

Department of Energy

Washington, DC 20585 December 23, 2002

The Honorable John T. Conway Chairman Defense Nuclear Facilities Safety Board 625 Indiana Avenue, NW Washington, D.C. 20004

Dear Mr. Chairman:

The Office of Environment, Safety and Health (EH) has the responsibility for implementing Department of Energy (DOE) Policy 411.1, Safety Management Functions, Responsibilities and Authorities, and a major portion of this duty is maintaining the Department's corporate-level Functions, Responsibilities, and Authorities Manual (FRAM). As required by this manual, each Departmental office having environment, safety, and health functions must maintain an office-level document outlining the assignments within that office of the responsibilities the office holds under the FRAM. The recently revised EH Functions, Responsibilities and Authorities (FRA) document is enclosed.

The EH FRA document addresses the safety management activities assigned to EH in the draft of the FRAM (Draft DOE Manual 411.1-1C) that is currently being coordinated within the Department's Directives system. We issued the EH FRA document before the issuance of the revised FRAM because we believe that no further changes will occur to the EH responsibilities it contains during the remainder of the coordination process. Both the EH FRA document and the draft FRAM were available to your staff for review and comment.

If you have any questions, please contact me at (202) 586-5161.

Sincerely,

Beverly A. Cook

Assistant Secretary

Environment, Safety and Health

Enclosure

cc: M. Whitaker, S-3.1

memorandum

DATE: December 11, 2002

REPLY TO

ATEN OF: Office of Nuclear and Facility Safety Policy: MHaughey (301-903-2867)/JRead (301-903-2535)

SUBJECT: Safety Management Functions, Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety and Health (EH FRA)

To: Office of Environment, Safety and Health Deputy Assistant Secretaries

Attached for implementation is the Safety Management Functions, Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety and Health (EH FRA). The EH FRA defines the functions, responsibilities, and authorities for EH management including the EH Deputy Assistant Secretaries (DASs). These functions, responsibilities, and authorities were developed consistent with the soon to be issued update of the DOE M 411.1-1B, Safety Management Functions, Responsibilities, and Authorities Manual (FRAM).

Section 9.2.2.5 of the FRAM requires the Office of Environment, Safety and Health (among others) to develop a FRA document delineating how that office performs the applicable responsibilities in the FRAM. The attached EH FRA fulfills that responsibility.

The EH FRA is expected to be a living document that will be revised as the FRAM is updated and as EH responsibilities change, i.e., through reorganizations or new assignments. If you identify changes or additions that should be made to the EH FRA during its next update, please inform Dick Black at 301-903-3465 or e-mail richard black@eh.doe.gov.

The EH FRA will be posted on the EH web page.

Beverly A. Cook

Assistant Secretary

Environment, Safety and Health

Attachment

memorandum

Dave: November 22, 2002

REPLY TO

ATTN OF: Office of Nuclear and Facility Safety Policy: MHaughey (301-903-2867)/JRead (301-903-2535)

SUBJECT: ACTION: Sign the attached memorandum approving the Safety Management Functions,

Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety

and Health (FRA)

To: Beverly A. Cook, Assistant Secretary, Office of Environment, Safety and Health, EH-1

THRU: Rick Jones, Acting Deputy Assistant Secretary, Office of Safety and Health, EH-5 2

The attached Safety Management Functions, Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety and Health (EH FRA) defines the functions, responsibilities, and authorities that apply to the Assistant Secretary for Environment, Safety and Health (EH AS), as well as the EH Deputy Assistant Secretaries (DASs). These functions, responsibilities, and authorities were developed consistent with the DOE M 411.1-1B, Safety Management Functions, Responsibilities, and Authorities Manual (FRAM) as recently revised and expected to be issued shortly.

Section 9.2.2.5 of the FRAM requires the Office of Environment, Safety and Health (EH) (among others) to develop a FRA document delineating how that office performs the applicable responsibilities in the FRAM. The attached EH FRA fulfills that responsibility. It was developed with input from all affected EH offices and concurred on by all EH DASs that have safety management functions.

The EH FRA is expected to be a living document that will be revised as the FRAM is updated and as EH responsibilities change, i.e., through reorganizations or new assignments. It also is a useful knowledge management tool that establishes key functions and responsibilities for use both within and outside of EH.

Issuance of the FRA will close out EH's actions for commitment Number 3, action 4 of the Defense Nuclear Facilities Safety Board Recommendation 98-1. Following issuance, we will post the EH FRA on the EH web page.

Kuhard J. Black, Director

Office of Nuclear and Facility Safety Policy

Distribution:

- S. Stadler, Deputy Assistant Secretary, Office of Corporate Safety and Assurance, EH-2
- F. Russo, Acting Deputy Assistant Secretary, Office of Performance Assessment and Analysis, EH-3
- R. Berube, Deputy Assistant Secretary, Office of Environment, EH-4
- R. Jones, Acting Deputy Assistant Secretary, Office of Safety and Health, EH-5
- S. Cary, Deputy Assistant Secretary, Office of Health Studies, EH-6
- G. Judge, Deputy Assistant Secretary, Office of Planning and Administration, EH-7
- S. Cary, Acting Deputy Assistant Secretary, Office of Advocacy, EH-8
- S. Sohinki, Director, Office of Price-Anderson Enforcement, EH-10

Safety Management Functions, Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety and Health

November, 2002

Safety Management Functions, Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety and Health

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Safety Management Functions, Responsibilities, and Authorities of the Office of the Assistant Secretary for Environment, Safety and Health

1.0 INTRODUCTION

Department of Energy (DOE) Manual (M) 411.1-1B, "Safety Management Functions, Responsibilities, and Authorities Manual," describes the DOE "corporate" functions, responsibilities, and authorities for conducting operations safely at DOE facilities. The Manual is based on and organized around the five core safety management ¹ functions of the DOE Integrated Safety Management System (ISMS) described in DOE Policy (P) 450.4, "Safety Management System." DOE M 411.1-1A requires that each DOE organization that has a direct or indirect effect on the safe management of work conducted at DOE facilities develop a document that describes the organization's safety management functions, responsibilities, and authorities as they relate to these five core safety management functions.

This document describes the environmental, safety, and health (ES&H) management functions, responsibilities, and authorities of the Office of Environment, Safety and Health (EH). While EH does not have direct line safety management functions and responsibilities, it does have functions and responsibilities to establish the ES&H policy, requirements and standards necessary for safely conducting DOE activities. It also has functions and responsibilities to establish and manage DOE corporate safety programs; to support DOE senior and line management in assuring that DOE and its contractors are performing work in a safe, effective, and responsible manner; and to investigate and enforce potential violations of nuclear safety rules.

2.0 ORGANIZATION AND MISSION

The Assistant Secretary for Environment, Safety and Health serves as the designated safety official and the principal advisor to the Secretary of Energy on matters relating to protection of the environment, workers, and the public from hazards posed by DOE facilities and operations. The Office's overall mission is to accomplish the following:

• Develop and maintain DOE ES&H policy, requirements, standards and guidance;

¹ In the context of DOE's integrated safety management system, the term "safety" encompasses "environment, safety and health" functions to the extent that those functions relate to the safe management of DOE facilities or activities.

