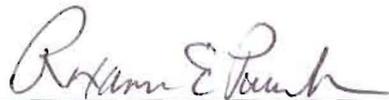


Chicago Office
Environment, Safety and Health
Functions, Responsibilities, and Authorities Manual

October 2008



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Office of Science – Chicago Office

SC-CH Revision History

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

POINT OF CONTACT: Stephanie Helft

SCMS MANAGEMENT SYSTEM: [Environment, Safety and Health](#)

TO BE UPDATED: Annually

Revision	Date	Reason/Driver	Description
0	Oct 07	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.
1	April 08	Midyear 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.
2	Oct 08	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.

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ACRONYMS

ACQ	Office of Acquisition and Assistance
ANL	Argonne National Laboratory
ASO	Argonne Site Office
CAIRS	Computerized Accident/Incident Reporting System
CATS	Corrective Action Tracking System
CFR	Code of Federal Regulations
CH	Chicago Office
CO/COR	Contracting Officer/Contracting Officer Representative
DDFO	Deputy Director for Field Operations
DNFSB	Defense Nuclear Facilities Safety Board
DOE	Department of Energy
ECP	Employee Concerns Program
ECPM	Employee Concerns Program Manager
EMS	Environmental Management System
EO	Executive Order
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
ISC	Integrated Support Center
ISM	Integrated Safety Management
ISMSD	Integrated Safety Management System Description
LOO	Letter of Obligation

M	Manual
MEO	Most Efficient Organization
MIP	Maintenance Implementation Plan
MOU	Memorandum of Understanding
NBL	New Brunswick Laboratory
NCO	NEPA Compliance Officer
NEPA	National Environmental Policy Act
NPH	Natural Phenomenon Hazard
O	Order
OMB	Office of Management and Budget
ORPS	Occurrence Report Processing System
OSHA	Occupational Safety and Health Administration
OWCP	Office of Workers' Compensation Program
P	Policy
PAAA	Price Anderson Amendments Act
PL	Public Law
QAP	Quality Assurance Plan
RCO	Regional Coordinating Office
REMS	Radiation Exposure Monitoring System
RO	Residual Organization
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
USQ	Unreviewed Safety Question

REFERENCE DOCUMENTS

10 CFR 708	DOE Contractor Employee Protection Program
10 CFR 745	Protection of Human Subjects
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
45 CFR 46	Protection of Human Subjects
48 CFR 952.223-71	Integration of Environment, Safety, and Health into Work Planning and Execution
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 P 141.2	Public Participation and Community Relations
DOE O 210.2	DOE Corporate Operating Experience Program
DOE O 225.1A	Accident Investigations
DOE O 226.1A	Implementation of Department of Energy Oversight Policy
DOE O 231.1A, Chg 1	Environment, Safety and Health Reporting
DOE M 231.1-1, Chg 2	Environment, Safety and Health Reporting Manual
DOE M 231.1-2	Occurrence Reporting and Processing of Operations Information
DOE O 252.1	Technical Standards Program
DOE O 341.1A	Federal Employee Health Services
DOE O 360.1B	Federal Employee Training
DOE G 414.1-5	Corrective Action Program Guide
DOE M 411.1-1C	Safety Management Functions, Responsibilities, and Authorities Manual
DOE O 414.1C	Quality Assurance
DOE O 420.1B	Facility Safety
DOE O 425.1C	Startup and Restart of Nuclear Facilities
DOE M 426.1-1A	Federal Technical Capability Manual
DOE O 433.1A	Maintenance Management Program for DOE Nuclear Facilities

