

Attachment J-4

Contract Deliverables

The following Contract deliverables summarizes the specific products the Contractor shall submit to the U.S. Department of Energy (DOE), the date and timeframe when the Contractor is required to submit the product over the life of the contract, the type of action DOE will perform, and the associated DOE response time. Additional Contract deliverables unique to each Task Order may be specified in the Task Order, as applicable.

Table J-4.1, Deliverables List, provides a listing of Contract deliverables. The list is not all-inclusive and does not include situational deliverables. The Contractor shall meet all requirements of this Contract and resulting Task Orders.

The DOE action is defined as follows:

- Approve – The Contractor shall provide the deliverable to DOE for review and approval. DOE will review the deliverable and provide comments or approve as submitted. If necessary, the Contractor shall revise the document to incorporate mandatory DOE comments and resubmit for DOE approval. Once approved by DOE, the deliverable shall be placed under change control with changes requiring DOE approval. It is not intended that editorial changes or corrections that do not alter commitments would require new DOE approval.
- Information – The Contractor shall provide the deliverable for information purposes only. DOE will review the information and may provide comments.

All deliverables shall be provided to DOE in searchable electronic format (e.g., PDF) in addition to hardcopy. Letters shall be provided to DOE in an editable electronic format (e.g., Microsoft Word). Deliverables shall be provided in editable electronic format when specified or requested. For reoccurring deliverables (e.g., quarterly, semi-annual), the subject line shall incorporate the year/quarter/month of the deliverable as applicable.

Deliverable due dates which coincide with non-working days or recognized Holidays shall be due by the close of business on the last regular business day prior to the due date identified. Deliverables that have been rejected or returned from DOE shall be resubmitted to DOE within ten (10) calendar days of notification of rejected deliverable.

Note: There are a number of applicable footnotes below that provide clarification on the due date of the deliverable to DOE. In a number of instances, the identified due date is to the regulatory entity, therefore the deliverable must be provided in advance of that date to allow for review.

