

DOE TECHNICAL STANDARDS PROGRAM PROCEDURES

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TECHNICAL STANDARDS PROGRAM RESPONSIBILITIES

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1. SCOPE

1.1 Purpose

This procedure describes the responsibilities of persons who are charged with implementing the DOE Technical Standards Program.

1.2 Applicability

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

2. PROGRAM RESPONSIBILITIES

2.1 Cognizant Secretarial Officers (CSO), Program Senior Officials, and DOE Heads of Field Organizations

CSO, Program Senior Officials, and heads of field organizations are responsible for implementing the DOE Technical Standards Program and ensuring that technical standards documents developed or processed by their organizations follow TSP processes, and that "unauthorized documents" or "rogue documents" (see DOE M 251.1-1) are brought under the Directives System or TSP.

2.2 Chief Health, Safety and Security Officer (HS-1)

The Office of Health, Safety and Security (HSS) has overall responsibility for administering the DOE Technical Standards Program.

2.3 Director, Office of Nuclear Safety Policy and Assistance (HS-21)

HS-21 is responsible for managing the day-to-day operations of the DOE Technical Standards Program and for implementing Public Law 104-113 and OMB A-119 through the DOE Technical Standards Program.

2.4 DOE Technical Standards Managers' Committee

The DOE Technical Standards Managers' Committee consists of designated Technical Standards Managers who represent the different DOE Components on

standards-related matters. The charter for the committee, including responsibilities, is provided in Attachment A.

2.5 Manager, DOE Technical Standards Program

The Manager has the following responsibilities:

- 2.5.1 Manage the Technical Standards Program Office (TSPO) staff.
- 2.5.2 Serve as the primary point of contact for the DOE Technical Standards Program to answer standardization questions and resolve standardization policy issues.
- 2.5.3 Chair and support the DOE Technical Standards Managers' Committee.
- 2.5.4 Assist Technical Standards Managers in their resolution of issues related to implementation of the Technical Standards Program.
- 2.5.5 Encourage DOE participation in the development of non-Government standards.
- 2.5.6 Act as liaison with non-Government standards bodies for activities related to DOE programs.
- 2.5.7 Assist non-Government standards bodies when their activities benefit DOE programs, projects, and facilities.
- 2.5.8 Encourage the conversion of DOE Technical Standards to non-Government standards.
- 2.5.9 Ensure appropriate DOE representation on non-Government standards committees, subcommittees, and working groups.
- 2.5.10 Apprise non-Government standards bodies of DOE's needs for new standards and changes required to existing standards to make them useful to DOE.
- 2.5.11 Provide input on Technical Standards Program activities to senior DOE management consistent with the reporting requirements and schedule in Public Law 104-113 and OMB Circular A-119.
- 2.5.12 Record participation of DOE Component personnel in non-Government standards activities.
- 2.5.13 Establish and maintain a data base of information on technical standards activities within DOE, DOE Component personnel participating in non-Government standards activities, and non-Government standards available for DOE use.

- 2.5.14 Review DOE documents to identify and record technical standards (non-Government and Government) in which DOE has a recorded interest.
- 2.5.15 Assist non-Government standards bodies in locating DOE Component personnel to serve on technical committees.
- 2.5.16 Review DOE Project Registration and Approval Request forms and make recommendations to ensure that proposed DOE Technical Standards meet the objectives of the DOE Technical Standards Program and are not duplicative of other DOE standardization projects or existing technical standards.
- 2.5.17 Assist Technical Standards Managers and Preparing Activities in the development and maintenance of technical standards.
- 2.5.18 Review approved DOE Technical Standards to ensure completeness prior to indexing and forwarding for printing and distribution.
- 2.5.19 Maintain accurate distribution lists for Technical Standards Program information.
- 2.5.20 Support the establishment of topical committees that coordinate DOE interests in the development/review of non-Government and DOE Technical Standards and related technical issues.

2.6 Technical Standards Managers

A Technical Standards Manager is usually a senior, experienced person that is appointed by the head of a DOE Component and tasked with managing that Component's technical standards activities under the DOE Technical Standards Program. Technical Standards Managers have the following responsibilities:

- 2.6.1 Act as the single point of contact for their organization on technical standards-related work.
- 2.6.2 Coordinate with line management to verify the need for a standard.
- 2.6.3 Work with their organization to identify non-Government standards, or other standards (e.g., military) suitable to their needs, and to develop and maintain DOE Technical Standards as needed.
- 2.6.4 Assist the Preparing Activity in identifying Review Activities (refer to section 2.8 of this procedure).
- 2.6.5 Coordinate proposed technical standards with appropriate individuals and organizations and consolidate comments.
- 2.6.6 Arrange for approval of technical standards developed within their organization.

- 2.6.7 Headquarters Technical Standards Managers: Assign a number (from the block of numbers designated by the Technical Standards Managers' Committee) to the Preparing Activity just prior to final approval for release and publication of new or revised DOE Technical Standards.
- 2.6.8 Send approved DOE Technical Standards to the Technical Standards Program Office staff for indexing, printing, and distribution.
- 2.6.9 Maintain project files of technical standards development activities within their organization, including comment resolutions.
- 2.6.10 Coordinate draft non-Government standards within their organization.
- 2.6.11 Keep the Technical Standards Program Office staff informed of non-Government standards activities in their respective organizations.
- 2.6.12 Maintain familiarity with functions and responsibilities of the Technical Standards Manager position, participate in Technical Standards Manager orientation sessions, and attend Technical Standards Managers' Committee meetings on a routine basis and participate to help establish program procedures, address issues, and represent their Component's interests.