DOE O 435.1, Chg 1	Radioactive Waste Management
DOE M 435.1-1, Chg 1	Radioactive Waste Management Manual
DOE O 440.1B	Worker Protection Program for DOE (Including the National Nuclear Security Administration) Federal Employees
DOE O 440.2B, Chg1	Aviation Management and Safety
DOE P 441.1	DOE Radiological Health and Safety Policy
DOE P 442.1	Differing Professional Opinions on Technical Issues
DOE O 442.1A	Department of Energy Employee Concerns Program
DOE M 442.1-1	Differing Professional Opinions Manual for Technical Issues Involving Environment, Safety, and Health
DOE O 443.1A	Protection of Human Subjects
DOE P 443.1A	Protection of Human Subjects
DOE O 450.1A	Environmental Protection Program
DOE O 451.1B, Chg 1	National Environmental Policy Act Compliance Program
DOE P 450.4	Safety Management System Policy
DOE M 450.4-1	Integrated Safety Management System Manual
DOE O 451.1B, Chg 1	National Environmental Policy Act Compliance Program
DOE O 460.1B	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 O 470.2B	Independent Oversight and Performance Assurance Program
DOE O 5400.5, Chg 2	Radiation Protection of the Public and the Environment
DOE O 5480.19, Chg 2	Conduct of Operations Requirements for DOE Facilities
DOE O 5480.20A, Chg1	Personnel Selection, Qualification, and Training Requirements for DOE Nuclear Facilities
DOE-STD-1063	DOE Standard, Facility Representatives
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 A119	Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities
PL 104-113	National Technology Transfer and Advancement Act of 1995
PL 104-303	Water Resources Development Act of 1996
	SC-CH Oversight Program for New Brunswick Laboratory

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 (DDFO).

Safety¹ 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 Science, 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. There is 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 2 nuclear facility, and a GOGO facility located at the Argonne National Laboratory (ANL) site. In executing this line management responsibility the SC-CH Manager performs oversight of the facility and work performed by the approximately 40 NBL Federal and support service contractor employees 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. Delegations of authority are discussed in the SC-CH Functions, Responsibilities, and Authorities Manual

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.

(FRAM). 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 service contractors and their subcontractors.

II. PURPOSE

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 employees, although it does define functions involved in the direction and oversight of NBL. Functions, responsibilities, and authorities of NBL employees are described in NBL's documented Integrated Safety Management System Description (ISMSD).

The SC-CH FRAM is the implementing document for the functions, responsibilities, and authorities, as assigned to the SC Director in Table 6 of the DOE FRAM, that are delegated to the SC-CH Manager. In addition, the SC-CH FRAM defines certain functions that are redelegated by the SC-CH Manager as responsibilities to specific SC-CH elements. This Manual addresses only those functions determined to be necessary for safety.

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 requirements by SC-CH and NBL. The SC-CH Manager reports to the SC DDFO.

NBL is split into two units. The Most Efficient Organization (MEO) includes the majority of NBL employees who perform the scientific mission and operate the facility. The Residual Organization (RO) includes three Federal employees who carry out the "inherently governmental" functions for overseeing the MEO. The RO includes the NBL Director who reports to the SC-CH Deputy Manager. A Facility Representative responsible for conducting day-to-day safety operational awareness oversight of NBL has been appointed by the SC-CH Manager and reports directly to the SC-CH Deputy Manager.

