

U.S. Department of Energy

Washington, D.C.

ORDER

DOE 1300.2A

5-19-92

SUBJECT: DEPARTMENT OF ENERGY TECHNICAL STANDARDS PROGRAM

1. PURPOSE. This Order sets forth policy, assigns responsibility, and provides requirements for development and application of technical standards in Department of Energy (DOE) facilities, programs, and projects; provides for participation in non-Government standards bodies (NGSBS); for establishment of a DOE Technical Standards Program; and assigns the responsibility for the management of the DOE-wide program. The principle function of this Order is to establish a DOE-wide technical standards program. This includes:
 - a. Ensuring the DOE-wide coordination of technical standards;
 - b. Enhancing standards availability to all DOE elements; Sharing relevant standards information;
 - c. Avoiding standards duplication within DOE;
 - e. Encouraging the use of existing, accepted, non-Government standards where applicable;
 - f. Promoting consistent standards application; and
 - g. Each Secretarial Officer creating and maintaining DOE technical standards within assigned areas of responsibility.
2. CANCELLATION. DOE 1300.2, DEPARTMENT OF ENERGY STANDARDS PROGRAM, of 12-18-80.
3. SCOPE. The provisions of this Order apply to all Departmental Elements and to Management and Operating contractors to the extent implemented under the contract.
4. EXCLUSIONS. This Order does not apply to: (a) Federal interagency standards development established by Executive Order or Public Law, such as automatic data processing and communication standards; (b) the internal Directives system of the Department; and (c) facilities and activities under Executive Order 12344 and Public Law 98-525.
5. REFERENCES.
 - a. Federal Energy Administration Act of 1974 (15 U.S.C. 761) as amended by Public Law 95-70 of 7-21-77, which added Section 32, "Use of Commercial Standards." Section 32 sets forth requirements for the Secretary as a condition in using non-Government standards in carrying out DOE's regulatory responsibilities formerly assigned the Federal Energy Administration. This Act applies only to those DOE functions that originated in the Federal Energy Administration.

DISTRIBUTION:

All Departmental Elements

INITIATED BY:

Office of Nuclear Energy

b. Federal Participation in the Development and Use of Voluntary Standards Office of Management and Budget (OMB) Circular A-119, revised 10-27-82, which establishes policies to be followed by executive branch agencies in working with organizations which plan, develop, produce, and coordinate voluntary standards, hereinafter termed non-Government Standards (NGSs). It also establishes policies to be followed by executive branch agencies in adopting and using standards for procurement purposes.

c. _____

Security Affairs for safeguards and security matters. The term "limited standard" will hereinafter refer to DOE limited standards.

- d. Government Standards. Federal, military, and other agency standards and specifications developed by Federal agency personnel, outside groups under agency regulations, or by organizations or committees made up solely of Government agency representatives.
- e. Interagency Committee on Standards Policy. A committee established under the auspices of the Department of Commerce to coordinate and provide policy guidance to the heads of Federal agencies on standards. It is comprised of representatives from the major Federal departments and agencies which have an interest in standards. The Committee is chaired by the Director, Office of Standards Services, National Institute of Standards and Technology.
- f. Participation. The activity associated with DOE representation through oral or written communication that influences the development of NGSs or the administration of NGSBs. Participation also includes providing support to NGSBs to the extent defined in this order.
- g. Technical Standard (hereinafter termed "standard"). A prescribed set of rules, conditions, or requirements concerned with classification of components; delineation of procedures; specification of materials, products, performance, design, or operations; or the definition of terms or measurements of quality and quantity in describing materials, products, systems, services, or practices.
- h. Non-Government Standards (NGSs). Those standards that are established generally by national and international private sector bodies and are available for use by any person or organization, private or governmental. NGSs are also referred to as "voluntary standards," "industry standards," "commercial standards," and "consensus standards" (standards developed under due process procedures) but do not include professional standards of personal conduct, private standards of individual firms, standards mandated by law, or standards of individual organizations for their internal use.
- i. Non-Government Standards Bodies (NGSBs). National and international scientific, technical, professional, industry, or other organization, society, or association not organized for profit which conduct standardization activities and develop, establish, or coordinate NGSs.

