

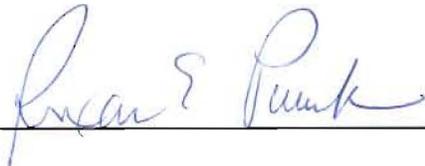


U.S. DEPARTMENT OF  
**ENERGY**

Office of  
Science

**Chicago Office  
Environment, Safety and Health  
Functions, Responsibilities, and Authorities Manual**

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Roxanne E. Purucker, Manager

Date

**Office of Science – Chicago Office**

SC-CH Revision History

**TITLE:** SC-CH Functions, Responsibilities, and Authorities Manual

**POINT OF CONTACT:** Karl Moro

**SCMS MANAGEMENT SYSTEM:** Environment, Safety and Health (ES&H)

**TO BE UPDATED:** December 31, 2013

<b>Revision</b>	<b>Date</b>	<b>Reason/Driver</b>	<b>Description</b>
5	Oct 10	Annual review and revision of the SC-CH ES&H Functions, Responsibilities, and Authorities Manual	Changes were primarily made to address administrative and organizational changes and general improvement of text and presentation.
6	Nov 11	Annual review and revision of the SC-CH ES&H Functions, Responsibilities, and Authorities Manual	Changes were primarily made to address administrative and directive changes and general improvement of text and presentation.
7	Nov 12	Annual review and revision of the SC-CH ES&H Functions, Responsibilities, and Authorities Manual	Changes were made to ensure the directives list and table references were up to date, expanded discussion on flow-down of requirements and reference to ES&H delegations maintained in SCMS.

**TABLE OF CONTENTS**

ACRONYMS ..... 4

REFERENCE DOCUMENTS ..... 6

I. INTRODUCTION ..... 8

II. PURPOSE ..... 9

III. SC-CH ORGANIZATION ..... 10

    Figure 1 – Basic SC-CH Organizational Structure for Safety ..... 10

IV. AUTHORITY DELEGATED TO THE SC-CH MANAGER FROM THE OFFICE  
OF SCIENCE..... 11

V. AUTHORITY DELEGATED FROM THE SC-CH MANAGER ..... 12

VI. DOCUMENT CONTROL AND REVISION ..... 12

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Attachment 1 – SC-CH Manager Functions Responsibilities, and Authorities Table..... 13

**ACRONYMS**

ACQ	Office of Acquisition and Assistance
Argonne	Argonne National Laboratory
ASO	Argonne Site Office
CAIRS	Computerized Accident/Incident Reporting System
CFR	Code of Federal Regulations
CH	Chicago Office
DDFO	Deputy Director for Field Operations
DOE	Department of Energy
DPO	Differing Professional Opinions
ECP	Employee Concerns Program
ECPM	Employee Concerns Program Manager
EMS	Environmental Management System
ES&H	Environment, Safety, and Health
FEOSH	Federal Employee Occupational Safety and Health
FR	Facility Representative
FRAM	Functions, Responsibilities, and Authorities Manual
GOGO	Government-Owned, Government-Operated
HRS	Office of Human Resources Services
HSS	Office of Health, Safety, and Security
IAS	Integrated Assessment Schedule
ISC	Integrated Support Center
ISM	Integrated Safety Management
ISMSD	Integrated Safety Management System Description
LL	Lessons Learned

M	Manual
MOU	Memorandum of Understanding
NBL	New Brunswick Laboratory
NCO	NEPA Compliance Officer
NEPA	National Environmental Policy Act
NMMP	Nuclear Maintenance Management Plan
NPH	Natural Phenomenon Hazard
O	Order
OMB	Office of Management and Budget
OPEX	Operating Experience
ORPS	Occurrence Report Processing System
OSHA	Occupational Safety and Health Administration
P	Policy
PAAA	Price Anderson Amendments Act
PL	Public Law
QA	Quality Assurance
QAP	Quality Assurance Program
REMS	Radiation Exposure Monitoring System
RPP	Radiation Protection Program
SC	Office of Science
SCMS	Office of Science Management System
SECON	Security Condition
STD	Standard
STI	Office of Safety, Technical and Infrastructure Services
STS	Safety and Technical Services
TQP	Technical Qualifications Program

**REFERENCE DOCUMENTS**

10 CFR 708	DOE Contractor Employee Protection Program
10 CFR 820	Procedural Rules for DOE Nuclear Activities
10 CFR 830	Nuclear Safety Management
10 CFR 835	Occupational Radiation Protection
10 CFR 851	Worker Safety and Health Program
48 CFR 970.5204-2	Laws, Regulations, and DOE Directives
48 CFR 970.5215-3	Conditional Payment of Fee, Profit, and Other Incentives--Facility Management Contracts
48 CFR 970.5223-1	Integration of Environment, Safety, and Health into Work Planning and Execution
DOE O 210.2A	DOE Corporate Operating Experience Program
DOE O 225.1B	Accident Investigations
DOE O 226.1B	Implementation of Department of Energy Oversight Policy
DOE O 227.1	Independent Oversight Program
DOE O 231.1B	Environment, Safety and Health Reporting
DOE M 232.2	Occurrence Reporting and Processing of Operations Information
DOE O 252.1A	Technical Standards Program
DOE O 341.1A	Federal Employee Health Services
DOE O 360.1C	Federal Employee Training
DOE O 414.1D	Quality Assurance
DOE P 420.1	Department of Energy Nuclear Safety Policy
DOE O 420.1B	Facility Safety
DOE O 422.1	Conduct of Operations
DOE O 425.1D	Verification of Readiness to Startup or Restart Nuclear Facilities
DOE O 426.1	Federal Technical Capability
DOE O 433.1B	Maintenance Management Program for DOE Nuclear Facilities
DOE O 435.1	Radioactive Waste Management
DOE M 435.1-1	Radioactive Waste Management Manual
DOE O 436.1	Departmental Sustainability
DOE O 440.1B	Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees
DOE O 440.2C	Aviation Management and Safety
DOE O 442.1A	Department of Energy Employee Concerns Program