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

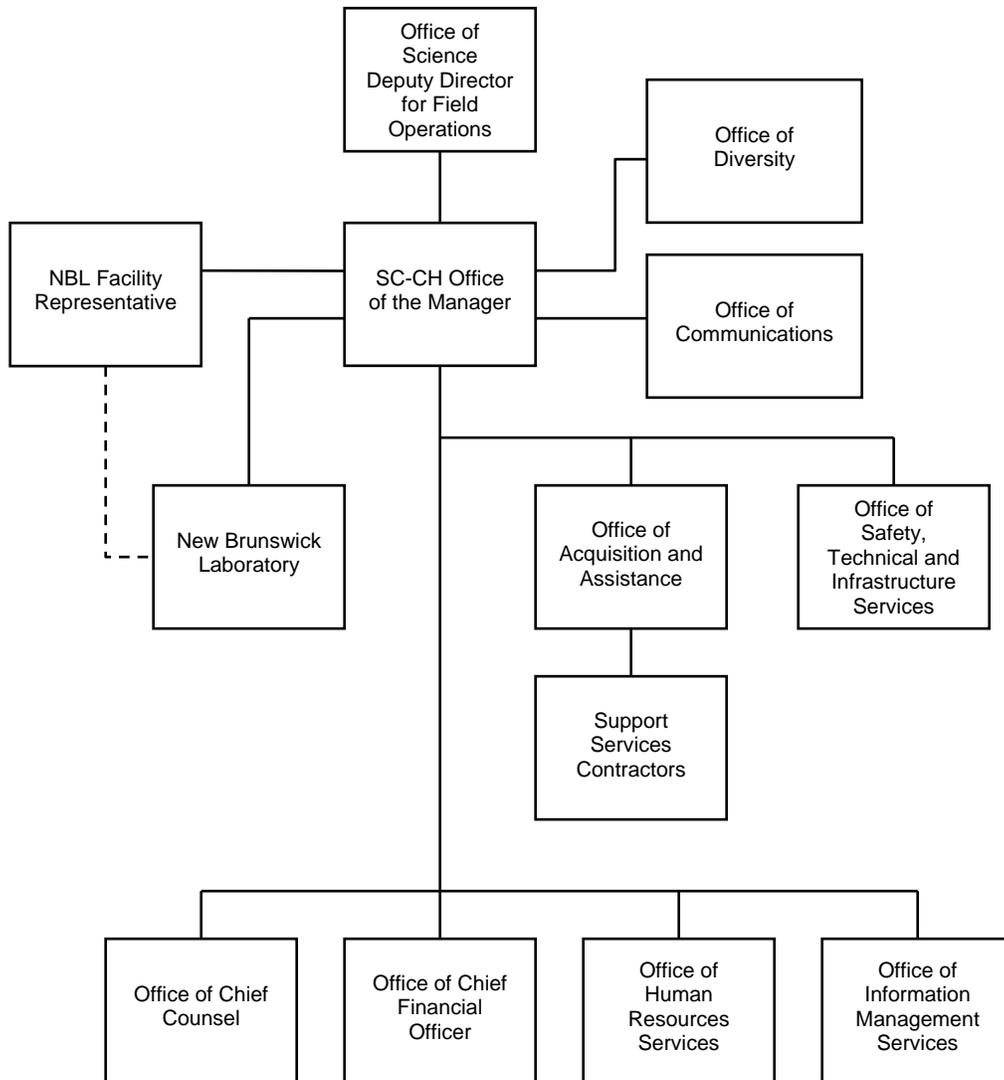


Figure 1 – Basic SC-CH Organizational Structure

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 quality assurance 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, 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 quality assurance 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 service contractors assist SC-CH organizations in carrying out their assigned responsibilities. In addition to functioning as the means by which to comply with all ANL ES&H requirements, SC-CH support service contractors have 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 the 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

Safety and quality assurance functions, responsibilities, and authorities are delegated from the Under Secretary for Science to the SC Director through Table 6 of DOE M 411.1-1C, *Safety Management Functions, Responsibilities, and Authorities Manual*. Those functions, responsibilities and authorities that are permitted to be redelegated by Table 6 from the SC Director through the SC-DDFO, flow-down to the SC-CH Manager via the SC FRAM. DOE M 411.1-1C requires that functions, responsibilities, and authorities flow-down from higher level organizational FRAMS to lower level organizational documents. Therefore, the content of Table 6, plus any added functions, responsibilities, and authorities appearing in the SC FRAM are also listed in the SC-CH FRAM.

Redelegated functions, responsibilities, and authorities as they apply to the SC-CH Manager are detailed in the *SC-CH 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 quality assurance requirements. As the SC-DDFO assigned to the SC-CH Manager responsibility for safety and quality assurance oversight of NBL, the specific delegated authorities 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.

