

**PART III SECTION J, ATTACHMENT I**  
**CONTRACT DATA REQUIREMENTS LIST**

**Part III Section J, Attachment I  
Contract Data Requirements List**

This document defines contract data deliverables required to be submitted to DOE by the Contractor during contract performance. The Contractor shall review this CDRL at least annually and provide any recommendations to the Contracting Officer. This CDRL will be updated as required over the life of the contract.

This list identifies deliverables to DOE and does not relieve the contractor of the responsibility to prepare and deliver any other data required by law or regulation.

This CDRL is organized as follows:

- A. Procurement
- B. Legal
- C. Industrial Relations
- D. Budget and Finance
- E. Personal and Real Property
- F. Environmental Requirements
- G. Safeguards and Security Requirements
- H. Operations, Safety, Health and Quality Assurance
- I. Programs

The following notes are applicable to the CDRL table:

**Note 1:** A = Approval; C = Certification by DOE (required for some regulatory documents; certification requires hardcopy submittal); R = Review and comment; N = No action – Information only. Unless otherwise specified, the length of time for DOE review or approval will be 30 calendar days.

**Note 2:** This column identifies the position to receive delivery notification. Each deliverable will be available to DOE in electronic form per Section C.3 unless hardcopies are specified.

**Note 3:** The term “days” means calendar days unless otherwise specified.

**Contract Data Requirements List (CDRL)**

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
<b>A. PROCUREMENT</b>							
A.5	H.5	Directives and Alternatives	See Section H, Clause H.5 for required content and need.		A	As Needed.	CO
A.13	H.35	Small Business Subcontract Plan	The Small Business Subcontracting Plan submitted by the Contractor identifying consideration for small business, local and Idaho businesses.		A	Annually: October 31	CO SB
A.14	FAR 52.219-9	Subcontracting Report for Individual Contracts	Subcontracting Report for Individual Contracts. This report shall be submitted via electronic Subcontracting Reporting System (eSRS) to the CO and SBPM semiannually and at contract completion.		A	April 30 & October 30 each FY. At contract completion	CO SB
A.15	FAR 52.219-9	Summary Subcontract Report	Summary Subcontract Report. This report shall be submitted via electronic Subcontracting Reporting System (eSRS) to the CO and SBPM annually for contracts within civilian agencies.		R ASR	Annually: October 30	CO SB
A.16	DEAR 970.5232-3, H.22, I.10, I.43	Internal Audit	Annual internal audit and examination of records, operations, expenses, and transactions with respect to costs claimed to be allowable. Internal Audit shall provide to the contracting officer the following three report/documents: (1) Internal Audit Implementation Design, (2) Annual Audit Report, and (3) Annual Audit Plan, in accordance with revised clause I.43 subparagraph on Internal Audit.		A	(1) each 5 <sup>th</sup> year of contract performance (2) January 31 (3) June 30	CO FSD
A.17	I.42	Statement of Costs Incurred and Claimed	Certified Cost Statement for the total of net expenditures accrued (i.e., net costs incurred) for the period covered by the Cost Statement.		A	Consistent with Accounting Handbook Requirements	CO FSD
A.30	I.54	Self-Assessment Report and Plan	As required by DEAR clause 970.5244-1 and Balanced Scorecard requirements.		A	Annually: October 31	CO
A.33	I.1	FOCI	Written notice to the CO of any changes in the extent and nature of FOCI which would affect the answers to the questions presented in DEAR 952.204-73. Further, notice of changes in ownership or control which are required to be reported to the Securities and Exchange Commission, the Federal Trade Commission, or the		R A	As required	CO Security

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			Department of Justice shall also be furnished concurrently to the CO.					
A.34	I.12	Employee Disclosures	The contractor shall transmit to the CO information obtained from employees regarding other employment services in accordance with DEAR 970.0371-8.		A	Annually	CO	
B. LEGAL								
B.4	I.38, 10 CFR 719.36	Legal Services Invoices	Information copies of subcontractor invoices for all legal services.		R	Monthly: on the first Day of Each Month	Litigation Management Attorney	
B.5								I.38
C. INDUSTRIAL RELATIONS								
C.1	H.16, 29 CFR Part 5.7b, 48 CFR 52.222-6	Davis-Bacon Semiannual Report	Report of any DB violations and investigations. As they occur.		R	Semi-Annually: April 15 & October 15 of each year	IR Office (signed)	
C.2								Section H.18
C.3	H.30, I.26	Workforce Alignment Actions/Plan	Comply with requirements of the DOE Restructuring Plan and the HQ Planning Guidance for Contractor Workforce Alignment.		A	September 30, then as needed	IR Office CO	

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C.4	H.14(c)(5), H.18	Individual Salary Actions	Submit for review and approval salary actions for the President and all senior executives reporting to the President making over \$100K/year.		A	As required	IR Office CO
C.5	H.18	Contractor Salary-Wage Increase Expenditure Report	Report for salary/wage expenditures.		R	Annually: upon request from Headquarters	IR Office
C.6	H.14(c)(3)(i) & (viii), H.18	Marketing tests for allowability and reasonable-ness of costs for welfare benefit programs	Conduct Value Studies and comparisons to the U.S. Chamber of Commerce Employee Benefit Survey.		A	Every 3 years, Initial Sept. 30, 2005	IR Office (signed hard copy)
C.7	H.14	Benefit Plan Approvals	Submit all benefit plans and changes thereto, to the CO for approval before implementing.		A	As required	IR Office CO
C.8	H.14	Approval of all Retirement/Pension Plans	Submit for approval all proposed retirement/pension plans and changes before implementation.		A	As required	IR Office CO
C.9	H.14(c)(3)(ix)	Pension Plan Annual Actuarial Valuation Report	Provide an annual Actuarial Valuation report for each DOE reimbursed retirement/pension plan.		A	Annually: September	DOE Manager DOE CO IR Office – Five (5) copies of published document received from the actuary
C.13	H.14(d)(2), H.18	Report of Settlement	Provide the CO with a summary of settlement after each agreement on a new Collective Bargaining Agreement.		R	As required	IR Office
C.15a	H.14(c), H.18, Office of Legacy Management Requirement	Workforce Information System (WFIS) – item (a – g)	An electronic report providing data on the (a) number of exempt, nonexempt, bargaining unit, non-bargaining unit employees and retirees; (b) payroll costs by a variety of categories; (c) insurance costs; (d) benefits costs/plans; (e) compensation costs by hours of work by various categories; (f) workforce restructuring actions; (g) employee supplemental compensation.		A	(a) – (g) Annually	IR Office