- Serve as DOE's "corporate" advocate to advise the Secretary, the Administrator of the National Nuclear Security Administration (NNSA), the program secretarial officers (PSOs), and the field element managers (FEMs) on ES&H issues and performance trends;
- Establish and manage DOE corporate safety programs that are considered necessary to meet ES&H requirements or to fulfill DOE expectations for the safe and healthy conduct of work at DOE sites;
- Support DOE's position and coordinate interaction with regulators and other external stakeholders for development of ES&H regulations and standards and provide guidance to the Secretary, the PSOs, and the FEMs in response to changing external requirements;
- Provide ES&H technical resources and programs that support and assist line management in fulfilling DOE's mission;
- Investigate and issue or recommend enforcement actions for violations by contractors of nuclear safety requirements under the Price-Anderson Amendments Act of 1988 provisions of the Atomic Energy Act (AEA); and
- Promote the health of DOE workers and communities.

The eight offices within EH listed below support its overall mission. Table 1 of this document lists the specific functions and responsibilities of each of the listed offices that pertain to safety management, but it does not list all EH functions as not all of the functions and responsibilities performed by EH (e.g., health studies and worker advocacy functions) pertain to the safe management of DOE facilities or activities.

Deputy Assistant Secretary for Corporate Safety Assurance (EH-2).

EH-2 serves as a corporate asset to the Department, stakeholders, and line management in assessing, facilitating, achieving, and assuring excellence and continuous improvement in ES&H management and performance. EH-2 employs proven techniques and activities, such as management-requested field assessments and technical support, safety analysis reviews, event and accident investigations, operational readiness reviews, special reviews, and support of the integration of safety into DOE projects. The Office also coordinates resolution of cross-cutting issues and provides support to the DOE Emergency Management Team.

Deputy Assistant Secretary for Performance Assessment and Analysis (EH-3).

EH-3 provides independent technical evaluation of the Department's effectiveness, vulnerabilities, and trends in protecting the public, the workers, and the environment. It serves as the focal point for the

collection, analysis, and dissemination of environment, safety, and health performance data and for ensuring ES&H is adequately addressed in DOE contracts. The Office manages the DOE Lessons Learned and Operating Experience Program including the dissemination of best practices. EH-3 also serves as the sponsor for dissemination of Integrated Safety Management (ISM) resource information.

Deputy Assistant Secretary for Environment (EH-4).

EH-4 promotes environmentally responsible management practices throughout DOE and supports program and field offices in achieving this end by providing guidance in meeting current and oncoming compliance issues. EH-4 provides the central Department coordinating point on environmental requirements and regulations proposed by DOE and other Federal agencies. EH-4 also establishes DOE-wide policies and guidance for environmental protection and compliance and promotes national environmental goals through effective National Environmental Policy Act (NEPA) compliance, which includes independent review and approval of NEPA documents.

Deputy Assistant Secretary for Safety and Health (EH-5).

EH-5 develops, manages, and directs comprehensive programs that provide effective health and safety policy, requirements, guidance and technical standards that address the hazards (e.g., nuclear, industrial, chemical, and biological) of DOE activities. The office also maintains a formal liaison with external safety and health regulators, internal DOE program and line elements, contractor organizations, and external organizations relating to health and safety policy and standards. The Office develops and manages many Department-wide health and safety programs designed to improve safety performance, including the DOE Technical Standards Program.

Deputy Assistant Secretary for Health Studies (EH-6).

EH-6 promotes the health of DOE workers and communities surrounding DOE sites by developing and managing programs that focus on providing medical information and policy, and by producing epidemiologic studies that furnish information applicable to the prevention of illness and injury. EH-6 shares exposure and medical surveillance information with DOE and contractor employees, worker representatives, and the public.

Deputy Assistant Secretary for Planning and Administration (EH-7).

EH-7 provides centralized management and direction of EH-wide planning, budgeting, financial, and program execution processes; ensures that these processes are effective, fully integrated, and consistent with DOE-wide processes and requirements; and provides administrative support to EH's policy development, and oversight programs.

Director, Office of Worker Advocacy (EH-8).

EH-8 helps current and former employees of DOE contractors with qualifying occupational illnesses obtain benefits through State workers' compensation programs. The Office provides worker liaisons with State Workers Compensation offices to facilitate such claims. The Office sponsors an Advisory Committee of stakeholders from State agencies workers unions, medical and public health organizations to advise the Office on its advocacy practices and procedures. EH-8 operates a toll-free hotline for workers who are interested in filing workers' compensation claims with their state programs or need assistance with previously filed claims and provides education and outreach to workers and their families, unions, and others to inform them about the benefits and assistance available to sick workers and their survivors.

Director, Enforcement and Investigations (EH-10).

EH-10 carries out the Department's function under the Price-Anderson Amendments Act of 1988 provisions of the Atomic Energy Act for investigation and potential enforcement of violations by contractors of DOE nuclear safety requirements.

3.0 DELEGATION OF AUTHORITY

As delineated in DOE M 411.1-1B (the FRAM), the Assistant Secretary for Environment, Safety and Health (AS EH) has various safety management responsibilities. Within EH, these responsibilities are discharged either by the Assistant Secretary or through the respective offices of the deputy assistant secretaries (DASs) and office directors as agents of the Assistant Secretary.

4.0 DOCUMENT CONTROL

The Assistant Secretary for Environment, Safety and Health approves EH's safety management functions, responsibilities, and authorities as described in this document. The Deputy Assistant Secretary for Planning and Administration is responsible for distributing approved copies, and EH-53 is responsible for keeping this document current.

5.0 FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES

DOE M 411.1-1B lists the functions, responsibilities, and authorities of the Office of the Assistant Secretary for Environment, Safety and Health, either as the sole responsibility of the office, or as a general duty of each Secretarial office. These functions, responsibilities, and authorities correlate to the five core safety management functions described in DOE P 450.4, with the addition of "Provide Direction."

- (A) **Provide Direction.** Those activities which define and shape DOE's missions, such as strategic plans, budget allocation plans, and safety management policies and requirements, are developed and communicated.
- (B) Define Scope of Work. Missions are translated into work, expectations are set, tasks are defined and prioritized, and resources considered.
- (C) Analyze Hazards. Hazards associated with the work are identified, analyzed, and categorized.
- (D) Develop and Implement Controls. Applicable standards, requirements, and controls to prevent/mitigate hazards are identified and agreed upon; the controls are implemented; and the safety envelope is established.
- (E) Perform Work. Readiness is confirmed and work is performed safely.
- (F) Collect Feedback and Pursue Improvement. Feedback information on the adequacy of controls is generated, gathered, and shared; opportunities for improving the definition and planning of work are identified and implemented; line and independent oversight is conducted; and if necessary, regulatory enforcement actions are taken.

6.0 TABLE OF EH SAFETY MANAGEMENT FUNCTIONS/ASSIGNMENTS

EH's specific functions, responsibilities, and authorities are summarized in Table 1. They are organized around the six core safety management functions listed in section 5. The entries in Table 1 are numbered consistent with the FRAM. Not all items from the FRAM are listed in the Table 1. The only FRAM entries listed in Table 1 are those which contain responsibilities and authorities which apply to EH; hence the numbers are not sequential.

7.0 TABLES OF DOE RULES AND DIRECTIVES FOR WHICH EH IS THE OFFICE OF PRIMARY INTEREST (OPI)

Table 1 identifies a number of unique functions and responsibilities for rules and directives for when EH is the OPI. Tables 2 and 3 list the specific DOE rules and DOE directives for which EH is the OPI and identifies the offices in EH that are responsible for each of these rules and directives.

