

DIRECTIVES CONTROL FORM - ORO O FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. **NUMBER AND TITLE OF DIRECTIVE:** **ORO O 250, Chapter IV, Chg. 1, CONTRACT APPENDIX AND IMPACT ASSESSMENTS**
2. **PURPOSE OF TRANSMITTAL:** New Directive Revised Directive Page Change
3. **THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS:** (Check appropriate boxes)
- No (all contractors)
- Yes If yes, whom? LMES LMER ORAU SURA
- Bechtel Jacobs Company
- Other contractors (list by type)

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. **SIGNIFICANT PROVISIONS:** Are there any significant changes or impact?
 No Yes If yes, describe: This ORO Order has been revised to reflect current policy. Changes to this Chapter include revisions to subparagraphs 4a, 4b, 4c(2), 4c(3), 5a, and 5b. A new subparagraph 5c has been added, and a new paragraph 2 has been added to the CRD.
5. **CONTACT POINT:** Wayne Albaugh Directives Management Group, AD-440 576-0974
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. **FILING INSTRUCTIONS:**
- | <u>Remove</u> | <u>Dated</u> | <u>Insert</u> | <u>Dated</u> |
|---|--------------|---|--------------------------|
| ORO O 250, Rev. 2,
Chapter IV, Pages IV-1 through IV-3 | 03/27/1998 | ORO O Control Form
ORO O 250, Chapter IV,
Chg. 1, Pages IV-1 through IV-4 | 12/13/1999
12/13/1999 |

ORO Orders are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/orchklst.htm. The ORO Orders will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. **APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:**

Original signed by
Jennifer Hamilton Cusick, AD-440 12/13/1999
Signature Management Analyst, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED
Rev. 11/30/1999

U.S. Department of Energy

Oak Ridge Operations

ORO O 250 Chapter IV Change 1

DATE: 12/13/1999

SUBJECT: CONTRACT APPENDIX AND IMPACT ASSESSMENTS

1. PURPOSE. This Chapter assigns responsibility and accountability and provides administrative and/or contractual guidance to Oak Ridge Operations (ORO) and contractors on the development and maintenance of contract appendixes listing applicable directives. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORO O 250, Chapter IV, CONTRACT APPENDIX AND IMPACT ASSESSMENTS, dated March 27, 1998.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff and all management and operating contractors and management and integrating contractors with the clause 48 Code of Federal Regulations 970.5204-78, "Laws, Regulations, and DOE Directives (June 1997)," or an essentially similar clause, in their contracts.
4. RESPONSIBILITIES.
 - a. Division of Primary Interest (DPI) reviews new and revised DOE and ORO directives to identify new requirements or guidance, modifications, and deletions and establish ORO's position on applicability of the document to particular contracts. That position will then be provided to the Directives Management Group (DMG).
 - b. Contracting Officer's Representative (COR) maintains the contract appendix and ensures coordination of all issues with the appropriate DPI.
 - c. Team Leader, Directives Management Group.
 - (1) Provides advice and assistance on the requirements of this Chapter.
 - (2) Transmits new or revised DOE and ORO directives to the DPI for review.
 - (3) Assists the CORs for the Oak Ridge National Laboratory, the Y-12 Plant, the East Tennessee Technology Park, Portsmouth Site, and Paducah Site by maintaining the contract appendixes, performing analysis of issues, and ensuring coordination of issues (as needed) with the DPIs and COR.
5. REQUIREMENTS AND PROCEDURES.
 - a. Background. ORO's contracts provide for development of a list of applicable DOE and ORO administrative directives that is to be included in an appendix to the contract. Applicable environment, safety, and health (ES&H) requirements are also listed in the contract appendix as follows:

- All applicable, appropriate DOE or ORO ES&H directives or Contractor Requirements Documents (CRDs), or
- Approved Work Smart Standards (WSS) sets and revisions thereto, and/or
- Approved Standards/Requirements Identification Documents (S/RID) or portions thereof and any revisions thereto.

The requirements and procedures of this Chapter relate only to the review of DOE and ORO directives for inclusion in the contract directives appendix, not for consideration of modifications to established WSS sets or S/RID. For information on development and maintenance of WSS sets, see ORO O 250, Chapter V; for S/RID maintenance, see ORO O 250, Chapter VII.

b. Referral and Review of Directives for Inclusion in the Contract Appendix.

- (1) The DMG performs the following:
 - (a) Prepares correspondence for the COR's signature to request an impact assessment from the contractor (which is a review of the directive for applicability and consistency with other provisions of the contract) for each new/revised DOE and ORO directive that the DPI considers to be applicable to a particular contract.
 - (b) Sends an electronic notification to the CORs regarding publication of new/revised DOE ES&H directives.
- (2) Review of Non-ES&H Directives and Directive Reviews by Contractors Without S/RIDs or WSS Sets.
 - (a) Based on its impact assessment, the contractor determines whether it agrees that the directive is applicable and if the directive can be implemented within existing funds and within six months from the date of the COR's request for an impact assessment.
 - (b) The contractor provides written notification to the COR, with a copy to the DMG, of the results of the impact assessment. The assessment is due within 30 days of the date of the COR's request letter or as directed in the text of the letter.
 - (c) The DMG provides a copy of the contractor's impact assessment to the DPI.
 - (d) If the contractor determines that the directive is applicable and consistent with the contract, the COR adds the directive to the contract appendix at its next scheduled revision. Contract appendixes are usually revised quarterly via a revised Requirements Change Notice. If the contractor determines the directive to be inapplicable or

inconsistent, representatives from the COR, the DPI, the DMG, and the contractor work to resolve the disagreement.

- (e) If the contractor cannot come into compliance with a directive included in the contract appendix within existing funds and within 180 days from the date of the COR's letter requesting an impact assessment, the contractor prepares an implementation plan that meets the requirements of ORO O 250, Chapter VI.

c. Review of ES&H Directives by Contractors With WSS Sets or S/RIDs.

- (1) Based on its impact assessment, the contractor determines whether it agrees that the directive is applicable and whether a WSS or S/RID revision effort should be initiated to add requirements from the directive to the contract. The impact assessment is due 30 days from the date of the COR's letter or as directed in the text of the letter.
- (2) The contractor provides written notification to the COR, with a copy to the DMG, within 30 days of the COR's request for an impact assessment.
- (3) The DMG provides a copy of the contractor's impact assessment to the DPI.
- (4) If the contractor's impact assessment commits to a WSS or S/RID revision effort, the change package is due to the COR, with a copy to the DMG, within 90 days from the date the impact assessment is submitted.
- (5) If the contractor cannot come into compliance with a WSS or S/RID revision to the contract appendix within existing funds and within 180 days from the date the revision is formally approved for inclusion in the contract via COR letter, the contractor prepares an implementation plan that meets the requirements of ORO O 250, Chapter VI. The implementation plan is due 180 days from the date of the COR's letter approving the contract change.

6. REFERENCES. None.

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See the Attachment 1 of this Chapter, Contractor Requirements Document.

9. ATTACHMENT.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

1. Contractors identified in paragraph 3 of this Chapter must develop management systems and processes that align with the requirements and procedures contained in paragraph 5 of this Chapter.
2. Contractors must provide the DMG with appropriate names and electronic mail addresses for personnel who should receive notification of the publication of new/revised DOE and ORO directives. An electronic registration form is available at the following address:
http://www.ornl.gov/doe_oro_dmg/mail.htm.