DOE O 442.2	Differing Professional Opinions for Technical Issues Involving Environment, Safety, and Health
DOE O 450.2	Integrated Safety Management
DOE P 450.4A	Integrated Safety Management Policy
DOE O 451.1B	National Environmental Policy Act Compliance Program
DOE O 458.1	Radiation Protection of the Public and the Environment
DOE O 460.1C	Packaging and Transportation Safety
DOE O 460.2A	Departmental Materials Transportation and Packaging Management
DOE M 460.2-1A	Radioactive Material Transportation Practices Manual
DOE-STD-1063	DOE Standard, Facility Representatives
DOE-STD-1073	Configuration Management
DOE-STD-1104	Review and Approval of Nuclear Facility Safety Basis and Safety Design Basis Documents
EO 12699	Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction
EO 12941	Seismic Safety of Existing Federally Owned or Leased Buildings
OMB Circular A-119	Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities
OMB Circular A-76	Performance of Commercial Activities
PL 104-303	Water Resources Development Act of 1996

## I. INTRODUCTION

The Chicago Office (CH) is one component of the Office of Science (SC) Integrated Support Center (ISC). The other component of the SC-ISC is the Oak Ridge Office. The SC-ISC provides a broad range of administrative, business, and technical services in support of the SC line management organizations (SC Headquarters and each of the SC Site Offices). It is our goal to provide assistance to SC line management for achieving results-oriented, cost-effective, environmentally sound, and safe work-place management practices at SC sites. Both components of the SC-ISC report directly to the SC-Deputy Director for Field Operations (SC-DDFO).

Safety<sup>1</sup> management, i.e., the planning, direction, and oversight of activities designed to ensure safety, is a primary responsibility of Department of Energy (DOE) line management. SC line management is the unbroken chain of Federal management positions vested with the responsibility and authority for accomplishing those functions, programs and projects necessary for achieving the SC mission. This chain is typically recognized as existing between the Director of SC, through the SC-DDFO, to a field element manager. This chain ultimately continues up through the Under Secretary for Science to the Secretary of Energy, and extends down to the management of a contractor or government-owned government-operated (GOGO) facility. This provides an unbroken line of managers who are fully committed to performing work safely that extends from the Secretary of Energy to each individual worker. While performing the work safely is the personal responsibility of every individual, it is line management's responsibility to provide the management systems and work environment that enable safe work.

While the primary role of SC-CH is to provide support services as a part of the SC-ISC, the SC-CH Manager is also assigned by the SC-DDFO to serve as the SC line manager for New Brunswick Laboratory (NBL). NBL is the nation's nuclear standards laboratory. It is a hazard category 3 nuclear facility, and a GOGO facility located at the Argonne National Laboratory (Argonne) site. In executing this line management responsibility the SC-CH Manager performs oversight of the facility and work performed by the NBL Federal and support services contractor employees is similar to that accomplished by an SC Site Office Manager of a management and operating contractor.

Clear definitions of functions, responsibilities, and authorities are essential to ensure that safety, as well as programmatic objectives are achieved efficiently and effectively. Safety management functions, responsibilities, and authorities vary based on the hazards and risks of the work. The rigor and comprehensiveness of safety management programs and their execution also will vary in relation to the hazards and risks.

Environment, Safety and Health (ES&H) field element manager responsibilities for implementing ES&H requirements are established by DOE Directives. These

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1 Throughout this document, the term "safety" is used synonymously with environment, safety, and health (ES&H) to encompass protection of the public, the workers, and the environment.

responsibilities and requirements are further defined in the Office of Science Management System (SCMS). ES&H delegations of authority for performing those responsibilities flow-down from the Secretary of Energy to the Undersecretary for Science, then to the Director of SC, on to the SC-DDFO, and finally in relation to SC-CH to the SC-CH Manager. The SC-CH Manager's delegations of authority are collected and maintained in SCMS. Applicable field element manager responsibilities and authorities delegated to the SC-CH Manager by the SC-DDFO appear in the SC-CH ES&H Functions, Responsibilities, and Authorities Manual (FRAM). The SC-CH FRAM also documents certain ES&H responsibilities that are delegated by the SC-CH Manager to specific SC-CH elements as assigned duties.

While delegations of authority are necessary to efficiently manage activities, responsibility and accountability for the work being performed cannot be delegated. With delegation comes the responsibility to maintain a sufficient awareness of the delegate's work performance to provide a reasonable assurance that the work is being performed safely. Furthermore, the individual receiving a delegation of authority must possess the necessary technical competence and needed resources to ensure successful completion of the associated work. These requirements are applicable to all delegations, including those to subordinates, and support services contractors and their subcontractors.

