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**DEPARTMENT OF ENERGY CLASSIFICATION  
REVIEW OF DOCUMENTS  
ABRWH-PROC-011**

**Advisory Board on Radiation and Worker Health Procedure 011**

June 2009

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## 1.0 PURPOSE

The purpose of this procedure is to outline the steps required to coordinate the review of documents by a Department of Energy (DOE) classification office.

## 2.0 SCOPE

This procedure applies to all documents directly associated with the DOE and Atomic Weapons Employer (AWE) facilities associated with the Energy Employees Occupational Illness Compensation Program Act. A complete list of these facilities can be found on DOE's Office of Health, Safety, and Security Web site:

<http://www.hss.energy.gov/HealthSafety/FWSP/Advocacy/faclist/findfacility.cfm>)

Examples of such documents associated with the Advisory Board on Radiation and Worker Health (ABRWH) include, but are not limited to, the following:

- Technical reviews of Technical Basis Documents
- Technical reviews of Site Profiles
- Technical reviews of site-specific dose reconstruction procedures
- Technical reviews of Special Exposure Cohort Evaluation Reports
- Technical reviews of Special Exposure Cohort petitions
- Meeting minutes
- Site expert interviews

The procedure applies to all members of the ABRWH and its Technical Support Contractor (TSC).

## 3.0 REFERENCES

National Institute for Occupational Safety and Health, OCAS-PR-011, *DOE Classification Review of Documents*.

Title 42 Code of Federal Regulations Part 82 (42 CFR 82), *Methods for Radiation Dose Reconstruction Under the Energy Employees Occupational Illness Compensation Program Act of 2000*; Final Rule; May 2, 2002; SRDB Ref ID: 19392.

Title 42 Code of Federal Regulations Part 83 (42 CFR 83), *Procedures for Designating Classes of Employees as Members of the Special Exposure Cohort Under the Energy Employees Occupational Illness Compensation Program Act of 2000*; Final Rule; May 14, 2004; SRDB Ref ID: 22001.

Title 10 Code of Federal Regulations Part 1017 (10 CFR 1017), *Identification and Protection of Unclassified Controlled Nuclear Information*.

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U.S. Department of Energy, *Security Plan for the Energy Employees Occupational Illness Compensation Program*, U.S. Department of Energy, Office of Health, Safety, and Security, January 23, 2009.

#### **4.0 GENERAL**

The documents that are the subject of this procedure have been generated from assumed unclassified documents or from Official Use Only (OUO), Export Control Information (ECI), or Unclassified Controlled Nuclear Information (UCNI) source material. The reason for the classification office reviews is to ensure that the assembly of one document from several source documents does not result in production or inclusion of sensitive information.

The flow of this procedure is illustrated in Appendix A, Document Review Flow Path.

In the rare occasion that a document is created on a DOE site directly from classified source material, that document must be reviewed and marked prior to leaving that DOE site, or sent by appropriate courier to the site responsible for the classification review.

#### **5.0 PROCEDURE**

##### **5.1 Review of Documents Created from Classified Source Documents**

This scenario may only occur when an appropriately cleared individual or team is working in a secure environment, typically at the DOE or AWE facility or secure records repository.

- 5.1.1 Any source documents, or documents generated from classified source documents, must be reviewed by the site classification office prior to removal from that site. Documentation of such a review must be provided by the site classification office.
- 5.1.2 Any subsequent documents developed from these documents will be reviewed as described in Sections 5.2 and 5.3.

##### **5.2 Review of Documents**

- 5.2.1 The initial draft documents are developed from source documents assumed to be either unclassified information or documents marked as Official Use Only (OUO), Export Control Information (ECI), or as Unclassified Controlled Nuclear Information (UCNI).
- 5.2.2 The draft documents will have limited distribution among the team creating the document.
- 5.2.3 The draft documents must be forwarded to the applicable DOE Site Office via hard copy or electronic copy on compact disk prior to review outside

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of the team generating the document. A hard copy and/or an electronic copy on compact disk with a DOE Document Review Request Form (OCAS-FORM-006 or equivalent) should be forwarded to the appropriate DOE site contact. This must be done by hand delivery or by Federal Express. For inactive sites where there is no site contact, this review will be performed by DOE Headquarters (HQ).

**Note: There shall be no transmission of these documents via e-mail or facsimile prior to review and clearance by the appropriate DOE Site Office.**

- 5.2.4 The Technical Support Contractor will inform the Advisory Board DFO and the Advisory Board on a monthly basis on the status of documents that have been transmitted to DOE for review.
- 5.2.5 DOE will inform the Technical Support Contractor POC of completion of the review.
  - 5.2.5.1 If DOE requires revisions due to the presence of sensitive information, this will be conveyed to appropriately cleared individuals in the generating organization. The resulting revised document will have to be reviewed again, as outlined in Section 5.2, prior to further distribution.
  - 5.2.5.2 Upon receipt of written documentation from the DOE Site Office that the document is not classified and does not contain UCNI, the document can be distributed electronically for more extensive internal technical review and comment.
  - 5.2.5.3 If, during the course of the technical review cycle, significant changes are made requiring additional information from source documents, the revised draft document must be forwarded to the applicable DOE Site Office per Section 5.2.

### 5.3 Review of Documents that have had a DOE Site Office or HQ Review

This section applies to documents that have been reviewed according to Section 5.2.

- 5.3.1 These documents can be electronically distributed for technical review and approval.
- 5.3.2 After final approval, but prior to posting on the National Institute for Occupational Safety and Health's (NIOSH) Office of Compensation Analysis and Support (OCAS) Web site, the Advisory Board's Technical Support Contractor POC will forward a hard copy and/or electronic copy

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on compact disk with a DOE Document Review Request Form (OCAS-FORM-006 or equivalent) to the appropriate DOE Headquarters contact.

- 5.3.2.1 If DOE requires revisions due to the presence of sensitive information, this will be conveyed to appropriately cleared individuals in the Advisory Board's Technical Support Contactor. The resulting revised document will have to be reviewed again, as outlined in Section 5.2, prior to further distribution.
- 5.3.2.2 Upon receipt of written documentation from DOE that the document is not classified, does not contain UCNI, and can be publicly released, the document can be reviewed and cleared under the Privacy Act and then posted on the OCAS Web site and/or distributed to interested members of the public. Additional review by DOE may be required in cases in which such a Privacy Act review of the document resulted in reorganization or rewriting of portions of the document content. The strict redaction of content for compliance with the Privacy Act will not require resubmission of the document to DOE for an additional review.

## **6.0 RECORDS**

The following records are generated as applicable.

- 6.1 Document Clearance as Determined by DOE

## **7.0 APPLICABLE DOCUMENTS**

- 7.1 OCAS-FORM-006, "DOE Document Review Request Form," or Equivalent

### APPENDIX A: DOCUMENT REVIEW FLOW PATH