Table 1 - EH Safety Management Functions/ Assignments

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
9.1 Provide Direction a. The Assistant Secretary for Environment, Safety and Health has been assigned as the Designated Agency Safety and Health Officer (DASHO) for DOE by the Secretary to represent effectively the interest and support of the Secretary in the management and administration of the DOE Federal occupational safety and health (OSH) program, as provided in 29 Code of Federal Regulations (CFR) 1960.6. b. The Assistant Secretary for Environment, Safety and Health has been designated by the Secretary as the Agency Environmental Executive, pursuant to Executive Order 13101 (Greening the Government through Waste Prevention, Recycling, and Federal Acquisition). The Agency Environmental Executive is responsible for coordinating environmental programs relating to procurement and acquisition, waste prevention and recycling, and annual reporting on the Department's progress in implementing Executive Order 13101.	a. Perform the activities of the DASHO for DOE. b. Manage and administer the DOE occupational safety and health (OSH) program to meet the requirements of 29 CFR 1960, the Federal Worker 2000 Presidential Initiative and DOE O 440.1A. b. As the Agency Environmental Executive, the EH AS is responsible for coordinating environmental programs relating to procurement and acquisition, waste prevention and recycling, and annual reporting on the Department's progress in implementing Executive Order (E.O.) 13101.	EH-5 a. Coordinate safety and health polices for DOE. b. Assign an office director the authority to coordinate with the Office of Management, Budget, and Evaluation (ME) to administer the DOE OSH program to meet the provisions of 29 CFR 1960.6, the Federal Worker 2000 Presidential Initiative, DOE O 440.1A, and HQ O 442.1, Headquarters Occupational Safety and Health Program. c. Ensure there is sufficient budget and staffing to implement the OSH program. d. Define priorities for responding to DOE factors that cause occupational accidents, injuries, illnesses. e. Maintain directives for the following OSH areas: Worker protection Construction safety Electrical Safety Fire Protection Explosives Safety Chemical Safety Biohazards Hoisting and Rigging Exposure Assessment Firearms Safety	DOE M 411.1-1B 29 Code of Federal Regulations (CFR) 1960.6, Federal Worker 2000 Presidential Initiative, July 2, 1999, DOE Order (O) 440.1A HQ O 442.1 E.O. 13101 E.O. 12196
		Exposure Assessment	

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
		Suspect and Counterfeit Items EH-4 Develop and coordinate the DOE program to meet the requirements of E.O. 13101.	
9.1.1 DOE Strategic Plans, Including Mission Statements Provide input to and implement the provisions of the Secretary's Strategic Plan, including the Department's mission statement.	a. Represent EH in the development of the Secretary's strategic plan and DOE's mission statement.b. Implement the plan within EH.		DOE M 411.1-1B DOE P 450.4
9.1.2 Secretarial Office Strategic Plans, Including Mission Statements a. Prepare Secretarial Office strategic plans and mission statements and submit them to the Deputy Secretary for approval. b. Implement DOE and Secretarial Office strategic plans and mission statements.	a. Prepare EH strategic plans and mission statements, and submit them to the Deputy Secretary for approval. b. Implement DOE and EH strategic plans and mission statements	EH-7 Coordinate and prepare EH Strategic Plan. All EH DAS a. Provide input to the EH AS for the DOE Strategic Plan b. Prepare office strategic plans and mission statements for EH-1 approval; c. Implement DOE and EH strategic plans.	DOE M 411.1-1B Government Performance and Results Act of 1993
9.1.4.1 Budget for Program a. Prepare the proposed budget for the program office and coordinate with the Headquarters Chief Financial Officer. b. Review all operating contracts to ensure ES&H is adequately addressed.	a. Develop, coordinate, defend and manage the EH budget consistent with the Department's strategic Plan, Secretarial decisions, and budget instruction, and the requirements in DOE O 130.1. b. Assign the responsibility for reviewing operation contracts and requests for proposals to ensure	EH-7 a. Draft EH budget as requested by EH AS b. Coordinate with CR-1 on the EH budget as the EH principal point of contact for the budget formulation process. c. Provide additional data, when requested, to support budget requests. EH-3 Review operating contracts and request for	DOE M 411.1-1B DOE O 130.1 DOE O 135.1 Office of Management and Budget (OMB) Circular A-11

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
	appropriate ES&H clauses are included.	proposal to ensure: ES&H is adequately addressed, Any exemption requests made to ES&H requirements are appropriate and reviewed in accordance with 48 CFR 970.5204-2(c), they contain clear and unambiguous lines of authority and responsibility for ES&H at all organizational levels. All EH DAS Provide data as needed to develop, support, and defend budget requests.	
9.1.6 Technical Qualification and Competency	From DOE M 411.1-1B and DOE O 414.1A, Chg 1:	EH-2 Serve as the EH representative on the Federal	DOE M 411.1-1B
Each DOE element is responsible for ensuring	Ensure EH employees are	Technical Capability Panel (FTCP). (see also	DOE O 360.1B
that its employees are qualified to perform	qualified to perform their assigned	9.1.6.1)	DOE W 260 1 1D
their assigned functions.	functions.	All EH DAS	DOE M 360.1-1B
	From DOE O 360.1B: a Approve training policies and procedures for EH.	a. Ensure employees (including managers & supervisors) are qualified to perform their assigned functions and meet mandatory	DOE O 414.1A, Chg
	b. Prioritize critical training needs for EH.c. Waive training completion and continued service obligations to Federal employees in EH prior to	training requirements. b. Provide comments & recommendations to EH AS regarding training policies and procedures for EH, as requested. c. Ensure adequate funding is available for	DOE M 426.1-1
	separation from DOE, as appropriate.	critical training needs. d. Recommend to EH AS if DOE should	
	d. Approve acceptance of training- related awards, honorariums,	waive training completion and continued service obligations to Federal government for	

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
	and/or other contributions towards cost of training from IRS recognized 501(c)(3) organizations for EH staff and management, with advice from the Office of General Counsel, as required.	any employee. e. Recommend to the EH AS if DOE or employee should accept any training-related awards, honorariums, and/or other contributions towards cost of training to EH AS.	
9.1.6.1 Technical Qualification and Competency at Defense Nuclear Facilities SO Responsibilities: a. Provide adequate resources and support for the Federal Technical Capability Program (FTCP). b. Implement FTCP for program. c. Ensure personnel are qualified to perform their safety management functions and these qualifications are reflected in position descriptions and performance criteria.	From DOE M 411.1-1B a. Provide adequate resources and support for FTCP. b. Implement FTCP for EH. c. Ensure EH personnel are qualified to perform their safety management functions and these qualifications are reflected in position descriptions and performance criteria. From DOE M 426.1-1: In accordance with the requirements of DOE M 426.1-1: a. Designate a senior manager to serve as the EH representative on the Federal Technical Capability Panel. b. Conduct an annual workforce analysis for defense nuclear facilities. c. Ensure individuals filling Senior Technical Safety Manager	EH-7 Implement the DOE Technical Qualification Program.	DOE M 411.1-1B DOE M 426.1-1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
	(STSM) positions meet the technical competency criteria. d. Establish a process to recruit, screen, and hire, competent technical personnel to fill STSM positions e. Develop technical competencies for each of the STSM positions in EH. f. Ensure resources to support the Technical Leadership Development Program (TLDP) in EH and assign an EH TLDP coordinator. g. Implement formal training and qualification programs. h. Designate the positions and/or individuals in EH required to participate in the Technical Qualification Standards that apply to them.		
9.1.6.2 Contractor Training Programs a. Develop and recommend the promulgation and maintenance of training requirements, standards, and guidance materials, and conduct workshops as necessary, for implementing the requirements of DOE O 5480.20A. b. Monitor reports (safety analysis reports, appraisal and inspections reports, training	Assign specific tasks to DASs to meet requirements of DOE O 5480.20A, Chg 1 in FRAM 9.1.6.2 for EH.	EH-3 Ensure that lessons learned and operating experience, and EH feedback and improvement work products are accessible so they can be incorporated into training.	DOE M 411.1-1B DOE O 5480.20A, Chg 1 DOE O 414.1A, Chg 1 10 CFR Part 835