- j. Standards-developing Groups. Committees, subcommittees, boards, or other principal subdivisions of NGSBs, established by such bodies for the purpose of developing, revising, or reviewing standards, and which are bound by the procedures of those bodies.
- k. Non-Government Standards Body Support. The types of support included are:
 - (1) Direct financial support (e.g., sustaining membership, grants, and contracts);
 - (2) Technical support (e.g., cooperative testing for standards evaluation and participation of DOE representatives in the activities of standards-developing groups);
 - (3) Administrative support (e.g., travel costs associated with meetings, hosting of meetings and secretarial functions);
 - (4) Planning support (e.g., joint planning with NGSBs to facilitate a coordinated effort); and
 - (5) Other funding support (e.g., travel funds and per diem costs for qualified consumer participation when such participation will improve the development of a standard).

7. POLICY AND OBJECTIVES.

- a. Policy. Adherence to appropriate NGSs in the design, construction, testing, modification, operation, decommissioning, decontamination, and remediation of DOE's facilities and activities is necessary for the successful implementation of the Department's policies. Standards proven through years of experience and accepted by professional and technical societies shall be used wherever applicable. No matter how carefully conceived and properly developed, technical standards cannot address all eventualities. Therefore, DOE employees and contractors must critically assess the standards in use at DOE facilities to ensure that they remain consistent with the latest information arising from operational experience and developments in science and technology. Where standards do not exist or where existing standards do not suffice, appropriate DOE standards shall be developed and adopted.
 - (1) Application of NGSs. It is the policy of the Department to rely on the use of, and adherence to NGSs when such

standards are adequate and appropriate for the intended application.

(2) DOE Technical Standards Program. It is the policy of the Department to establish a DOE Technical Standards Program which:

- (a) Ensures the development of DOE and DOE limited standards when NGSs are not available or appropriate for use, or reference the NGS with necessary tailoring when the NGS does not fully satisfy the DOE requirements;
- (b) Ensures the development of DOE standards when limited standards have applications beyond a particular Secretarial Officer's facilities, programs, and projects;
- (c) Ensures that all DOE and DOE limited standards are maintained current, and suitable for use;
- (d) Ensures the involvement of Departmental elements affected by or having an interest in DOE standards;
- (e) Actively pursues the conversion of DOE and DOE limited standards into NGSs when such conversion will enhance the development and technology transfer of DOE experience to commercial processes, procedures, systems, practices, or methods; and
- (f) Is consistent with Federal statutes and policies taking into account, for example, laws and regulations relating to antitrust, national security, small business, product safety, the environment, conflict of interest, and the use of the International System of Units (SI-Metric) as the preferred measurement system.

(3) Participation. It is the policy of the Department to encourage participation in NGSBs. Consideration of participation shall be given if:

- (a) Such activity is deemed to be in the public interest and compatible with the Department's mission, authorities, priorities, and budget limitations;
- (b) Such participation does not represent a conflict of interest for the Department or for the Department's representative;

- (c) The Department determines it has appropriate resources to make creditable contributions to the activity; and
 - (d) The proposed activity would not duplicate a published standard or work actively being developed or revised by another NGSB to such an extent that the work would contain similar requirements and test methods, unless such duplication is deemed by the Department to be compatible with its needs and in the public interest.
- b. Objectives. The objectives of the standards policy are to:
- (1) Require the use of NGSs when such standards are adequate and appropriate for the intended application;
 - (2) Require the development of standards which can be used in the safe, reliable, and efficient design, construction, testing, modification, operation, surveillance, decommissioning, decontamination, and remediation of facilities; in the development and production of materials, components, and systems; and in the acquisition of valid technology data;
 - (3) Reduce technical risk to DOE facilities, programs, and projects and ensure the protection of the health and safety of the public, workers, and the environment by using established standards which have been proven through experience and accepted by the technical community;
 - (4) Support DOE facility, program, and project technology transfer to private sector practice;
 - (5) Encourage consistency in standards application among similar DOE facilities, program, and project activities;
 - (6) Provide for participation in development of NGSs which have application to the Department's programs; and
 - (7) Delegate to the operational level maximum authority to execute the program.