2.7 Preparing Activity

A Preparing Activity is the DOE organization that has accepted responsibility for developing, coordinating, and maintaining a DOE Technical Standard. The Preparing Activity may be a single individual, a committee, or an agent (such as a DOE contractor). Preparing Activities have the following responsibilities:

- 2.7.1 Verify with line management the need for developing a technical standard.
- 2.7.2 Conduct searches for existing voluntary consensus standards (i.e., non-Government standards) that can be used or modified to meet DOE needs.
- 2.7.3 Ensure that all documents intended to function as technical standards within DOE are processed through the Technical Standards Program.
- 2.7.4 Develop and update DOE Technical Standards. Updates include revisions, change notices, reaffirmations, inactivations for new design, cancellations, and reinstatements.
- 2.7.5 For DOE Technical Standards, select the appropriate distribution statement from Guide DOE G 241.1-1A, "Guide to the Management of Scientific and Technical Information." Ensure that all drafts of DOE Technical Standards are appropriately marked.
- 2.7.6 With the support of the Technical Standards Manager, coordinate proposed DOE and non-Government standards with appropriate DOE organizations.

- 2.7.7 Respond to comments received during coordination. For DOE Technical Standards projects, resolve all essential comments with the commentor prior to sending the document to line management for final approval.
- 2.7.8 Submit essential comments that cannot be resolved to the responsible Technical Standards Manager for resolution.
- 2.7.9 Forward the final version of proposed DOE Technical Standards to the appropriate DOE senior line manager for approval.
- 2.7.10 Respond to user feedback reflected in DOE F 1300.3, Standardization Document Improvement Proposal.

2.8 Review Activity

A Review Activity is an organization or person with expertise relating to any proposed technical standard. Review Activities should include individuals or organizations representing diverse viewpoints, such as purchasers, users, suppliers, manufacturers, and regulatory bodies. Review Activities have the following responsibility:

- 2.8.1 Review proposed technical standards and submit comments through the Technical Standards Manager.

2.9 Topical Committees

Topical committees are groups of DOE and DOE contractor subject matter experts that are recognized by the Technical Standards Program. These committees are usually organized by specific technical areas that may have standards development/application or standardization implications for DOE. Topical committees have the following responsibilities:

- 2.9.1 Focus the Department's technical standards work in specific areas of interest.
- 2.9.2 Serve as user groups to exchange information on implementation of technical standards at other facilities.
- 2.9.3 Inform Preparing Activities of existing non-Government standards that would serve DOE's needs in lieu of developing a new DOE Technical Standard.
- 2.9.4 Serve as Preparing Activities or Review Activities in the preparation, review, maintenance, or conversion of DOE Technical Standards.
- 2.9.5 Represent DOE interests with voluntary consensus standards organizations and other Federal agencies on specific technical standards issues.

2.10 DOE Component Personnel

2.10.1 Record participation in standards writing activities, management boards, or both of non-Government standards bodies using DOE F 1300.2, Record of Non-Government Standards Activity.

2.10.2 Work with organizational TSMs and managers in determining the need for new or revised technical standards, the availability of suitable voluntary consensus standards, and the appropriate processes for developing and maintaining a DOE Technical Standard under the TSP.

2.11 DOE Representative to Non-Government Standards Activity

2.11.1 Represent the Department's interests in the development of non-Government standards needed by DOE.

2.11.2 Function as (or in cooperation with) the Preparing Activity in coordinating and resolving comments within DOE on proposed non-Government standards (both new/revised standards and projects to convert DOE Technical Standards to non-Government standards).

ATTACHMENT A
DOE TECHNICAL STANDARDS MANAGERS'
COMMITTEE CHARTER

1. Purpose

The Committee is to facilitate communications and coordinate technical standards work among all DOE Component organizations (DOE and contractor organizations) in accordance with the latest revision of DOE Order 252.1, "Technical Standards Program," and DOE Guide 252.1-1, "Technical Standards Program Guide."

2. Organization

The Committee will consist of a policy body and a technical body. The policy body consists of representatives from DOE organizations. The technical body consists of representatives from contractor organizations. Other members may be appointed as the Committee determines appropriate. The Committee is chaired by the Manager of the DOE Technical Standards Program. The vice chair and secretary will be appointed by the Committee chair. Task groups will be formed as needed for special projects.

3. Meetings

The Committee will meet semiannually or as necessary to discuss standardization-related matters of interest. Any special task groups will meet as necessary to complete assigned responsibilities. Special meetings of the Committee or smaller groups may be called at any time as directed by the Committee chair. Telephone conferences may be used to fulfil the functions of these meetings.

4. Responsibilities

The roles and responsibilities of the Committee are as follows:

- 4.1 Recommend criteria, procedures, and actions for accomplishing the goals and objectives of the DOE Technical Standards Program.
- 4.2 Develop guidelines to assist DOE Components in the proper application of non-Government (both international and national) and Government standards.
- 4.3 Provide a forum for discussing problem areas related to technical standards. Establish appeals panels (composed of policy members) to resolve problems and essential comments not previously reconciled.
- 4.4 Provide recommendations for improving technical standards activities.
- 4.5 Provide assistance to DOE and contractor organizations during their development, review, and approval of proposed DOE Technical Standards.