TABLE J-4.1: DELIVERABLES LIST

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
1.	Partnering Agreement Updates	Establish a non-binding, signed Partnering Agreement for the cleanup of the WVDP Site	Section H, <i>Partnering</i>	As required	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
2.	Improper Payment Report	Report of erroneous payments that the contractor made to subcontractors and vendors for which DOE has paid	Federal Improve Financial Performance Initiative	Quarterly, by 25 th of the month after quarter ends	DOE-EMBC Budget Analyst	DOE-EMCBC Contracting Officer Information
3.	Budget Formulation Requests for Information	Develop and submit budget materials in accordance with formulation guidance.	Section C.2.9.1; DOE O 130.1; OMB Circular A-11	Annually	DOE-EMCBC Budget Analyst	DOE-EMCBC Contracting Officer Information
4.	Provisional Rates	Document rates and request changes	FAR Appendix 2, Preambles to CAS Rules and Regulations	As requested	DOE-EMCBC Budget Analysist	DOE-EMCBC Contracting Officer Approval
5.	Citizens Task Force Meetings	Forum for stakeholder involvement in decision process	Section C.2.10; Section H, DOE-H-2045 <i>Contractor Community Commitment</i>	By the 15 th of Feb, Apr, May, July, Aug, Oct and Nov.	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Information
6.	Annual Emergency Readiness Assurance Plan (ERAP) (including Drill/Exercise schedule)	Report annual accomplishments in Emergency Management and establish 5 year plan	DOE O 151.1	Annually, by September 30	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
7.	Emergency Management Program and Emergency Plan Updates	Provides the direction and approach to be used to minimize the impact of an emergency upon the health and safety of workers, the public and the environment and to limit loss or damage to property. Documentation of the comprehensive emergency management program also must include Emergency Public Information Plan.	Section C.2.3; DOE O 151.1	Annually, by December 31	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
8.	Hazard Survey(s)	Examination of generic emergency events and the potential impacts of such emergencies	DOE O 151.1	Update every 3 fiscal years or as hazards require	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
9.	Emergency Planning Hazards Assessment (EPHA)	Assessment of hazards and potential consequences from unplanned releases of hazardous materials. The EPHA must include a determination of the size of the Emergency Planning Zone (EPZ).	DOE O 151.1	Update every 3 years or as hazards require	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
10.	Emergency Response Exercise Packages	Documentation that contains, but not limited to, the exercise scope, its objectives and corresponding evaluation criteria, a narrative description of the scenario, timeline, and a list of participants.	DOE O 151.1	21-days prior to exercise	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
11.	Emergency Management Program Self-Assessments	Contractor's self-assessment report of their Emergency Management Program	DOE O 151.1	Annually, by September 30th	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
12.	Continuity of Operations (COOP) Program Plan Updates	Plan providing the basics of continuity planning specifically covering the response to epidemic and pandemic events	DOE O 150.1	Update as needed; Reviewed annually; Negative Response Required.	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
13.	Continuity Readiness Assurance Report	The CRAR is a planning tool used to identify and develop needed resources and improvements, and to highlight changes and achievements in a program.	DOE O 150.1	Annually, by September 30	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
14.	Fire Protection Program Updates	Fire protection program description	Section C.2.3; DOE O 420.1	Annually	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
15.	Fire Hazard Analysis	Comprehensive and qualitative assessment of risk from fire within individual fire areas in WVDP facilities	DOE O 420.1	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
16.	Baseline Needs Assessment for Fire Protection and Emergency Preparedness	Needs Assessment for Fire Protection and Emergency Preparedness	Section C.2.3; DOE O 420.1	Every three years, and update if appropriate, or prior to significant changes to facility activity/inventory	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
17.	Annual Fire Protection Summary Report (electronic data submission)	Summary of fire-related incidents/activities occurring at the WVDP	DOE O 231.1; DOE O 232.2	Annually, by April 30	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
18.	Individual Accident/Incident Reports (DOE F 5484.3) (electronic data submission)	Number of new and revised individual accident/incident reports	DOE O 231.1; DOE O 232.2	Quarterly, by January 10, April 10, July 10, and October 10	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
19.	Tabulation of Work Hours (electronic data submission)	CAIRS	DOE O 231.1; DOE O 232.2	Quarterly, by January 24, April 24, July 24, and October 24	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Information
20.	Annual Exposure Data Reporting	Radiation Exposure Information System Report	DOE O 231.1; DOE O 232.2	Annually, by March 31	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
21.	Occupational Radiation Exposure Report to Individuals	Radiation Exposure Report to individuals	DOE O 231.1; DOE O 232.2	Annually, by March 31	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
22.	Occurrence Reporting Processing System (ORPS) Reports	Operational events meeting reporting criteria.	DOE O 232.2	Final Copy Furnished to DOE-FEO	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
23.	Notification of Labor Disputes and All Relevant Information	Knowledge of potential or actual labor disputes that delay or threaten to delay timely performance of the contract.	FAR 52.222-1; Section H, DOE-H-2028 <i>Labor Relations</i>	As required	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information
24.	Affirmative Action Plan for Females & Minorities	Affirmative action plan for employment practices of females and minorities.	FAR 52.222-26; FAR 52.222-36; E.O. 11246	Updated annually by September 30	DOE-EMCBC Office of Civil Rights and Diversity	DOE-EMCBC Office of Civil Rights and Diversity Review and Concurrence DOE-EMCBC Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