8. RESPONSIBILITIES AND AUTHORITIES.

- a. Secretarial Officers, including Program Secretarial Officers (PSOs), shall:

- (1) Ensure the use of approved DOE, DOE limited, Government, and NGSs as required in the design, construction, testing, modification, operation, surveillance, decommissioning, decontamination, and remediation of all DOE facilities, programs, and projects within assigned areas of responsibility and ensure the documentation of the standards used in design and/or facility documents such as System Design Descriptions or Safety Analyses Reports;
- (2) Require and approve the use of NGSs when such standards are adequate and appropriate for the intended application in preference to DOE limited, DOE, and other Government Standards;
- (3) Ensure the development of DOE standards on a timely and cost-effective basis when NGS are not available, or limited standards when DOE or NGSs are not available or appropriate for use, referencing and tailoring NGSs to the maximum extent possible within the DOE or limited standard;
- (4) Ensure the coordination of the proposed DOE or DOE limited standard with oversight Secretarial Officers such as the Office of Nuclear Safety and the Office of Environment, Safety and Health; and the Office of Security Affairs for safeguards and security matters; and coordinate all standards development activities with the Office of Nuclear Safety Policy and Standards (NE-70);
- (5) Identify an individual or group to manage the Secretarial Officer's standards activities and to represent the Secretarial Officer on the DOE Standards Committee, and if appropriate, establish a Secretarial Standards Committee with contractor and DOE personnel to support the Secretarial Officer's standards activities;
- (6) Provide guidance to field organizations on development of limited standards and use of limited, DOE, and NGSs within assigned areas of responsibility;
- (7) Ensure that DOE limited standards development and application are consistent, where appropriate, across facilities, programs, and projects within assigned areas of responsibility;
- (8) Ensure that all standards under the cognizance of the Secretarial Officer are maintained current, and updated, validated, or canceled before they are 5 years old (or 5 years from the date of this Order, whichever is later);

- (9) Include consideration of standards selection and development in the approval of facility, program, and project management agreements/plans;
- (10) Approve initiatives for DOE and limited standards development; obtain concurrence on each standards project from NE-70 to ensure that the project is given visibility and is not duplicative; and ensure availability of required resources;
- (11) Provide information to NE-70 on the title, scope, schedule, and participants, including the responsible individual or committee chair, for all projects assigned to develop new or to revise existing limited and DOE Standards; to convert existing standards to NGSs; and to adopt NGSs;
- (12) Support and encourage participation in NGSBs consistent with the policy in Paragraph 7a(3);
- (13) Nominate qualified individuals (both Headquarters and/or field personnel) to serve as DOE representatives on NGSBs and notify NE-70 utilizing the procedure contained on DOE F 1300.2 (Attachment 1);
- (14) Make determinations regarding the voting status and conflict of interest status of proposed and existing DOE representatives to NGSBs. Ensure that DOE representatives are cautioned to abstain from voting in situations in which there are conflicts of interest. Determination on the legislative authority for some DOE functions and potential conflict of interest situations may require consultation with the Office of General Counsel;
- (15) Ensure that DOE representatives are advised of the Department's policy on participation, especially those provisions contained in paragraph 7a3;
- (16) Replace existing DOE Standards with NGSs when such action will enhance the development and technology transfer of DOE experience to commercial processes, procedures, systems, practices, or methods;
- (17) Periodically review individual participation with NGSBs to determine if participation is still appropriate and report the changes on DOE F 1300.2 (Attachment 1);

- (18) Evaluate and respond to requests for support from NGSBs in areas of assigned responsibilities; and notify NE-70 of the resultant action; and
- (19) Report to the Assistant Secretary for Nuclear Energy (NE-1) by the end of each fiscal year, describing Secretarial Office support given to each NGSB as direct financial support (separate estimates for each NGSB) including organizational membership fees paid, contracts given to NGSBs, and grants to NGSBs.

b. The Assistant Secretary for Nuclear Energy (NE-1), shall:

