

COORDINATOR GUIDE—TECHNICAL STANDARDS

Technical Standards Managers and Alternates

RevCom is used in several installations across the Department of Energy, each with its own nomenclature for the RevCom roles.

Coordinator (TSM)—*Submits the official position of their organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and delegates.*

Multiple Coordinators—*An organization can opt to assign more than one TSM. The primary TSM and Alternates are authorized to review comments and submit the organization's package. One or more Alternates can be assigned to an organization.*

Author (PA)—*Provides original and updated document versions to Administrator. Responds to comments provided in RevCom*

Delegate—*Aids Coordinator in review, edit and consolidation of local comments. Recommends comments for inclusion in official submission.*

Subject Matter Expert (SME, Reviewer, Employee)—*Reviews a document and enters applicable comments and/or explicit data request responses in RevCom.*

Approving Official—(Optional) Receives a copy of comments to be submitted for the organization.

Monitor—A read-only role; views “birds eye” status of all system documents.

Tasks and Responsibilities—TSMs, Alternates, Delegates

Responsibilities

- Setup and maintain User Accounts
- Coordinate document review for the organization.
- Assign reviewers.
- Assign reviewer deadlines
- Notify SMEs and Delegates for each document
- Assess comment submissions.
- Forward comments (final packages) representing the organization's position on the topic at hand to the next level TSM.

Note: Delegates do not submit final packages

Delegates are users that you can trust to coordinate review on your behalf and may have specific areas of expertise that can be applied for review of Technical Standard/policy/Directive content.

Your Delegates can perform all coordinator activities up until submission of the final package.

You *must* assign Delegates just as you assign SMEs to review specific documents. Upon being assigned, the delegate can

- Set Due Dates
- Assign and notify SMEs
- Create user accounts
- Review an assigned document and submit comments
- Review and Save for Inclusion SMEs' and Reporting Organizations' comments

Delegates **cannot**

- Submit the final package

Tasks

Build a Team

- Create SME accounts
- Create Delegate accounts

Assign and Notify

- Set deadlines for SMEs and reporting organizations
- Select, assign and notify Delegates and SMEs to review documents

Coordinate

- Comment on the document
- Review, edit and consolidate submitted comments
- Select comments for inclusion

Submit Package

Adding Alternates is an organization decision. Some agreement must exist regarding:

- Who has the final decision about submission
- How are disagreements addressed
- Whether an Alternate can edit or change a TSM's selections for submission

Review Phases for Technical Standards

Technical Standards Review in RevCom includes four primary phases.

PHASE 1—PROJECT JUSTIFICATION (15 business days)
The author submits the Project Justification Statement for reviewers to consider whether the project should go forward. The review consists of answering a question to indicate one's concurrence with proceeding.



PHASE 2—REVIEW AND RESPONSE (90 days total)
The author submits a first draft for review (60 days). TSMs assign SMEs to review the draft and submit comments and then the TSMs compile the comments that represent the organization's position to the author for consideration. In the second part of Phase 2, the author responds to comments submitted through Headquarters organizations (30 days).



PHASE 3—RESPONSE NEGOTIATION (30 days)
The comment response report is posted in RevCom but *does not require submission of comments*. The author submits the comment response report for posting.



PHASE 4—CONCURRENCE (10 business days)
The author posts a markup showing changes to the draft in response to reviewer comments and negotiated changes to the author's response. TSMs and SMEs who reviewed the original draft concur with the revised draft.
Note that *this is not an opportunity to comment* unless the reviewer does not concur with the revised draft and justifies nonconcurrence in the Notes box.

Other Reviews

Using the same format that is employed for Project Justification and Concurrence (answering a question), Technical Standards are reviewed for

- Reaffirmation – Is the Standard current and valid?
- Cancellation – Should a Standard be canceled?
- Surveys – One or more questions related to content/implementation/usefulness

Notification

You will receive email notification from RevCom that a document is available for review. Information will include

- The activity
- Document number and title
- Your deadline
- The author's name
- Due dates for your SMEs and reporting organizations
- A link to RevCom login

You have been assigned the following RevCom activity for DOE-Standards. Your current (or updated) due date is listed below.

Activity: All TSMs Review and Response

Document: DOE-STD-1095-2011 (PJS to Revise), DOE Laboratory Accreditation Program External Dosimetry Technical Standard

Your Due Date: 07/11/2018

Due to: James Dillard, DOE-AU

Your SMEs' and reporting organizations' Due Date: 07/04/2018

If you have questions, the author for this document is PA James Dillard (AU-11); james.dillard@hq.doe.gov; 301-903- 1165. Formal comments must be submitted through RevCom for TSP.

Link to add this document due date to your own calendar: [https://www.standards.doe.gov/calendarLink.jsp?](https://www.standards.doe.gov/calendarLink.jsp?A=11051&U=DoxTSM&R=User_NonSmeCommentator&S=calendarLink.jsp&docType.oop=37380609&doc.oop=413368065)

[A=11051&U=DoxTSM&R=User_NonSmeCommentator&S=calendarLink.jsp&docType.oop=37380609&doc.oop=413368065](https://www.standards.doe.gov/calendarLink.jsp?A=11051&U=DoxTSM&R=User_NonSmeCommentator&S=calendarLink.jsp&docType.oop=37380609&doc.oop=413368065)

This email is generated by the RevCom system.

Contact RevCom Technical support by email at support@doxcelerate.com.

DOE Technical Standards RevCom Support 505-663-1302. To log in to RevCom for Technical Standards, go to URL

<https://www.standards.doe.gov/login.jsp>. Find user guides and FAQs here: <https://support.doxcelerate.com/doe-technical-standards/revcom>

Login

Coordinator TSM/Delegate login is available for Technical Standards at

<https://www.standards.doe.gov/login.jsp>

Select your role

TSMs/Delegates

RevCom: Choose your role to login

Subject Matter Experts

Review and comment on draft documents.

TSMs/Delegates

Review and consolidate comments from your organization.

PAs/Writers

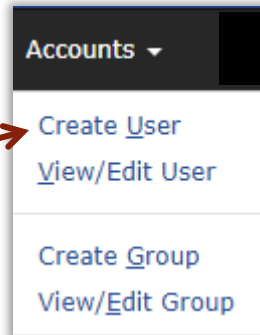
Respond to reviewer comments.

Create User Accounts—SMEs

- The people you list here will be ones you select to review each document.
- Once you have created users, you can create groups with special areas of interest.
- The View/Edit functions allow you to update user information and revise group membership

Note: You can create users and groups at any time, even during a review when you discover a new person to assign.

In the Accounts menu, select Create User



- Select SME
- To create an account for an SME, you need only the email address.
- After you enter the email address, Save the entry.
- Save and New allows you to return for multiple entries.

Caution: Double-check email addresses to ensure that people you assign receive notification

A screenshot of the 'Create User' form. At the top, it says 'Please identify the role of the user being defined.' There are two radio buttons: 'SME' (which is selected) and 'Delegate'. Below this, it says 'Enter the following information and then press Save to add a new SME.' There is an 'Email:' label followed by a text input field containing 'person@site.site'. At the bottom, there are three buttons: 'Save', 'Save and New', and 'Cancel'.