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2	
C.15b	H.14(c), H.18, Office of Legacy Management Requirement	Workforce Information System (WFIS) – item (h)	(h) collective bargaining agreements, settlement dates.		R ASR	(h) As revised	IR Office	
C.15c	H.14(c), H.18, Office of Legacy Management Requirement	Workforce Information System (WFIS) – item (i)	(i) employment by EEO categories. Electronically submitted through WFIS.		A	(i) Quarterly	IR Office	
C.19	H.14(a), H.18	Compensation Increase Plan (CIP)	Annual request for approval of Salary Increase Funds (SIF).		A	Annually: Jan 01	IR Office CO	
C.20	DOE O 350.2A	Contracting Office Support Staffing Plan for INL in the Washington D.C. office (outplant)	Annual Report of assignment in the Washington D.C. area.		A	Annually: May 1	IR Office CO	
<b>D. BUDG ET and FINAN CE</b>								
D.3	H.21, Energy Policy Act of 102 P.L 12-4	Annual Reports	R&D report, Uncosted Analysis, etc.		R	Annually: as required	Budget Team Lead	
D.9								DOE O
D.14	H.21(a)(1), I-48, DOE O 534.1B, Accounting Handbook	Monthly FIS Cost File	Provide contractor Management and Reporting System (MARS) monthly cost reporting and file feed to DOE within the required DOE scheduled submittal timeframes. Electronic file saved to the HP. Provide required feeds to EFASC per the Standardized Accounting and Reporting System		A	Monthly: Noon 2 <sup>nd</sup> Calendar work day	FS Team Lead STARS Accountant	

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
			(STARS), upon STARS implementation.				
D.15	H.21(a)(1), I.48, DOE O 534.1B	Year End and Quarterly Financial Statements & Disclosure Information	Provide other reports as required per the COs annual schedule.		R	Annually: Per HQ CFO Guidance	FS Team Lead STARS Accountant
D.16	H.21(a)(4)	Stop Light Report	Provides summary cost and financial information.		R	Monthly: 15 days after end of month, starting after the end of the first quarter	FS Team Lead
D.17	H.21(a)(4)	Indirect Cost Baseline & Out Year Planning Rate Submission	(a) Compiles and submits to DOE an annual execution year indirect cost baseline document that summarizes indirect costs by service/activity, including company level rates and billable rates for recoverable services, funded by their indirect rate structure. For purposes of indirect recovery the cost level B&RC or lower is the final cost objective.  (b) Compiles and submits to DOE an outyear indirect rate document that summarizes indirect company level rates and any associated cost impacts to programmatic work.		A  A	(a) Annually: September 1 <sup>st</sup>  (b) Annually: NLT January 15	COR FS Team Lead
D.18	H.21(a)(1)	Travel Cost Report	Collect and report travel costs incurred by the contractor for both domestic and foreign travel.		R	Annually: Per HQ CFO Guidance	FS Team Lead
D.19	H.21(a)(1)	Travel Certification Report	(b) Certification of all travel being reasonable and for necessary functions Certification Letter hard copy signed with reference to the electronic file.		R	Annually: Per HQ CFO Guidance	CO FS Team Lead
D.21	Section I, FAR 52.230-2, FAR 52-230-6	CAS Disclosure Statement	CAS Disclosure Statement describes the contractor's accounting practices that they will be using for contract performance per Cost Accounting Standards. Signed Certification Letter.		A	Initial and when Accounting Practices Change/September 1 every year, if necessary	FSD Director CO (original)
D.23	DOE O 522.1, Attachment 2 (CRD), Section 3	Pricing Exception Report	Provides report of waivers from full cost recovery approved during the quarter in pricing department materials & services.		A	Quarterly: January, April, July,	CO FS Team Lead