- (1) Develop policies and procedures to implement the Department's standards program, policies, and activities, interpret this Order, and make recommendations for changes as appropriate;
- (2) Provide a focal point for management of the DOE Technical Standards Program and the coordination of internal and external matters relating to the Department's standards policy and program. Such coordination shall include liaison with other Federal agencies; represent the Department as a member of the Interagency Committee on Standards Policy; and coordination with NGSBs, recognizing that standards development is the responsibility of the Secretarial Officers;
- (3) Maintain an overview of DOE standards activities to identify generic issues, problems, and proposals for consideration of DOE management; and develop the supporting information necessary for such consideration;
- (4) Be responsible for ensuring the implementation of OMB Circular No. A-119 by DOE, including interfacing with the Secretary of Commerce in the development of the procedures required by the Circular;
- (5) Support and encourage participation by all elements of DOE in NGSBs consistent with the requirements in Paragraph 9c;
- (6) Coordinate contracts and grants to NGSBs to preclude duplication;
- (7) Establish and maintain sufficient records for reporting on a periodic basis the extent of the Department's support for and participation in the development of NGSBs. These records shall include information on:
 - (a) Standards program and activities;

- (b) Personnel (DOE and DOE contractors) participating in NGS development activities;
 - (c) Externally developed NGSs for potential use by DOE;
 - (d) Existing DOE and limited standards and those under development to satisfy DOE needs; and
 - (e) Resources applied to standards utilizing input from the Office of Chief Financial Officer and the Office of Administrations and Human Resource Management.
- (8) Assist Secretarial Officers in establishing appropriate DOE and limited standards activities, as requested;
 - (9) Develop and maintain appropriate policies, guidance, and criteria governing the participation of the Department and the Department's employees and M&O contractors (representatives) in the activities of NGSBs;
 - (10) Maintain cognizance of determinations made by organizational elements, including field operations concerning the voting status of Department representatives participating in NGSBs;
 - (11) Evaluate and coordinate requests for support and participation from NGSBs having general impact on the Department elements; and
 - (12) Develop an annual report on standards activities to advise management on the extent and type of involvement with NGSBs, and other reports as necessary in carrying out these responsibilities including reports required by Section 5b.
- c. The Director, Office of Nuclear Safety Policy and Standards. (NE-70) is assigned responsibility by NE-1 for coordination and management of the DOE standards program. NE-70 shall:
- (1) Provide leadership, guidance, and assistance to Headquarters and field offices, when requested, on standards development and application;
 - (2) Chair the Departmental Standards Committee; coordinate program standards activities under the technical cognizance of Secretarial Officers and represent DOE on the Interagency Committee on Standards Policy;

- (3) Maintain an overview and participate in the coordination of limited standards activities to identify issues, problems, or proposals for consideration by Secretarial Officers and to identify those limited standards which should be converted to DOE standards;
 - (4) Coordinate the development, review, comment, and issuance of all standards developed within DOE applicable to more than one Secretarial Officer;
 - (5) Encourage the replacement of DOE and limited standards by NGSs when such action will enhance the development and technology transfer of DOE experience to commercial processes, procedures, systems, practices, or methods;
 - (6) Utilize DOE representatives on NGSBs to help obtain conversion of DOE standards and limited standards into NGSs;
 - (7) Provide public/private sector standards policy liaison;
 - (8) Maintain management liaison with other Federal agencies and NGSBs of interest to DOE programs;
 - (9) Review and comment on standards matters, including the proper application of standards, in DOE standards and limited standards, and PSOs program and project documents, when requested;
 - (10) Maintain a data base of information on all standards activities within DOE, including related standards information, on participants, and activities in NGSBs; and
 - (11) Ensure the availability of a data base identifying all DOE and limited standards, as well as those NGSs required by the Department.
- d. Assistant Secretary for Environment, Safety and Health (EH-1). Acting as the independent element responsible for environmental, occupational safety, and health (ES&H) oversight of line management for the Department, shall:
- (1) Monitor and audit standards activities of the cognizant Secretarial Officers and the affected field organization to ensure the requirements of ES&H orders, rules, and directives are consistently applied;
 - (2) Develop and coordinate on the development of standards relating to ES&H with NE-70 and appropriate DOE offices; and