Create Delegate Accounts

The Delegate is a person who can perform all of your tasks except for submitting the final package. He/she can create accounts, assign users, set deadlines, etc., for a specific document review but only after you have assigned him/her as delegate.

NOTE: Alternates may replace some Delegates

Select Delegate

NOTE:

Passwords are set using an automated system. Your Delegate will receive email that provides his/her username and a URL for setting a password.

Create User

Please identify the role of the user being defined.

☐ SME

☒ Delegate

Enter the following information and then press Save to add a new delegate.

RevCom Username:

Full Name:

Email:

Copy-to Emails: (not required)

External Title:

Automated Password

NOTE:

Passwords are set using an automated system. Your Delegate will receive email that provides his/her username and a URL for setting a password.

From: Technical Support [<mailto:support@doxcelerate.com>]

Sent: Friday, April 20, 2018 11:59 AM

To: Mouse, Minnie <minnie.mouse@dox.com>

Subject: Password Setup Instructions

We have received your request to establish/change your RevCom password. Access to this system and any associated applications, is granted to you based on certain expectations as defined in the [Rules of Behavior for DOE RevCom](#) that you signed. For detailed information about the requirements for creating passwords, see the [Password Complexity Rules](#).

In order to proceed with this request, please follow the link below. Your username is **MMouse**

<https://www.directives.doe.gov/ac/set-password?app=RC&t=WgevaVGAH8myXV00V9FyKjmwpa4fpBFay0be>

If you believe this is in error, please call +1 505 663-1302 to speak with a Technical Support representative.

Username

TSM-TRAINEE

Password

.....

Login

[Forgot Your Password?](#) | [Return to RevCom](#)

UNSUCCESSFUL PASSWORD CHANGE:

Errors include:

- Reuse of an old password
- Failure to retype the new password correctly
- A special character in the last position
- Too few letters
- Missing required elements (uppercase/lowercase letter, number, # or \$)
- Entering the wrong special character

PASSWORD RULES:

- Passwords cannot be reused
- Minimum length is 8 characters
- Must include at least one of each of the following:
 - Uppercase letter
 - Lowercase letter
 - Number
 - Special character (only \$ or #)
- The \$ or # cannot be in the last position

Blocked Delegates

Delegates are blocked when they

- Fail to login successfully three times
- Remain inactive for an extended period
- Do not respond to email inviting them to reset a password

As TSM you can **Reset Password** for a Delegate who has been blocked

Edit User

RevCom Username:
ADelegate

Full Name:
Ann Delegate

Email:
anndelegate@lanl.gov

Copy-to Emails: (not required)

External Title:
Delegate

[Update](#) [Cancel](#)

Additional actions for this user:
[Reset Password](#) | [Remove](#) | [Unlock](#)

The TSM/Alternate is responsible for unblocking the Delegate's access.

In the Accounts menu, select View/Edit User

- Select the Delegate's account and choose **Unblock**
- **NOTE:** Delegates can create other Delegates' accounts and can Unblock their accounts or send a Reset Password notification

Create Groups

Your Accounts listings will be similar to this one

View User

Click a user name to make updates.

Delegates

- Ann Delegate
- Chris Tirado
- Muriel Johnson
- Patricia Greeson
- RevCom Support DPC
- Arthur Delegate
- One Delegate
- Ruby Redd
- A Sample Delegate
- The Delegate
- Test Account 1

SMEs

- diane@juju.com
- diane@site.site
- Ed@doxcelerate.com
- jack@doxcelerate.com
- jmcDonald@doxcelerate.com
- jmsfnn@gmail.com
- lakeya.matthews@hq.doe.gov
- mickeyd@doxcelerate.com
- minnie@ju.com
- mudijo1211@gmail.com
- Patricia.walters@lm.doe.gov
- patricia@doxcelerate.com
- topdog@site.site
- Workerbee@site.site

Create New User

In the Accounts menu, select Create Group

Accounts ▾

Create User

View/Edit User

Create Group

View/Edit Group

Name the group and select membership

Save

You can at any time

- Add new Delegates and/or SMEs
- Create new groups
- Have an SME or Delegate serve on several groups
- Delete groups
- Delete accounts for personnel who have transferred or retired

Enter a Group Name in the text box and select the Delegates and SMEs you would like to be a part of the group.

Group Name:

Environment

Delegates:

- ☒ DoxDel
- ☐ DelOR
- ☐ TestAcct1
- ☐ DoxDPC1
- ☐ ADelegate
- ☐ SDelegate
- ☐ CTirado
- ☐ RRedd
- ☐ ODelegate
- ☐ TDelegate
- ☐ NBDelegate

SMEs:

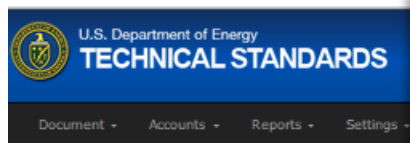
- ☐ diane@juju.com
- ☒ diane@site.site
- ☐ jack@doxcelerate.com
- ☐ jmcDonald@doxcelerate.com
- ☐ jmsfnn@gmail.com
- ☒ mickeyd@doxcelerate.com
- ☒ minnie@ju.com
- ☐ mudijo1211@gmail.com
- ☐ patricia@doxcelerate.com
- ☐ topdog@site.site
- ☒ Workerbee@site.site

Save

Cancel

Assigned Documents

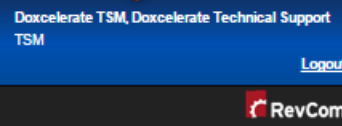
The List Page that you will see when you log in has a new format and new features



RevCom opens to Active documents

- Choose Pending to see documents awaiting a new activity.
- Choose Final to see documents that have been published.

You



Document	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27
PJS-2015-13, Department of Energy Motor Vehicle Management Handbook History References Discussion	★ All TSMs Pr... Due: 09/22/15						
Training, Mock Document for RevCom Testing History References Discussion	★ All TSMs Review & Response Due: 09/24/15						
DOE-STD XXXX, Safeguards and Security Survey and Self-Assessment Planning, Conduct and Reporting Technical Standard History References Discussion	★ All TSMs Review & Response						Comment Resolution Due: 09/30/15 End: 10/30/15
DOE-HDBK-3012-YR (P3012-2003REV), Team Leader's Good Practices for Readiness Reviews History References Discussion	! All TSMs - Concurrence Due: 09/30/15						
DOE-STD-1026, NNSA Package Certification Engineer Functional Area Qualification Standard History References Discussion	★ FTCP/ALL-Review & Response						Due: 09/30/15
DOE-STD-1149-02 (PJS-2015-14), Safety and Health Program for DOE Construction Projects History References Discussion	★ All TSMs Project Justification Due: 10/08/15						
DOE-STD-3011 (PJS-2014-6), Guidance for Preparation of Basis for Interim Operation (BIO) Documents History References	★ All TSMs Review & Response Due: 10/16/15						
DOE-STD-1030, Guide to Good Practices for Lockouts and Tagouts History References	★ All TSMs Standard Cancellation Due: 11/03/15						
	Mon 21	Tue 22	Wed 23	Thu 24	Fri 25	Sat 26	Sun 27

The next seven days.
Updates daily.

