copies to all TSMs for coordination and collect comments to be resolved by the SDO subcommittee (refer to TSPP-5-2013 for procedures on coordination/comment resolution).

After the new VCS is approved, the Preparing Activity should review the VCS to ensure that all pertinent information and guidance from the DOE Technical Standard is included in the VCS. If not, it may be appropriate for the Preparing Activity to revise the DOE Technical Standard and retain it for certain applications or rewrite it as a DOE limited coordination standard. If all the information is included, the Preparing Activity should then cancel the DOE Technical Standard in accordance with the cancellation procedure in DOE-TSPP-7-2013.

2.4 Procedure for Conversion of a DOE Technical Standard

A flowchart that depicts the process for converting a DOE Technical Standard to a VCS is shown in Figure 1.



* DOE Representative on Non-Government Standards Body

Figure 1. Converting a DOE Technical Standard to a Voluntary Consensus Standard

Person(s) Responsible	Action
a. Technical Standards Manager	<ol style="list-style-type: none"> 1. Identify DOE Technical Standard(s) that are candidates for conversion. 2. Determine the name of the DOE representative (REP) to the appropriate SDOs that might accept the conversion project.
b. DOE Representative	<ol style="list-style-type: none"> 1. Work with Technical Standards Manager to prepare a letter of proposal to the SDOs. 2. Notify the Technical Standards Program and the Preparing Activity (through their Technical Standards Manager) of the response (acceptance or rejection of the proposal) from the SDOs.
c. Preparing Activity	<ol style="list-style-type: none"> 1. If the conversion project is accepted, register a project with the Technical Standards Program in accordance with TSPP-2-2013.
d. Technical Standards Program	<ol style="list-style-type: none"> 1. Announce the conversion project in <i>Standards Actions</i> and update the Technical Standards Information System.
e. DOE Representative	<ol style="list-style-type: none"> 1. Work with the standards-writing activity to develop or revise an appropriate VCS(s) based on the DOE Technical Standard. 2. Keep the Technical Standards Manager and Technical Standards Program informed of scheduled completion of the VCS(s) to ensure that the DOE Technical Standard remains current within that schedule. 3. Obtain the ballot copy of the VCS(s) and coordinate the draft document in accordance with TSPP-5-2013. 4. Collect DOE comments and forward them to the standards writing activity within the allocated review period. 5. Notify the Technical Standards Program and the Preparing Activity (through their Technical Standards Manager) of completion of the VCS(s).
f. Preparing Activity	<ol style="list-style-type: none"> 1. Review the completed VCS(s) and compare it to the DOE Technical Standard to ensure that all elements of the DOE document were included.

Person(s) Responsible	Action
	<ol style="list-style-type: none"><li data-bbox="803 310 1448 436">2. If all elements were included in the new or revised VCS(s), begin cancellation of the DOE Technical Standard in accordance with DOE-TSPP-7-2013.<li data-bbox="803 457 1448 583">3. If all elements were not included, determine the appropriate action necessary to address the remaining elements in accordance with DOE-TSPP-7-2013.<li data-bbox="803 604 1448 701">4. Complete the appropriate section of DOE-TSPP-7-2013 to update or cancel the converted DOE Technical Standard.