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						October.	
D.24	H.21, I.43, DOE O 413.2B, FY02 Energy & Water Development Conference Report	LDRD Reporting	Annually record LDRD costs, scope, into the Department's LDRD database. Input data into the DOE HQ database via internet.		R	Annually	FS Team Lead
D.25	H.21, DOE O 534.1B	Report on Receivables due from the Public (220.9 Report)	Provide collection and aging information about receivables due from the public as defined by the supplement to Volume I of the Treasury Asset Management Manual, "Instructional Workbook for Preparing the Report on Receivables Due From The Public". Fiscal Year. STARS Interim and Year End reporting requirements from OFCR Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996.		R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.26	H.21, DOE O 534.1B	International Transactions Report (A-65 Report)	Provide collection and disbursement information about transactions with other nations. Fiscal Year STARS Interim and Year End reporting requirements.		R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.27	DOE O 534.1B	Detail submission into DIMS (Departmental Inventory Management System)	Provide dollar value of Special Nuclear Materials reported in DOE DIMS. Fiscal Year STARS, Interim Fiscal Year STARS, Interim and Year End reporting requirements.		R	Per HQ Guidance at FY year-end	FS Team Lead STARS Accountant
D.28	H.21, DOE O 534.1B	Tracking of Technology Transfer Third-party Receipts Report	Provide financial information (sources and disbursements) for Tracking of Technology Transfer Third-party Receipts. Fiscal Year STARS Interim and Year End reporting requirements.		R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
D.31	H.21, DOE O 534.1B	Report of Waiver of Claims for Erroneous Payment	Report erroneous payments and steps taken to prevent errors in future payments.		R	Annually: October 12	FS Team Lead STARS Accountant
D.33	H.21, I.43(e)	Report of Audit Recoveries	Report provides contractor results of recovery audit programs, which identify payment errors and recovery of amounts overpaid.		A	Annually: July 25	FS Team Lead
D.34	H.21, DOE O 534.1B	Report on Estimated Foreign Currency Collections & Expenditures	Report financial transactions made in foreign currency. Fiscal Year STARS Interim and Year End reporting requirements.		R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.35	H.21, DOE O 534.1B	Report on Unfunded Foreign Currency Reservations Accounts	Report financial transactions made in foreign currency. Fiscal Year STARS Interim and Year End reporting requirements.		R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.37	H.21, I.10	Annual Management Representation Letter	Assertions made pertaining to the integrity of the financial information provided to HQ for the Consolidated DOE Financial Statements. Government Reform Act of 1994.		R	Per HQ Guidance submittal schedule	CO COR FS Team Lead DOE Manager
D.38	I.10, DOE O 413.1A	FMFIA Annual Assurance Memo	A report on the status of the Contractor's management controls for all programs and administrative functions including problems identified, progress made in correcting prior reportable problems, and make an assessment about the integrity of contractor financial systems.		R	Annually: 5th working day of August	FS Team Lead (original certification)
D.39	I.42	Report of Status of Federal Funds Drawn from Treasury ASAP System	Report providing daily draws and account balance.		R	Monthly: 15 <sup>th</sup> Working Day	FS Team Lead STARS Accountant

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
D.44	JCP Government Printing & Binding Regulations	Printing & Publishing Activities 3 Year Plan	Identifies printing & publishing information to HQ.		R	Annually: November	CO
D.45	JCP Government Printing & Binding Regulations	Commercial Printing Report JCP Form 2	Identifies printing & publishing information to HQ.		R	Semi-Annually: April 30 November 30	CO
D.47	I.43, 31 USC 3513, Treasury Financial Manual	Treasury 224 Reporting Submittal to DOE	Treasury payment reconciliation requirements. Fiscal Year STARS Interim and Year End reporting requirements.		R	Monthly: 2 <sup>nd</sup> Working Day including draft submission schedule	FS Team Lead STARS Accountant
<b>E. PERS ONAL and REAL PROP ERTY</b>							
E.1	I.55, 41 CFR 109-43.4701	Excess Personal Property Furnished to non-Federal Recipients in any Manner, including Abandonment, Destruction or Donation to Public Bodies	Personal Property Transferred under the Used Energy-Related Laboratory Equipment Grant Program, the Education and Research Transfer Program (ERTP) Executive Order 12999, and for Economic Development.		R	Annually: October 31	FSD Director

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E.5							
E.8	I.55, DOE O 580.1, 41 CFR 109-1.5110	Stores Inventory & Warehousing Activity	Additions & Deletions By Line Item & Acquisition Cost.		R	Annually: January 31 <sup>st</sup>	SSD Director
E.9	I.55, DOE O 580.1, 41 CFR 109-1.5110	Precious Metals Forecast for Withdrawals and Returns	3-Year Forecast for Returns and Withdrawals of Precious Metals.		R	Annually: December 1 <sup>st</sup>	SSD Director
E.11	I.55, 41 CFR 109-45.304-2.50, 41 CFR 102-38.115 (b)	Negotiated Sales Report	An annual report describing any negotiated disposals of surplus personal property having an estimated fair market value of more than \$5,000.		R	Annually: October 31 <sup>st</sup>	SSD Director
E.15	I.55, DOE O 580.1	Community Reuse Organization (CRO)	Reports all eligible assets for Community Reuse Organization Screening. Disposal action will resume for these assets unless a CRO request is received.		A	Monthly: (by 10 <sup>th</sup> )	SSD Director
E.16	I.55, I.56	Federal Automotive Statistical Tool System (FAST)	Reports Fiscal Year fleet vehicle data. Data collected in FAST is used to support the Department of Energy's and NNSA compliance with the Energy Policy Act, EO 13149 and the GSA SF-82 Report.		N	Annually: November 24	FSD Director
E.17	I.55, 41 CFR 109-38.5103	Vehicle Utilization Report	Reports Monthly Motor Equipment Utilization for all INL Fleet.		R	Monthly: to ID	SSD Director HQ

I.55,  
DOE O  
41 CFR  
1.5110

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
E.18	I.55, 41 CFR 109-38.51	Vehicle Utilization Business Cases	Business Case Justification For Retention of Any Permanently Assigned Vehicles Not Meeting Approved Vehicle Utilization Standards.		A	Every 2 years	SSD Director
E.19	I.55, DEAR 945.102	DOE On-line Sales E-Bay, BID 4 Assets, etc.	Reports Net Sales data for property sold on-line.		R	Quarterly: October, January, April, July.	SSD Director
E.20	I.55, DEAR 945.102	DOE-HQ Property Information Database (PIDS)	DOE Contractors categorically manage and report property volumes and original acquisition dollar values of government-owned property annually.		R	Annually: January	SSD Director
E.21	41 CFR 102-39.75	Exchange -Sale Report	For any property exchanged or sold the pertinent FSC group, number of items, OAC, exchange allowance or sales proceeds, and source from which the property was originally acquired.		R	Annually: December 1 <sup>st</sup>	SSD Director
E.24	I.55, 41 CFR 109-38, 41 CFR 102-34.85	Agency Purchase and Lease of Motor Vehicles	Vehicle leases not procured through the GSA Automotive Commodity Center, unless a waiver resulting from a GSA study is in effect.		A	Annually: December 1 <sup>st</sup>	SSD Director
E.26	41 CFR Part 102-84.55	Annual Real Property Disposal Report to GSA	Identifies to GSA real property disposals for the year.		R	Annually: October 31 <sup>st</sup>	SSD Director
E.27	41 CFR Part 102-75.1170	Real Property Report to HUD	Identifies disposable real property to HUD.		R	Annually: January 1 <sup>st</sup>	SSD Director
E.29	41 CFR Part 102-75.1170	McKinney Act Report to HQ	Identifies disposable real property to HUD.		R	Quarterly: January, July, April, October.	SSD Director
<b>F. ENVIR ONME NTAL REQUI REME NTS</b>							
F.2	H.32,	Quarterly	Report anomalous analytical results for all scheduled		N	Quarterly:	ETSD Director