Assigned to you.

Logout here or
choose Exit in the
Document menu.

Due dates for
open activity and
expected for next
activity.

Document List

The Legend will also be available to define icons and colors. When you no longer need the Legend, you can opt to have it hidden until you need it next.

The Final tab takes you to a list of documents that have completed RevCom processing and have been published

The Pending tab takes you to a list of documents awaiting a new activity

New icons and color indications

- ★ Assigned to Me
- ✓ Completed
- ! Setup in Progress
- ➔ Submit Package/Status
- 5 New comments available
- 0 No new comments
- Assigned to Me
- Setup in Progress/Assigned to Me
- Comment Resolution
- Setup in Progress/Not Assigned to Me

Got it, thanks!



Don't show me again.

To see this message again, click the Legend button.

Active Pending Final

Search

Original Document List Legend

Document

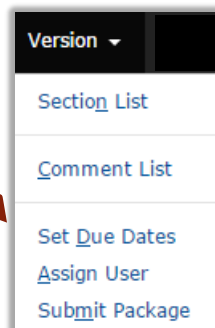
Fri 28 Sat 29 Sun 30 Mon 31 Tue 1 Wed 2 Thu 3

The next seven days.
Updates daily

Set Due Dates

You can adjust due dates for SMEs and reporting organizations. To avoid their receiving two emails—one assigning them to the review and a second changing their due dates—you would set the due dates before assigning users.

In the Version menu, select Set Due Dates.



SMEs due date:

Date packages are due from organizations submitting comments to your organization:

TS Training 2

TS-TRAINING

TSM Email:

RevCom: TSM ASSIGNMENT / UPDATE - All TSMS Review & Response - Training, Mock Document for RevCom Testing

You have been assigned the following RevCom activity for DOE-Standards. Your current (or updated) due date is listed below.

Activity: All TSMS Review & Response
 Document: Training, Mock Document for RevCom Testing
 Your Due Date: %due-to-org-date%
 Due to: %due-to-org%
 Your SMEs' and reporting organizations' Due Date: %due-date%

Enter Additional Text:

Special message (optional)

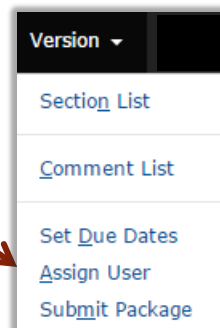
Add special instructions here.

Notifications will be sent when you update and notify.

Notifications will be sent only to assigned SMEs.

Assign Users

In the Version menu,
select Assign User



Select groups or individuals to
review the document

Assign Users

When your selections are
complete,

Notify Users

Currently Assigned	Groups	Delegates	SMEs
afellow@site.site braves.fan@site.site diane@doxcelerate.com environmental.manager@site.site Notify Users	<input type="checkbox"/> Codes Specialists <input type="checkbox"/> Implementation <input type="checkbox"/> mickeyd@doxcelerate.com <input type="checkbox"/> General <input checked="" type="checkbox"/> afellow@site.site <input checked="" type="checkbox"/> braves.fan@site.site <input checked="" type="checkbox"/> diane@doxcelerate.com <input checked="" type="checkbox"/> environmental.manager@site.site <input type="checkbox"/> fellow.golfer@site.site	<input type="checkbox"/> Test Account <input type="checkbox"/> Diane Johnson	<input checked="" type="checkbox"/> afellow@site.site - Not Notified - <input type="checkbox"/> bmiller@doxcelerate.com <input checked="" type="checkbox"/> braves.fan@site.site - Not Notified - <input type="checkbox"/> budget.expert@site.site <input checked="" type="checkbox"/> diane@doxcelerate.com - Not Notified - <input checked="" type="checkbox"/> environmental.manager@site.site - Not Notified - <input type="checkbox"/> fellow.golfer@site.site 05/22/12 02:53 PM <input type="checkbox"/> happy.camper@site.site 05/22/12 02:53 PM <input type="checkbox"/> mickeyd@doxcelerate.com

Assign Users

In this example, you will note by the dates at right of their names that two reviewers have already been notified. Your notification will go only to new reviewers.

Notify Users

Assigned Reviewers (select for Reviewers notification)

- ☒ patricia@doxcelerate.com - Not Notified -
- ☒ queenie@doxcelerate.com - Not Notified -

SME email:

RevCom: Reviewer ASSIGNMENT / UPDATE - Concurrence - Concurrence, Testing the Process

You have been assigned the following RevCom activity for sandbox by Trainee Person (patricia@doxcelerate.com) of Training Organization 2.
Activity: Concurrence
Document: Concurrence, Testing the Process
Your Due Date: 01/27/2016

Enter Additional Text:

Reviewers to be notified are listed. Check marks indicate that these people will be notified.
You can Enter Additional Text

Send

Discussion

In addition to document review, RevCom offers users the opportunity to discuss issues and document content without entering comments. Below the document title on the list page, choose Discussion.

DOE-HDBK-1226-YR (PJS to Develop),
Conduct of Operations Handbook

[History](#) | [References](#) | [Discussion](#)

★ All TSMs Review and Response...

Discussion

[Back to Comment Entry](#)

DOE-HDBK-1226-YR (PJS to Develop), Conduct of Operations Handbook, All TSMs Review and Response

Start a new discussion

Post a message or question that other users can read and reply to

New Topic

Post a Discussion Message

DOE-HDBK-1226-YR (PJS to Develop), Conduct of Operations Handbook, All TSMs Review and Response

Warning: Do not enter your comments here!

This message board is intended for unofficial discussion of the document. Anything posted here will not necessarily be considered when the document is being revised. [Please follow this link to make official comments](#)

Title for your message:

Sample Title

Click here to return to making comments

Enter the text of your message here:

Your ideas|

To begin a discussion, select New Topic. Enter your thoughts or respond to another's entry. Note the Warning. This is not a place to enter comments.

Any number of participants can create discussion topics or enter contributions to the discussion.

Project Justification

The first phase in Technical Standards review is Project Justification in which users are asked to concur that the project (development/revision) is justified and should proceed.

- When you open the file in RevCom see the question you are to answer
- Select Answer Question
- Choose your answer
- Justify any nonconcurrency
- Save your answer
- Submit your package

NOTE: Question 8 on the PJS addresses whether the Standard will be invoked in a Directive. Draft review will be based partly on the Standard becoming a requirements document.

Section: Technical Standards Program Project Justification

Technical Standards Program Project Justification

DOE-HDBK-XXXX-YR, *Explosives Safety Handbook*, has been proposed for development.

- **Review** the Project Justification Statement (PJS) to determine if you agree that development of the Handbook is justified and should proceed.
- Select **Answer Question** and choose the answer that indicates your concurrence status.
- If you **do not** concur enter an explanation in the **Notes** box provided.

