

**PROGRAM STATUS  
INTEGRATED SAFETY MANAGEMENT SYSTEM**

**April 30, 2008**

<b>DOE FIELD OFFICE MANAGER<sup>1</sup></b> DOE Manual 450.4-1, ISMS Manual	<b>STATUS</b>
Develop, approve, maintain, and implement field office ISM systems, as described in ISM system descriptions, which are complete, accurate and up-to-date; provide field office ISM system descriptions to the applicable Secretarial office for information.	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, November 1, 2007, is the governing document.</li> </ul>
Integrate EMS and QAP into the field office ISM system, pursuant to DOE O 450.1, <i>Environmental Protection Program</i> , and DOE O 414.1C, <i>Quality Assurance</i> .	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 2.0</li> </ul>
Review and approve the contractor's ISM system descriptions and updates, as needed.  Conduct line oversight of the field office's contractor implementation of ISM, consistent with the requirements and guidance of DOE O 226.1, <i>Implementation of Department of Energy Oversight Policy</i> .	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 4.1.5</li> <li>• Conducted per TJSO SOPP-4.5, <i>Operational Awareness Program Plan</i> (March 12, 2008), Program Data Sheet for 226.1A contains implementation information; and addressed in TJSO SOPP-4.10, <i>Functions, Responsibilities, and Authorities Manual</i>, April 10, 2008.</li> </ul>
Perform an annual ISM effectiveness review and using the results of this review, make an annual declaration in writing of the status and effectiveness of ISM implementation within the field office and the contractor's organizations, and submit this declaration to the applicable Secretarial office.	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 5.4.4.1</li> <li>• Annual review and declaration letter are in process.</li> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 5.4.4.3</li> </ul>

<sup>1</sup> The term "field office" is used throughout the DOE Manual to indicate the DOE field office with direct management and oversight of operational activities, which may be performed by contractors or at Government-Owned, Government-Operated (GO-GO) facility personnel. "Field offices" may have various other designations, including operations office, site office, and project office. Where multiple levels of DOE field organizations exist, applicable DOE Secretarial offices should determine in their ISM system descriptions how to apply these responsibilities.)

<p>Prepare annual field office safety performance objectives, measures, and commitments,</p> <p>and provide to the applicable DOE Secretarial office.</p>	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 5.4.3</li> <li>• Provided per TJSO SOPP-4.1, <i>Thomas Jefferson Site Office Annual Performance Plan</i>, September 4, 2007.</li> </ul>
<p>Designate an ISM Champion to support ISM implementation activities as directed.</p>	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.10, Functions, Responsibilities and Authorities Manual, April 10, 2008.</li> </ul>
<p>Use the results of the annual ISM effectiveness review and the annual ISM declaration to drive ownership and improvement. Communicate implementation and improvement expectations through clear, timely, and accurate feedback to DOE personnel (through performance appraisals, for example) and to contractor organizations (through contract fee determinations and contract performance objectives and incentives, for example).</p>	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Sections 5.4.2, 5.4.3, and 5.4.4 and reference to TJSO Appendix (TJSO SOPP-4.1).</li> </ul>
<p>Provide direction, including reporting dates, to contractors for annual ISM effectiveness reviews, Annual ISM declarations, and Annual safety performance objectives, measures, and commitments.</p>	<ul style="list-style-type: none"> <li>• Scheduled in accordance with the <i>Operational Awareness Program</i>, TJSO SOPP-4.5, as described in TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 5.4.2.</li> </ul>
<p>Determine whether and when to conduct full ISM verifications of field office ISM activities, encompassing both federal and contractor implementation of ISM, consistent with the guidance in Attachment 4 of this Manual, Guidelines for Improving DOE ISM System Implementation.</p>	<ul style="list-style-type: none"> <li>• TJSO SOPP-4.9, Rev 0, <i>Integrated Safety Management System Program Description</i>, Section 5.4.4.2</li> </ul>

## **ADDITIONAL RESOURCES**

- DOE Policy 450.4, *Safety Management System Policy*
- DOE Guide 450.4-1B, *Integrated Safety Management System Guide for Use with Safety Management System Policies...*
- DOE-HDBK-3027-99, *Integrated Safety Management System Verification Team Leader's Handbook*
- DEAR 970.5223-1, *Integration of environment, safety, and health into work planning and execution*

## **KEY DOCUMENTS**

- TJSO SOPP-4.6, *Quality Assurance Program*, November 2006
- TJSO SOPP-4.1, *FY 08 Annual Performance Plan*, September 4, 2007
- TJSO SOPP-4.9, Rev 0, *Integrated Safety Management System Program Description*, November 1, 2007
- TJSO SOPP-4.10, Rev 0, *Functions, Responsibilities, and Authorities Manual*, December 20, 2007

## **TJSO ASSESSMENTS**

- *Effectiveness of Feedback and Improvement Processes (Commitment 25)*, January 27, 2006
- *Effectiveness of Work Planning and Work Control (Commitment 23)*, February 6, 2006
- *ISMS Self Assessment*, April 11, 2007

## **AREAS OF CONCERN**

## **CONTRACTOR ASSESSMENTS/OVERSIGHT**

- *Thomas Jefferson Site Office Management Assessment of the Thomas Jefferson National Accelerator Facility Environment, Safety, and Health Oversight*, May 2007
- Contractor Program: TJNAF Integrated Safety Management System Program Description, Rev 11, effective March 2008

## **PATH FORWARD**

- Send letter to Jefferson Science Associates conveying expectations per Dear clause.
- Approve contractor's ISM System Description.
- Complete effectiveness review of contractor's ISMS Program by the end of FY 2008.

**TJSO POINT OF CONTACT: Dave Luke**