## II. **PURPOSE**

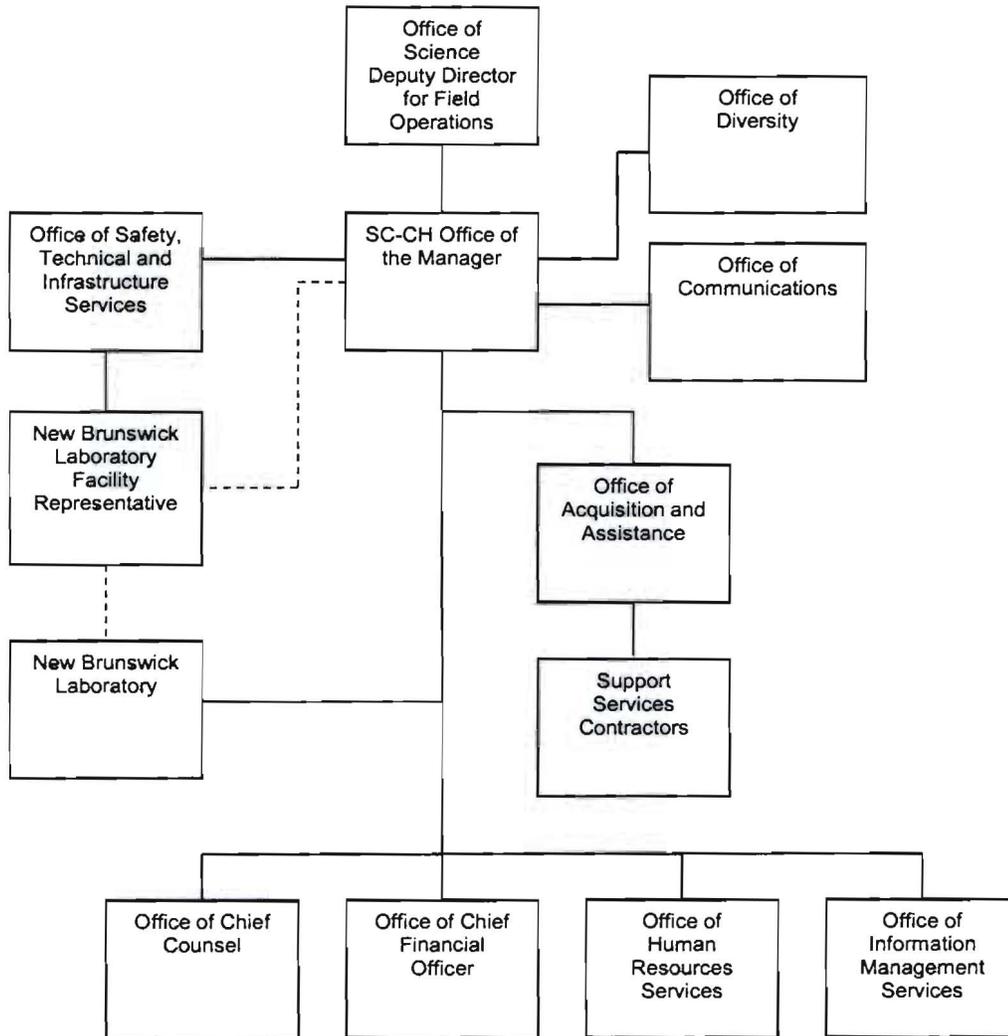
The SC-CH FRAM is the implementing document for the ES&H functions, responsibilities, and authorities applicable to SC-CH and only addresses those functions determined to be necessary for safety. These safety functions flow-down from the SC Functions Responsibilities and Authorities Document which is revised annually as an SCMS Program Description.

The SC-CH FRAM identifies safety management functions and defines lines of responsibility and authority for SC-CH employees. It does not define the functions, responsibilities, and authorities for NBL, although it does define functions involved in the direction and oversight of NBL. Functions, responsibilities, and authorities of NBL are described in NBL's documented Integrated Safety Management System Description (ISMSD).

The SC-CH Office of Safety, Technical, and Infrastructure Services (STI) will annually coordinate revision of the SC-CH FRAM to ensure it portrays an accurate representation of functions, responsibilities, and authorities, delegated to the SC-CH Manager. STI will initiate more frequent revisions of the SC-CH FRAM in the event of administrative and/or operational changes impacting the integrity of this document.

**III. SC-CH ORGANIZATION**

The basic SC-CH organizational structure is displayed as Figure 1. SC-CH is headed by the Office of the Manager. The SC-CH Manager is responsible for ensuring effective implementation of applicable DOE safety and quality assurance (QA) requirements by SC-CH and NBL. The SC-CH Manager reports to the SC-DDFO.



*Figure 1 – Basic SC-CH Organizational Structure for Safety*

Before using this document, verify it is the most current version by going to SC-CH Documents, Plans, and Programs on the Chicago Information Portal (CHIP) website.

The NBL Director reports directly to the SC-CH Deputy Manager. A Facility Representative appointed by the SC-CH Manager, resides within STI and is responsible for conducting day-to-day safety operational awareness oversight of NBL.

On behalf of the SC-CH Manager, STI conducts management assessments of selected SC-CH safety systems, and independent assessments of selected NBL safety systems to verify effective implementation of DOE requirements. SC-CH safety and QA expertise resides in STI's Safety and Technical Services (STS) and Program Support Services, respectively. STI also provides safety and QA support as requested to the SC line management organizations as defined in the SC-ISC Service Plan.

Each SC-CH organization reporting to the SC-CH Manager provides essential services as detailed in the SC-ISC Service Plan that enable SC line managers to accomplish their safety and QA responsibilities. These SC-CH organizations include the Office of Acquisition and Assistance (ACQ), Office of Chief Financial Officer, Office of Chief Counsel, Office of Communications, Office of Human Resources Services (HRS), Office of Information Management Services, and STI.