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
plans, etc.) relative to nuclear facility personnel qualification activities to assess implementation of DOE O 5480.20A and identify needed improvements. c. Develop and recommend the promulgation of Department-wide training requirements for general employee/worker safety training which are consistent with the requirements promulgated by the Occupational Safety and Health Administration, the Nuclear Regulatory Commission, and the Environmental Protection Agency (EPA). d. Ensure EH personnel responsible for training are proficient in personnel training processes and requirements and that they have diverse expertise so that important areas related to nuclear, radiological, environmental, and occupational safety are covered. e. Ensure that EH feedback and improvement work products are accessible and facilitate their use in the development of training content. Support DOE-wide cooperative and collaborative efforts for efficient development of accurate and effective training.		EH-4 Develop and maintain DOE directive to address training requirements for environmental protection consistent with EPA training requirements. EH-5 a. Develop and maintain directives for contractor training for nuclear activities (5480.20A, Chg 1). b. Develop and maintain DOE directives to address training requirements for OSH and nuclear safety. c. Develop and maintain DOE guidance to address radiological training requirements in 10 CFR Part 835.	
 9.2.2.1 Policies, Orders, Notices, Manuals, Guides, and Page Changes When not OPI. a. Review and comment on proposed directives. Ensure proposed Policies, Orders, Notices, Manuals, Guides, and page changes 	When not OPI Provide ES&H comments on directives and page changes.	All EH DAS When not OPI Review and comment on directives and page changes as appropriate. When OPI (see Table 3 for a list of directives	DOE M 411.1-1B DOE M 251.1-1A DOE O 251.1A

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
are consistent with all applicable ES&H	When OPI (see Table 3 for	for which EH is the OPI and the EH office	
requirements.	directives for which EH is the	assigned responsibility for the directive)	
b. Interact with other Federal agencies to	<u>OPI)</u>	a. Prepare draft directives; coordinate them	
ensure that directives are consistent with	a. Develop and coordinate	with other offices; and submit draft Orders	
Federal ES&H policy.	directives in accordance with the	and Manuals that have the potential to affect	
	process defined in DOE M 251.1-	field elements and more than one PSO to the	
When OPI.	1A and the responsibilities	FMC for review (DAS or higher required to	
a. Prepare draft directives (i.e., Policies, Orders,	defined in FRAM 9.2.2.1,	submit to FMC).	
Notices, Manuals, Guides, and page changes);	including the Field Management	b. Revise directives as necessary and provide	
coordinate them with other offices (see DOE M	Council (FMC) when the directive	technical interpretation of directive	
251.1-1A); and submit draft Orders and	impacts multiple program offices	requirements.	
Manuals that have the potential to affect field	and the field.	c. Submit final draft Policies, Orders, Notices,	
elements and more than one PSO to the Field	b. Provide technical	Manuals, Guides, and page changes to MA-4	
Management Council (FMC) for review.	interpretations to directives for	for issuance unless they affect field elements	
b. Revise directives as necessary and provide	which EH is the OPI.	and are presented to the FMC.	
technical interpretation of directive	c. Approve, deny, or comment on	d. Designate a Directive Development	
requirements.	requests for exemption to	Manager to coordinate review of directive	
c. Submit final draft Policies, Orders, Notices,	directives in accordance with the	(see Table 3 for assigned EH Office).	
Manuals, Guides, and page changes to MA-4	provisions in the directive or, if	e. Identify the program offices that have the	
for issuance unless they affect field elements	the directive does not provide	potential to be affected and coordinate with	
and are presented to the FMC.	specific provisions for	PSOs for those program offices for review and	
d. Designate a Directive Development	exemptions, in accordance with	comment; coordinate with program counsel	
Manager to coordinate review of directive (see	the exemption provisions in DOE	in the Office of General Counsel for review	
DOE M 251.1-1A).	M 251.1-1A.	and comment.	
e. Identify the program offices that have the		f. Provide staff to participate on focus groups	
potential to be affected and coordinate with		or technical development teams.	
PSOs for those program offices for review and		g. Approve draft directives and their	
comment; coordinate with program counsel in		accompanying justification documents when	
the Office of General Counsel for review and		submitting directives to the FMC for review	
comment.		(must be at DAS level or higher).	
f. Provide staff to participate on focus groups		b. Provide comments or recommendations to	
or technical development teams.		exemptions in accordance with the directive	

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
g. For ES&H requirements for non-NNSA facilities, review and approve, or deny with reason, applications for exemptions from DOE directives (see DOE M 251.1-1A). h. For ES&H requirements for NNSA facilities, review and recommend to NNSA that it approve, or deny with reason, applications for exemptions from DOE directives (see DOE M 251.1-1A).		or DOE M 251.1-1A. EH-3 Ensure that lessons learned and operating experience, and EH feedback and improvement work products are accessible so they can be incorporated into revisions of DOE directives.	
9.2.2.2 Technical Standards for Use within	a. Assign responsibility for the	EH-2	DOE M 411.1-1B
DOE	DOE Technical Standards	Assign the EH Technical Standards	
a. Manage the DOE Technical Standards	Program.	Coordinator responsible for coordinating EH	DOE O 252.1
Program.	b. Appoint the DOE Standards Executive.	review and comment on Technical Standards from other DOE Offices.	DOE P 251.1
b. Appoint the DOE Standards Executive to represent DOE's interests on consensus	c. Submit to the Secretary the	from other DOE Offices.	DOE P 251.1
standards-setting organizations and the	annual report to meet OMB	EH-3	DOE M 251.1-1A
Interagency Committee on Standards Policy.	Circular A-119.	Ensure that lessons learned and operating	
c. Perform DOE reporting requirements under	Ground 11 1151	experience, and EH feedback and	P.L. 104-113
Office of Management and Budget (OMB)		improvement work products are accessible so	
Circular A-119.		that they can be considered when revising	OMB A-119
d. When not OPI, review and comment on		DOE Technical Standards.	
proposed DOE Technical Standards and			Implementation Plan
recommend technical and cost-saving		<u>EH-5</u>	for Defense Nuclear
improvements, where appropriate.		a. Assign role of DOE Standards Executive.	Facilities Safety
e. Provide staff to participate on focus groups		b. Assign DOE Technical Standards Director	Board (DNFSB)
or technical development teams to ensure a		to manage the DOE Technical Standards	Recommendation
quality product is developed.		Program.	91-1
f. Ensure proposed DOE Technical Standards are consistent with ES&H requirements.		d. Prepare annual report for Secretary to meet OMB-119.	DOE O 252.1
are consistent with esach requirements.		e. Ensure proposed DOE Technical Standards	DOE O 232.1
When OPI		are consistent with ES&H requirements.	DOE M 252.1-1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
Identify established consensus staandards for use by DOE or document the need for a DOE Technical Standard, prepare draft DOE Technical Standards that are consistent with P.L. 104-113, coordinate them in accordance with directions from the DOE Technical Standards Program, ensure the consistency of proposed standards with existing adopted standards, and approve final DOE Technical Standards and send them to the DOE Technical Standards Manager for issuance.		All EH DAS When OPI Develop and maintain technical standards in accordance with DOE O 252.1 and DOE G 252.1-1. When not OPI a. Review and comment on proposed DOE Technical Standards of interest. b. Provide staff to participate on focus groups or technical development teams for DOE Technical Standards under development.	
9.2.2.3 Rules a. Prepare draft ES&H rules and associated guidance documents in accordance with the provisions of the Administrative Procedure Act and other generally applicable procedural requirements and policies and coordinate them with affected DOE organizations. b. Submit final draft rules to the General Counsel for coordination with the Secretary of Energy, the OMB, and the Federal Register. c. Consult with procurement, review and assist in drafting proposed contract related clauses and guidance, and work with the appropriate Headquarters procurement offices to bring the proposals to an implementation stage through rule-making or other action, as appropriate. d. Revise rules when necessary and interpret their technical requirements.	a. Direct the preparation of ES&H rules. b. Submit draft Federal Register Notices on ES&H rules to GC.	All EH DAS When OPI (see Table 2 for a list of rules for which EH is the OPI and the assigned EH office) a. Draft and coordinate review of rules with the Office of General Counsel (GC) and other affected DOE organizations. b. Submit draft rule notices (Notice of Intent, Request for Comments, Final Rule, etc) to GC-1 for coordination with the Secretary, OMB, and the Federal Register. c. Prepare responses to comments in accordance with the Administrative Procedures Act (APA). d. Revise rules when necessary. e. Develop interpretations of technical requirements. f. Maintain cognizance & interact with other	DOE M 411.1-1B DOE P 410.1A APA Atomic Energy Act (AEA)