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Integrated Safety Management (ISM)	<p>Annually approve the Office of Science (SC) Chicago Office (CH) Integrated Safety Management System Description (ISMSD).</p> <p>Sponsor annual SC-CH ISM implementation effectiveness self-assessments.</p> <p>Submit annual SC-CH and NBL ISM Implementation Declarations to the SC Deputy Director for Field Operations (DDFO) in the SC-CH Annual Assessment Report. (Due November 1st).</p> <p>Approve the New Brunswick Laboratory (NBL) ISMSD and ensure it is reflective of on-going work activities, compliant with applicable regulations and Department of Energy (DOE) Directives, and integrated with the NBL Quality Assurance Program (QAP) and Environmental Management System (EMS).</p>	<p>48 CFR 970.5204-2</p> <p>48 CFR 970.5215-3</p> <p>DOE M 450.4-1</p> <p>DOE O 450.1</p> <p>August 3, 2007, Memorandum from G. Malosh to Distribution; Subject: <i>Office of Science's Direction for Implementation of Integrated Safety Management (ISM) System</i></p> <p>July 17, 2007 Memorandum from G. Malosh to Distribution; Subject: <i>Annual Planning: FY2008 COO Goals, Oversight Plan and Guidance for Annual Performance Plans and Assessments Reports</i></p>	<p>The SC-CH Office of Safety, Technical and Infrastructure Services (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 Office of Acquisition and Assistance (ACQ) will evaluate all SC-CH and NBL contracts for incorporation of applicable ISM/ES&H clauses.</p>	<p>SC ISMSD</p> <p>SC-CH ISMSD</p> <p>NBL ISMSD</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Integrated Safety Management (ISM) (continued)</i>	Conduct annual ISM implementation effectiveness reviews of NBL.			
Setting ISM/ES&H Expectations	<p>Determine through objective evidence that procurements and financial assistance awards processed through SC-CH contain applicable ISM/ES&H clauses.</p> <p>Prepare the SC-CH Annual Performance Plan.</p> <p>Prepare the SC-CH Annual Assessment Report.</p> <p>Annually prepare the NBL Performance Evaluation and Measurement Plan.</p>	<p>48 CFR 970.5204-2</p> <p>48 CFR 970.5215-3</p> <p>DOE O 226.1A</p> <p>DOE M 450.4-1</p> <p>OMB Circular A-76</p> <p>July 17, 2007, Memorandum from G. Malosh to Distribution; Subject: <i>Annual Planning: FY 2008 COO Goals, Oversight Plan, and Guidance for Annual Performance Plans and Assessment Reports</i></p>	<p>ACQ will insert applicable ISM/ES&H clauses into procurement and financial assistance awards processed through SC-CH.</p> <p>ACQ will prepare the NBL Letter of Obligation (LOO).</p>	<p>NBL LOO</p> <p>SCMS M&O Management System</p> <p>SCMS QA & Oversight Management System</p> <p>SCMS Performance Planning and Evaluation Subject Area</p>
Safety Basis	Review NBL safety basis documents for recommendation to Approval Authority.	<p>10 CFR Part 830, Subpart B</p> <p>48 CFR 970.5223-1</p> <p>DOE O 420.1B</p> <p>July 5, 2007, Memorandum from R. Orbach to Distribution; Subject: <i>Readiness Activities Authorization Authorities</i></p>	STI prepares NBL Safety Evaluation Reports for the SC-CH Manager.	<p>SC Functions, Responsibilities, and Authorities Manual (FRAM)</p> <p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Facility Safety Authorization Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Safety Basis (continued)</i>		March 23, 2007, Memorandum from R. Orbach to Distribution; Subject: <i>Safety Basis Approvals</i>		
Radiation Protection	<p>Determine through objective evidence that the NBL Radiation Protection Program (RPP) is current and meets the requirements of 10 CFR 835, and then approve the NBL RPP.</p> <p>Determine through objective evidence that NBL prepares and provides reports of occupational radiation exposures to individuals in accordance with 10 CFR 835.801, <i>Reports to Individuals</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 REMS Repository.</p>	<p>10 CFR Part 835</p> <p>DOE O 5400.5</p> <p>DOE P 441.1</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>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Radiation Protection (continued)</i>	Determine through objective evidence that NBL is maintaining capabilities for monitoring and assessing routine and unplanned releases of radioactive materials.			