Each of these SC-CH organizations is comprised of persons with specialized expertise in infrastructure and maintenance, financial/budgeting, contract administration, project management, security management, acquisition, information management, cyber security, human resources, public affairs, and legal. These SC-CH support groups perform their functions by assisting the SC line organizations who retain full responsibility and authority for the work being performed. These SC-CH organizations also provide assistance to the SC-CH Manager in accomplishing assigned safety and QA responsibilities related to NBL. In turn, these SC-CH organizations assist ACQ through the interaction of their respective subject matter experts at ensuring the development and use of applicable safety-related clauses in DOE contracts.

Several support services contractors assist SC-CH organizations in carrying out their assigned responsibilities. In addition to functioning as the means by which to comply with all Argonne ES&H requirements, SC-CH support services contractors, working side-by-side with Federal employees that only involves office environment type hazards, have formally agreed to comply with the Building 201 Federal Employee Safety and Health Plan to satisfy compliance with 10 CFR 851, *Worker Safety and Health Program*. Contracting Officers residing in ACQ hold overall responsibility for these contracts. Contracting Officer Representatives residing in the SC-CH organizations being supported by these contractors provide day-to-day direction of the work performed.

**IV. AUTHORITY DELEGATED TO THE SC-CH MANAGER FROM THE OFFICE OF SCIENCE**

Systematic integration of safety into management and work practices at all levels to ensure missions are accomplished efficiently while protecting the workers, the public, and the environment is the purpose of Integrated Safety Management. Safety and QA functions, responsibilities and authorities have been incorporated into this directive. Line management is required to develop, issue, and maintain, separately or as part of the ISMSD, an organizational functions, responsibilities, and authorities document. Functions, responsibilities, and authorities, as they apply to the SC-CH Manager, are detailed in the *SC-CH Manager Functions, Responsibilities, and Authorities Table* (Attachment 1). Attachment 1 identifies those functions, responsibilities, and authorities determined to be applicable to the SC-CH Manager for ensuring SC-CH and NBL implementation of safety and QA requirements. As the SC-DDFO assigned to the SC-CH Manager responsibility for safety and QA oversight of NBL, those specific duties associated with this responsibility are detailed as bold text in Attachment 1.

**V. AUTHORITY DELEGATED FROM THE SC-CH MANAGER**

Throughout Attachment 1 there are notations of delegations of authority from the SC-CH Manager to subordinate SC-CH organizations. The SC-CH Manager, while retaining full responsibility for activities that are delegated, holds the subordinate organization's manager accountable for their execution of that delegated authority.

**VI. SC-CH FRAM DOCUMENT CONTROL AND REVISION**

The SC-CH FRAM is reviewed and updated annually to reflect changes to the delegations of authority and changes in responsibilities and authorities as specified in DOE safety directives, applicable government agency regulations, and Secretarial memoranda.

The SC-CH FRAM is readily available to all SC-CH employees on the SC-CH website under the SC-CH Documents, Plans and Programs application link. The SC-CH FRAM annual updates are tracked through the Science Management Actions and Record Tracking (SMART) system. Annually, the SC-CH FRAM Coordinator is notified electronically by SMART of the upcoming update requirement.

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Accident Investigation	<p>Report to SC-DDFO within four hours of learning of an event, for the need to conduct a DOE accident investigation at SC-CH or <b>NBL</b>.</p> <p>Provide SC-CH staff in sufficient numbers to support DOE Accident Investigation Boards as qualified DOE Accident Board Chairpersons and DOE Accident Investigators.</p>	DOE O 225.1B	<p>STI will:</p> <p>Serve as the SC-CH point-of-contact to act as liaison with the Office of Health, Safety, and Security (HSS) for matters related to the accident investigation process.</p> <p>Coordinate activities of accident readiness teams and emergency management personnel to facilitate an orderly transition of responsibilities for the accident scene.</p>	<p>SCMS Accident Investigation Subject Area</p> <p>SCMS ES&amp;H Management System</p> <p>SCMS ES&amp;H Reports to Office of Science Headquarters Subject Area</p>
Aviation Safety	<p>Approve safety plans for all proposed SC-CH aviation missions.</p> <p><b>Approve NBL safety plans for all proposed aviation missions involving commercial aviation services (foreign or domestic).</b></p>	DOE O 440.2C	<p>STI will serve as the SC-CH Aviation Safety Officer.</p> <p>ACQ will obtain the concurrence of the SC-CH Aviation Safety Officer before finalizing purchase requisitions and authorizations for the contracting of commercial aviation services.</p>	SCMS Aviation Management and Safety Program Description

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Aviation Safety (continued)</i>			All Assistant Managers will submit safety plans for proposed aviation missions (for other than scheduled carrier aircraft) to the SC-CH Aviation Safety Officer for review to determine compliance with Departmental aviation safety expectations.	
Civil Penalties/Enforcement	<b>Notify the SC-DDFO of conditions or events experienced by a support services contractor working at NBL which may be enforceable under the Price Anderson Amendments Act (PAAA).</b>	10 CFR 820 Price Anderson Amendments Act Atomic Energy Act of 1954	ACQ will ensure that support services contractors working at NBL are notified that they may be subjected to civil penalties under PAAA.  STI serves as the SC-CH PAAA Coordinator with the HSS Office of Enforcement.	SCMS Human Resources Service Management System  SCMS Employee Concerns Program Subject Area
Conduct of Operations	<b>Approve documentation prepared by NBL to demonstrate conformance to the program requirements in DOE O 422.1, Attachment 2.</b>	DOE O 422.1		
Configuration Management	<b>Determine through objective evidence that NBL has effectively implemented a configuration management plan compliant with DOE O 420.1B.</b>	DOE O 420.1B		NBL Nuclear Safety Basis Documents  SCMS ES&H Management System  DOE-STD-1073

