



Department of Energy

Washington, DC 20585

SEPTEMBER 5, 2024

MEMORANDUM FOR TECHNICAL STANDARDS MANAGERS

FROM: JEFFREY D. FEIT
TECHNICAL STANDARDS PROGRAM MANAGER
OFFICE OF ENVIRONMENT, HEALTH, SAFETY AND
SECURITY

SUBJECT: E-Mail Request for Information on Application of Government and
National Consensus Standards and Involvement in Standards
Organizations for Calendar Year 2024

This Memorandum is sent as an e-mail attachment along with related electronic files. Each year the Department of Energy (DOE) Technical Standards Program (TSP) requests your assistance in identifying Government and national consensus standards being applied to support implementation of DOE Directives, programs, and operations, as well as information addressing DOE's involvement in national standards-setting organizations. This information is needed to meet the requirements of Public Law 104-113, *National Technology Transfer and Advancement Act of 1995*, and for the preparation of the Department's annual report to the Office of Management and Budget (OMB) on "Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities." The information is also used to update key TSP resource documents. These documents include the DOE Standards Index (TSL-1, Appendix B) that provides a listing of non-Government standards adopted by DOE, and the Directory of DOE and Contractor Personnel Involved in Non-Government Standards Activities (TSL-4, Appendix B).

We are providing Microsoft Excel spreadsheet templates for you to collect and report data for your organization. Submit one template for each person in your organization who participates in non-Government standards activities or submit one template listing every participant from your site. See the attached instructions for help with using the templates.

To assist you with this data collection, the following hyperlink has been established. It lists previous TSM OMB Report data submissions. Please contact Diane Johnson at djohnson@doxcelerate.com, or call 865-481-4830, if you have any questions.

Previous TSM data call submissions: <https://www.standards.doe.gov/omb-submissions/>

We request your support in collecting this information by November 11, 2024, (as detailed in the attachments to this memorandum), in order to meet the Department's OMB reporting obligations and to improve our TSP products. Please send your completed template to Technical Support at support@doxcelerate.com. We recognize that data calls take time and resources, and we continue to look for ways to minimize the impact of meeting this OMB requirement. Thank you in advance for your assistance and your continued support.

Attachment 1

If you have any questions or need any assistance, please contact me at (301) 903-0471 or e-mail Jeffrey.Feit@hq.doe.gov.

Attachment

REQUEST FOR TECHNICAL STANDARDS DATA

1. Data to Support Update of the *Department of Energy (DOE) Standards Index*, (TSL-1, Appendix B).

The DOE Standards Index, (TSL-1, Appendix B), is generated by the Technical Standards Information System (TSIS) database. It identifies non-Government voluntary consensus standards used by DOE and its contractors. Each year, the Technical Standards Program (TSP) reviews new or revised DOE directives to identify new references to non-Government voluntary consensus standards not yet included in our DOE Standards Index.

In addition, each year the TSP requests the Technical Standards Managers (TSMs) to support this effort by listing any new standards that are referenced for use by their organizations. Source documents for these lists include, but are not limited to:

- a. Codes and standards that are specified in "List B" of site or facility contracts, and the list established by DOE Directive CRDs or Executive Orders;
- b. Procurement documents that identify industry consensus standards as specifications for contract deliverable items; and
- c. Facility programs and procedures that reference industry consensus standards.

Please provide a list of any new non-Government voluntary consensus standards used by your organization which need to be added to the DOE Standards Index. The list of *new* non-Government voluntary consensus standards used by your organization does not need to include any standards already listed in the DOE Standards Index or any DOE Technical Standards. The current version of the DOE Standards Index, (TSL-1, Appendix B), is attached.

Beginning with the 2016 annual update, there was a new procedure for reporting new non-Government standards used by your organization. Please use that same procedure for the 2024 annual update:

- All data must be submitted using the Microsoft Excel template, (TEMPLATE_List_of_Newly_Adopted_Non-Government_Standards_v3.11).
- Instructions for completing the template for your organization are attached to the email. For help with completing the template, please contact Technical Support at support@doxcelerate.com or (505) 663-1302.
- Please send your completed template to Technical Support at support@doxcelerate.com.

2. Data to Support the Update of *Directory of DOE and Contractor Personnel Involved in Non-Government Standards Activities, (TSL-4, Appendix B)* and Report on OMB Standards Participation as Required by OMB Circular A-119, *Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities*.