- (3) Perform the functions and responsibilities of Secretarial Officers contained in Section 8a.
- e. Director for the Office of Nuclear Safety (NS-1), acting as the independent element for nuclear safety oversight of line management performance for the Department, shall:
- (1) Assess and report to the Secretary of Energy on the implementation of standards related to nuclear safety, including the performance of the Program Officers, Field Offices, and Contractors to ensure that the requirements of this-Order are consistently applied; and
 - (2) Review proposed standards to assess their potential effects on the nuclear safety of DOE facilities; and
 - (3) Perform the functions and responsibilities of Secretarial Officers contained in Section 8a.
- f. DOE Heads of Field Organizations shall:
- (1) Ensure that standards development and application activities and the appropriate non-Government, DOE, and limited standards are integrated into facility, program, and project plans, schedules, and resource allocations;
 - (2) Provide technical review and assessments of standards development and applications in facilities, programs, and projects;
 - (3) Forward field and laboratory/contractor recommendations to the lead Secretarial Officer and other cognizant Secretarial Officers and Program Managers on DOE and limited standards development activities;
 - (4) Ensure that appropriate user experience and technical advances are reflected in DOE and limited standards;
 - (5) Advise the lead Secretarial Officer and other cognizant Secretarial Officers of progress and problems on DOE and limited standards activities;
 - (6) Facilitate participation of DOE and contractor personnel in NGS development activities where such participation is beneficial to DOE objectives by nominating individuals for participation directly to the NGSB, and report such participation, using DOE F 1300.2 (Attachment 1);
 - (7) provide to NE-70, the Lead PSO, and other cognizant Secretarial Officers a list of contractor personnel under

their purview that participate in NGS development activities. The list is to include name, title, company, address, standards committee(s) supported, and level of support (meetings per year); and

- (8) Ensure that contractors involved in program, project or facility design or safety documents, specify the appropriate standards consistent with the complexity and functional requirements of each unit (e.g., material, component, structure, system, process, or facility).

g. Heads of Headquarters Elements and Heads of Field Organizations (the senior ranking DOE official at a DOE office location) shall include in the procurement request package, for each procurement requiring application of this Order, the following: (1) identification of the Order, and (2) identification of the specific requirements with which a contractor or other awardee is to comply. For application to awarded M&O contracts, heads of headquarters elements and heads of field organizations may state this information in a written communication to the contracting officer rather than in a procurement request package.

h. Director of the Naval Nuclear Propulsion Program:

Presidential Executive Order 12344, statutorily prescribed by Public Law 98-525, 42 U.S.C. § 7158 note (1984), establishes the responsibilities and authorities of the Director, Naval Nuclear Propulsion Program (who is also the Deputy Assistant Secretary for Naval Reactors within the Department) over all facilities and activities which comprise the Program, a joint Navy-DOE organization. These executive and legislative actions establishes that the Director is responsible for all matters pertaining to naval nuclear propulsion for all Program facilities and activities. Accordingly, the provisions of this Order do not apply to the Naval Nuclear Propulsion Program.

9. REQUIREMENTS.

a. DOE Technical Standards Program:

- (1) All DOE facilities, programs, and projects shall use NGSs in their design, construction, testing, modification, operation, decommissioning, decontamination, and remediation when such standards are adequate and appropriate for the intended application. If there is a conflict of requirements between the NGSs and the requirements or policy of the Department as established in Directives, Rules, Safety Guides, DOE standards, limited standards, or other Departmental policy documents such that the DOE requirements are more conservative or

restrictive than the NGSs, then the DOE requirements shall be used;