25.	Equal Employment Report (EEO-1)	File form SF-100	FAR 52.222-26; E.O. 11246	Annually by March 31	DOE-EMCBC Office of Civil Rights and Diversity	DOE-EMCBC Contracting Officer Approval
26.	Affirmative Action Plan for Veterans & Individuals with Disabilities	Anti-discrimination plan for veterans and individuals with disabilities.	FAR 52.222-35; E.O. 11246	Updated annually, by September 30	DOE-EMCBC Office of Civil Rights and Diversity	DOE-EMCBC Office of Civil Rights and Diversity Review and Concurrence and DOE-EMCBC Contracting Officer Approval
27.	Employment Report for Veterans	(Federal Contractor Veterans' Employment Report VETS-4212)	FAR 52.222-37	Annually, by October 30	DOE-EMCBC Office of Civil Rights and Diversity	DOE-EMCBC Contracting Officers Approval
28.	Requests for Labor Standards Determinations	Submittal of work packages for DOE determination of applicable labor standards	FAR 52.222-6; DOE O 350.1	As Required	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Labor Standards Committee and DOE-EMCBC Contracting Officer Determination
29.	Davis-Bacon Act Report of Enforcement	Compliance with Davis Bacon Act submitted through DOE iBenefits	29 CFR 5.7(b)	Semi-annually, by April 30 and October 31; when applicable	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
30.	Energy Employees Occupational Illness Compensation Program Act (EEOICPA) Claims Activity Report	To provide compensation and medical benefits to employees	Section C.2.14; EEOICPA Act of 2000	Monthly, by the last day of the month	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Information
31.	Organizational Conflicts of Interest Updates	Allows verification that the contractor is not biased in their performance of the contract	DEAR 952.209-72	As required	DOE-WVDP Director	DOE-EMCBC Contracting Officer Information
32.	Key Personnel List	Key Personnel as identified by the Contractor	Section H, DOE-H-2070	Updated as necessary prior to changes being implemented	DOE-WVDP Director	DOE-EMCBC Contracting Officer Approval
33.	Contractor’s Employee Compensation Plan	Formal policies, practices and procedures to be used in the administration of its compensation system including a compensation system self-assessment plan	FAR 31.205-6; Section H, DOE-H-2001	Prior to any program design changes or upon DOE approved changes	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Team Review; DOE-EMCBC Contracting Officer Approval
34.	Individual Compensation Actions for Key Personnel	Submit on DOE EM 3220 Key Personnel initial salaries and salary changes as prescribed in H Clause	Section H, DOE-H-2021 <i>Employee Compensation: Pay and Benefits</i>	At least 14 days prior to requested effective date	DOE EMCBC Contractor Human Resources Management Team	DOE-EMCBC Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
35.	List of top 5 most highly compensated executives	Annually for each of the five most highly compensated employees reimbursed compensation within the contractor's organization	Section H, DOE-H-2001	At the time of any subsequent change, no later than Mar 1 of each year	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contracting Officer Approval
36.	Report of Compensation and Benefits	Breakdown of employee benefits compensation [submitted through iBenefits]	DOE O 350.1; Section H, DOE-H-2001	Annually, per iBenefits	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information
37.	Contractor Salary-Wage Increase Expenditure Report	Report of expenditure of funds for merit, promotion, variable pay, special adjustments and what funds are planned for the following salary plan year	DOE O 350.1; Section H, DOE-H-2001	Annually, 30 days after the end of the salary plan year	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contracting Officer Information
38.	Actuarial Valuation Reports	Report of annual actuarial valuation report for each DOE-reimbursed pension plan	DOE O 350.1; Section H, DOE-H-2001	Annually, No later than due date for IRS Form 5500 filing	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
39.	Economic Bargaining Parameters	Economic bargaining parameters associated with collective bargaining prior to changes or agreement.	Section H, DOE-H-2028	At least 30 days prior to entering the collective bargaining process	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team, DOE-EMCBC Contracting Officer and HQ Approval
40.	Collective Bargaining Agreements/Memorandum of Understanding	Provide copies of agreements made between local collective bargaining units and the Contractor	Section H, DOE-H-2028	Upon ratification collective bargaining agreement or memorandum of understanding	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team, DOE-EMCBC Contracting Officer and HQ Information
41.	Report of Settlement	Report of results of collective bargaining agreement negotiations to be entered into iBenefits	DOE O 350.1; Section H, DOE-H-2028	Per iBenefits – next filing after ratification	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
42.	<p>Timely Data Responses to Departmental Annual and Ad Hoc Pension, PRB, and Benefit Plan Data Requests</p> <p>Documents relating to benefit plans</p> <p>Any and all other documents pertaining to implementation of and compliance with implementation of the compensation and benefit programs</p>	<p>Documents relating to benefit plans offered to Contractor employees, including but not limited to Summary Plan Descriptions, all Plan documents, applicable amendments, employee handbooks that summarize benefits provided to employees, and other documents that describe benefits provided to employees of the Contractor who perform work on this Contract; Any and all other documents pertaining to implementation of and compliance with implementation of the compensation and benefit programs identified in clause H, <i>DOE-H-2001 Employee Compensation: Pay and Benefits</i></p>	<p>Section H, DOE-H-2001; Section H, <i>Workforce Transition and Benefits Transition: Plans and Timeframes</i></p>	<p>Data Calls -As requested</p> <p>Benefits Plans/documents upon issuance</p>	<p>DOE-EMCBC Contractor Human Resource Management Team</p>	<p>DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information</p>
43.	<p>Pension Management Plan (PMP) and Post-Retirement Benefits (PRB) reports</p>	<p>PMP and PRB reports per iBenefits and as requested.</p>	<p>Section H, DOE-H-2001</p>	<p>As scheduled per iBenefits and as requested</p>	<p>DOE-EMCBC Contractor Human Resource Management Team</p>	<p>DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information</p>

