



The Deputy Secretary of Energy
Washington, DC 20585

October 25, 1999

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DNF SAFETY BOARD

MEMORANDUM FOR DISTRIBUTION

FROM: T. J. GLAUTHIER 
SUBJECT: Implementation of Integrated Safety Management

The Department's goal is to implement ISM by September 30, 2000. The purpose of this memo is to request that you notify me when your program office has implemented Integrated Safety Management (ISM).

Each lead program secretarial officer is requested to provide a report to me after ISM is implemented at your assigned DOE field offices and contractor sites. By copy of this memorandum, each field manager is requested to provide a report to the assigned lead program secretarial officer and other cognizant secretarial officers when the field office has implemented ISM for its major contracts and within its associated DOE offices.

The attached ISM Implementation Criteria, compiled from current requirements and developed by the Safety Management Implementation Team (SMIT) in concert with representatives from throughout the Department, are provided as guidance for use in reviewing your progress toward the Secretary's goal. These criteria build on the ISM Phase I and Phase II verification processes, focus on DOE's actions and implementation, and provide for an integrated roll-up of ISM implementation activities across the DOE.

The line programs should advise me promptly of any obstacles to their meeting the September 30, 2000, milestone for ISM implementation. Mr. Ted Wyka, Director, Safety Management Implementation Team, will keep me informed on a monthly basis of each office's progress toward achieving ISM implementation. He will also keep me informed of the Department's progress in conducting ISM verifications and of Department-wide implementation completion status, including the institutionalization of ISM at the DOE corporate level. The current status of implementation, as reported by the field offices, is attached for your information.

Please provide any questions you have on this matter to me or to Ted Wyka at (202) 586-1418.

Attachment

T. J. Glauthier Memo
October 25, 1999

Page 2

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SMIT Points of Contact

Attachment A

ISM Implementation Criteria

- 1. DOE and contractor organizations have established and are maintaining agreed-upon Sets of Applicable Requirements and Standards.** *The DOE Head of Contracting Activity (HCA, or Contracting Officer) has incorporated agreed-upon sets of standards into contracts. DOE and contractor organizations have demonstrated they have in place a defined, functional, configuration management infrastructure to maintain their selected "standards set" (e.g., List A/List B, S/RIDs, "Work Smart" Standards).*
- 2. DOE has approved applicable Safety Management System (SMS) Descriptions.** *DOE element managers have completed ISM Phase I verifications and approved SMS Descriptions for all contractor organizations with primary safety responsibilities and for applicable DOE organizations.*
- 3. DOE has verified adequate implementation of applicable Safety Management Systems.** *DOE element managers have completed ISM Phase II verifications (or equivalent) and concluded that ISM is adequately implemented by all contracting organizations with primary safety responsibilities and by applicable DOE organizations. Authorization agreements are in place for Hazard Category 1 and 2 facilities.*
- 4. DOE Functions, Responsibilities and Authorities (FRA) Documents are Implemented.** *DOE organizations' roles and responsibilities with respect to ISM are clearly defined in the respective FRA Documents and/or any corresponding "Manuals of Practice."*
- 5. DOE Has Verified that Feedback and Improvement Programs Are In Place and Effective.** *The DOE organizations have verified that applicable contractor and DOE organizations have effectively implemented: (a) self-assessment programs, (b) corrective action tracking and resolution processes, (c) lessons learned sharing infrastructure, and (d) an overall feedback program leading toward continuous improvement.*
- 6. DOE Line Oversight Programs Are In Place and Effective.** *The DOE organizations have developed and implemented a documented, functional line oversight program for evaluating performance relative to ISM principles and functions, in accordance with DOE P 450.5.*
- 7. DOE has established a Documented Process to Maintain applicable Safety Management Systems.** *DOE organizations have documented and established a functioning infrastructure to provide annual update direction and to review annual updates and revisions to SMS Descriptions for all contracting organizations with primary safety responsibilities and for applicable DOE organizations.*