




Department of Energy

Washington, DC 20585

March 27, 2023

MEMORANDUM FOR DISTRIBUTION

FROM: MICHAEL J. 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 2022

This memorandum transmits guidance for the preparation of Department of Energy (DOE) Annual Site Environmental Reports (ASERs) for Calendar Year (CY) 2022, 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 near 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. 4, *Radiation Protection of the Public and the Environment* (9-15-2020).

Copies of the CY 2022 ASERs must be distributed and made available to the public by October 1, 2023. Since 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 (EHSS-20), within the Office of Environment, Health, Safety and Security.

The 2022 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 Una Song at (202) 586-4558 or by e-mail at Una.Song@hq.doe.gov. The attached guidance is also available at <https://www.energy.gov/ehss/doe-annual-site-environmental-reports-aser>.

Attachment:

Guidance for Preparation of the 2022 Department of Energy Annual Site Environmental Reports

**Distribution List for Guidance for Preparation of the 2022 Department of Energy
Annual Site Environmental Reports**

John Hairston, BPA
John Dupuy, EA-1
Alejandro Moreno, EE-1
William White, EM-1
Brad Crabtree, FE-1
Ann Dunkin, IM-1
Carmelo Melendez, LM-1
Ingrid Kolb, MA-1
Jill Hruby, NA-1
Kathryn Huff, NE-1
Asmeret Berhe, SC-1
Virgil Hobbs III, Administrator, SEPA
Michael Wech, Administrator, SWPA
Tracey LeBeau, Administrator, WAPA

**Courtesy Copy List for Guidance for Preparation of the 2022 Department of Energy
Annual Site Environmental Reports**

Jim Dillard, EHSS-11
Gregory Sosson, EM-3
James J. McConnell, NA-1
Ahmad Al-Daouk, NA-ESH
Greg Hatchett, NA-ESH-10
Lynn Maestas, NA-ESH-23
Danny Field, NA-ESH-23
Patrick Romero, NA-155.44
Jeff Shoulta, NA-KC
Ted Wyka, NA-LA
Frank Lowery, NA-MB-1
Teresa Robbins, NA-NPO
David Bowman, NA-NV
Daryl Hauck, NA-SN
Jason Armstrong, NA-SV
Gabriel Pugh, EA-50
Dennis Miotla, NE-20
Juston Fontaine, SC-4
Mike Weis, SC-41
Peter Siebach, SC-41
Charles Kreager, SC-41
Samuel Bigger, SC-AMSO
Roger Snyder, SC-ASO

Joanna Livengood, SC-2
Robert Gordon, SC-BHSO
Tom McDermott, SC-41.4
Tom McDermott, SC-PNSO
Geoffrey deBeauclair, SC-CSC
Roger F. Snyder, SC-FSO
Sandra Rogan, SC-PSO
Michele Branton, SC-OSO
Johnny O. Moore, SC-OSO
Paul M. Golan, SC-BSO
Jesssica Halse, SC-TJSO
Reinhard Knerr, PPPO
Derek Passarelli, GFO
Jay Mullis, EM-OR
Jonathan Damiano, LM-20
Brian Stewart, LM-20
Lance Lacroix, NE-ID
Mark Brown, NE-ICP
Brian J. Anderson, PhD, NETL
Brian Vance, RL
Mark Bollinger, CB
Robert E. Edwards, III, BPA
Michael Budney, SR