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Corporate Operating Experience/Lessons Learned</p>	<p>Designate an SC-CH Operating Experience (OPEX)/Lessons Learned (LL) Coordinator.</p> <p>Establish and maintain a written SC-CH OPEX/LL Program.</p> <p>Share performance information and feedback on reviews and actions taken with the SC-DDFO.</p> <p><b>Ensure that NBL has appointed an OPEX/LL Coordinator.</b></p> <p><b>Determine through objective evidence that NBL has a written OPEX/LL Program.</b></p> <p><b>Monitor NBL OPEX/LL Program performance and sharing of lessons learned; sharing of NBL performance information and feedback on reviews and actions taken with the SC-DDFO.</b></p>	<p>DOE O 210.2A</p> <p>DOE O 226.1B</p> <p>DOE M 232.2</p>	<p>STI serves as the SC-CH OPEX/LL Coordinator.</p> <p>SC-CH OPEX/LL Coordinator will initiate actions to address applicable lessons learned from investigations conducted at other DOE sites.</p>	<p>SCMS QA &amp; Oversight Management System</p> <p>SCMS OPEX/LL Subject Area</p> <p>SC-CH OPEX/LL Program</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Criticality Safety	<b>Ensure nuclear criticality accidents are precluded at NBL.</b>	May 7,2007, Memorandum from G. Pondonsky to A. Eggenberger,; Subject: Supplemental Guidance for DOE-STD-1027 – See Section 4.3, <i>Criticality Safety Programs in [ &lt;HC-2] Facilities</i>		NBL Nuclear Safety Basis Documents  SCMS ES&H Management System
Differing Professional Opinions	Approve the SC-CH Differing Professional Opinions (DPO) Program.  Appoint a DPO Manager.	DOE O 442.2	SC-CH Office of Human Resources Services serves as the SC-CH DPO Manager.	
DOE Technical Standards Program	Assign an SC-CH Technical Standards Manager.  <b>Determine through objective evidence that NBL has assigned a Technical Standards Manager.</b>	DOE O 252.1A  OMB Circular A-119  PL 104-113	STI serves as the SC-CH Technical Standards Manager.	
Employee Concerns Program	Approve the SC-CH Employee Concerns Program (ECP).  Appoint an Employee Concerns Program Manager (ECPM).	10 CFR 708  DOE O 442.1A  DOE O 442.2	SC-CH HRS serves as the SC-CH ECPM.	SCMS Human Resources Services Management System  SCMS ECP Subject Area