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
e. Interact with other Federal agencies to ensure rules are consistent with Federal ES&H policies.		Federal agencies to ensure EH rules are consistent with Federal ES&H policies. g. Establish and maintain files on rulemaking including all Federal Register Notices, correspondence, incoming comments (both paper and electronic), and resolutions of comments. When not OPI Review and comment on proposed rules of interest.	
9.2.2.5 Organization FRA Documents Prepare, approve, and implement FRA documents for each organization to delineate how the applicable responsibilities and authorities in this Manual are performed. Revise FRA documents within 90 days of the issuance of revision to this Manual and following organizational changes.	a. Prepare, approve, and implement the EH Manual of Functions, Responsibilities, and Authorities (the EH FRA) to delineate how the applicable EH responsibilities and authorities in the FRAM are performed. b. Maintain the EH FRA.	EH-5 a. Coordinate development of EH FRA document. b. Update the EH FRA to reflect changes in the FRAM within 90 days after the change is made in the FRAM. c. Update the FRA following organizational changes or changes in EH responsibilities that affect the responsibilities and authorities listed in the FRA. All EH DAS Review proposed EH FRA and any updates to the EH FRA and provide comments to EH-53 to ensure the EH FRA captures EH responsibilities and authorities accurately and sufficiently.	DOE M 411.1-1B DOE P 411.1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
9.2.2.7 Implementation of Environmental Management Systems Develop or revise existing DOE environmental directives, policies, and documents to incorporate the goals found in Part 2 of E.O. 13148.	Direct the development and maintenance of environmental directives, policies, and documents to meet the goals of E.O. 13148.	EH-4 Develop, revise, and maintain existing DOE environmental directives, policies, and documents to incorporate the goals found in Part 2 of E.O. 13148	DOE M 411.1-1B E.O. 13148
9.3.1 Identify and Analyze Hazards a. When requested, review and comment on selected hazard identification and hazard analysis in safety documentation. b. As part of EH's nuclear safety policy function, review and concur (or comment, if an NNSA facility is involved) in the methodology used to prepare the DSA, including the criteria for classifying nuclear safety structures, systems, and components, for Hazard Category 1, 2, and 3 nuclear facilities, whenever the contractor does not use a methodology from Table 2 of Appendix A to Subpart B of 10 CFR 830. c. Whenever a new alternative is accepted, prepare the guidance for the use and application of the methodology, issue the guidance per prescribed processes, and incorporate it into DOE-wide guidance on	a. When requested, assign the review and comment of the hazard identification and hazard analysis in safety documentation. b. Concur (or comment, if an NNSA facility is involved) on the use of alternate methodologies used to prepare documented safety analyses (DSAs). c. Issue guidance for the use and application of any approved alternate methodology.	EH-2 When requested, review and provide comments on the hazard identification and hazard analysis in selected safety documentation. EH-5 a. Review and provide recommendations on proposed alternate methodologies for DSAs for hazard category 1, 2, and 3 nuclear facilities, whenever the contractor does not use a safe harbor methodology from 10 CFR Part 830. b. Whenever a new alternative is accepted, prepare the guidance for the use and application of the methodology	DOE M 411.1-1B 10 CFR Part 830 DOE G 421.1-2 DOE O 151.1A DOE O 420.2A DOE 420.1A DOE STD 1027
9.3.2 Categorize Facility/Activity Based on the Hazards When requested, review and comment on selected facility and activity hazard categorization in safety documentation.		EH 5 When requested, review and provide comments on the facility and activity hazard categorization in safety documentation.	DOE M 411.1-1B 10 CFR Part 830 DOE G 421.1-1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
			DOE STD 1027
9.4.1.1 ES&H Site-/Facility-specific Requirements (Hazard Category 1) As part of EH's nuclear safety policy function, review and comment on specific requirements to be included in contracts, authorization agreements, safety documentation, and authorization bases, when requested.		EH-2&5 When requested, review and provide comments on specific requirements to be included in selected contracts, authorizations agreements, safety documentation, and authorization bases.	DOE M 411.1-1B
9.4.1.2 ES&H Site-/Facility-specific Requirements (Hazard Category 2 and Below) When requested, review and comment on selected authorization basis and safety basis documentation and management systems used to develop and maintain these bases.		 EH-2 When requested, review and comment on selected: authorization basis, safety basis, and management systems used to develop and maintain these bases. 	DOE M 411.1-1B 10 CFR Part 830, Subpart B
9.4.1.3 Exemptions from DOE Directive Requirements (Other Than Rules) See DOE 251.1A, Directives System, and DOE M 252.1-1A, Directives System Manual.	When the OPI, assign to relevant DAS.	All EH DAS As assigned, review and recommend approval or denial of exemption requests in accordance with the provisions for exemptions in the directive, or if there are no provisions in the directive, in accordance with the provisions for exemptions in DOE M 251.1A.	DOE M 411.1-1B DOE M 251.1-1A
9.4.1.4 Exemptions from Requirements in 10 CFR Parts 830 and 835 Exemptions from the requirements of 10 CFR Parts 830 and 835 are specifically authorized in 10 CFR Part 820, Subpart E. Individuals requesting and processing exemption to these	 a. Approve or deny requests for exemptions to 10 CFR 835 for non-NNSA programs. b. Upon request, provide comments to the PSO for exemptions to 10 CFR Part 835 	EH-5 Review requests for exemptions to 10 CFR 830 and 10 CFR 835 and recommend approval or denial, or provide comments as appropriate.	DOE M 411.1-1B 10 CFR Part 820, Subpart E

