Startup Notification Report Content

During the April 16, 2007 telcon this item below received considerable discussion and a clear consensus could not be reached on this topic. Below is a further revision to the proposal for discussion during our next conference call.

**Scope of the Startup Notification Report**

The Readiness Review Level Determination Task Team will, as one of their products, define a process by which the appropriate level of readiness confirmation (i.e., RA or ORR) is determined. The Startup Notification Report will contain only those startups or restarts that a put through the process and are determined to require any type of readiness confirmation review (i.e., RA or ORR). While not a formal part of the SNR, an attachment to the SNR letter will list by short title only those items that were evaluated by the Review Level Determination Process and found to not require a RA or ORR. Items that are evaluated as resumptions of routine activities would not be included on the SNR or in the attachment. This attachment will be unique to each update and not repeat previously provided information.

When emergent work requires SNR addendums, then SNR items that were evaluated and require a RA or ORR will be included in the SNR addendum.

**DOE SNR Review Responsibilities**

The revised DOE Order or Standard, as appropriate, should reflect the following tenets for the DOE SNR review:

1. DOE Secretarial Office operationally responsible for the work within the scope of the SNR will periodically evaluate the site (area or site office and contractor) process for determining the type and level of readiness confirmation reviews.
2. The Contractor is to submit updates to the Startup Notification report to the DOE or NNSA Site or Area Office Manager responsible for the area where the startup or restart will take place. If applicable a copy will be provided to the DNFSB Site Representative.
3. DOE or NNSA Site or Area Office Manager, upon receipt of the Contractor's Startup Notification Report submittal, will ensure that the information submitted is promptly reviewed to confirm that the proposed readiness confirmation reviews are appropriate and that the determination followed the site process. To the degree the Site or Area office need to have information about what was evaluated, but did not require a readiness confirmation review, the contractor will be prepared to provide upon request.
4. DOE or NNSA Site or Area Office Manager will provide a response to the Contractor in approximately 30 calendar days from receipt. The Site or Area Office Manager response will be provided to the DOE Secretarial Office that will in turn ensure that the cognizant headquarters technical authority for operational readiness and HS receive copies. The Contractor will not provide copies of the SNR submittals beyond the local distribution.
5. The DOE Secretarial Office, CTA, and HS will review the information submitted to ensure they are aware of upcoming reviews, and to plan resources as needed to support their potential roles for those reviews.
6. Where there is no DOE or NNSA Site or Area Office Manager, then the organization assigned to fill this role will assume the above DOE or NNSA Site or Area Office Manager responsibilities and the Contractor will provide SNR information to that organization in lieu of the DOE or NNSA Site or Area Office Manager.