Section: TECHNICAL STANDARDS PROGRAM PROJECT JUSTIFICATION

Do you concur that the proposed Handbook is justified and should move forward? [Answer Question](#)

Answer the Question: Do you concur that the proposed Handbook is justified and should move forward?

- ☐ Yes, I concur.
- ☐ No, I do not concur. Justification is in the Notes box.
- ☐ The Handbook would not apply to my organization

Notes

[Save Answer](#)

[Cancel](#)

- **DO NOT** use the **Add Comment** button for additional comments. *This information will not be considered part of your response.*

- After you have answered the question, select **Save Answer**.

- **REMEMBER**, you **MUST** select **Submit** to record your response.

[Your Comments](#)

[Recommended Comments](#)

[All Comments but Excluded](#)

[All Comments](#)


[Question Response OR No Comment](#)

- Select **Question Response** to complete your Submission

Assigning Users

When assigning reviewers, you can select from users assigned to previous reviews for the document. In the example below, the TSM could have chosen to assign users from the PJS review to the Review and Response phase.

Assign Users

Entire Document: DOE-STD-3013-YR (PJS 2017-05), Stabilization, Packaging, and Storage of Plutonium-Bearing Material, All TSMs Review and Response 

Your comments are due to Maxcine Maxted of DOE/SRO by 06/08/2018.

Assign users to this document by selecting the checkboxes. Current assignments, if any, are checked; changes will override them. If a group is selected, all users in that group are assigned, regardless of individual selections in that group. Notify the assigned users in a separate step by clicking the Notify button.

Assign Users

Get users and groups from another activity:

- ☐ DOE-STD-3013-YR (PJS 2017-05), Stabilization, Packaging, and Storage of Plutonium-Bearing Material, All TSMs Concurrence
- ☐ DOE-STD-3013-YR (PJS 2017-05), Stabilization, Packaging, and Storage of Plutonium-Bearing Material, All TSMs Response Negotiation
- ☐ DOE-STD-3013-YR (PJS 2017-05), Stabilization, Packaging, and Storage of Plutonium-Bearing Material, All TSMs Review and Response
- ☒ DOE-STD-3013-YR (PJS 2017-05), Stabilization, Packaging, and Storage of Plutonium-Bearing Material, All TSMs PJS

Currently Assigned	Groups	Delegates	last notification date in red	SMEs	last notification date in red
	<input checked="" type="checkbox"/> Accounting <input checked="" type="checkbox"/> bmiller@doxcelerate.com <input checked="" type="checkbox"/> braves.fan@site.site <input checked="" type="checkbox"/> budget.expert@site.site <input checked="" type="checkbox"/> money.woman@site.site	<input type="checkbox"/> Test Account <input type="checkbox"/> Diane Johnson <input checked="" type="checkbox"/> Jim Test Delegate <input type="checkbox"/> Modine Gunch <input type="checkbox"/> Elizabeth DeKarske		<input checked="" type="checkbox"/> afellow@site.site <input type="checkbox"/> andrew.drutel@srs.gov <input checked="" type="checkbox"/> bmiller@doxcelerate.com <input checked="" type="checkbox"/> braves.fan@site.site <input type="checkbox"/> bstudniarz@pec1.net <input type="checkbox"/> bstudniarz@projectenhancement.com <input checked="" type="checkbox"/> budget.expert@site.site	

Add Comments

When you have opened the document for review, you will see a section list at left. Choose one of the sections for review. Your deadline is listed above Submit Comments

Section List

Your comments are due to Sonya Barnett of DOE-AU by 02/23/2016.

[Submit Comments](#)

Please submit your comment package when you have finished. You can resubmit if you add/change comments before your deadline.

[0:0] **FOREWORD**

[0:0] **1. SCOPE**

[0:0] **2. APPLICABLE**

Review text and find places where you will comment. The Add Comment button allows you to comment on the text immediately above.

DOE-STD-3013-YR (PJS 2017-05), Stabilization, Packaging, and Storage of Plutonium-Bearing Material, All TSMs Review and Response

[Document for Review](#)
[References](#)
[Discussion](#)

Status: Open

Section: 1-3. Scope; Purpose; Applicability

1. SCOPE

This Standard provides criteria for stabilization of plutonium-bearing materials at DOE facilities to safe and stable forms and packaging for storage with minimal surveillance for up to 50 years. This Standard applies to plutonium-bearing metals and oxides containing at least 30 wt% plutonium plus uranium. For enriched uranium metal, the plutonium content must be sufficiently high that the material is not acceptable at the Oak Ridge Y-12 Plant (Y/LB-15). As a practical limit for oxide materials containing significant quantities of uranium, the plutonium content must be greater than the applicable Safeguards Termination Limit. There is no lower limit for uranium. This Standard does not apply to materials destined for disposal in accordance with waste acceptance criteria for Waste Isolation Pilot Plant (WIPP) or other approved waste disposal sites, such as plutonium residues or transuranic (TRU) waste; Irradiated Fuels; sealed sources; material packaged per DOE M 441.1-1; materials containing greater than 0.5 wt% uranium-233; or plutonium solutions.

[Add Comment](#)

A significant portion of the DOE plutonium oxide inventory contains chloride. For example, the oxide material from electrefining processes can contain percent levels of chloride. The presence of even lower levels of chloride can catalyze stress corrosion cracking in stainless steel, the material specified in this Standard for the containers (Section 6.2.2.1). The Standard does not impose a limit on chloride contamination because the extent of corrosion is limited by the available moisture, rather than the available chloride. The Standard does require humidity controls to prevent salt deliquescence between thermal stabilization and packaging (Section 6.1.2.4 and Section 6.1.4). The humidity control and the available moisture limitation (Section 6.1.2.3) in this Standard are considered sufficient to avoid significant corrosion.

[Add Comment](#)

This Standard addresses the safety envelope of the storage container. The design, construction, and testing criteria

Add Comments - Suggested

To make a comment, select

Add Comment

Enter your comment in the popup window, select the comment type:

If you select **Suggested**, you are most often making an editorial comment.

Save Comment

FOREWORD

The Department of Energy (DOE) implemented the DOE Laboratory Accreditation Program (DOELAP) for external dosimetry in 1986 and for radiobioassay in 1998. The objective of the DOELAP program is to assure the competency of dosimetry and radiobioassay measurements, provide calibration intercomparisons, perform site assessments, and encourage applied research in areas where there is a technology shortfall. DOE also expects the program to enhance cooperation and technical information exchange among its sites and facilities in order to provide a more standardized and uniform radiation dosimetry capability. DOE sites and facilities are expected to use standards and other technical guidance from the Department to ensure that the performance of external dosimetry and radiobioassay measurements are adequate to meet the standards of Title 10, Code of Federal Regulations, Part 835, *Occupational Radiation Protection* and related documents.









Throughout this standard, the word "shall" is used to denote an action that is to be performed if the objectives of this standard are to be met, and the word "should" is used to denote an action that is expected to be performed unless documentation is provided showing technical equivalence.