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	DOE O 450.1 Chg 3, Idaho Code 50, City of Idaho Falls Municipal Code Chap. 1, Sec. 8	Environmental Surveillance and Compliance Monitoring Samples	environmental surveillance and compliance monitoring samples for all results received for the past quarter and received late for the quarter before last.			January 15, April 15, July 15, October 15.	
F.3							
F.4	H.32, DOE O 450.1 Chg 3, 40 CFR 370, EO 13423	EPCRA 312 Annual Report	Annual EPCRA 312 report certified by the contractor. DOE submits annually 3/1 to EPA.		R, C	Annually to DOE: February 14	ETSD Director
F.5	H.32, DOE O 450.1 Chg 3, 40 CFR 372, EO 13423	EPCRA 313 Report	Annual EPCRA 313 report and associated facility-specific supporting documentation certified by the contractor. DOE submits certified report to EPA.		R, C	Annually: June 1 to DOE July 1 to EPA	ETSD Director
F.8	H.32, 40 CFR 761.65 (a) (2) (ii)	TSCA Document Log & Annual Inventory	Site-wide TSCA Document Log and Annual Inventory in accordance with EPA letter dtd 11/26/99. Contractor submits to regulators by July 1.		R	Annually to DOE-ID: June 1	ETSD Director EPA
F.9	H.32, 40 CFR 761.65 (a) (2) (ii)	TSCA Radioactive Waste Inventory	Site-wide TSCA Radioactive Waste Inventory in accordance with EPA letter dated 11/30/07. Contractor submits to regulators by July 1.		R	Annually to DOE-ID: June 1	ETSD Director EPA
F.10	DOE M 231.1-1A Chg 2, DOE O 450.1 Chg 3	Annual Site Environmental Reporting	Applicable information for inclusion in the Annual Site Environmental Report to DOE-ID.		R	Annually: Data and Sections by May 1	ETSD Director
F.11	DOE O 450.1 Chg 3	Surface Radiation Surveys Report	Letter report to document results from the surface radiation surveys to DOE-ID.		R	Annually: January 31	ETSD Director
F.12	DOE O 450.1 Chg 3	Environmental Monitoring Plan Updates	Update the INL Environmental Monitoring Plan as needed. Review the plan annually to assess the necessity for updates. At a minimum, the plan will be		A	Annually: Reviewed by: April 30 Next update: as needed	ETSD Director

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Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
			updated every three years.				
F.13	H.32, City of Idaho Falls Municipal Code Sewer Ordinance 8-1-37c	Monthly Pretreatment Reports	Copy of Monthly Pretreatment Reports (pH logs) to the City of Idaho Falls. Certified by contractor. Contractor submits to City without advance DOE-ID review.		R	Monthly: Due the 15 <sup>th</sup> of each month	City of Idaho Falls ETSD Director
F.14	DOE O 450.1 Chg 3	Annual Groundwater Monitoring Plan	Annual Groundwater Monitoring Plan and revision, as needed.		A	Annually: Reviewed by July 30 Next update: as needed	ETSD Director Distribution after approval
F.16	H.32, IDAPA 58.01.08	Drinking Water Fee Submittal	Copy of Annual Drinking Water Fee Submittal to the State of Idaho. Contractor submits to regulators without advance DOE-ID review.		R	Annually: October 30	State of Idaho Division of Environmental Quality (DEQ) ETSD Director
F.18	H.32, DOE O 450.1 Chg 3, IDAPA 58.01.17	Annual Wastewater Land Application Permit (WLAP) Report	Annual Wastewater Land Application Permit (WLAP) Report certified by the contractor to DOE. Contractor submits to regulators by March 1.		R	Annually to DOE-ID: February 21	ETSD Director
F.19	DOE O 5400.5 Chg 2	Phasing Out the Use of Soil Columns Information Update	As applicable, update documentation required by DOE Order 5400.5, Chapter II, Section 3.b. (Phasing Out the Use of Soil Columns) for liquid radiological discharges to the soil.		A	As Required	ETSD Director
F.20	H.32, IDAPA 37.03.09	Fees for Construction of Ground Water Monitoring Wells	Fees for Construction of Ground Water Monitoring Wells. Contractor submits to regulators Jan 30.		R	Annually to DOE-ID: January 15	ETSD Director Idaho Department of Water Resources (IDWR)
F.22	H.32, IDAPA 37.03.03	Deep Injection Well Permit Renewals	Deep Injection Well Permit Renewals, as required, to DEQ. Certified by contractor. Contractor submits to DOE-ID 15 days prior to due date to regulators. Contractor submits to regulators.		R	As Required by permit	ETSD Director DEQ
F.23	H.32, INL Water Rights Agreement	Comprehensive Well Inventory & Annual Water Use Report	Submit the Comprehensive Well Inventory and the Annual Water Use Report (combined). Contractor submits to regulators June 28.		R	Annually: May 28 to DOE	ETSD Director; IDWR
F.24	H.23, DOE O 450.1	Annual Revegetation Assessments	Report Annual Revegetation Assessments and corrective actions for disturbed sites. Contractor		R	Annually: November 30	ETSD Director [E]