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
44.	Standard Form 98 - “Notice of Intention to Make a Service Contract and Response to Notice”	For all subcontracts over \$2.5K subject to the Service Contract Act	DOE O 350.1; Section H, DOE-H-2003	Prior to award of subcontract	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team and DOE-EMCBC Contracting Officer Information
45.	Work Force Restructuring Plan and Communication Plan	Whenever a change of work force affecting 100 or more persons within a 12- month period	DOE O 350.3; Section H, <i>Workforce Restructuring</i>	Must be submitted at least 60-days prior to the first planned communication given to the employees and public whenever a change of work force affecting 100 or more persons within a 12-month period	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contracting Officer and DOE-HQ Office of Work Force Transition Approval
46.	Monthly Headcount Report	Report of contractor and prime subcontractor headcount by hourly and salaried employees and rolling attrition rates	Data call	8th day of each month, or date specified in Data Call	DOE EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
47.	Annual Compensation Increase Plan	Contractor’s request for funds for merit, promotion, special adjustments, variable pay, and structure adjustments	DOE O 350.1; Section H, DOE-H-2001	Annually prior to start of new salary plan year	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Review/Notification; DOE-EMCBC Contracting Officer Approval (if required)
48.	Overtime Control Plan	Submitted when exceeds DOE threshold – provides plan to control overtime.	DOE O 350.1	As necessary	DOE-WVDP Federal Project Director	DOE-EMCBC Contractor Human Resource Management Team review; DOE-EMCBC Contracting Officer Approval
49.	Semiannual Report on Overtime Use	Report showing straight time pay versus overtime pay and straight time hours worked versus overtime hours worked, expressed as percentages.	DOE O 350.1	Semiannually, January 31 st and July 31 st	DOE-WVDP Federal Project Director	DOE-EMCBC Contractor Human Resource Management Team Review; DOE-EMCBC Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
50.	Benefit and Pension Plans - New Plans/Changes	Description of the Contractor Benefits Program proposed changes	DOE O 350.1; Section H, DOE-H-2001; Section H, <i>Special Provisions Applicable to Workforce Transition and Employee Compensation: Pay and Benefits</i>	At least 30-days prior to making any changes, and updated as necessary	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Review; DOE-EMCBC Contracting Officer Approval
51.	Employee Benefits Value Study	Report that evaluates the value of contractor's benefit programs with other comparable companies	DOE O 350.1; Section H, DOE-H-2001	Every two (2) years; initial one is due within first year after contract award	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Review; DOE-EMCBC Contracting Officer Approval
52.	Employee Benefits Cost Survey Comparison	Report that evaluates the cost of contractors benefit programs, may use Bureau of Labor Statistics or DOE Cost Study Template	DOE O 350.1; Section H, DOE-H-2001	30 calendar days after receipt of DOE completed template with cost comparison	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Review; DOE-EMCBC Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
53.	Insurance Plan Experience Reports for Each Type of Liability Insurance (General and Automobile)	Reports to allow DOE to confirm that Contractor maintains commercial insurance or self-insurance programs required by law, regulation and the requirements of the contract	DOE O 350.1	Annually, within 30 days of policy renewal	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contracting Officer Information
54.	Workplace Substance Abuse Program Updates	Written workplace substance abuse program. In compliance with 10 CFR 707	DOE O 350.1; 10 CFR 707	As revised	DOE-EMCBC Contractor Human Resource Management Team and DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contractor Human Resource Management Team Review; Contracting Officer Approval
55.	Substance Abuse Program Results and Reports for Lower Tier Subcontractors	Report indicating the results of testing in all categories such as applicant, post occurrence, random, reasonable suspicion to include contractor's results as well as lower tier subcontractors that the program applies	DOE O 350.1	Semi-annually – January 30 and July 30	DOE-EMCBC Contractor Human Resource Management Team and DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
56.	Employee Assistance Program Implementation Plan Updates	A plan for implementing a program of preventative services, education, short-term counseling, coordination with and referrals to outside agencies, and follow-up upon return to work	DOE O 350.1	As revised	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Review; Contracting Officer Approval