Add Comment

Save Comment Comment Type: Select a type ▼ Session Timeout in: 28m 36s Cancel

Select a type
Essential
Suggested

What is the issue? (Required)

B I U      Paragraph   ABC  Copy Text Clear

Your comment

Add Comment - Essential

If you select **Essential**, your comment addresses issues serious enough to preclude or significantly hamper accomplishing the program mission, complying with laws, rules and regulations or fulfilling contractual obligations and formal commitments. If the PA has selected the option to request more information for Essential comments, an additional window will open.

[Save Comment](#)

[Save Comment](#) Comment Type: Select a type ▼ Session Timeout in: 19m 09s [Cancel](#)

Select a type
Essential
Suggested

What is the issue? (Required)

B ***I*** **U** ~~**S**~~

- ☰**
- ☰**

 ↶ ↷ Paragraph ~~**X**~~ **ABC** ✓ [Copy Text](#) [Clear](#)

New wording or text for proposed revision

[Save Comment](#) Comment Type: Essential ▼ ? Session Timeout in: 26m 29s [Cancel](#)

NEW! What is the issue? (Required)

Explain the issue to be resolved with your proposed change

Provide new wording or propose a solution. (Required for Essential comments)

B ***I*** **U** ~~**S**~~

- ☰**
- ☰**

 ↶ ↷ Paragraph ~~**X**~~ **ABC** ✓ [Copy Text](#) [Clear](#)

New wording for text or proposed revision|

Include/Exclude Submitted Comments

You will review comments submitted by your SMEs and Reporting Organizations.

Check the comments you wish to include and at the bottom of the page.

Save Inclusions

☒ Exclude Edit This **Substantive Comment** was sent by SME **mickeymouse@site.site** on: 02/20/2018 10:14:47 1-1-7

1. PURPOSE. To establish requirements and responsibilities for reporting fraud, waste, abuse, misuse, corruption, criminal acts, and mismanagement to the Department of Energy (DOE), Office of Inspector General (OIG).

There is an extra space between waste and abuse.

I am testing the edit feature as an SME. I am logged in as mickeymouse@site.site and editing the comment made by minniemouse@site.site.

Save Inclusions

Cancel

You can select comments and then change your mind. Clicking Save Inclusions means that all of the comments checked are to be included in the final submission. Up until your deadline you can revise your choices and resubmit your selections, overwriting the previous submission.

Section List

Your comments are due to Sonya Barnett of DOE-AU by 02/23/2016.

Submit Comments

Submit Comments when you have completed your review.

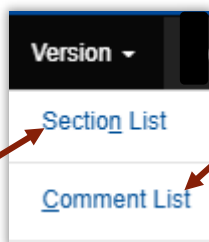
Including/Excluding Comments

As Technical Standards Manager/Alternate, you are to submit the official position of your organization through the review, edit and consolidation of local comments. In addition to saving comments for inclusion, you can exclude comments

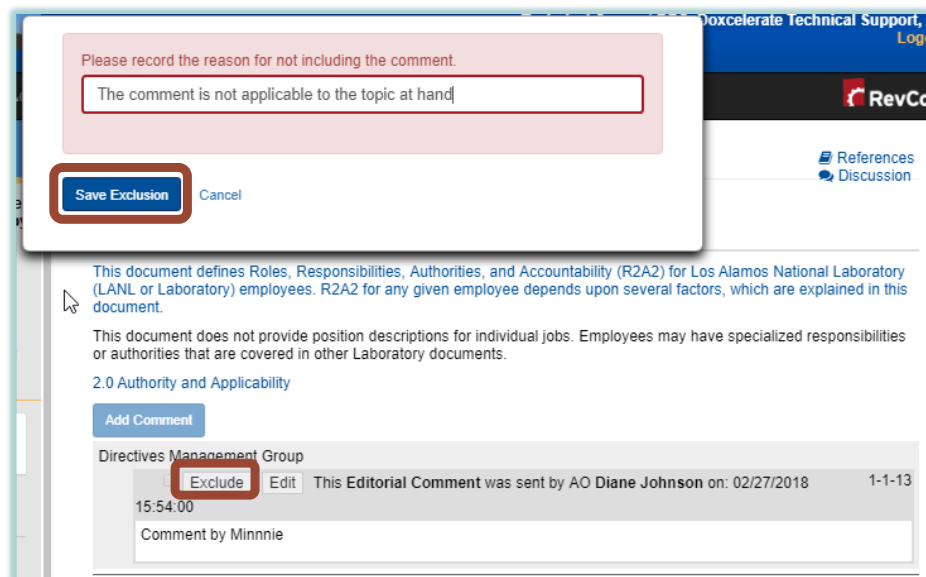
- Include in your submission a comment as written
- Edit a comment to clarify or expand content
- Exclude a comment and justify the decision
- Ignore a comment (neither include nor exclude)

In the example below, the TSM has chosen to exclude a comment. The justification is added to the popup box. When you have entered justification, choose [Save Exclusion](#)

To see all of the submitted comments, go to the Version menu and select Comment List.



The Comment List is only for selecting comments for Inclusion. To Add, Edit, Exclude, or Delete comments choose Section List.



Excluding Comments

- The exclusion justification will be displayed with the comment as shown below. You can edit the justification.
- If you change your mind and decide to include the comment, check the box next to Edit. A box will display allowing you to [Save Inclusion](#)

Add Comment

Directives Management Group

☐ Edit This Editorial Comment was sent by AO Diane Johnson on: 02/27/2018 15:54:00 1-1-13

Exclusion justification: The comment is not applicable to the topic at hand [Edit](#)

Comment by Minnie

Note: Previous text for excluding the comment will be discarded.

[Save Inclusion](#) [Cancel](#)

The comment will be one that has been selected for inclusion

Add Comment

Directives Management Group

☒ Edit This Editorial Comment was sent by AO Diane Johnson on: 02/27/2018 15:54:00 1-1-13

Comment by Minnie

Package Submission

Section List

Your comments are due to
Dolly Parton of Smoky
Mountains by 05/26/2018.

Submit Comments

When your comment review is complete, you will [Submit Comments](#)
Take note that the buttons available for your submission have changed to accommodate exclusion.
Comments that have been excluded are not included in your submission
The exclusion and justification will be available to the SME who submitted the comment

Submit your comments as well as comments you selected for inclusion. Includes:

- All Comments you entered, including Edits*, but not exclusions.
- SME and Delegate Comments that you added a checkmark to select for inclusion

Your Comments

Recommended Comments

All Comments but Excluded

All Comments

Question Response OR No Comment

Submit your comments as well as recommended comments submitted to you (unless explicitly excluded). Includes

- All Comments you entered, including Edits*
- All Delegate comments that were recommended to you (regardless of whether you added a checkmark to select for inclusion)
- Exclusion Justification text is saved for the comments you explicitly excluded

Submit all comments EXCEPT those marked for exclusion. Includes

- All Comments you entered, including Edits*
- All SME and Delegate Comments (regardless of whether you added a checkmark for inclusion) but not those explicitly marked for exclusion
- Exclusion Justification text is saved for the comments you explicitly excluded

Submit your response(s) to question(s), AND/OR submit that you and your organization have no comments on this document. Includes

- A "No comment" comment gets added to the Overall Comments section
- All Major/Minor comments that you entered, in other sections than the Overall Comments one, are also submitted when you choose this option
- All SME or Delegate comments that you marked for inclusion will be purged from the inclusion list and therefore not included in the package
- All Exclusion Justification text will be purged and therefore not included in the package

Organizational Review

Section List

Your comments are due to
Dolly Parton of Smoky
Mountains by 05/26/2018.