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	Chg 3		submits to DOE-ID by due date, no advance submittal required.				
F.25	H.32, 40 CFR 141-143	Source Water Assessments	Source Water Assessments Report for drinking water, revise as necessary to maintain accuracy. Contractor submits to regulators.		R	As needed	ETSD Director DEQ
F.26	H.32, DOE O 450.1 Chg 3, 40 CFR 61 Subpart H	Annual NESHAPS Radioactive Emission Report	Annual Site-Wide NESHAPS radioactive emission reporting certified by the contractor. DOE submits to regulators June 30.		R, C	Annually: May 31 <sup>st</sup> to DOE	ETSD Director EPA DEQ State of Idaho INL Oversight Office Distribution
F.28	H.32, DOE O 450.1 Chg 3, IDAPA 58.01.01.223.05	Toxic Exemption Air Pollutant Report	Toxic Exemption Air Pollutant Report certified by the contractor. Contractor submits to regulators by May 1.		R, C	Annually: April 1 to DOE-ID May 1 to DEQ	ETSD Director DEQ
F.29	H.32, DOE O 450.1 Chg 3, 40 CFR 51.30(b)	DEQ Triennial Air Emission Inventory and Annual Fee Registration	DEQ Annual Air Emission Inventory certified by the contractor. Due date expected to be March 31st. Maintain the air emissions inventory database. DOE submits to regulators.		R, C	To DOE 30 days prior to DEQ deadline	ETSD Director Copies for facility reviews. DEQ
F.31	DOE O 450.1 Chg 3, 40 CFR 70, IDAPA 58.01.01.300s	Title V Operating Permit (IRC and INL)	Reports required by the Title V operating permit, certified by the contractor. DEQ deadline is 30 days after the end of the reporting period for semi-annual and annual reports. Contractor submits to regulators.		R	To DOE 15 working days prior to DEQ deadline stated in permit	ETSD Director DEQ DOE-ID IRC Facility (for IRC Title V)
F.32	DOE O 450.1 Chg 3, 40 CFR 51.166	Clean Air Act Prevention of Significant Deterioration Increment Tracking	Maintain the INL Site PSD for increment tracking of current site sources. Provide a current database report of PSD sources when requested.		R	As requested	ETSD Director
F.34	H.32, 40 CFR 61 145(a)(4)(iii)	Annual NESHAPS Asbestos Notification	Annual NESHAPS Asbestos Notification certified by the contractor. Contractor submits to regulators by 12/21.		R	Annually: December 1 to DOE	ETSD Director DEQ
F.35	H.32, 40 CFR 61	Annual NESHAPS Asbestos Reporting	Annual NESHAPS Asbestos Reporting certified by the contractor. Contractor submits to DEQ by January 31.		R	Annually to DOE-ID: January 15	ETSD Director DEQ

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	145(a)(4)(iii)						
F.36	H.32, 40 CFR 61 Subpart M	NESHAPS Asbestos D&D Notifications	NESHAPS Asbestos D&D Notifications, as needed. Contractor submits to regulators without advance DOE-ID review.		R	As needed	ETSD Director DEQ
F.38	H.32, DOE O 450.1 Chg 3, PTC # 023-00001	RTC PTC Reports	RTC PTC Reports certified by the contractor. Contractor submits final to DEQ quarterly (11/14, 2/14, 5/15, 8/14).		R, C	Quarterly: To DOE: November 4, February 4, May 5, August 4.	ETSD Director DEQ TRA Facility Manager
F.41	40 CFR 260 (et seq)	Consent Order and other Regulatory Milestones Status Reports	Track all Consent Order and other regulatory milestones and ensure they are met. Provide quarterly status reports to DOE-ID and as requested, including Site Treatment Plan Implementation Status.		R	Quarterly: To DOE: January 5, April 5, July 5, October 5.	ETSD Director
F.42	H.32, 40 CFR 260 (et seq), EPA Voluntary Disclosure Policy	Environmental Disclosure Logs and other Disclosures	Monthly Disclosure Logs. Submit voluntary environmental disclosure logs to appropriate Federal, State and Local regulatory agencies monthly, as needed. Provide oral or written disclosures and planned corrective actions outside of monthly logs to regulatory agencies as needed to demonstrate effective environmental management, in line with EPA voluntary disclosure policy, for more significant issues. Contractor submits to regulators.		R	Monthly: or as needed	ETSD Director (Each as appropriate) - Federal, State and Local Agencies DOE Director- Affected facility
F.44	H.32, 40 CFR 355, 40 CFR 302, EO 13423	Chemical Spills Reports and Response	Prepare Chemical Spills Reports, as needed, to DEQ, NRC, or USCG, dependent on the nature of the spill. Contractor submits to regulators.		R	As needed	ETSD Director (As appropriate) - Federal (EPA, USCG, NRC), State (DEQ) and Local Agencies DOE Director for affected