57.	Employee Assistance Program Services Reports	Provide information regarding the services available to employees and training available to supervisors and managers on identification of deteriorating job performance or judgment, or observation of unusual conduct, and appropriate handling and referral	DOE O 350.1	As required by CO	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team and Contracting Officer Information
58.	Adverse Impact Analysis	Analysis of EEO impacts resulting from involuntary separations	DOE O 350.1; Secretarial Policy on Workforce Restructuring; Section H, <i>Workforce Restructuring</i>	As required. Must be submitted for involuntary separation action(s) affecting 100 or more contractor employees within a rolling 12-month period to the Contracting Officer	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team, Office of Legal Services and Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
59.	Copies of All Insurance Policies or Insurance Arrangements	Current copies throughout the contract term	DOE O 350.1	When policies are placed/ renewed	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team review and Contracting Officer Information
60.	Earned Value Management System Description (EVMSD) Updates	All proposed changes to the EVMS procedures and the impact of those changes.	Section C.2.9.2 ANSI/EIA-748B; DOE O 413.3; Section H, DOE-H-2024	When changes are recommended; At least 30 days prior to implementation	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
61.	Project Baseline Documents <ul style="list-style-type: none"> • Management, Planning and Control Policies and Procedures, • Lifecycle Performance Measurement Baseline with outyear planning packages, • WBS Dictionary, • Risk Management Plan, • Resource Loaded Integrated Schedule, • Project Management Plan, • Staffing analysis, and • Waste Disposition Plan 	Comprehensive plan to achieve scope, cost and schedule objectives consistent with contract award.	Section C.2.9.3; DOE O 413.3; Section H, DOE-H-2024	TBD	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
62.	Waste Disposition Monthly Plan Updates		Section C.2.2.5; Section C.2.9.5; DOE O 413.3	Initially submitted with Project Baseline Documentation; then monthly by the 15 th	DOE-WVDP Federal Project Director	DOE-WVDP Director Information
63.	Project Management Plan and Updates	Project Management Plan(s)	Section C.2.9.4; DOE O 413.3	Initially submitted with Project Baseline Documentation; then annually by June 30, and as required	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
64.	Risk Management Plan Updates inclusive of: <ul style="list-style-type: none"> • Lifecycle Risk Analysis • Risk Register 		Section C.2.9.8; DOE O 413.3	Initially submitted with Project Baseline Documentation; then annually by August 15	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
65.	Baseline Change Requests		Section C.2.9.3 Section H, DOE-H-2024; Section H, <i>Task Ordering Procedure</i>	As generated requiring DOE approval.	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
66.	Baseline Change Log (Contract Budget Log)		Section C.2.9.3; Section H, DOE-H-2024; Section H, <i>Task Ordering Procedure</i>	Monthly, 10 working days after business month ends	DOE-WVDP Federal Project Director	DOE-WVDP Director Information
67.	Project Management Cost Performance Reports for Input to Project Assessment Reporting System (PARS)		Section C.2.9.4.; Section H, DOE-H-2024;	Monthly, No later than the last workday of the following month	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
			Section H, <i>Task Ordering Procedure</i> ; DOE O 413.3			
68.	Contract Performance Report/Monthly Performance Report (CMPR) and Contract Funds Status Report (CFSR)	Project performance and financial status including ALL performance metrics, cost and schedule variance by WBS and PBS, major milestone status, safety status and critical technical and program issues. Note: Submit to CO with copy to DOE HQ CMPR, Office of Project Assessment at: ContractorsMPR@hq.doe.gov	Section C.2.9.5 DOE O 413.3; DOE-H-2024	Monthly, no later than 10 working days after business month ends	DOE-WVDP Federal Project Director	DOE-WVDP Director Information
69.	Invoice reconciliation to the Contract performance Report		Section C.2.9.5 DOE O 413.3; DOE-H-2024	Monthly, no later than 20 working days after calendar month ends.	DOE-WVDP Federal Project Director	DOE-WVDP Director Information
70.	GFS/I Request	Projection of additional GFS/I to be furnished under the contract. Considered part of the project baseline.	Section C.2.16.4	Annually, prior to each fiscal year	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
71.	GFS/I Request Updates	Projection of additional GFS/I to be furnished under the contract.	Section C.2.16.4	Quarterly, as needed (Jan 15, Apr 15, Jul 15, Oct 15)	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
72.	Weekly Project Status Report	Project status and accomplishments.	COR direction	Weekly	DOE-WVDP Contracting Officer Representative or as delegated	COR and DOE-WVDP Director Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
