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| Subject: External Correspondence Concurrence Signatures | Effective Date: | Initiated by: |
| | Feb. 8, 1999 | Deputy Director |
| | Supersedes: | Approved: |
| | NEW POLICY | Director |

Formal PPPL correspondence with the Department of Energy and other external organizations shall be documented in a manner that ensures that both organizations will be aware of and party to directives, requests, commitments, and actions at the appropriate management levels. Responses to DOE and other external requests and directives shall be made in a timely manner that fully satisfies the needs of PPPL, DOE and our stakeholders.

To effectively implement this policy, all formal correspondence from PPPL to DOE and external organizations will be copied to the PPPL Director and Deputy Director and be signed by the appropriate PPPL Department Head. Concurrence signatures of the PPPL Deputy Director and Director will also be required for correspondence that:

- Commits the Laboratory to a financial responsibility or provides estimates of cost;
- Provides a corrective action plan (new or revised) to an externally identified deficiency (e.g. an appraisal).
- Pertains to a safety or environmental incident or accident, other than routine correspondence such as lost work day statistics;
- Contains an item with potential public relations implications (positive or negative);
- Warrants a concurrence signature, in the view of the Department Head.

Routine correspondence involving status reports or in response to routine requests for information from DOE do not require concurrence of the Director and Deputy Director. The following are examples of specific Departmental correspondence that does not require concurrence of the Director and Deputy Director:

Business Operations

- Outlay Estimates
- Advance Notifications - Routine Procurement Matters
- Service Contract Act Wage Determination Requests
- Requests for Audit Assistance
- Transmittal of Construction Statement and Acknowledgment Forms from Subcontracts
- Quarterly Accounts Receivable Reports
- Construction Close-out Reports
- Quarterly Report of Transportation Charges
- Notification of Physical Inventory Accounting Adjustments
- Year-end Accounting Reports
- Payroll Reports

Human Resources

- DOE Contractors Report on Employment
- Salary Wage Increase Expenditure Report (annual)
- Report of Compensation (semi-annual)
- Individual Salary Actions that require DOE-PG approval

ES&H and Infrastructure Support

- Fee payments to external agencies for routine operations (e.g., a permit)
- Renewals of existing permits
- Routine status reports (e.g., groundwater, surface water, Quality Assurance, Quarterly Accident Statistics, Emergency Readiness Assurance Plan)
- Routine Notifications of plans to start planned work activities (e.g., Soil Conservation District, Asbestos abatement notifications)
- NEPA Categorical Exclusion requests
- Requests for DCAMO Quality Assurance services