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
							Facility(ies)
F.45	H.32, DOE O 450.1 Chg 3, 43 CFR Part 7, Archaeological Resources Protection Act of 1979	Federal Archaeology Program Report to Congress	Prepare and deliver to DOE-ID the annual Department of Interior (DOI) Questionnaire on the Federal Archaeology Program Report.		R	Annually: February 15	ETSD Director
F.46	DOE O 450.1 Chg 3, Archaeological Resources Protection Act of 1979, INL Cultural Resource Management Plan	Protection of Key Archaeological and Historic Architectural Properties	Submit the INL site monitoring forms for monitoring conducted to DOE-ID by October 31. Support protection of key archaeological and historic architectural properties by conducting periodic monitoring. Specific sites to be determined each year depending on risk, at least 5 sites per year.		R	Annually to DOE: October 31	ETSD Director
F.47	DOE O 450.1 Chg 3, DOE O 1230.2, 36 CFR 800	INL Cultural Resources Management Plan	Annual review and update the INL Cultural Resources Management Plan, as needed.		R	Annually: when needed March 1 to DOE	ETSD Director For external distribution of final (after DOE review) -12 hard copies
F.48	DOE O 450.1 Chg 3, National Historic Preservation Act of 1966, as amended, 36 CFR Part 800,	National Registry of Historic Places Nomination Packages	Prepare and submit nomination packages to DOE-ID for historic properties to the National Register of Historic Places in accordance with established guidelines and regulations, as needed and agreed each year.		R, A	As requested	ETSD Director

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	INL Cultural Resources Management Plan						
F.54	H.32, 40 CFR 70, IDAPA 58.01.01.300	MFC RCRA Permit Condition I.U, Other Non-Compliance Reports	Semi-annual "Other Non-Compliance Report" due March 1 and September 1. Contractor obtains DOE certification and then submits to DEQ.		R C	Semi-Annually: Due to DOE February 1. Due to DEQ March 1 and October 1	ESTD Director DEQ
F.55	H.32, 40 CFR 70, IDAPA 58.01.01.300	MFC RCRA Permit Condition II.J.2, Waste Minimization Certification (2)	Annual report and certification due March 1. Contractors submit separate certifications.		R, C	Annually: Due to DOE February 1. Due to DEQ March 1.	ESTD Director DEQ
F.56	H.32, 40 CFR 264.75, IDAPA 58.01.05.008	INL RCRA Permit Condition II.J.3 Biennial Report and Certification of Waste Generator Activities (2)	Biennial report and certification due March 1 of each even numbered year. Contractors submits separate certifications for DOE prepared report.		R, C	Biennially on even numbered years: Due to DOE January 15. Due to DEQ March 1.	ESTD Director DEQ
F.57	H.32, 40 CFR 70, IDAPA 58.01.01.300	MFC RCRA Permit Condition II.K.1. Waste Minimization Review and Plan/Certification (2)	4 year report/planned certification due March 1, 2007, and minimum of each 4 years in future. Contractors submit separate certifications to DOE. DOE submits certification to DEQ.		R, C	Due to DOE February 1. Due to DEQ March 1.	ESTD Director DEQ
F.58	H.32, 40 CFR 70, IDAPA 58.01.01.300	MFC RCRA Permit Condition V.M.2, 4 Year RSWF Liner Corrosion Report (2)	4 year assessment by corrosion expert; submittal by permittee to the DEQ within 45 days of receiving the report; next report due calendar year 2009.		R, C	Due to DOE no later than November 7, 2009. Due to DEQ December 31, 2009, and same dates every four years afterward.	ESTD Director DEQ
F.60	H.32, CFR 20.31	User's Report of Denatured Spirits	Annual usage of alcohol.		R, C	Annually: Due to DOE July 3 <sup>rd</sup> , Due to BATF July 15 <sup>th</sup> .	ESTD Director BATF
F.63	DOE O 450.1 Chg 3	Annual EMS Metrics Report	Provide response to EMS Annual Report Questions requested by DOE HQ HSS for the fiscal year.		R	Annually: by November 30 to DOE-ID.	ETSD Director

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2	
F.64	H.33, DOE O 450.1 Chg 3, 7 USC 2814, EO 13112	Annual Noxious Weed Report for the INL	Summary of efforts to control noxious weeds including current conditions, trends of weed infestations, and planned efforts for the next calendar year. Contractor submits to DOE-ID by due date, no advance submittal required.		R	Annually: by December 1.	ETSD Director	
F.66	H.32 Title 39, Chapter 44, Section 11, (4) of the Idaho Statutes	Idaho Hazardous Waste Generator Annual Report	Annual report due 30 days after the end of each calendar year to DEQ. Contractor submits separate certification for DOE prepared report.		R, C	Annually: Due to DOE January 15; DOE due to DEQ January 30.	ESTD Director DEQ	
<b>G. SAFE GUARDS and SECURITY REQUIREMENTS</b>								
G.1	DOE M 470.4-6 Chg 1	Material Control and Accountability Plan	Complete review of the Material Control and Accountability Plan by March 31 annually per DOE M 470.4-6 Chg 1.		R, A R - 45 days A - 7 days	Annually: March 31	SD Director	
G.3								DOE M Chg 1
G.5	DOE O 151.1C	Emergency Management Plan	Annually submit the updated INL Emergency Management Plan or documentation to support the annual review.		R - 21 days A - 7 days	Annually: September 30	Emergency Management Program Administrator	

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
G.6	DOE O 151.1C	Emergency Readiness Assurance Plan	Submit Emergency Readiness Assurance Plan updates compliant with the governing directives annually.		R, A R - 21 days A - 7 days	Annually: September 30	Emergency Management Program Administrator
G.7	DOE O 151.1C	Hazards Survey/Assessment Document	Submit Hazards Survey/Assessment Document updates compliant with the governing directives.		R, A R - 21 days A - 7 days	As required	Emergency Management Program Administrator
H. OPERATIONS, SAFETY, HEALTH and QUALITY ASSURANCE							
H.1	DOE O 425.1D	Startup Notification Reports (SNRs)	The SNRs shall include, at a minimum, the level of readiness activity and the proposed startup authority level.		R - 14 days A - 7 days	Quarterly: Mar 15, June 15, Sept 15, Dec 15.	QSD Director DAM/Operations DOE-ID Director(s) for each facility or operational area