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
regulations should refer to the criteria and authorities in that regulation. In addition, DOE -STD-1083-95, <i>Requesting and Granting Exemption to Nuclear Safety Rules</i> , provides guidance on requesting, reviewing, and granting exemptions to DOE nuclear safety rules.	for NNSA programs and to 10 CFR Part 830 for all nuclear facilities (including activities & operations).		
a. Upon request, review and comment on 10 CFR Part 830 exemption submissions. b. Approve or deny requests for exemptions from non-NNSA programs from the requirements of 10 CFR 835 as authorized by the provisions of 10 CFR 820, Subpart E. This authority may not be delegated c. Review and recommend approval or denial of requests from NNSA programs from the requirements of 10 CFR 835 as authorized by the provisions of 10 CFR 820, Subpart E. d. Resolve any comments received on proposed exemptions to 10 CFR Part 835.			
9.4.1.6 Approval of Programs and Processes Required by Nuclear Safety Rules a. When requested, review and comment on selected Radiation Protection Programs	Provide adequate resources to ensure continuing operations of the DOELAP	EH-2 When requested, provide comments on selected: a. USQ procedures,	DOE M 411.1-1B 10 CFR Part 830
(RPPs), Unreviewed Safety Question (USQ) procedures, and DSAs and preliminary DSAs.		b. TSRs c. DSAs, and	10 CFR Part 835
b. As part of EH's nuclear safety policy function, review and concur (or comment, if an National Nuclear Security Administration (NNSA) facility is involved) in:		d. preliminary DSAs.	DOE G 421.1-2 DOE G 423.1-1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
(i) the nuclear safety design criteria selected for preliminary documented safety analyses for Hazard Category 1, 2, and 3 nuclear facilities if they are not consistent with DOE O 420.1, Facility Safety, as required by 10 CFR Part 830.206(b)(1) and (ii) a methodology for safety analysis if it is not contained in Table 2 of Appendix A to Subpart B of 10 CFR 830 for the preparation of a DSA. Whenever a new alternative is accepted, prepare the guidance for the use and application of the methodology, issue the guidance per prescribed processes, and incorporate it into DOE-wide guidance on approved DSA methodologies. c. Develop and implement the DOE Laboratory Accreditation Program (DOELAP) in coordination with PSO, contractors, and industry.		EH-5 a. Review RPPs and updates to RPPs and provide comments (per 10 CFR Part 835, RPPs are considered approved 180 days after submission to DOE unless DOE rejects it before that date). b. Review and concur (comment if NNSA facility) on alternative DSA methodologies if not consistent with approved methodologies in Table 2 of Appendix A to Subpart B of 10 CFR Part 830. c. Review and concur (comment if NNSA facility) on Preliminary DSAs if design criteria are not consistent with approved criteria in DOE O 420.1A. d. If alternate methodology is accepted, issue guidance on use of approved methodology. e. Develop and implement the DOE LAP, approve or deny applications for accreditation, requests for technical equivalency, and requests for exception.	DOE G 424.1-1 DOE O 420.1A
9.4.2 Identify Controls to Prevent and Mitigate Hazards When requested, selectively review and comment on the adequacy of controls used to prevent and mitigate hazards.		EH-4 When requested, review and provide comments on the adequacy of controls to prevent and mitigate environmental hazards at DOE facilities and activities. EH-2&5 When requested, selectively review and provide comments on the adequacy of controls to prevent and mitigate worker and	DOE M 411.1-1B 10 CFR Part 830 DOE G 423.1-1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
		safety hazards at DOE facilities and activities.	
9.4.3.1 Safety Basis and Authorization Basis Documentation for Hazard Category 1 Nuclear Facilities a. When requested, review and comment on selected authorization basis and safety basis documentation and on management systems to develop and maintain authorization bases. b. Maintain a public list on the Internet that provides the status of the safety basis and, to the extent practicable, provides information on how to obtain a copy of the safety basis and related documents for a facility.		EH-2& 5 Provide input as requested on selected authorization basis, safety basis, and management systems for hazard category 1 nuclear facilities. EH-5 Maintain the Safety Basis Information System (SBIS) to meet the requirement for a list of hazard category 1 nuclear facilities, their safety basis status, and point-of-contact.	DOE M 411.1-1B 10 CFR Part 830 DOE O 420.2A
9.4.3.2 Safety Basis and Authorization Basis Documentation for Hazard Category 2 and below Nuclear Facilities and Accelerators a. When requested, review and comment on selected authorization basis and safety basis documentation and management systems. b. Maintain a public list on the Internet that provides the status of the safety basis for Hazard Category 2 and 3 nuclear facilities and, to the extent practicable, provides information on how to obtain a copy of the safety basis and related documents for a facility.		EH-2& 5 For hazard category 2 & 3 nuclear facilities, provide input, as requested on selected: a. authorization bases, b. safety bases, c. safety documentation, or d. management systems. EH-5 Maintain the Safety Basis Information System (SBIS) to meet the requirement for a list of hazard category 2, & 3 nuclear facilities, their safety basis status, and point-of-contact.	DOE M 411.1-1B 10 CFR Part 830

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
9.4.3.3 Authorization Protocols When requested, review and comment on selected authorization agreements.		EH-2 Review and provide comments on selected authorization agreements, when requested.	DOE M 411.1-1B
9.5 Perform Work a. Provide policy, guidance, and technical assistance to the PSO and field element organizations Federal Employee Occupational Safety and Health (FEOSH) programs, when requested. b. Collect information and provide annual reports to the Departments of Labor and Transportation.	As the Designated Headquarters Safety and Health Official (DASHO), designate a manager to implement the EH FEOSH Program and ensure the FEOSH requirements of 29 CFR 1960 are met for DOE including:	EH-5 a. Provide policy, guidance, and technical assistance to the PSOs and DOE field elements regarding FEOSH programs b. Consult and coordinate with other DOE elements in the development of their respective FEOSH programs. c. Provide comments on FEOSH programs, when requested. d. Support the EH AS as the Headquarters Safety and Health Manager. e. Assure the requirements of DOE HQ O 442.1, 29 CFR 1960, and DOE O 440.1A are met for DOE FEOSH programs. f. Maintain a management information system for recordkeeping, reporting, and statistical analysis to satisfy the requirements in 29 CFR 1960. EH-2 Perform accident investigations in accordance with DOE O 225.1A.	DOE M 411.1-1B DOE O 440.1A DOE HQ O 442.1 29 CFR 1960 DOE O 225.1A
9.5.1 Confirm Readiness Recommend shut down of work to the PSO if a clear and present safety danger exists, and notify the Lead PSO (LPSO).	Recommend shutdown of work to the PSO if a clear and present safety danger exists, and notify the LPSO.	EH-2 Recommend shutdown of work to the EH AS if a clear and present safety danger exists.	DOE M 411.1-1B DOE O 425.1B