[Submit Comments](#)

On the Submission screen you can opt to send the comment package to an Approving Official. A PDF document showing comments submitted on behalf of your organization will be sent via email.

Notification (optional)

Once you submit the package, any Approving Official(s) listed below will be automatically sent a copy of your comments package and any assigned Delegates will be sent an email notification.

Approved By:

Ronald McDonald, Site Office Mgr.

Enter the email addresses for anyone that you would like to notify that you have submitted your final comments.

Copy To (enter e-mail addresses, separated by commas):

rmcdonald-approver@doxcelerate.com

Enter additional comments to add to this notification (optional)

Note: Your organization may decide to make the Approving Official a requirement or can allow the TSM to remove/change the Approving Official

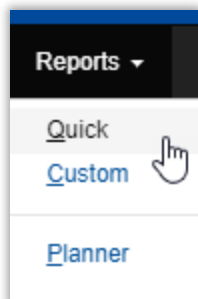
When your submission is complete, the information below will display

Included all comments but explicitly excluded ones. Notifications have been queued for delivery. Notification copy sent to rmcdonald-approver@doxcelerate.com. Package submitted.

If your organization does not have an Approving Official, RevCom will record that the package has been submitted

Notifications have been queued for delivery. Package submitted.

Comment Disposition



The SME's comment disposition report will include justification for the exclusion. In the example below, the TSM for the suborganization had sent the comment forward. Excluded comments will not display in the Custom reports or in the PA's list of comments for resolution.

In the reports menu, choose **Quick**
Then choose **Comment Disposition**

Choose a pre-formatted report

- My organization comments
- All comments
- Comment Disposition**

In the example below, the report shows that the suborganization included the comment in its submission (↑) and that the Headquarters organization chose to exclude it (×). The justification is included.

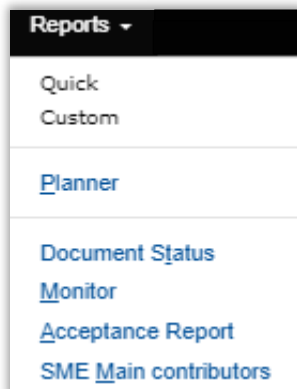
Not included. Package Sent 03/01/2018 by Technical Support DPC from Doxcelerate Technical Support
Exclusion justification The comment is not applicable to the topic at hand

Edited. Package Sent 02/27/2018 by Diane Johnson from Directives Management Group
 Minor Comment by Diane Johnson (AO) on 02/27/2018 15:54:00 (Edit of 1-1-12) 1-1-13
 Comment by Minnie

Included. Package Sent 02/27/2018 by minniemouse@site.site from Directives Management Group
 Major Comment by minniemouse@site.site (SME) on 02/27/2018 09:58:19 1-1-12
 Comment by Minnie

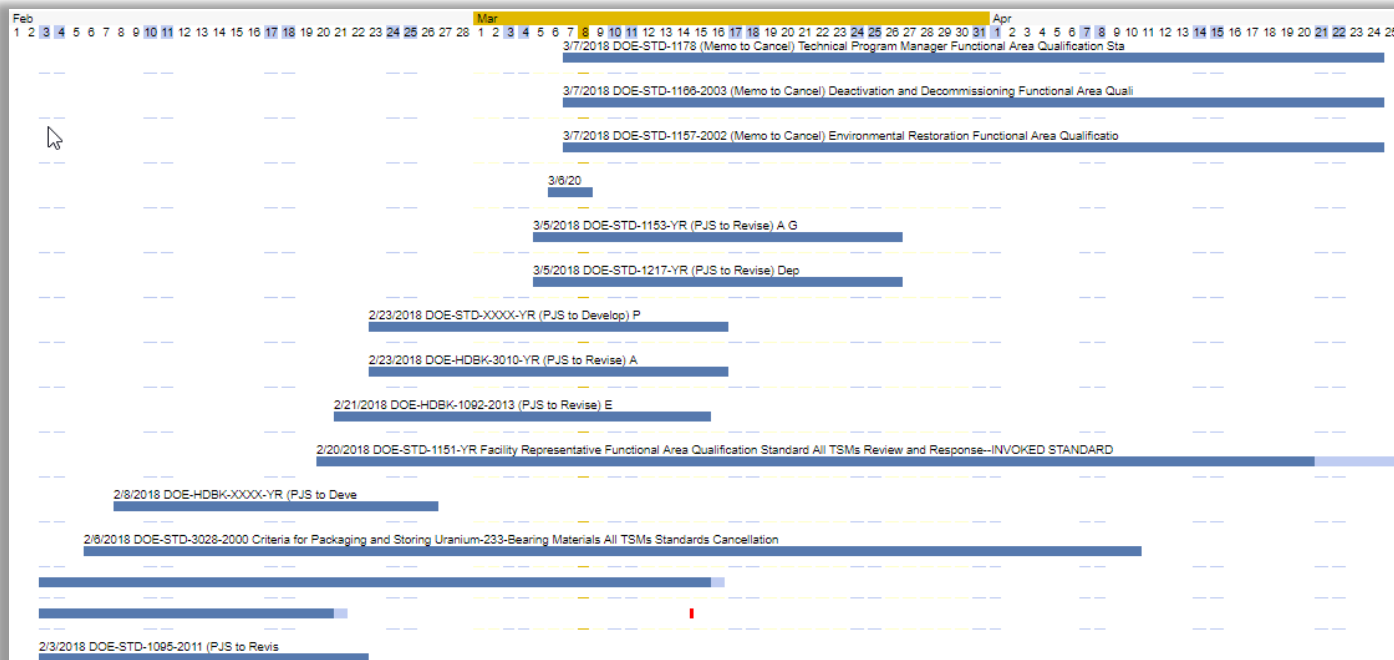
Reports - Planner

RevCom reports provide extensive detail about comments, commenters and comment disposition

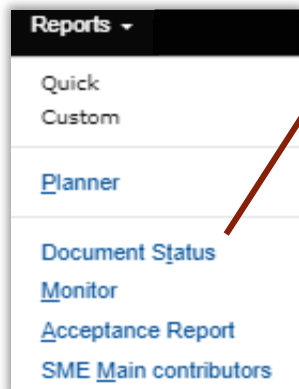


Available only from within a document

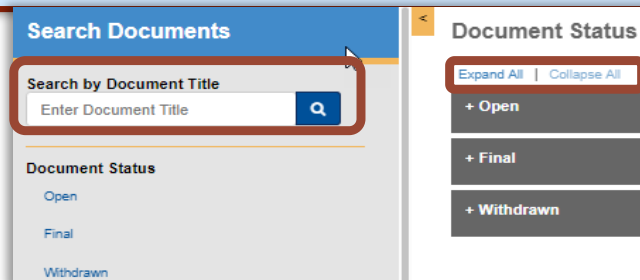
The Planner shows documents in process. You can choose information for up to 12 months. The example below highlights the current month (March).