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
H.2							
H.3	DOE O 5480.20A Chg 1	Personnel Selection, Qualification and Training for Nuclear Facilities	<p>With respect to the selection, qualification and training of personnel for INL nuclear facilities:</p> <ul style="list-style-type: none"> <li>a. Prepare and submit a Training Implementation Matrix to the DOE Manager for review and approval.</li> <li>b. Procedures for exemptions to specific training or qualification requirements for an individual.</li> <li>c. Provide written requests for certification extensions to the DOE Manager for approval.</li> <li>d. Prepare and submit an assessment of the need for a simulator, for Category A test and research reactors only.</li> </ul> <p>Report of periodic systemic evaluations of training and qualification programs. Perform periodic (at least biennially) systemic evaluations of training and qualification programs.</p>		<p>a. &amp; b. R – 21 days A – 7 days</p> <p>c. R – 7 days A – 7 days</p> <p>d. R – 30 days A – 7 days</p> <p>e. R</p>	<p>a. &amp; b. Within 90 days of contract takeover</p> <p>c. As needed</p> <p>d. As needed</p> <p>e. Biennially: initial due in July 2005</p>	<p>QSD Director AM/LO</p> <p>AM/RD AM/OS Main Program Manager</p> <p>AM/LO AM/RD AM/OS Main Program Manager</p> <p>AM/LO AM/RD AM/OS</p>

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
							Main Program Manager
H.4a	DOE O 430.1B, 10 CFR 830 Subpart A	Real Property Asset Management	<p>a. A maintenance management program that includes a condition assessment of the real property assets, a work control system, management of deferred maintenance, a method to prioritize, and systems to budget and track maintenance expenditures.</p> <p>b. Identification of 5-year maintenance and repair requirements (sustainment) and funding for deferred maintenance reduction.</p> <p>c. Identification of 5-year recapitalization requirements to replace or modernize existing facilities.</p> <p>Condition assessments must be performed on real property assets at least once within a five-year period, and may be required more frequently for mission essential facilities and infrastructure.</p>		<p>a. R</p> <p>b. A</p> <p>c. A</p> <p>d. N</p>	<p>a. As needed</p> <p>b. Include annually in Ten Year Site Plan submittal. See Item I.3</p> <p>c. Include annually in Ten Year Site Plan submittal. See Item I.3</p> <p>d. Condition Assessment Program will support the reporting requirements of FIMS.</p>	AM/LO AM/OS AM/RD
H.4b	DOE O 433.1A	Maintenance	e. Maintenance Implementation Plan (MIP) that uses		R, A	Within 120 days of	AM/LO

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
		Management Program for DOE Nuclear Facilities	a graded approach to address Nuclear Facility Maintenance program requirements.		R-21 days A- 7 days	contract to revalidate existing MIP(s) are in compliance. Biennial review and as needed for changes.	AM/OS AM/RD
H.6	10 CFR 830 Subpart B	DSAs, TSRs, USQs	<ol style="list-style-type: none"> <li>1. Submit new PDSAs, DSAs, TSRs.</li> <li>2. Submit annual DSA updates, and TSR changes.</li> <li>3. Submit summaries of USQ determinations.</li> <li>4. Submit Procedure for the USQ Process.</li> </ol> <p>d.</p>		a. R/A-90 days	As needed	AM/OS AM/RD QSD Director
H.9	DOE O 450.1 Chg 3, DOE M 450.4-1, DOE P 450.4, 48 CFR 970.5223-1	Integrated Safety Management	<ol style="list-style-type: none"> <li>a. Prepare and submit the Annual ISMS Safety Performance Objectives, Performance Measures and Commitments, as part of the ISMS Effectiveness Review and Declaration</li> </ol> <p>Triennial update of ISMS Description Document (PDD-1004). Unless substantive interim changes are made</p>		R, A	December 15 Annual  January 31 Triennial, Next revision due 2015	AM/OS CO  AM/OS AM/RD QSD Director
H.11	DOE O 420.1A	Fire Protection and Fire Marshal	Perform triennial management effectiveness assessments of the Program per DOE O 420.1B and provide assessment results to DOE.		N	Triennial: September	QSD Director
H.16	DOE M 231.1-1A Chg 2	Fire Protection Program	<ol style="list-style-type: none"> <li>b. Submit the Annual Summary of Fire Damage covering the fire protection program and loss experience of the previous year.</li> </ol>		Review and Submit to EH-1	March 31	DOE Fire Protection Engineer AM/LO AM/OS AM/RD
H.20	DOE O 420.1B, ANSI/ANS Series	Criticality Safety Program	Annual Criticality Safety Program performance summary that includes the status of assessments, issues,		R	Annually: December 15	QSD Director

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	Standards		corrective actions, infractions, requirements management, and training.				
H.23	DOE O 420.1A, DOE O 430.1A, DOE O 433.1	Fire & Life Safety System Preventative Maintenance	Report of fire and life safety system preventive maintenance activities, within nuclear facilities.		N	Quarterly: Nov 15, Feb 15, May 15, Aug 15.	DOE Fire Protection Engineer DOE Maintenance Program Manager
H.24	DOE O 420.1A, DOE O 430.1A, DOE O 433.1	Fire & Life Safety System Preventative Maintenance	Report of fire and life safety system preventive maintenance activities for all water-based fire suppression systems within all Site areas to DOE.		N	Quarterly: Nov 15, Feb 15, May 15, Aug 15.	DOE Fire Protection Engineer DOE Maintenance Program Manager
H.27	DOE O 414.1C, 10 CFR 830 Subpart A	Quality Assurance Program	This QAP shall integrate the performance expectations of the QA Rule and Order with a consensus standard for quality assurance. The standard selected should suit the products and services of the organization (e.g., ASME NQA-1) and its customers.		A - 90 days	Annually	NE-ID Manager QSD Director AM/LO AM/OS AM/RD
H.29	DEAR 970.5204-2(b), DOE O 414.1C, DOE M 231.1-2, 10 CFR 830 Subpart A	Management and Independent Assessment Analysis	Provide analysis of occurrences of ORPS and contractor identified non-reportable events.		R	Quarterly	AM/OS AM/AS CO QSD Director
H.30	10 CFR 851.11	Worker Safety & Health Program	Provide an update to the Worker Safety & Health Program or a letter stating no changes to current approved program.		A	Annually: May 23	QSD Director CO AM/OS AM/RD
H.31	I.23	Affirmative Procurement Report	Submit reports in accordance with contract clause.		N	Annually December 30	CO
<b>I. PROG RAMS</b>							
I.3	DOE O 430.1B	Ten Year Site Plan	Content in accordance with DOE Order 430.1B.		A	Signature ready copy due June 23, or as requested, with an update due 30 days	NE-HQ - 10 DOE-ID - 30 EM-HQ - 10 Other HQ - 10