- (2) Use of any standard in the design, construction, testing, modification, operation, decommissioning, decontamination, and remediation of DOE facilities, programs, or projects shall be documented in appropriate design or safety documents for those activities, such as System Design Descriptions and Safety Analyses Reports;
- (3) Standards should be referenced, in entirety or in part, tailored as appropriate to specific needs. Where parts of standards are referenced in contracts, specifications, or other documents, these documents may include the text from the standards provided that the text is quoted without change. When these documents contain modified requirements from standards, then the modification should be clearly identified. In all cases, the issue date of the standard used should be documented or the specific index of standards to be applied must be specified;
- (4) If DOE offices determine a possible need for a standard in a given area and are unable to identify such standards, they shall consult with NE-70 to determine whether an existing non-Government, Government, DOE, or limited standard already exists and could be adopted for use in whole or in part;
- (5) If non-Government, Government, DOE, or limited standards are found not to exist or are not appropriate for use for a given activity, DOE offices shall develop DOE or limited standards which specify proven engineering, technical, or administrative requirements for processes, procedures, systems, practices, products, and methods;
- (6) NE-70 will continuously review limited standards to determine if they have applications beyond a particular PSOs facilities, programs, and projects. If such a determination is made, NE-70 will coordinate with the appropriate Secretarial Officers to have a draft DOE standard prepared, and after appropriate changes have been made based on the comments received from Departmental elements affected by or having an interest in the standard, cooperate with the lead Secretarial Officer and arrange for the issuance of the DOE Standard in final form;
- (7) Limited standards shall be reviewed and updated by the involved Secretary Officer's organization as necessary to ensure that they contain the most practical set of

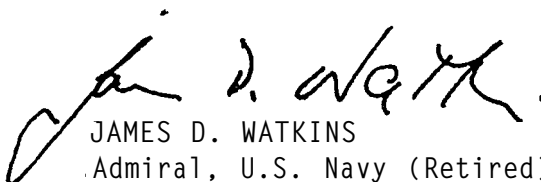
technically justified requirements that can be developed consistent with the status of the technology. Similarly, information from user experience should be reflected in DOE and limited standards. Users of a specific standard are responsible for providing user experience and feedback to the appropriate standards developer; and

- (8) NE-70 will coordinate the conversion of DOE and limited standards into NGSs when such conversion will enhance the development and technology transfer of DOE experience to commercial processes, procedures, systems, practices, or methods. DOE representatives to NGSBs will take the lead in this conversion process.
- b. Support to Non-Government Standards Bodies shall include the types listed in paragraph 6k, and shall be consistent with the requirements of OMB Circular A-119.
 - c. DOE Representatives to NGSBs:
 - (1) Upon nomination to serve as a DOE representative to a NGSB and approval by the appropriate level within the Secretarial Officer's organization, DOE employees and contractors shall, at the Department's expense, participate in the activities of that NGSB as an official Department representative;
 - (2) DOE representatives shall not participate in any activities of the NGSB if their participation represents a conflict of interest for the Department or for the Department's representative;
 - (3) DOE representatives are employees of the Department and its contractors. It should be recognized that participation on NGSBs, although vital to the Department's interest, could be periodically limited because of higher priority tasks and available resources. Participation through correspondence in many cases is satisfactory to serve the needs of the Department, and satisfies the participation requirements of many NGSBs;
 - (4) DOE representatives shall participate actively and on a basis of equality with private sector representatives in the standards development activities of NGSBs but will not attempt to dominate such groups or bodies. Active participation includes: full involvement in discussions, technical debates, and in registering opinions; establishing priorities; developing procedures for preparing, reviewing, and approving standards; standards

writing and creating standards developing groups; and if selected, serving as chairperson or in other official capacities on such bodies or groups;

- (5) In order to maintain the independent character of NGSBs, Department representatives will refrain from decision making involvement in the day-to-day management of the NGSBs (e.g., selection of salaried officers and employees);
 - (6) DOE representatives may vote on actions arising in the normal course of their participation with NGSBs. However a Department representative shall not vote if: (a) specifically instructed by the Department not to vote, (b) the representative is working in a Departmental function formerly assigned to the Federal Energy Administration, or (c) there is a conflict of interest as noted in 9c(2) above; and
 - (7) DOE representatives shall endeavor to ascertain, in advance of participation, Departmental views on significant issues which are the subject of the standards development activity, and as a minimum express views which are not inconsistent with, or in conflict with, established Department positions or Federal policy.
10. EFFECTIVE DATE. This Order is effective 120 days after approval.