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
9.5.1.1 Readiness Reviews Review and comment on selected readiness review plans of action, implementation plans, ORRs and readiness assessments (RAs), as requested.	From DOE M 411.1A Review and comment on readiness reviews. From DOE O 425.1B: a. Review and comment on the ORR final report recommendations regarding startup or restart to the DOE authorization authority. b. Review & comment on contractor & DOE plans of action & implementation plans for both readiness assessments and startup operational readiness review (ORRs). c. Provide any dissenting opinion on the readiness of a facility to start up or restart to DOE line management or the Secretary if a significant safety concern is not being properly corrected.	EH-2 a. Review and provide comments on the ORR final report recommendations regarding startup or restart. b. Maintain cognizance of ORR and readiness assessment (RA) activities in the field and headquarters. c. Conduct reviews of startup activities for significant startups and restarts and as requested by the appropriate line organization. d. Alert the EH AS to any dissenting opinion on the readiness of a facility to start up or restart, if a significant safety concern is not being properly corrected. e. Review and comment on the hazard classification in the Startup Notification Report (SNR).	DOE M 411.1-1B DOE O 425.1B
9.5.2 Perform Work Safely When requested, provide guidance and assist in the identification of DOE requirements.	From DOE O 425.1B: Concur in the final decision to start up or restart a nuclear facility, when requested by the Secretary.	EH-2 a. Review and comment on final readiness reports prior to startup or restart of a nuclear facility. b. Provide any dissenting opinions on the final decision to startup or restart a nuclear facility, if a significant safety concern is not being addressed.	DOE M 411.1-1B DOE O 425.1B

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
9.5.3 Quality Assurance Ensure promulgation of quality assurance policy, evaluate the quality Assurance program (QAP), and coordinate quality assurance (QA) policy internal and external to DOE, including software quality assurance. Within EH, ensure development and implementation of the EH QAP, continuous improvement, integration into an ISM system, and provision of adequate resources to achieve quality.	a. Develop & maintain QA policy, requirements, guides, and standards for DOE work. b. Ensure promulgation of quality assurance policy c. Coordinate QA policy internal and external to DOE, including software QA. d. Develop and maintain the EH QAP.	EH-5 a. Develop and maintain DOE QA directives (i.e., policy, requirements, guides, and standards) and regulation (i.e., 10 CFR Part 830, Subpart A). b. Assign a central point of contact for coordination within DOE to act as liaison with other agencies and groups in the development of QA policy, requirements, guidance, and standards and to respond to requests for advice and assistance to DOE elements concerning DOE QA directives and regulations. c. Ensure the EH QAP is - developed, maintained, and implemented; - continuously improved, - integrated into an ISM system, and - provided adequate resources to implement. EH-2 Establish and lead actions to improve QA implementation and to coordinate crosscutting QA issues.	DOE M 411.1-1B DOE O 414.1A, Chg 1 10 CFR Part 830, Subpart A DOE G 414.1-1A DOE G 414.1-2
9.6.1.1 Lessons-Learned Program a. Develop and implement the DOE corporate Lessons Learned and Operating Experience Program in coordination with PSO, FEM, contractors, and industry. b. Support the analysis and dissemination of lessons-learned and operating experience information across the DOE complex.	Assign responsibility for the DOE corporate Lessons Learned and Operating Experience Program.	EH-3 a. Implement the DOE Lessons Learned and Operating Experience Program in coordination with PSO, FEM, contractors, and industry. b. Support the analysis and dissemination of lessons learned and operating experience information across the DOE complex.	DOE M 411.1-1B Implementation Plan in response to DNFSB 98-1 DOE O 225.1A

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
c. Develop methodologies and other tools for lessons-learned reporting and analysis. Actively seek feedback for continuous improvement of lessons-learned identification, analysis, and dissemination and upgrade requirements and guidance.		c. Develop methodologies and other tools for lessons learned and operating experience reporting and analysis. d. Actively seek feedback for continuous improvement of lessons learned and operating experience identification, analysis, and dissemination and upgrade requirements and guidance.	DOE O 414.1A, Chg 1
9.6.1.2 Occurrence Reporting and Processing System (ORPS) a. Develop, maintain, and implement the ORPS. b. Prepare and disseminate information obtained from analysis of ORPS information. c. Actively seek feedback for continuous improvement of ORPS, and upgrade requirements as appropriate.	Approve and transmit annual reports.	EH-3 a. Develop, maintain, and implement the ORPS. Prepare and disseminate information obtained from analysis of this information. b. Actively seek feedback for continuous improvement of ORPS and upgrade requirements as appropriate.	DOE M 411.1-1B DOE O 232.1A, DOE M 232.1-1A
9.6.1.3 ES&H Reporting Requirements (OSH, Environmental, Radiological) Develop, maintain and implement a system for ES&H reporting requirements.	a. Assure that DOE meets the occupational safety and health record-keeping and reporting requirements for DOE Federal employees. b. Prepare a quarterly summary of DOE and DOE contractor accident data in accordance with DOE M 231.1-1 and provide to DOE elements and DOE contractors. c. Prepare a quarterly DOE Summary Performance indicator report and submit it to the Secretary in accordance with DOE	EH-3 Identify best practices and disseminate them through the EH website. EH-5 Develop, implement, and maintain a system for ES&H reporting. All EH DASs Track reports through CAIRS, REMS, ORPS, etc and prepare information or guidance for ES&H areas within their area of competence.	DOE M 411.1-1B DOE O 231.1, Chg 2 DOE P 450.1 DOE O 232.1A

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
	M 231.1-1.		
9.6.1.6 Reporting to external agencies		<u>EH-4</u>	DOE M 411.1-1B
Reports to external agencies for which EH is		Prepare:	
responsible include:		- Pollution Prevention and Abatement Plans	OMB A-119
• Seismic reports under E.O. 12941;		- Annual reports to the Administrator of the	
• Dam safety reports under P.L. 104-303,		EPA.	E.O. 13148
the Water Resources; Development Act		- Historical/cultural reporting	
of 1996;			E.O. 12941
 Pollution prevention and abatement 		<u>EH-5</u>	
plans;		Prepare:	P.L. 104-303
 Annual Summary of Occupational 		- Annual Summary of Occupational Injuries	
Illnesses and Injuries;		and Illnesses	
 Annual summary report to the 		- OMB Circular A-119 Report on Standards	
Department of Labor covering self-		(see 9.2.2.2)	
evaluations conducted during the		- Seismic reports under E.O. 12941	
previous year on DOE's FEOSH		- Interagency Nuclear Safety Review Panel	
program;		reports of nuclear space applications	
 Annual reports to EPA; 		- Annual summary report covering self-	
 Historical/cultural reporting; and 		evaluations conducted during the previous	
 Interagency Nuclear Safety Review 		year on DOE's FEOSH program	
Panel reports of nuclear space			
applications to the President's Science		<u>EH-2</u>	
Advisor, as required by Presidential		Prepare dam safety reports under P.L. 104-	
Directive PD/NSC/25.		303.	
9.6.2 Make Changes to Improve	a. Continuously improve the	All DAS	DOE M 411.1-1B
All DOE elements are accountable for	efficiency and quality of	a. Continuously improve the efficiency and	
becoming and remaining cognizant of all	operation	quality of operation	10 CFR Part 830,
relevant sources of information bearing upon	b. Develop, implement, and track	b. Develop, implement, and track corrective	Subpart B
their activities.	corrective actions to profit from	actions to profit from experience and the	•
a. Continuously improve the efficiency and	experience and the lessons	lessons learned.	DOE O 414.1A,
quality of operation; develop, implement, and	learned.		Chg 1

