



Department of Energy
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Distribution

SUBJECT: *IMPLEMENTATION GUIDANCE FOR THE TECHNICAL PEER REVIEW PROCESS - VERSION 4.0*

Enclosed is version 4.0 of the *Implementation Guidance for the Technical Peer Review Process*. This guidance was revised in response to recommendation 3 of the Fiscal Year (FY) 2000 American Society of Mechanical Engineers (ASME) Peer Review Committee's (PRC) Findings and Recommendations, which were published in the "Results of the Peer Review for FY 2000 - Assessment of Technologies Supported by Department of Energy (DOE) Office of Science and Technology", dated November 2000.

A summary highlighting the most significant changes from the previous revision of the implementation guidance is presented below:

- (1) New DOE points of contact;
- (2) Section 3.2 - Clarification of the application of the project screening approach in project selection and updates to the list of projects exempted from peer review;
- (3) Section 3.3 - Updates to the peer review scheduling process which allow Focus Area Managers to schedule peer reviews at anytime during the fiscal year;
- (4) Section 3.4 - Expansion and clarification of the core technical criteria, allowing for an improved method for assessing the safety and health hazards associated with the technology, and stakeholder issues.
- (5) Section 3.8 - Clarification of the format and submission requirements of the DOE response to the report of the review panel, including examples; and
- (6) Section 4.0 - Expansion and clarification of roles and responsibilities.

In addition, a videotape, which compliments this guidance document, has been prepared. The purpose of the videotape is to provide Focus Area, Crosscut Program Managers, and principal investigators with an additional tool to prepare for future peer reviews. This videotape was prepared in response to recommendation 7 of the FY 2000 ASME PRC's findings and recommendations.

If you have any questions regarding this guidance document or would like a copy of the videotape, please contact me at (630) 252-2102 or via email at yvette.collazo@ch.doe.gov.

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