<b>Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table</b>				
<b>Functions</b>	<b>Responsibilities</b>	<b>Authorities</b>	<b>Assistant Manager Delegations</b>	<b>References</b>
Environmental Protection	<p>Determine through objective evidence SC-CH and NBL compliance with requirements of the Argonne ES&amp;H Manual.</p> <p>Approve the NBL Environmental Management System (EMS).</p> <p>Determine through objective evidence the NBL EMS is incorporated into the NBL ISMSD.</p>	DOE O 436.1		<p>NBL EMS</p> <p>Argonne ES&amp;H Manual</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p><i>Federal Employee Occupational Safety and Health (FEOSH) (continued)</i></p>	<p><b>Determine through objective evidence that NBL is implementing DOE Federal Employee Occupational Safety and Health (FEOSH) requirements.</b></p> <p>Perform periodic FEOSH inspections of NBL.</p>			
<p>Integrated Safety Management</p> <p><i>Integrated Safety</i></p>	<p>Annually approve the SC-CH ISMSD.</p> <p>Delegate Stop Work Authority to all employees.</p> <p>Submit annual SC-CH and NBL Integrated Safety Management (ISM) Implementation Declarations to the SC-DDFO in the SC-CH Annual Assessment Report. (Due November 1<sup>st</sup>).</p> <p><b>Approve the NBL ISMSD and ensure it is reflective of on-going work activities, compliant with applicable regulations and DOE Directives, and integrated with the NBL QAP and EMS.</b></p>	<p>48 CFR 970.5204-2</p> <p>48 CFR 970.5215-3</p> <p>DOE O 450.2</p> <p>DOE P 450.4A</p> <p>March 8, 2012, Memorandum from R. Purucker to R. Aker; Subject: <i>Delegation of Authority to Office of Science-Chicago Office (SC-CH) Environment, Safety and Health (ES&amp;H) Oversight Personnel for Stop Work and Access While at the New Brunswick Laboratory (NBL)</i></p> <p>August 7, 2012,</p>	<p>The SC-CH Office of STI serves as the SC-CH ISM Champion.</p> <p>STI initially drafts; then annually thereafter updates the SC-CH ISMSD to ensure it is reflective of on-going work activities, compliant with applicable regulations and DOE Directives, and integrated with the SC-CH QAP.</p> <p>The SC-CH ACQ will evaluate all SC-CH and NBL contracts for incorporation of applicable ISM/ES&amp;H clauses.</p>	<p>SC ISMSD</p> <p>SC-CH ISMSD</p> <p>NBL ISMSD</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Federal Employee Occupational Safety and Health (FEOSH)</p>	<p>Provide a place of employment free from recognized hazards that are causing or are likely to cause death or serious physical harm.</p> <p>Approve annual revisions to the Building 201 Federal Employee Worker Safety and Health Plan.</p> <p>Determine through objective evidence that annual safety and health inspections are performed in all SC-CH workplaces.</p> <p>Appoint SC-CH management and non-management employees as members to the Building 201 Federal Employee Safety and Health Committee.</p> <p>Ensure SC-CH support services contractor compliance with the Building 201 Federal Employee Worker Safety and Health Plan.</p>	<p>DOE O 341.1A</p> <p>DOE O 440.1B</p> <p>June 13, 2011, Memorandum from J. Zamirowski to K. Moro, Subject: <i>Federal Employee Occupational Safety and Health (FEOSH) Coordinator Appointment</i></p>	<p>STI appoints a Building 201 FEOSH Coordinator.</p> <p>STI coordinates the annual revision of the Building 201 Federal Employee Worker Safety and Health Plan.</p> <p>ACQ flows-down applicable ES&amp;H requirements into SC-CH and NBL support services contracts.</p> <p>ACQ (through the contracting officer/contracting office representative) monitors SC-CH support services contractor compliance with the Building 201 Federal Employee Worker Safety and Health Plan.</p>	<p>Building 201 Federal Employee Worker Safety and Health Plan</p> <p>SCMS FEOSH Subject Area</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Issue Management</p>	<p>Determine through objective evidence that SC-CH has an Issues Management Program that satisfies the requirements in the SCMS Issue Management Subject Area.</p> <p>Approve SC-CH <b>and</b> NBL corrective action plans for Level I and II Findings (as defined by the SC QA and Oversight Management System, Issue Management subject area).</p> <p><b>Determine through objective evidence that NBL has an Issues Management Program that satisfies the requirements in the SCMS Issue Management subject area.</b></p>	<p>DOE O 225.1B                      DOE O 226.1B                      DOE O 414.1D                      DOE O 227.1</p>	<p>All Assistant Managers will develop corrective action plans for all Level I and II Findings (as defined by the SC QA and Oversight Management System).</p>	<p>SCMS QA &amp; Oversight Management System</p> <p>SCMS Issues Management Subject Area</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Line Management Oversight</p>	<p>Determine through objective evidence SC-CH <b>and</b> NBL input into the SC Integrated Assessment Schedule.</p> <p>Sponsor annual ES&amp;H management assessments of selected SC-CH work processes.</p> <p>Perform or sponsor event-driven or for-cause assessments for SC-CH <b>and</b> NBL when conditions and/or events dictate.</p> <p><b>Appoint a Facility Representative (FR) to perform day-to-day oversight of NBL.</b></p> <p><b>Determine through objective evidence that NBL is conducting internal oversight of ES&amp;H program effectiveness.</b></p> <p><b>Approve the NBL assurance system in accordance with SC expectations.</b></p>	<p>DOE O 226.1B</p>	<p>SC-CH Office of the Manager maintains the SC-CH Integrated Assessment Schedule (IAS).</p> <p>STI submits DOE-STD-1063 performance measures quarterly to HS-21.</p> <p>STI conducts ES&amp;H management assessments and inspections of selected SC-CH safety systems.</p> <p>STI conducts ES&amp;H independent assessments and inspections of selected NBL safety systems.</p> <p>STI provides technical assistance, as requested, to support ES&amp;H assessments and inspections in the SC-CH IAS.</p> <p>HRS manages the SC-CH FR qualification.</p> <p>The FR meets with the SC-CH Deputy Manager weekly.</p>	<p>SC QA and Oversight Management System</p> <p>SCMS Assessment Subject Area</p> <p>SC-CH FR Qualification Program</p> <p>DOE-STD-1063</p> <p>SC-CH Oversight Program Description</p> <p>NBL Nuclear Safety Basis Documents</p> <p>SCMS QA &amp; Oversight Management System</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

<b>Functions</b>	<b>Responsibilities</b>	<b>Authorities</b>	<b>Assistant Manager Delegations</b>	<b>References</b>
<i>Management (continued)</i>		Memorandum from J. McBrearty to Distribution; Subject: Guidance for Annual Performance Plan and Assessment Reports  August 17, 2012, Memorandum from J. McBrearty to R. Purucker, Subject: Delegations of Authority for the Office of Science Operations and Safety, Property Management, and Safeguards and Security		

<b>Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table</b>				
<b>Functions</b>	<b>Responsibilities</b>	<b>Authorities</b>	<b>Assistant Manager Delegations</b>	<b>References</b>
Maintenance	<p><b>Submit NBL Nuclear Maintenance Management Program (NMMP) description documentation to the SC-DDFO with recommendation for approval.</b></p> <p><b>Ensure the NMMP description documentation is updated at least every 3 years.</b></p>	DOE O 433.1B		SCMS Performance Trending Subject Area
Natural Phenomena Hazards	<p><b>Determine through objective evidence that NBL maintains a Natural Phenomena Hazards (NPH) assessment compliant with DOE O 420.1B.</b></p> <p><b>Determine through objective evidence that NBL performs an NPH assessment review at least every 10 years.</b></p>	DOE O 420.1B E.O. 12699 E.O. 12941 P.L. 104-303		NBL Nuclear Safety Basis Documents SCMS ES&H Management System SCMS Facility Safety Authorization Subject Area
National Environmental Policy Act Compliance	<p><b>Approve the determination of the level of National Environmental Policy Act (NEPA) documentation for SC-CH Federal actions.</b></p>	DOE O 451.1B	STI serves as the SC-CH NCO.	SCMS ES&H Management System SCMS Implementing NEPA within the SC Subject Area
<b>Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table</b>				

