

**Department of Energy**

Washington, DC 20585

January 14, 2003

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DNF SAFETY BOARD

The Honorable John T. Conway  
Chairman  
Defense Nuclear Facilities Safety Board  
625 Indiana Avenue, NW, Suite 700  
Washington, D.C. 20004

Dear Mr. Chairman:

Consistent with the Department of Energy's Quality Assurance Improvement Plan (QAIP) for Defense Nuclear Facilities, I am forwarding a copy of the Environmental Management memorandum "Submittal of Annual Integrated Safety Management System Declarations" dated December 19, 2002. This memorandum satisfies commitment 16 of the QAIP for Environmental Management direction to revise budget protocols to require annual declaration from EM Field/Operations Offices and Contractors on ISM.

If you have further questions, please call me at (202) 586-7709 or Mr. Paul Golan, Chief Operating Officer, Environmental Management, at (202) 586-0738.

Sincerely,

A handwritten signature in cursive script, reading "Jessie Hill Roberson".

Jessie Hill Roberson  
Assistant Secretary for  
Environmental Management

Enclosure

cc: Mark Whitaker, S-3.1





**Department of Energy**

Washington, DC 20585

December 19, 2002

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MEMORANDUM FOR DISTRIBUTION

FROM:

*Jessie Hill Roberson*  
JESSIE HILL ROBERSON  
ASSISTANT SECRETARY FOR  
ENVIRONMENTAL MANAGEMENT

SUBJECT:

Submittal of Annual Integrated Safety Management  
System Declarations

The purpose of this memorandum is to request the submission of an annual Integrated Safety Management System (ISMS) Declaration letter for calendar year 2002 to me by January 31, 2003, for Field/Operations Offices and its contractors. After this, a declaration will be required on an annual fiscal year basis to document implementation changes, effectiveness, and improvement. As part of the Department's Quality Assurance Improvement Plan for Defense Nuclear Facilities, the Office of Environmental Management (EM) has committed to maintaining ISMS by approving annual revisions (Department of Energy (DOE) and Contractor) or approving a basis for no annual revision, and establishing schedules for revisions and re-verifications (DOE and Contractor) to approve changes in ISMS. Additionally, EM committed to include an annual ISMS declaration from Field/Operations Office Managers as part of its annual budget evaluation process.

In order to meet these commitments, it is expected that you provide the details of how the ISMS has been maintained for both you and your contractors since the initial ISMS declaration was made for your site. Please provide the dates for all ISMS revisions and re-verifications (DOE and contractor). Where annual revisions were made but no formal re-verification occurred, provide the basis for your determination that performing a re-verification was not required. The declaration means that at your site, Integrated Safety Management (ISM) is fully implemented, maintained, and functioning in an effective manner. For instance where a declaration cannot be made, a DOE Field/Operations Office approved corrective action plan must be submitted. In addition, for contractor activities a determination for how safety will be maintained must be provided.

Attached is information to be used by the DOE Field/Operations Offices to better understand what types of elements would be appropriate in a DOE ISM Program.



In the future, ISMS Declaration letters shall be submitted by September 30, of each fiscal year, in support of the budget evaluation process. The ISMS Declaration letters must identify any revisions, schedule for revisions, schedule for re-verification, and if no revision and/or re-verification are necessary, provide justification for such determination.

If you have any questions concerning this request please call Ms. Sandra Johnson at (202) 586-0755.

Attachment

Distribution:

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cc: Robert G. Card, S-3  
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Roger Butler, Deputy Assistant Secretary, EM-10  
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Mark Frei, Deputy Assistant Secretary, EM-30  
Mark Frei, Acting Deputy Assistant Secretary, EM-40

**Declaration Goal: ISMS are in place, fully implemented, maintained and effective, providing the necessary structure and confidence that ISM will continue to improve.**

- 1) Line Manager, based on requirements, establish clear roles & responsibilities (R&Rs).
- 2) FRAM, QA Program, and an Integrated Requirements management process.
- 3) Develop and establish policies and procedures that have clear R&Rs, are usable, quality, etc.
- 4) Perform training on individual R&Rs, as promulgated by policies and procedures.
- 5) Evaluating implementation effectiveness and using feedback mechanisms to drive improvement

\* Note: R&Rs will be used to encompass authorities, delegations, requirements and roles and responsibilities.