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
						after the Annual Budget Roll Out	
I.5							
I.6	DOE O 430.1B	Idaho Facilities Management Funded and Proposed Projects' Descriptions	Describes all planned General Plant Projects and Line Item Capital Projects under the purview of DOE.  DOE-ID will be formally notified by letter if there are no significant programmatic changes or project updates that would justify the investment of resources to produce either deliverable. The letter, in lieu of the document, will be the deliverable.		R	Biannually: or as requested. Due dates will coincide with those of the Ten Year Site Plan, and 30 days after the Annual Budget Roll Out	NE-HQ DOE-ID
I.8	DOE O 430.1B	Annual Earthquake Report	Documents earthquake activity on and around the INL.		N	Biennial: Dec 21	DOE-ID
I.9	DOE O 430.2A	Annual Energy Usage Report	Electronic data to DOE-HQ, Federal Energy Management Program describes current year energy usage.		R	Annually: November 30	DOE-FEMP DOE-ID
I.10	Idaho Power Contract with NE ID	Annual Energy Usage Forecast to Idaho Power	Forecast energy usage for the next 12 months.		R	Annually: September 30	NE ID Idaho Power-1
I.14	Interagency Agreement # DE-A107-89ID12865 MOU Between Dept. of Army and DOE	Operating Reports	Provide a monthly report, including Engineering Projects Status, in accordance with the reference document.		R	Monthly: 10 <sup>th</sup> or next business day	DOE SMC Division Director Team Lead DOE CFO SMC Program Analyst
I.15	Interagency Agreement # DE-A107-89ID12865 MOU Between Dept. of Army and DOE	Five Year Funding Profile	Submit projected budgets across SMC Program business tasks for current year and next 5 fiscal years in accordance to reference document.		R, A	Semi-Annually: 1st Qtr (12/31) and 3 <sup>rd</sup> Qtr (6/30), or as required	SMC Division Director
I.20	Interagency	Quarterly Security	Provide security clearance reinvestigation report for		A	Quarterly	SMC Division

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	Agreement # DE-A107-89ID12865 MOU Between Dept. of Army and DOE	Clearance Reinvestigation Report	cleared contractor personnel.				Director
I.25	SMC Program Management Plan	In-Production-Review (IPR)	Provide information in accordance with the reference document.		R	Semi-Annually: 1 <sup>st</sup> Qtr (12/31) and 3 <sup>rd</sup> Qtr (6/30), or as required	DOE SMC Division Director
I.26	SMC Program Management Plan	Engineering Projects Five Year Plan	Provide Engineering Projects Five Year Plan in accordance with the reference document.		R	Annually: By July 31	DOE SMC Program Office
I.29	DOE O 413.2B	LDRD Annual Report	Detailed annual report of LDRD expenditures and Technical projects & accomplishments.		R	Annually: By March 31	CO Chief Scientist
I.30	DOE O 413.2A	LDRD Management Plan	Draft Annual Plan for managing LDRD initiatives funded and processes.		A	Annually: By June 30	CO Chief Scientist
I.31	DOE Policy Manual, Secretary of Energy Guidance; Annual Instructional Planning Instructions	INL Strategic Plan	Annual Strategic Plan describing INL mission, vision, critical attributes and strategies from an INL-wide perspective.		A	Annually: By October 1	DOE Manager CO CFAO Chief Scientist
I.35	H.23(f)	ATR Programs and ATR NSUF Mid-Year Review	Year to date program performance status, outlook, issues, actions needed, and Agreements and Commitments.		R	Annually: typically March to May	10 copies
I.36	H.23(f)	ATR Budget Briefing and Technical Review	Year-to-date program performance status, out-year program requirements, funding issues, unfounded needs, and Agreements and Commitments.		R	Annually: typically October to December	
I.40	I.30	Technology Transfer Records	Report on INL's technology transfer activities.		A	Annually	CO Tech Transfer IP Counsel
I.41	I.30	Technology Transfer Plan	Plan for conducting its technology transfer function for the upcoming year.		R	Annually: October 1st	CO Tech Transfer IP Counsel
I.42	DOE O 412.1A, G.2 – Technical	Contract Baseline	Represents COR work scope authorization and the committed deliverables. Established at the start of the		A	Draft Program Planning Documents due	Deputy Laboratory Director S&T

Item No.	Contract Reference	Title of Data Item	Data Item Description	Customer Or Program	DOE Action Note 1	Due Date And Frequency Note 3	Distribution and Notification Note 2
	Direction from CORs  H.21 (7) – Aligns financial plans within the approved baseline		fiscal year it bounds all direct work performed under the contract and is used by the DOE COR's to provide technical direction. Once approved, it authorizes detailed work planning and the development of INL baseline plans.			annually August 15. Final due annually September 20	Associate Laboratory Directors (S&T), Program Integration Office Financial Operations, Project Management Office