Each year, the TSP updates information on people who, on DOE's behalf, either participate in the development of voluntary consensus standards or serve on management boards of voluntary consensus standards bodies. The TSP utilizes this information to update the *Directory of DOE and Contractor Personnel Involved in Non-Government Standards Activities, (TSL-4, Appendix B)*, which is generated by TSIS in preparation for the annual DOE report to the National Institute of Standards and Technology on Federal participation in voluntary standards activities in accordance with OMB Circular A-119, *Federal Participation in the Development and Use of Voluntary Consensus Standards and in Conformity Assessment Activities*.

To support this effort, please provide a list of any new, revised, or discontinued participation on non-Government standards bodies. To do this you should:

- a. Review the latest edition of the *Directory of DOE and Contractor Personnel Involved in Non-Government Standards Activities, (TSL-4, Appendix B)* (attached), for individuals in your organization and contact them to confirm they are still participating in these activities.
- b. Update your organization's list to include any new or revised participation in voluntary consensus standards groups. As part of this effort, we suggest that you issue a general request within your organization for information on new or modified participation activities.

Beginning with the 2016 annual update, there was a new procedure for reporting people who either participate in the development of voluntary consensus standards or serve on management boards of voluntary consensus standards bodies. Please use that same procedure for the 2024 annual update. In conjunction with implementing a new system for collecting and reporting personnel participation, we plan to purge the existing database of incorrect, out-of-date, and incomplete records. To ensure that we have the most accurate and up-to-date records for your organization, please submit complete personnel participation data for this year. This data will include personnel currently participating in voluntary consensus standards activities, and personnel who terminated their participation in any activities this year. *This is a one-time request for all current personnel participation information. In future, you will only need to provide updates, corrections, and terminations.*

- You may choose to ask individual participants to complete their own data submission templates or collect the information and compile a bulk submission for your organization:

Attachment 1

- a. *Individual participants* reporting their own new or changed participation must use the Microsoft Excel template for individual submissions (attached to the email, [TEMPLATE_Record_of_Non-Government_Standards_Activity_v1.8](#)).
- b. *TSMs or authorized representatives* reporting new or changed participation on behalf of their organization (i.e., for multiple individuals) must use the Microsoft Excel template for bulk submissions (attached to the email, [TEMPLATE_Record_of_Non-Government_Standards_Activity_BULK_SUBMISSION_v2.8](#)).

- Instructions for completing the templates are attached to the email. For help with completing a template, please contact Technical Support at support@doxcelerate.com or (505) 663-1302.
- Send your completed template to Technical Support at support@doxcelerate.com.

3. Provide case studies on the successes of using non-Government voluntary consensus standards.

Each year, the OMB requires that we document how non-Government standards have helped us to achieve success in the work that we do for the Department of Energy. To support this annual report requirement, please consult with your subject matter experts about possible case studies and document them. Please send all case studies to:

Ms. Kathy Knight
U.S. Department of Energy
EHSS-30/Germantown Building
1000 Independence Avenue, SW
Washington, DC 20585-1290
or e-mailed to Kathy.Knight@hq.doe.gov

4. The following documents are attached to the email for the 2024 OMB Data Call.

- **2024_OMB_Data_Call.doc**
(this document)
- **Instructions_for_Filling_Out_Template_List_of_Newly_Adopted_Non-Government_Standards_v3.11**
Instructions for the template for reporting newly adopted Non-Government Standards
- **Instructions_for_Filling_Out_TEMPLATE_Record_of_Non-Government_Standards_Individual-v1.8**
Instructions for the template for reporting activities for individual participants from your organization.

Attachment 1

- **Instructions_for_Filling_TEMPLATE_Record_of_Non-Government_Standards_Activities_BULK-v2.8**
Instructions for the template for reporting activities for multiple participants from your organization.
- **TEMPLATE_Record_of_Non-Government_Standards_Activity_v1.8**
MS Excel template for participants to submit records of their individual activities.
- **TEMPLATE_Record_of_Non-Government_Standards_Activity_250_Lines_v1.8**
MS Excel template for participants to submit records of their individual activities.
- **TEMPLATE_Record_of_Non-Government_Standards_Activity_BULK_SUBMISSION_v2.8**
MS Excel template for TSMs (or their designees) to submit records of activities from multiple participants in their organization. May be used in conjunction with the template for individual submissions.
- **TEMPLATE_Record_of_Non-Government_Standards_Activity_BULK_SUBMISSION_250_Lines_v2.8**
MS Excel template for TSMs (or their designees) to submit records of activities from multiple participants in their organization. May be used in conjunction with the template for individual submissions.
- **TEMPLATE_List_of_Newly_Adopted_Non-Government_Standards_v3.11**
MS Excel template for TSMs (or their designees) to submit records of standards adopted by their organization.