

Corporate Process Requirement No: CPR400.1.4.

Sponsor: Dori Ellis, 4000, Acting

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DEFENSE NUCLEAR FACILITY SAFETY BOARD (DNFSB) INTERACTIONS

Subject Matter Expert: [Richard Steele](#); SNL/CA Counterpart: N/A

Issue A

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Administrative Changes: June 29, 2005 and [July 6, 2005](#)

[Change History](#)

This document contains the following sections:

- [1.0 Purpose and Applicability](#)
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1.0 PURPOSE AND APPLICABILITY

The purpose of this document is to clarify responsibilities and to provide a methodology for supporting the DNFSB and its staff.

This CPR applies to all Members of the Workforce and all operations at all Sandia controlled premises.

For purposes of this document, Members of the Workforce are:

- Sandia employees.
- Sandia contractors as specified in CPR400.1.1/MN471001, *ES&H Manual*, [Section 1B](#), "What Is the Scope."

Consequences for violating Corporate Business Rules are determined in the same manner as other disciplinary actions. The Executive Office or appropriate Executive Policy Sponsor approves exceptions to this document.

2.0 POLICY

It is the policy of Sandia Corporation to work with the Department of Energy/National Nuclear Security Administration (DOE/NNSA) to fully support the DNFSB and provide the DNFSB and its staff with access to such facilities, Members of the Workforce, and information as the DNFSB considers necessary to carry out its responsibilities as described in [42 USC 2286 et seq](#), *Enabling Statute of the Defense Nuclear Facility Safety Board*.

3.0 ROLES AND RESPONSIBILITIES

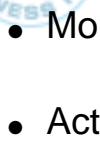
Sandia Deputy Director is responsible for:

- Ensuring the implementation of [DOE M 140.1-1B](#), *Interface with the Defense Nuclear Facilities Safety Board*.

Vice President, Business Management and Enabling Services, is Sandia's Representative to the DNFSB and is responsible for:

- Ensuring that the Sandia structure for establishing and maintaining interactions with the DNFSB and its staff is effective.



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- Monitoring Sandia's compliance with DNFSB negotiated schedules and commitments.
 - Acting as the final authority for Sandia's response to DNFSB inquiries.
 - Delegating responsibility for coordinating DNFSB visits and inquiries to the Sandia DNFSB Liaison who is a member of the Nuclear Safety Rule (PAAA)/DNFSB Organization.

Division Vice Presidents are responsible for ensuring:

- Members of the Workforce within their organizations fully support requests for visits by either the DNFSB or its staff as coordinated by the Sandia DNFSB Liaison.
- Documents/information related to DNFSB inquiries are provided within the requested time frame as coordinated by the Sandia DNFSB Liaison.



Sandia DNFSB Liaison is responsible for:

- Acting as the Sandia coordinator for DNFSB related inquiries.
- Coordinating visits by either the DNFSB or its staff.
- Maintaining an open relationship with DOE counterparts to ensure visits, requests, and needs are fully supported.
- Transmitting document requests, received from the Department of Energy/Sandia Site Office (DOE/SSO), on behalf of the DNFSB and its staff to the appropriate Sandia organization(s) and formally sending the documents back to the DOE/SSO.
- Tracking action items related to Sandia's commitments to DNFSB inquiries using the local SNL DNFSB Action Item Tracking System.
- Monitoring what the DNFSB and its staff are doing at other locations and advising management of possible impact(s) to Sandia.
- Obtaining information from the DNFSB that will assist Sandia's Representative to the DNFSB and other Members of the Workforce in preparing for DNFSB visits.
- Briefing senior management regarding DNFSB business on a quarterly basis.

Managers are responsible for:

- Notifying the Sandia DNFSB Liaison of any DNFSB interaction.
- Ensuring that all requests received directly from DOE or the DNFSB or their staffs are communicated to the Sandia DNFSB Liaison.
- Providing full support to requests for visits by either the DNFSB or its staff as coordinated by the Sandia DNFSB Liaison.
- Ensuring that documents/information related to DNFSB inquiries are provided to the DNFSB Liaison within the requested time frame.

Note: For more information visit the [Sandia DNFSB website](#).

Members of the Workforce are responsible for:

- Notifying management of any requests received directly from DOE or the DNFSB or its staff.
- Providing full support to requests for visits by either the DNFSB or its staff as coordinated by the Sandia DNFSB Liaison.
- Providing documents/information related to DNFSB inquiries within the time frame requested by the Sandia DNFSB Liaison.

Corporate Contracts and Policy Management is responsible for:

- Advising the Sandia DNFSB Liaison on issues related to DNFSB business.
- Reviewing and providing counsel to the Sandia DNFSB Liaison on Federal Register Notices, Policy Statements, and Rule Makings related to DNFSB.

DNFSB mandate is provided by 42 USC 2286, which directs the Board to:

- Review and evaluate the content and implementation of government and industry standards, DOE Orders, and regulations relating to the design, construction, operation, and decommissioning of DOE defense nuclear facilities.
- Investigate any event or practice at a DOE defense nuclear facility that the DNFSB determines has adversely affected, or may adversely affect, public health and safety.

- Review the design of new DOE defense nuclear facilities prior to construction.
- Analyze facility design and operational data
- Provide a meaningful opportunity for public participation in the recommendation process.

4.0 PROCESS



If	Then
You are notified directly by the DOE or by the DNFSB or its staff concerning a document request/inquiry or visit.	Notify your manager and the Sandia DNFSB Liaison . The Sandia DNFSB Liaison will help assist you with the request.
You are contacted by the Sandia DNFSB Liaison regarding a DNFSB document request or inquiry.	Provide documents/information to the Sandia DNFSB Liaison within the time frame requested.
You are contacted by the Sandia DNFSB Liaison regarding a visit by the DNFSB or its staff.	Fully support requests.

5.0 REFERENCES

5.1 Requirements Documents



[42 USC 2011 et seq](#), *Atomic Energy Act of 1954 as Amended*.

[42 USC 2286 et seq](#), *Enabling Statute of the Defense Nuclear Facility Safety Board*.

[DOE M 140.1-1B](#), *Interface with the Defense Nuclear Facilities Safety Board*.

5.2 Related Documents and Websites

[DOE Departmental Representative to the DNFSB](#)

[Defense Nuclear Facilities Safety Board](#)



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CHANGE HISTORY

CPR 400.1.4, DEFENSE NUCLEAR FACILITY SAFETY BOARD (DNFSB) INTERACTIONS

July 6, 2005

Administrative Changes Only

- Under Section 3.0, "Roles and Responsibilities:"
 - **Change:** the Executive Vice president is responsible for: to the "Sandia Deputy Director is responsible for:"
 - **Change:** the Vice President, Energy, Information, and Infrastructure Surety is Sandia's Representative to the DNFSB and is responsible for: to "Vice President of Business Management and Enabling Services is Sandia's Representative to the DNFSB and is responsible for."



June 29, 2005

Administrative Changes Only

- **Change:** Executive Policy Sponsor from Les Shephard to Frank Figueroa

April 6, 2005

- **This CPR is new and should be read in its entirety.**



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