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
track corrective actions to profit from experience and the lessons learned. b. Develop and maintain a process to ensure corrective actions are planned and pursued to completion and adequately correct the root causes of the conditions that prompted them. c. Develop and maintain a process to ensure information from various feedback sources are evaluated in an integrated manner and corrective actions are prioritized based upon importance.	c. Develop and maintain a process to ensure corrective actions are planned and pursued to completion and adequately correct the root causes of the conditions that prompted them. d. Develop and maintain a process to ensure information from various feedback sources are evaluated in an integrated manner and corrective actions are prioritized based upon importance.	EH-3 Develop and maintain a process for feedback and improvement. Develop and maintain a process to allow information from various feedback sources to be evaluated in an integrated manner. EH-4 Provide an independent overview of DOE and radioactive waste management and decommissioning programs and advise the Secretary (through the EH AS) of the status of Departmental compliance with radioactive waste management requirements.	DOE M 435.1-1
9.6.2.1 Independent Oversight and Corrective Actions a. Coordinate resolution of ES&H policy issues identified in Office of Assessment (OA) appraisals. b. Provide overall direction for the maintenance and development of the Corrective Action Tracking System (CATS) database. c. Monitor the corrective action progress, and periodically report to the Deputy Secretary and DOE Headquarters and field management on the status of the corrective action plan (CAP) outlined in the CATS.		EH-2 a. Coordinate resolution of ES&H policy issues identified in Office of Assessment (OA) appraisals. b. Provide overall direction for the maintenance and development of the CATS database. c. Monitor the corrective action progress, and periodically report to the Deputy Secretary and DOE Headquarters and field management on the status of the CAP outlined in the CATS.	DOE M 411.1-1B DOE O 225.1A
9.3.3.2 Independent Oversight When the policy organization		All EH DAS When the OPI for the Policy a. Coordinate resolution of applicable policy	

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
a. Coordinate resolution of applicable policy findings identified in OA appraisal reports with cognizant secretarial officers and heads of field elements. b. Review draft appraisal reports to ensure factual accuracy regarding policies. c. Develop, implement, and track to completion corrective actions, in coordination with the responsible CSO and within the prescribed time frams for findings related to policy deficiencies. d. Provide official DOE interpretation of requirements contained within DOE Orders, Notices and Manuals under cognizance.		findings identified in OA appraisal reports with cognizant secretarial officers and heads of field elements. b. Review draft appraisal reports to ensure factual accuracy regarding policies. c. Develop, implement, and track to completion corrective actions, in coordination with the responsible CSO and within the prescribed time frams for findings related to policy deficiencies. d. Provide official DOE interpretation of requirements contained within DOE Orders, Notices and Manuals under cognizance.	
9.6.3.3 Price-Anderson Act Enforcement a. Investigate noncompliances with nuclear	Assign responsibility for Price- Anderson Act Enforcement.	EH-10. a. Investigate noncompliances with nuclear	DOE M 411.1-1B
safety rules. b. Assess the level of violations of		safety rules. b. Assess the level of violation of	AEA Section 234a
noncompliances. c. Establish, maintain, and implement a noncompliance tracking system for self reporting by contractors. d. For non-NNSA programs, issue notices of violation and issue civil penalties, where appropriate. For NNSA programs, recommend to the NNSA that it issue notices of violation and issue civil penalties, where appropriate. e. Refer violations to the Justice department for criminal prosecution, where appropriate. f. Recommend issuance of compliance orders by the Secretary in accordance with the		noncompliances. c. Establish, maintain, and implement a noncompliance tracking system for self-reporting by contractors. d. For non-NNSA programs, issue notices of violation and issue civil penalties, where appropriate. For NNSA programs, recommend to NNSA that it issue notices of violation and civil penalties, where appropriate. e. Refer violations to the Justice Department for criminal review, where appropriate. f. Recommend issuance of compliance orders by the Secretary in accordance with the	10 CFR Part 820

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
provisions of 10 CFR Part 820, if appropriate. g. Issue enforcement letters to conclude an investigation in which no further action is warranted pending corrective action. h. Negotiate and issue consent orders, as appropriate.		provisions of 10 CFR Part 820, where appropriate. g. Issue enforcement letters to conclude an investigation in which no further action is warranted pending corrective action. h. Negotiate and issue consent orders as appropriate.	
9.6.3.3 Interface with DNFSB Provide full cooperation with the DNFSB, including ready access to Departmental defense facilities, personnel, and information; provide responses to DNFSB recommendations and requests as described in DOE M 140.1-1B, Interface with the Defense Nuclear Facilities Safety Board.	From DOE M 140.1-1B: a. Consistent with guidance from the Deputy Secretary, implement the Department's policy with respect to the Board. b. When designated the cognizant Secretarial Officer responsible for responding to a Board recommendation, correspondence,	DAS designated as a Responsible Manager by EH AS: a. For each Board recommendation or letter requesting action and for each Departmental commitment to the Board, manage the response, planning, implementation, tracking, and closure of the recommendation, action request, and/or associated commitments.	DOE M 411.1-1B DOE M 140.1-1B
	or other Board issue, designate and empower a Responsible Manager to manage the associated planning, response, and implementation activities, consistent with guidance provided in DOE M 140.1-1B.	 b. Provide status updates to the Safety Issues Management System (SIMS). c. Prepare, coordinate, and transmit a closure package to the Board upon commitment completion. d. Delegate day-to-day activities to a working level manage or technical lead, if desired. 	
	c. Support other Secretarial Officers designated as cognizant for responding to and implementing Board recommendations. d. Designate and empower a single point of contact within EH to	e. Keep the cognizant Secretarial Officer informed of any issues that need senior management attention. f. For cross-cutting issues, coordinate with the appropriate Headquarters and field managers in the other organization to implement the safety issue resolutions, consistent with the	

FRAM ENTRY	EH AS RESPONSIBILITY	DAS ASSIGNMENTS	AUTHORITY
	represent EH and work with the Departmental Representative and his/her staff in Board-related matters	boundaries and authorities established by the controlling plan, commitment documents, or organizational memorandums of agreement.	

Table 2 - Rules for which EH is the OPI

RULE	ASSIGNED OFFICE
10 CFR Part 820, Procedural Rules for DOE Nuclear Activities	EH-10
10 CFR Part 830, Nuclear Safety Management	ЕН-53
10 CFR Part 834, Radiation Protection of the Public and the Environment (proposed)	EH-412
10 CFR Part 835, Occupational Radiation Protection	EH-52
10 CFR Part 850, Chronic Beryllium Disease Prevention Program	EH-52
10 CFR Part 852, Guidelines for Physician Panel Determinations on Worker Requests for Assistance in Filing for State Workers' Compensation Benefits	EH-8
10 CFR Part 1022, Compliance with Floodplain/Wetlands Environmental Review Requirements	EH-42

Table 3 - Directives for Which EH is the OPI

DIRECTIVE	TITLE	ASSIGNED OFFICE	
	Policies		
DOE P 141.1	DEPARTMENT OF ENERGY MANAGEMENT OF CULTURAL RESOURCES	EH-41	
DOE P 411.1	SAFETY MANAGEMENT FUNCTIONS, RESPONSIBILITIES, AND AUTHORITIES POLICY	EH-53	
DOE P 441.1	DOE RADIOLOGICAL HEALTH AND SAFETY POLICY	EH-52	
DOE P 450.1	ENVIRONMENT, SAFETY AND HEALTH POLICY FOR THE DEPARTMENT OF ENERGY COMPLEX	EH-41	
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