Reports – Document Status



Document Status provides options for seeing open, final and withdrawn documents. You can expand or collapse all or parts of the status list. You can also search for a specific document



In the example at right, the entire process and planned dates are shown for all phases of the review, along with review data (views, comments by type)

DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs PJS (Completed)	Open	06/14/2012	296 Views 78 Comments 0 Major 78 Suggested 1 Local
	Closed	05/17/2017	
	Resolved	05/17/2017	
DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs Review and Response-Part 1 (Open)	Open	05/17/2017	706 Views 697 Comments 329 Major 368 Suggested 0 Local
	Closed	10/11/2017	
	Resolved	04/02/2018	
DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs Review and Response-Part 2 (Open)	Open	05/17/2017	533 Views 508 Comments 258 Major 250 Suggested 0 Local
	Closed	10/11/2017	
	Resolved	04/02/2018	
DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs Response Negotiation (Setup)	Open	04/03/2018	4 Views 0 Comments 0 Major 0 Suggested 0 Local
	Closed	05/02/2018	
	Resolved	---	
DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs Concurrence (Setup)	Open	05/25/2018	0 Views 0 Comments 0 Major 0 Suggested 0 Local
	Closed	06/08/2018	
	Resolved	---	

Reports – Monitor

Reports ▾

Quick
Custom

[Planner](#)

[Document Status](#)

[Monitor](#)

[Acceptance Report](#)

[SME Main contributors](#)

The Monitor Report provides a birds eye view of all posted documents with detail on accesses, comments, and submissions for each document activity. Select a document and see which organizations have submitted their comment packages and the numbers and types of comments submitted.

The example below shows organizations that have/have not submitted their comment packages

Organization Name	Comments Due	Status	Submission Date	Submitted Comments (Major/Minor)	Received Comments (Major/Minor)
▲ DOE-BPA	04/10/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE-DR	04/10/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE-EE	04/10/2018	✗ Not Submitted		0 / 0	0 / 0
▲ Golden Field Office	04/03/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE-AU	04/10/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE-EM	04/10/2018	✗ Not Submitted		0 / 0	0 / 3
▲ Carlsbad Field Office	04/03/2018	✗ Not Submitted		0 / 0	0 / 0
▲ WIPP-TSP	03/27/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE-Oak Ridge Office-EM	04/03/2018	✗ Not Submitted		0 / 0	0 / 1
▲ Isotek	03/27/2018	✗ Not Submitted		0 / 0	0 / 0
▲ UCOR (URS CH2M)	03/27/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE-Portsmouth/Paducah	04/03/2018	✗ Not Submitted		0 / 0	0 / 0
▲ DOE/ORP	04/03/2018	✗ Not Submitted		0 / 0	0 / 0
DOE/RL	04/03/2018	✓ Submitted	02/23/2018	0 / 2	0 / 1
▲ CH2M Hill Plateau Remediation Company (CHPRC)	03/27/2018	✗ Not Submitted		0 / 0	0 / 0
▲ Mission Support Alliance (MSA)	03/27/2018	✗ Not Submitted		0 / 0	0 / 0
DOE/SRO	04/03/2018	✓ Submitted	02/12/2018	0 / 1	0 / 1
SRNS-EM	03/27/2018	✓ Submitted	02/07/2018	0 / 1	0 / 0
SRR- Savannah River Remediation	03/27/2018	✓ Submitted	03/07/2018	0 / 0	0 / 0

Acceptance Report

Reports ▾

Quick
Custom

Planner

Document Status
Monitor
Acceptance Report
SME Main contributors

The Acceptance Report shows numbers of comments and types of responses (Accept, Reject, Accept in Part) for each organization.
In the example below, Expand All shows Headquarters and suborganizations.
Select Users to show detail on comments and responses for individual reviewers

Select Docs to see a list of documents and response levels for the selected organization

Expand All Collapse All

Organizations		Completed	Total Responses	Accept	Reject	Accept In Part
DOE-AU	Docs Users	81%	6	100%	0%	0%
DOE-BPA	Docs Users	81%	6	100%	0%	0%
DOE-CTA	Docs Users	81%	4	100%	0%	0%
DOE-DR	Docs Users	81%	435	59%	25%	15%
DOE-EA (Enterprise Assessment)	Docs Users	56%	19	36%	52%	10%
- DOE-EE	Docs Users	81%	6	100%	0%	0%
Golden Field Office	Docs	18%	0	0%	0%	0%
- DOE-EM	Docs Users	81%	0	0%	0%	0%
Carlsbad Field Office	Docs	81%	6	100%	0%	0%
WIPP-TSP	Docs	78%	0	0%	0%	0%
DOE-Oak Ridge Office-EM	Docs	81%	6	100%	0%	0%
Isotek	Docs	78%	0	0%	0%	0%

Select Users to see comment submissions from an organization

The SME Main Contributors report lists users by document

Results for the year of 2018.

Acceptance report > DOE-GC

Users	Major Comments	Minor Comments
Robert Waxman	335	37
robin.henderson@hq.doe.gov	185	8

SMEs by Documents

	Nb Major Comments
DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs Review and Response-Part 2	
heathm@lanl.gov : Los Alamos National Laboratory	36
DOE-HDBK-1224-20XX, Accident Analysis Handbook, All TSMs Review and Response-Part 1	
heathm@lanl.gov : Los Alamos National Laboratory	34
jnelson@lanl.gov : Los Alamos National Laboratory	28

Response Negotiation

This is **not** an opportunity to comment in RevCom. When you login, you will see the notice that this is not an opportunity to comment and contact information for the PA.

Following review and posting of response to comments, a redline of the draft Standard is posted 30 days when reviewers can contact the PA by telephone or email to raise questions about how their comments were addressed (accepted/accepted with modification/rejected)

RESPONSE NEGOTIATION¶

THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT¶

No RevCom action is necessary at this time.¶

This is an opportunity for reviewers to see the author's responses to their comments and if warranted, negotiate changes to the response via telephone and email communication. Please contact the PA Techie Fred at 555-555-5555; techie.fred@site.site.¶

For an effective Comment/Response Negotiation process, TSMs should assign this activity to SMEs who have commented on the draft.¶

The Comment Response Report is available in References and as the Entire Document (above the title when you open the file).¶

Concurrence

You may be asked to answer a question, concur with a revision, estimate costs, etc. Reporting organizations and SMEs will submit their responses for your review.

Section: INSTRUCTIONS:



Do you concur with the proposed cancellation?

