

CLARIFICATIONS, INTERPRETATIONS, AND GUIDANCE FORM FOR HANFORD SITE-WIDE STANDARDS INSTRUCTIONS

This form is intended to address issues and concerns related specifically to a Site-Wide Standard. This form should be used after contacting the company or project subject matter expert (SME).

The initiator is responsible to complete Items 1 through 6.

1. Select Clarification, Interpretation, or Guidance.
2. Insert the DOE document number and title of the Site-Wide Standard.
3. Insert the section number and title that requires a clarification, interpretation, or guidance.
4. Initiated By: Name of requestor(s).

Company/Organization: Requesting company or organization.

Date: Date the form is initiated.
5. Give specific details about the issue/concern that resulted in the request. (One issue/concern per form.)
6. Provide a recommended resolution, if applicable.

The Committee and/or DOE are responsible for completing Items 7 through 9.

7. The Committee provides any resolution completion plan/summary that the Committee has agreed upon.
8. Provide any additional remarks or notes that may be necessary.
9. Status:
 - a. Committee:
If the recommendation is accepted, the Committee Chair will print, sign, and date. The Chair then submits the form to DOE-RL and DOE-ORP for signatures.

If the recommendation is not accepted, the Committee Chair will print, sign, and date. DOE concurrence is not necessary on recommendations which have not been accepted.
 - b. Concurrence:
Once the clarification, interpretation, or guidance has been accepted by the Committee, it is the responsibility of the Committee Chair to obtain DOE-RL and DOE-ORP's signatures and concurrence with the form.

Once the form has been signed by the Committee Chair and/or DOE-RL and DOE-ORP, the form is assigned a tracking number by the Site-Wide Standards Recording Secretary. The number shall be placed in the upper right-hand corner of the form. The number is formatted as follows:

- The first four digits of the number are the DOE document number, followed by a hyphen. The last two digits will be assigned, in sequential order, by the Committee's Recording Secretary.

EXAMPLE: 0352-01...0352-05...0352-09

Site-Wide Standards will maintain the original forms, and deliver electronic copies to the Committee's website point of contact.