Accident Investigation	<p>Report to SC-DDFO within four hours of learning of an event, for the need to conduct a Type A or Type B accident investigation at SC-CH or NBL.</p> <p>Serve as the Appointing Official for an Accident Investigation Board when assigned.</p> <p>Approve corrective action plans resulting from Type B accident investigations at SC-CH or NBL for satisfaction of judgments of need identified by accident investigation boards.</p>	DOE O 225.1A	<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>SCMS Accident Investigation Subject Area</p> <p>SCMS Environment, Safety, and Health Management System</p> <p>SCMS Environment, Safety and Health Reports to Office of Science Headquarters Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Accident Investigation (continued)</i>	Provide SC-CH staff in sufficient numbers to support Type A and Type B Accident Investigation Boards as qualified DOE Accident Board Chairpersons and DOE Accident Investigators.		Coordinate activities of accident readiness teams and emergency management personnel to facilitate an orderly transition of responsibilities for the accident scene.	
Beryllium Disease Prevention	<i>Not applicable to SC-CH operations at this time.</i>			
Quality Assurance	<p>Submit the SC-CH QAP to the SC-DDFO with recommendation for approval.</p> <p>Approve the NBL Quality Assurance Plan (QAP).</p> <p>Determine through objective evidence the effectiveness of NBL's QAP implementation.</p>	<p>10 CFR Part 830, Subpart A</p> <p>DOE O 414.1C</p>	<p>STI initially drafts; then biennially thereafter revises 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 & Oversight Management System</p> <p>SCMS QA Program Description</p>
Startup and Restart of Nuclear Facilities	<p>Determine through objective evidence that NBL has established procedures for startup and restart actions.</p> <p>Approve NBL Startup Notification Reports.</p>	<p>DOE O 425.1C</p> <p>July 5, 2007, Memorandum from R. Orbach to Distribution; Subject: <i>Readiness Activities Authorization Authorities</i></p>		<p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Facility Safety Authorization Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Startup and Restart of Nuclear Facilities (continued)</i>	<p>Recommend startup of NBL due to operations outside the nuclear safety basis to the Approval Authority.</p> <p>Recommend approval to the SC-DDFO for conducting NBL Operational Readiness Reviews or Readiness Assessments.</p>	Malosh to Wunderlich/Purucker, Memo, <i>Retaining Approval Authority</i>		
Radioactive Waste Management	Determine through objective evidence that NBL is in compliance with the ANL radioactive waste management requirements.	DOE M 435.1-1 DOE O 435.1		ANL/NBL Maintenance MOU
Occupational Injury and Illness Reporting	<p>Approve the annual SC-CH "OSHA Log."</p> <p>Determine through objective evidence that NBL investigates all occupational injuries and illnesses.</p>	DOE M 231.1-1A DOE O 231.1A	All Assistant Managers will ensure all occupational injuries and illnesses experienced by subordinate employees are investigated.	<p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Environment, Safety and Health Reports to Office of Science Headquarters Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p><i>Occupational Injury and Illness Reporting (continued)</i></p>	<p>Determine through objective evidence that NBL has an effective process for documenting “OSHA Recordables” in accordance with DOE reporting requirements.</p> <p>Determine through objective evidence that NBL is maintaining capabilities for monitoring and assessing routine and unplanned releases of radioactive materials.</p> <p>Determine through objective evidence that NBL is quarterly reporting work hours and “OSHA Recordables” into the DOE Computerized Accident/Incident Reporting System (CAIRS).</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>Enter quarterly SC-CH work hours and “OSHA Recordables” into the Computerized Accident/Incident Reporting System (CAIRS).</p>	

