



# Department of Energy

Washington, DC 20585

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## MEMORANDUM FOR DISTRIBUTION

FROM:

JOSH SILVERMAN  
DIRECTOR

OFFICE OF ENVIRONMENTAL PROTECTION AND  
ES&H REPORTING

OFFICE OF ENVIRONMENT, HEALTH, SAFETY AND SECURITY

SUBJECT:

Guidance for the Preparation of Department of Energy Annual Site  
Environmental Reports for Calendar Year 2019

This memorandum transmits guidance for the preparation of Department of Energy (DOE) Annual Site Environmental Reports (ASERs) for Calendar Year (CY) 2019, required by DOE Order (O) 231.1B, Chg 1, *Environment, Safety and Health Reporting* (11-28-2012).

The ASER serves as the principal document for reporting annual site environmental and operating experience performance information within DOE, and as a resource for communicating DOE environmental protection performance information to stakeholders and members of the public living DOE sites. The ASER also serves as the primary mechanism for documenting compliance with DOE's requirements for radiation protection of the public and environment per DOE O 458.1, Admin Chg 3, *Radiation Protection of the Public and the Environment* (1-15-2013).

Copies of the CY 2019 ASERs must be distributed and made available to the public by October 1, 2020. As the DOE O 231.1B functions and responsibilities of the former Office of Health, Safety and Security are now assigned to the Office of Environment, Health, Safety and Security, the copy of the ASER required for the former Chief of Health, Safety and Security should be submitted to my attention at the Office of Environmental Protection and ES&H Reporting (AU-20), within the Office of Associate Under Secretary for Environment, Health, Safety and Security.

The 2019 guidance updates are marked with change bars or a vertical line on the side margin of each page. This is so reviewers may easily identify what has changed from the previous year's guidance. If you have questions regarding the attached guidance, please contact Alicia Williamson (202) 586-7272 or by e-mail at [Alicia.williamson@hq.doe.gov](mailto:Alicia.williamson@hq.doe.gov). The guidance for the preparation of the 2019 Department of Energy Annual Site Environmental reporting is also available at <https://www.energy.gov/ehss/policy-guidance-reports/environment-policy-guidance-reports/annual-site-environmental-reports>.

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