[Answer Question](#)

Answer Summary:

Choices	My Answer	Delegates and SMEs		Reporting Organizations	
		% Response	No. Responses	% Response	No. Responses
Yes, I concur.	<input checked="" type="checkbox"/>	0.00%	0	N/A	N/A
No, I do not concur. (Justify noncurrence in the Notes box.)	<input type="checkbox"/>	0.00%	0	N/A	N/A
The directive does not apply to my organization.	<input type="checkbox"/>	100.00%	1	N/A	N/A

View Details: [Q](#)

To Review responses, select

View Details: [Q](#)

The report will show responses from Reporting Organizations

Section: Project Justification

Question: Do you concur that the proposed revision is necessary and should move forward?

Answers:





	User	Answer	Notes
My Answer	DOE-SC-TSM	Yes, I concur.	
Reporting Organizations	SSO-TSM	This Standard does not apply to my organization.	

Concurrence Responses

Quick Report

Click the  for explanation.

Choose a pre-formatted report

-  My organization comments
-  All comments
-  Comment Disposition
-  Answers table **Beta**

RevCom Quick Reports now includes an extensive listing of responses by organization. In the Reports menu, choose Quick and select [Answers table Beta](#)

In the example at right, the listing for NA has been expanded to include field office and contractor responses. Collapse the list to see only Headquarters responses.

Summary data, for all organizations

CONCURRENCE REVIEW:

	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	This handbook does not apply to my organization.
Do you concur with the draft as revised?	95%	0%	4%

User responses

CONCURRENCE REVIEW:

Do you concur with the draft as revised?	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	This handbook does not apply to my organization.	Notes
DOE-NA, Carl Sykes	No response			
DOE/NA-10, Rodney Pringle	No response			
Kansas City Site Office, Rochelle Russell	✓			
Kansas City Plant, Steve Halter	No response			
Livermore Site Office, Janis Dossey	✓			ESH has no comments on the: DOE-HDBK-1139/3-2008 (PJS-2015-10), Chemical Management (Volume 3 of 3) Consolidated Chemical User Safety and Health Requirements. Per Tom Grim email response on 5/14/2018.
Lawrence Livermore National Security, Robert Park	✓			
Los Alamos Site				


Expand/Collapse All

Submitting Concurrence

After reviewing SME/Delegate responses, you will submit the organization's response. Delegate/SME responses do not go forward

[Submit Comments](#)

Section: Project Justification

 Do you concur that the proposed revision is necessary and should move forward? [Answer Question](#)

Question: Do you concur that the proposed revision is necessary and should move forward?

☐ Yes, I concur.

☒ No, I do not concur. Justification is in the Notes box.


☐ This Standard does not apply to my organization.


Notes:

I do not concur because|

[Save Answer](#) [Cancel](#)

Answer Summary:

Choices	My Answer	Delegates and SMEs		Reporting Organizations	
		% Response	No. Responses	% Response	No. Responses
Yes, I concur.		N/A	N/A	0.00%	0
No, I do not concur. Justification is in the Notes box.		N/A	N/A	0.00%	0
This Standard does not apply to my organization.		N/A	N/A	100.00%	1

[View Details:](#) 

In the Submission Screen, choose Question Response OR No Comment

[Your Comments](#)

[Recommended Comments](#)

[All Comments but Excluded](#)

[All Comments](#)

[Question Response OR No Comment](#)

Comment Disposition

After submitting your comment package, you can track disposition.

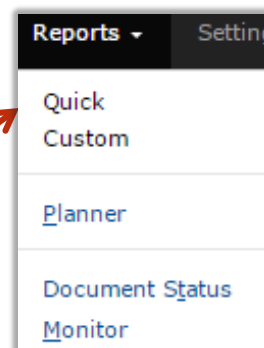


The comment was included



The comment was not included

- In the Reports menu, choose Quick
- Choose Comment Disposition



Comment included. Package Sent 02/20/2014 by DOE-EM from Headquarters EM

Comment included. Package Sent 02/11/2014 by RL from Richland Operations Office

minor Comment sent 01/28/2014 10:52:00

Covered by existing cyber security requirements

Response: **Reject** sent 04/03/2014 13:30:42

Thank you for your comment. It has been taken into consideration.

Comment not included. Package Sent 02/20/2014 by DOE-EM from Headquarters EM

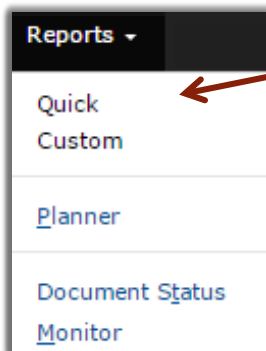
Comment not included. Package Sent 02/11/2014 by RL from Richland Operations Office

minor Comment sent 01/28/2014 10:52:32

4.i. should be covered by existing cyber security requirements

Concurrence Results

You can find answers to a concurrence question through the Reports menu



- Choose Quick
- Answers table
- Choose Expand/Collapse All to see suborganizations



CONCURRENCE REVIEW Draft DOE-HDBK-1226-YR

[Expand/Collapse All](#)

Do you concur with the draft as revised?	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	The handbook does not apply to my organization.	Notes
DOE-BPA - Bonneville Power Administration, Harold Grappe	No response			
DOE-DR, Mark Do	No response			
DOE-EE - Office of Energy Efficiency and Renewable Energy, Cyrus H. Nasseri	No response			
DOE-AU - Office of Environment, Health, Safety and Security, Jeffrey Felt	No response			
DOE-EM - Office of Environmental Management, Brent Nielsen	✓			
DOE-FE - Office of Fossil Energy, Robert J. Wright	No response			
DOE-GC - General Counsel, Robert Waxman	No response			
DOE-NA - NNSA, David Nester	✓			Great Job at Standards reduction! Congrats!
DOE-NE - Office of Nuclear Energy, Nick Carter	✓			
DOE-SC -Office of Science, Rosalie Brown	✓			
DOE-TSP, Jeff Felt	No response			

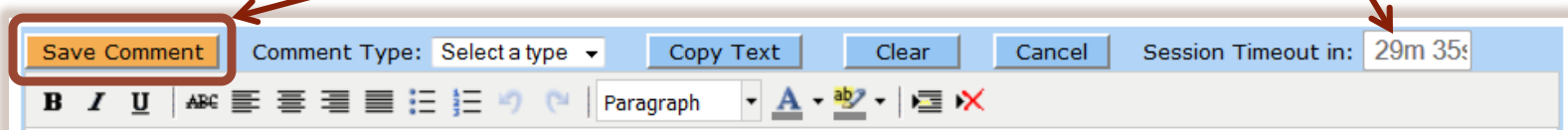
Troubleshooting

- You do not have to complete comment entry or review of SME comments in one sitting
- You must be certain that you have selected Save Comment for each of your entries
- You must select Save Inclusion for each comment you will send forward as representative of your organization
- If the document is open for review, you can submit comments or your package and go back in to revise comments or inclusions then resubmit to overwrite the previous submission

CAUTION:

This timer shows how much time remains in your session. As long as you are active (entering or reviewing comments) it will not time out.

If you leave your office or have a visitor or telephone call, it is best to save your work. Otherwise, the system will time out after 30 minutes and your unsaved work will be lost.



Questions

Have Questions?
Need Assistance?
Need Training?

Support@Doxcelerate.com

555-663-1302