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Occurrence Reporting and Processing System (ORPS)</p>	<p>Notify the SC-DDFO of ORPS reportable events involving SC-CH and NBL.</p> <p>Determine through objective evidence that NBL is reporting and managing closure of all ORPS reportable events in accordance with DOE M 231.1-2.</p>	<p>DOE M 231.1-2</p> <p>DOE O 231.1A</p>	<p>STI will coordinate with the Argonne Site Office for the reporting by Argonne National Laboratory of all ORPS reportable events resulting from SC-CH activities.</p> <p>[Due to STI not having ORPS data entry access, an informal agreement has been established between STI and ANL. 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 ANL. In turn, ANL will enter that information into ORPS under the organizational identifier for "DOE Argonne".]</p>	<p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Environment, Safety and Health Reports to Office of Science Headquarters Subject Area</p>
<p>Civil Penalties/Enforcement</p>	<p>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).</p>	<p>10 CFR Part 820</p> <p>Price-Anderson Amendments Act</p> <p>Atomic Energy Act of 1954.</p>	<p>ACQ will ensure that support services contractors working at NBL are notified that they may be subjected to civil penalties under PAAA.</p> <p>STI serves as the SC-CH PAAA Coordinator with the HSS Office of Enforcement.</p>	<p>SCMS Human Resource Service Management System</p> <p>SCMS Employee Concerns Program Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<p>Corporate Operating Experience</p>	<p>Designate an SC-CH Operating Experience Coordinator.</p> <p>Determine through objective evidence that SC-CH has a Corporate Operating Experience Program.</p> <p>Share performance information and feedback on reviews and actions taken with the SC-DDFO.</p> <p>Determine through objective evidence that NBL has appointed an Operating Experience Coordinator.</p> <p>Monitor NBL Corporate Operating Experience Program performance and sharing of lessons learned for NBL; sharing performance information and feedback on reviews and actions taken with the SC-DDFO.</p>	<p>DOE M 231.1-2</p> <p>DOE O 210.2</p>	<p>All Assistant Managers will share with the SC-CH Operating Experience Coordinator lessons learned associated with their functional area(s).</p> <p>STI serves as the SC-CH Operating Experience Coordinator.</p> <p>SC-CH Operating Experience Coordinator will initiate actions to address applicable lessons learned from investigations conducted at other DOE sites.</p>	<p>SCMS QA & Oversight Management System</p> <p>SCMS Corporate Operating Experience/ Lessons Learned Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Corporate Operating Experience (continued)</i>	Determine through objective evidence that NBL has a Corporate Operating Experience Program.			
Issue Management	<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>Function as the Responsible Line Manager for all SC-CH corrective actions in the DOE Corrective Action Tracking System (CATS).</p> <p>Approve SC-CH and NBL corrective action plans for Level I and II Findings (as defined by the SC Quality Assurance and Oversight Management System, Issue Management subject area).</p>	<p>DOE O 225.1A</p> <p>DOE O 226.1A</p> <p>DOE O 414.1A</p> <p>DOE O 470.2B</p>	<p>All Assistant Managers will develop corrective action plans for all Level I and II Findings (as defined by the SC Quality Assurance and Oversight Management System).</p> <p>STI serves as the CATS Coordinator for the tracking of SC-CH corrective actions to closure.</p>	<p>DOE G 414.1-5</p> <p>SCMS QA & Oversight Management System</p> <p>SCMS Issues Management Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Issue Management (continued)</i>	Determine through objective evidence that NBL has an Issues Management Program that satisfies the requirements in the SCMS Issue Management subject area.			
Nuclear and Explosives and Weapon Safety	<i>Not applicable to SC-CH operations at this time.</i>			
Accelerator Safety	<i>Not applicable to SC-CH operations at this time.</i>			
Fire Protection	<p>Determine through objective evidence of SC-CH compliance with ANL fire protection requirements.</p> <p>Determine through objective evidence of NBL compliance with the ANL fire protection requirements.</p>	DOE O 420.1B	The Argonne Site Office Manager serves as the Authority Having Jurisdiction for the ANL Site.	<p>ANL/NBL Maintenance MOU</p> <p>NBL Nuclear Safety Basis Documents</p> <p>SCMS Environment, Safety and Health Management System</p>
Criticality Safety	Determine through objective evidence that NBL has implemented a Criticality Safety Program compliant with DOE O 420.1B.	DOE O 420.1B		<p>NBL Nuclear Safety Basis Documents</p> <p>SCMS Environment, Safety and Health Management System</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Natural Phenomena Hazards (NPH)	<p>Determine through objective evidence that NBL maintains an NPH assessment compliant with DOE O 420.1B.</p> <p>Determine through objective evidence that NBL performs an NPH assessment review at least every 10 years.</p>	<p>DOE O 420.1B</p> <p>E.O. 12699</p> <p>E.O. 12941</p> <p>P.L. 104-303</p>		<p>NBL Nuclear Safety Basis Documents</p> <p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Facility Safety Authorization Subject Area</p>
Safety System Engineer Program	<p>Determine through objective evidence that NBL has effectively implemented a safety system engineer program compliant with DOE O 420.1B.</p>	<p>DOE O 420.1B</p>		<p>NBL Nuclear Safety Basis Documents</p> <p>SCMS Environment, Safety and Health Management System</p>
Configuration Management	<p>Determine through objective evidence that NBL has effectively implemented a configuration management plan compliant with DOE O 420.1B.</p>	<p>DOE O 420.1B</p>		<p>NBL Nuclear Safety Basis Documents</p> <p>SCMS Environment, Safety and Health Management System</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Maintenance	<p>Submit NBL maintenance implementation plan (MIP) to the SC-DDFO with recommendation for approval.</p> <p>Determine through objective evidence the biennial updating of the NBL MIP.</p>	DOE O 433.1A		<p>NBL Nuclear Safety Basis Documents</p> <p>SCMS QA & Oversight Management System</p> <p>SCMS Performance Trending Subject Area</p>
Worker Protection Program	<p>Determine through objective evidence SC-CH and NBL compliance with requirements of the ANL Environment, Safety and Health (ES&H) Manual.</p> <p>Determine through objective evidence SC-CH and NBL implementation of DOE Federal employee worker protection program requirements.</p> <p>Arrange for occupational medicine and employee assistance programs for SC-CH and NBL employees.</p>	<p>10 CFR 851</p> <p>DOE O 341.1A</p> <p>DOE O 440.1B</p>	<p>SC-CH Office of Human Resource Services (HRS) will serve as the SC-CH Office of Workers' Compensation Program (OWCP) 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>ANL ES&H Manual</p> <p>Building 201 Federal Employee Worker Safety and Health Plan</p> <p>SC-CH and NBL Support Service Contractor 10 CFR 851 compliance memorandums</p> <p>DOE/ANL MOU for Health Services</p> <p>SCMS Environment, Safety and Health Management System</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Worker Protection Program (continued)</i>	Determine through objective evidence SC-CH and NBL contractor compliance with the DOE Worker Safety and Health Program Rule.		ACQ will request memorandums from applicable SC-CH and NBL support service 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.	
Firearm Safety	<i>Not applicable to SC-CH operations at this time.</i>			
Explosives Safety (other than nuclear weapons)	<i>Not applicable to SC-CH operations at this time.</i>			
Aviation Safety	<p>Approve safety plans for all proposed SC-CH aviation missions.</p> <p>Approve NBL safety plans for all proposed aviation missions involving commercial aviation services (foreign or domestic).</p>	DOE O 440.2B	<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