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p><i>National Environmental Policy Act (continued)</i></p>	<p>Make Categorical Exclusion determinations, approve Environmental Assessments, and request delegation of approval authority for Environmental Impact Statements.</p> <p>Designate the SC-CH NCO.</p>			
<p>Occupational Injury and Illness Reporting</p>	<p><b>Approve the annual SC-CH “Occupational Safety and Health Administration (OSHA) Log.”</b></p> <p><b>Determine through objective evidence that NBL investigates all occupational injuries and illnesses.</b></p> <p><b>Determine through objective evidence that NBL has an effective process for documenting “OSHA Recordables” in accordance with DOE reporting requirements.</b></p>	<p>DOE O 231.1B DOE M 232.2</p> <p>August 17, 2012, Memorandum from J. McBrearty to R. Purucker, Subject: Delegations of Authority for the Office of Science Operations and Safety, Property Management, and Safeguards and Security</p>	<p>All Assistant Managers will ensure all occupational injuries and illnesses experienced by subordinate employees are investigated.</p> <p>STI will:</p> <p>Assist supervisors with investigating and determining causal factors for occupational injuries and illnesses experienced by subordinate employees.</p> <p>Document individual cases of all “OSHA Recordables” in accordance with DOE reporting requirements.</p>	<p>SCMS ES&amp;H Management System</p> <p>SCMS ES&amp;H Reports to SC Headquarters Subject Area</p> <p>SCMS ES&amp;H Management System</p> <p>SCMS ES&amp;H Reports to SC Headquarters Subject Area</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Occurrence Reporting and Processing System</p>	<p><b>Determine through objective evidence that NBL is maintaining capabilities for monitoring and assessing routine and unplanned releases of radioactive materials.</b></p> <p><b>Determine through objective evidence that NBL is quarterly reporting work hours and “OSHA Recordables” into the DOE Computerized Accident/Incident Reporting System (CAIRS).</b></p> <p>Notify the SC-DDFO of the Occurrence Report Processing System (ORPS) reportable events involving SC-CH and NBL.</p> <p><b>Approve NBL Operational Emergency and Significance Category 1 Final Occurrence Reports.</b></p> <p><b>Determine thru objective evidence that NBL is reporting &amp; managing closure of all ORPS reportable events in accordance w/DOE M 232.2.</b></p>		<p>Enter quarterly SC-CH work hours and “OSHA Recordables” into the CAIRS.</p> <p>STI will coordinate with the ASO for the reporting by Argonne of all ORPS reportable events resulting from SC-CH (Building 201) activities.</p> <p>[Due to STI not having ORPS data entry access, an informal agreement has been established between STI and Argonne. In the event of an ORPS reportable event occurring due to SC-CH activities, STI will complete the required investigation and provide the ORPS required information to Argonne. In turn, Argonne will enter that information into ORPS under the organizational identifier for “DOE Argonne”.]</p> <p><b>SC-CH FR approves NBL Significance Category R and 2 Final Occurrence Reports.</b></p>	

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Organization Functions, Responsibilities, and Authorities Document</p>	<p>Maintain the SC-CH FRAM current.</p> <p><b>Approve revisions of the NBL ISMSD.</b></p>	<p>DOE O 450.2</p>	<p>STI will update the SC-CH FRAM annually and revise it as significant changes occur.</p>	<p>SC-CH FRAM SC FRAM</p>
<p>Organizational Staffing and Competency</p>	<p>Provide sufficient resources for performing SC-CH ES&amp;H services.</p> <p>Provide ES&amp;H training for all SC-CH employees.</p> <p>Implement SC-CH Technical Qualification Program (TQP).</p> <p><b>Approve the initial, and revisions to the NBL Training Implementation Matrix.</b></p>	<p>10 CFR 830.122</p> <p>DOE O 426.1</p> <p>DOE O 360.1C</p> <p>April 2, 2007, Memorandum from G. Malosh to Distribution; Subject: <i>Technical Qualification Program SC Technical Qualification Program Manual</i></p>	<p>All Assistant Managers will ensure subordinate SC-CH employees maintain needed ES&amp;H competence.</p> <p>STI will coordinate implementation of SC-CH TQP.</p>	
<p>Packaging and Transportation</p>	<p><b>Approve NBL radioactive materials shipping during Security Condition (SECON)-3 and SECON-2.</b></p> <p><b>Notify the SC DDFO two days prior to shipments during SECON-2.</b></p> <p><b>Determine through objective evidence of NBL compliance with packaging and transportation requirements at least triennially.</b></p>	<p>DOE O 460.1C</p> <p>DOE O 460.2A</p> <p>DOE M 460.2-1A</p>		<p>SCMS ES&amp;H Management System</p> <p>SCMS Packaging and Transportation Safety Subject Area</p> <p>SCMS Facility Safety Authorization Subject Area</p>

Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table				
Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Quality Assurance	<p><b>Determine through objective evidence the effectiveness of NBL’s QAP implementation.</b></p> <p><b>Approve the NBL QAP.</b></p>	<p>10 CFR 830, Subpart A</p> <p>DOE O 414.1D</p> <p>August 17, 2012, Memorandum from J. McBrearty to R. Purucker, Subject: Delegations of Authority for the Office of Science Operations and Safety, Property Management, and Safeguards and Security</p>	<p>STI will annually review the SC-CH QAP to ensure it is current with on-going SC-CH work activities and compliant with regulations and DOE Directives.</p>	<p>SC-CH QAP</p> <p>NBL QAP</p> <p>SCMS QA &amp; Oversight Management System</p> <p>SCMS QA Program Description</p>
Radiation Protection	<p><b>Determine through objective evidence that the NBL Radiation Protection Program (RPP) is current and meets the requirements of 10 CFR 835.</b></p> <p><b>Determine through objective evidence that NBL prepares and provides reports of occupational radiation exposures to individuals in accordance with 10 CFR 835.801, Reports to Individuals.</b></p>	<p>10 CFR 835</p> <p>DOE O 458.1</p> <p>DOE P 450.4A</p> <p>August 17, 2012, Memorandum from J. McBrearty to R. Purucker, Subject: Delegations of Authority for the Office of Science Operations and Safety, Property Management, and Safeguards and Security</p>	<p>Annually STI prepares and submits the <i>Individual Monitoring Records</i>, to the REMS Repository for SC-CH employee exposures.</p>	<p>NBL RPP</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p><i>Radiation Protection (continued)</i></p>	<p>Determine through objective evidence that NBL annually reports new and revised radiation exposure records required by 10 CFR 835.702 (a) and (b), <i>Individual Monitoring Records</i>, to the Radiation Exposure Monitoring System (REMS) Repository.</p> <p>Determine through objective evidence that NBL is maintaining capabilities for monitoring and assessing routine and unplanned releases of radioactive materials.</p>			
<p>Radioactive Waste Management</p>	<p>Determine through objective evidence that NBL is in compliance with the Argonne radioactive waste management requirements.</p>	<p>DOE M 435.1-1 DOE O 435.1</p>		<p>Argonne/NBL Maintenance MOU</p>
<p>Safety Basis</p>	<p>Evaluate and approve NBL safety basis documents.</p>	<p>10 CFR Part 830, Subpart B 48 CFR 970.5223-1 DOE O 420.1B DOE-STD-1104 DOE P 420.1</p>	<p>As the Safety Basis Approval Authority, the SC-CH Manager can delegate the responsibilities for evaluating NBL safety basis document(s) to a Safety Basis Review Team Leader.</p>	<p>SC FRAM SCMS ES&amp;H Management System SCMS Facility Safety Authorization Subject Area</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Safety Basis (continued)</i>		August 17, 2012, Memorandum from J. McBrearty to R. Purucker, Subject: Delegations of Authority for the Office of Science Operations and Safety, Property Management, and Safeguards and Security		
Safety System Engineer Program	<b>Determine through objective evidence that NBL has effectively implemented a safety system engineer program compliant with DOE O 420.1B.</b>	DOE O 420.1B		NBL Nuclear Safety Basis Documents SCMS ES&H Management System
Setting ISM/ES&H Expectations	Determine through objective evidence that procurements and financial assistance awards processed through SC-CH contain applicable ISM/ES&H clauses. Prepare the SC-CH Annual Performance Plan. Prepare the SC-CH Annual Performance Plan.	48 CFR 970.5204-2 48 CFR 970.5215-3 DOE O 226.1B OMB Circular A-76 August 7, 2012, Memorandum from J. McBrearty to Distribution; Subject: Guidance for Annual Performance Plan and Assessment Reports	ACQ will insert applicable ISM/ES&H clauses into procurement and financial assistance awards processed through SC-CH.	SCMS Management and Oversight Management System SCMS QA & Oversight Management System SCMS Performance Planning and Evaluation Subject Area

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Verification of Readiness to Start Up or Restart Nuclear Facilities</p>	<p>If the Startup Approval Authority (SAA), the SC-CH Manager approves Startup Notification Reports (SNRs) and startups/restarts.</p> <p>If not the SAA, the SC-CH Manager recommends approval of SNRs and makes recommendations regarding approval of startups/restarts to the SAA.</p>	<p>DOE O 425.1D</p> <p>August 17, 2012, Memorandum from J. McBrearty to R. Purucker, Subject: Delegations of Authority for the Office of Science Operations and Safety, Property Management, and Safeguards and Security</p>		<p>SCMS ES&amp;H Management System</p> <p>SCMS Facility Safety Authorization Subject Area</p>
<p>Worker Protection Program</p>	<p>Determine through objective evidence SC-CH <b>and NBL</b> compliance with requirements of the Argonne ES&amp;H Manual.</p> <p>Determine through objective evidence SC-CH <b>and NBL</b> implementation of DOE Federal employee worker protection program requirements.</p> <p>Arrange for occupational medicine and employee assistance programs for SC-CH <b>and NBL</b> employees.</p>	<p>10 CFR 851</p> <p>DOE O 341.1A</p> <p>DOE O 440.1B</p>	<p>SC-CH HRS will serve as the SC-CH Office of Workers' Compensation Program Coordinator for management of SC-CH and NBL Federal employee claims.</p> <p>ACQ will include the DOE Worker Safety and Health Program Rule in SC-CH and NBL contracts as applicable.</p>	<p>Argonne ES&amp;H Manual</p> <p>Building 201 Federal Employee Worker Safety and Health Plan</p> <p>SC-CH and NBL Support Services Contractor 10 CFR 851 compliance memorandums</p> <p>DOE/Argonne MOU for Health Services</p> <p>SCMS ES&amp;H Management System</p>

**Attachment 1: SC-CH Manager Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p><i>Worker Protection Program (continued)</i></p>	<p>Determine through objective evidence SC-CH <b>and</b> NBL contractor compliance with the DOE Worker Safety and Health Program Rule.</p>		<p>ACQ will request memorandums from applicable SC-CH and NBL support services contractors performing work that involves only office type hazards as to whether they agree to abide by the requirements of the Building 201 Federal Employee Worker Safety and Health Plan, or if they intend to submit to ACQ their own 10 CFR 851 compliant worker safety and health plan for SC-CH approval.</p>	