JAMES D. WATKINS
Admiral, U.S. Navy (Retired)

DOE F 1300.2
(04-92)
All Other Editions
Are Obsolete

U.S. DEPARTMENT OF ENERGY
RECORD OF NON-GOVERNMENT STANDARDS ACTIVITY
(See reverse side for instructions)

OMB Control No.
OMB Burden Disclosure
Statement on Reverse

1. Type of Submission
Initial Submission Revision of information previously submitted Termination of membership (complete blocks 1-8i only)

2. Name (last, first, initial) _____ 4. Organization Routing Symbol _____

3. Title _____ 5. Mailing Address _____

4. Employment Status
 DOE Employee Other (specify) _____ 7. Office Telephone No. () _____
FAX () _____

8. COMPLETE THIS SECTION DOWN TO YOUR LEVEL OF STANDARDS ACTIVITY

8a. Name of Non-Government Standards Body (NGSB) _____ 8b. Membership/Administrative Fee (if any) _____

\$ _____

8c. Estimated Number of Meetings Per Year _____

Country _____

8d. Name of Secretariat Organization (if different from NGSB) _____

8e. Name of Main Committee _____ 8f. Type of Main Committee (check one)

- Standards Management
- Standards Writing
- Standards Related
- Other (specify) _____

Main Committee Number _____

8g. Name of Subcommittee _____

Subcommittee Number _____

8h. Name of Task or Working Group (WG) _____

Task or WG Number _____

8i. Other Activity if not listed above (specify) _____

Number _____

9. Your position in the activity _____ 10. Voting Status (check one)

- Member Vice Chair Technical Advisor Delegate
 - Chair Secretary Alternate Representative Other (specify) _____
- Voting Nonvoting

11. Date of Membership _____ 12. Expiration Date of Membership (if any) _____ 13. Representation

- DOE Other (specify) _____

14. Brief scope of the activity _____ 15. Signature of Participant _____ Date _____

16., Signature of Approval _____ Date _____

17. Title of Approving Official _____

Keywords _____ 18. Acknowledged _____ Date _____

SPECIFIC INSTRUCTIONS

- Block 1:** Indicate type of submission by placing a check mark in appropriate block. Minor changes such as a new telephone extension or mailing address may be made by notifying the Lead Standardization Activity by telephone 615-574-7886 or FR3 624-7886. If recording termination of membership, complete blocks 1 - 8i only.
- Block 2-7 :** Self-explanatory.
- Block 8:** Enter the address of only the group with which you will have the most activity.
- Block 8a:** Enter the name and country of the organization under whose auspices the standards committee is operating.
- Block 8b:** Self-explanatory.
- Block 8c:** Self-explanatory.
- Block 8d:** Enter the Secretariat Organization if different from as the parent organization. (Do not enter the name of an individual.)
- Block 8e:** Self-explanatory.
- Block 8f:** Self-explanatory.
- Block 8g:** Self-explanatory.
- Block 8h:** Self-explanatory.
- Block 8i:** Self-explanatory.
- Block 9:** Indicate your current or planned position on the activity.
- Block 10:** U.S. Department of Energy (DOE) representative may vote unless specifically instructed by the Department not to vote, or if the representative is working in Departmental functions formerly assign to the Federal Energy Administration.
- Block 11:** Enter the approximate date (month and year) that you began or plan to begin your membership.
- Block 12:** Enter "indefinite" in this block if you do not have a specific expiration date for membership.
- Block 13:** DOE policy states that all Departmental employees and contractors who, at government expense, participate in non-government standards activities should do so as an official Departmental representative. DOE employees and contractors should check the "DOE" block unless they have also been asked to represent another group in a particular activity (e.g., asked by the members of one committee to represent them on another committee), in which case, check the "Other" block, and specify the group represented in addition to DOE.
- Block 14:** Very briefly describe the scope of the activity.
- Block 15:** Self-explanatory.
- Block 16:** DOE employees and contractors must obtain the required signature of the Departmental Element or designated representative as Approving Official before submitting the form. Members not representing DOE are not required to obtain approval unless internal company procedures require higher level company authorization.
- Block 17:** Self-explanatory.
- Block 18:** Acknowledgement will be made by the Lead Standardization Activity to signify entry has been made in the DOE database. A copy of the acknowledged form will be returned to the originator.

OMB Burden Disclosure Statement

Public reporting burden for this collection of information is estimated to average 15 minutes-per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collation of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, AD-241.2 GTN, Paperwork Reduction Project (1\$10-0900), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0900), Washington, DC 20503.