**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.	
Environmental Protection	<p>Determine through objective evidence SC-CH and NBL compliance with requirements of the ANL ES&H Manual.</p> <p>Approve the NBL EMS.</p> <p>Determine through objective evidence the NBL EMS is incorporated into the NBL ISMSD.</p>	DOE O 450.1A		<p>NBL EMS</p> <p>ANL ES&H Manual</p>
Use of Risk End-State	<i>Not applicable to SC-CH operations at this time.</i>			
National Environmental Policy Act (NEPA) Compliance	<p>Approve the determination of the level of NEPA documentation for SC-CH Federal actions.</p> <p>Designate the SC-CH NEPA Compliance Officer (NCO).</p>	<p>DOE M 231.1-1</p> <p>DOE O 451.1B</p> <p>DOE P 141.2</p>	STI serves as the SC-CH NCO.	<p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Implementing a NEPA within the Office of Science Subject Area</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>National Environmental Policy Act (NEPA) Compliance (continued)</i>		June 1, 2004, Memorandum from M. Johnson to Distribution; Subject: <i>Clarification of Responsibilities for Implementing NEPA by OneSC</i>		
Conduct of Operations	Determine through objective evidence that NBL has effectively implemented DOE conduct of operations requirements.	DOE O 5480.19		
Biological Etiological Agents	<i>Not applicable to CH Operations at this time.</i>			
Packaging and Transportation	<p>Approve NBL radioactive materials shipping during Security Condition (SECON)-3 and SECON-2.</p> <p>Notify the SC DDFO two days prior to shipments during SECON-2.</p> <p>Determine through objective evidence of NBL compliance with packaging and transportation requirements at least triennially.</p>	<p>DOE O 460.1C</p> <p>DOE O 460.2A</p>		<p>SCMS Environment, Safety and Health Management System</p> <p>SCMS Packaging and Transportation Safety Subject Area</p> <p>SCMS Facility Safety Authorization Subject Area</p>

**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 service 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>STI serves as the SC-CH 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&H requirements into SC-CH and NBL support service contracts.</p> <p>ACQ (through the CO/COR) monitors SC-CH support service 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 Federal Employee Occupational Safety and Health Subject Area</p>

**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>Determine through objective evidence that NBL is implementing DOE FEOSH requirements.</p> <p>Perform periodic FEOSH inspections of NBL.</p>			
<p>Line Management Oversight</p>	<p>Determine through objective evidence SC-CH and NBL input into the SC Integrated Assessment Schedule.</p> <p>Sponsor annual ES&H management assessments of selected SC-CH work processes.</p> <p>Perform or sponsor event-driven or for-cause assessments for SC-CH and NBL when conditions and/or events dictate.</p> <p>Appoint a Facility Representative (FR) to perform day-to-day oversight of NBL.</p>	<p>DOE O 226.1A</p>	<p>SC-CH Office of Information Management Services maintains the SC-CH Integrated Assessment Schedule.</p> <p>HRS manages the SC-CH Facility Representative Qualification Program.</p> <p>The FR meets with the SC-CH Deputy Manager weekly.</p>	<p>SC Quality Assurance and Oversight Management System</p> <p>SCMS Assessment Subject Area</p> <p>SC-CH M 226.1</p> <p>SC-CH Facility Representative Qualification Program</p> <p>DOE-STD-1063</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
<i>Line Management Oversight (continued)</i>	<p>Determine through objective evidence that NBL is conducting internal oversight of ES&H program effectiveness.</p> <p>Approve the NBL assurance system in accordance with SC expectations.</p>			
Substance Abuse	<i>Not applicable to SC-CH operations at this time.</i>			
Employee Concerns Program	<p>Approve the SC-CH Employee Concerns Program (ECP).</p> <p>Appoint an Employee Concerns Program Manager (ECPM).</p>	<p>10 CFR Part 708</p> <p>DOE M 442.1-1</p> <p>DOE O 442.1A</p> <p>DOE P 442.1</p>	<p>All Assistant Managers will appoint an employee concerns point of contact within their organization.</p> <p>SC-CH Office of the Manager – Diversity Office serves as the SC-CH ECPM.</p>	<p>SCMS Human Resource Service Management System</p> <p>SCMS Employee Concerns Program Subject Area</p>
Human Subjects	<p>Determine through objective evidence that solicitations for research, DOE contracts, financial assistance agreements or other agreements involving Human Subjects Research prescribe compliance with DOE Protection of Human Subjects requirements.</p>	<p>DOE O 443.1A</p> <p>DOE P 443.1A</p> <p>10 CFR 745</p> <p>45 CFR 46</p>	<p>ACQ will insert applicable Protection of Human Subjects language (e.g., article, clause, or other) into all solicitations, contracts, financial assistance agreements or other agreements involving Human Subject Research processed through SC-CH and will ensure all required information is provided by the awardees.</p> <p>STI serves as the SC-CH DOE Human Subjects Working Group Member.</p>	<p>SCMS Environment, Safety and Health Management System</p>

**SC-CH Manager
Functions, Responsibilities, and Authorities Table**

Functions	Responsibilities	Authorities	Assistant Manager Delegations	References
Organizational Staffing and Competency	<p>Provide sufficient resources for performing SC-CH ES&H services.</p> <p>Provide ES&H training for all SC-CH employees.</p> <p>Establish SC-CH Technical Qualification Program (TQP).</p> <p>Approve the initial, and revisions to the NBL Training Implementation Matrix.</p>	<p>10 CFR 830.122</p> <p>DOE M 426.1-1</p> <p>DOE O 360.1B</p> <p>DOE O 5480.20A</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&H competence.</p> <p>STI will coordinate implementation of SC-CH TQP.</p>	
DOE Technical Standards Program	<p>Assign an SC-CH Technical Standards Manager.</p> <p>Determine through objective evidence that NBL has assigned a technical standards manager.</p>	<p>DOE O 252.1</p> <p>OMB Circular A-119</p> <p>PL 104-113</p>	<p>STI serves as the SC-CH Technical Standards Manager.</p>	
Organization Functions, Responsibilities, and Authorities Document	<p>Maintain the SC-CH FRAM current.</p> <p>Approve revisions of the NBL FRAM.</p>	<p>DOE M 411.1-1C</p>	<p>STI will update the SC-CH FRAM annually and revise it as significant changes occur.</p>	
Defense Nuclear Facility Safety Board Interface	<p><i>Not applicable to SC-CH operations at this time.</i></p>			