73.	Quality Assurance Plan Updates	Annual submittal of QAP changes for DOE approval.	Section C.2.2.4; 10 CFR 830	Annually by August 30	DOE-WVDP Assistant Director Office of Technical Services; DOE-WVDP Quality Engineer	DOE Approval
74.	Startup Notification Report	Nuclear facility startups or restarts	DOE O 425.1	Semi-annually (Mar 31, Sept.30)	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
75.	Training Program Plan and Training Implementation Matrix Updates	Nuclear facility training requirements	DOE O 426.2	Updates, as required.	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
76.	Conduct of Operations Matrix Updates	Conduct of Operations requirements for DOE facilities	DOE O 422.1	Updates, as required	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
77.	ALARA Report	Track and trend site cumulative exposure	DOE-STD-1098-17, Part 3, Article 133	Annually, by March 31	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
78.	Documented Safety Analysis Updates	Annual updated document for DOE approval or letter stating there have been no changes. Ensures that all nuclear facilities are maintained and operated within the DOE approved safety basis	10 CFR 830; 10 CFR 830.202(c)(2); Section C.2.6	Annually, by last DOE approval date (per SER)	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
79.	USQ Procedure Revisions		10 CFR 830.203(a)(1)	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
80.	USQ Program Summary Report	Annual summary of USQ process determinations performed since the prior submission	10 CFR 830.203(d)	Annually, summary report must accompany DSA annual update submittals	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
81.	Inspection and Maintenance Plan for Dam System, Updates	A plan that describes how the Contractor will operate and maintain the reservoir, emergency spillway, dams and all appurtenant structures in safe condition at all times	Section C.4.5; 6 NYCRR Part 673, Dam Safety Regulations, Section 673.13	Annually, not later than July 31	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
82.	Nuclear Maintenance Management Program (NMMP) Description / Maintenance Implementation Plan (MIP) Updates	Plan describing the integration of the maintenance program with other WVDP programs	Section C.4; DOE O 430.1; DOE O 433.1;	Prior to startup of new hazard category 1, 2, and 3 nuclear facilities and at least every three years for all nuclear facilities	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
83.	Annual Review of Utilization of Real Property	Life-cycle management of real property assets	Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	Annually, by June 1	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer	DOE-WVDP Contracting Officer and Representative Information
84.	Annual Property Inventory Report	Life-cycle management of real property assets Property inventory of all equipment, containers, and trailers located throughout the WVDP Project Premises and evaluate the future use, - proposed disposition of this material on an annual basis.	Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	Annually, by July 1	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer	DOE-WVDP Contracting Officer and Representative Information
85.	Five-year Site Plan (5YSP)	Real property planning document	Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	Annually	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer	DOE-WVDP Contracting Officer and Representative Information
86.	Sustainment Program	Contractor shall establish a cost-effective sustainment program to keep existing operational, excess, and those facilities transitioning from operational to shutdown in an acceptable safe and stable condition, functional, or sustainable in support of its current operational status or mission.	Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	Annually	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer	DOE-WVDP Contracting Officer and Representative Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
87.	Facilities Information Management System (FIMS) and Real Property Sustainment Validation; and FIMS Corrective Action Plan	FIMS Validation	Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	Annually, CAP as needed within 7 days	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer	DOE-WVDP Contracting Officer and Representative Information
88.	Preliminary Real Estate Plan (PREP) for Acquisition of Capital Assets and/or Disposition Plan	Real property actions, as needed.	Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	As needed	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer	DOE-WVDP Contracting Officer and Representative Information
89.	Rail Inspection Reports		Section H, <i>Real Property Asset Management</i> ; DOE O 430.1	As completed.	DOE-EMCBC Certified Realty Specialist/ DOE Realty Officer DOE-WVDP Federal Project Director	DOE-WVDP Contracting Officer and Representative Information
90.	Consolidated Energy Data Report (CEDR), Sustainability Dashboard, or the current DOE-HQ Database.	Provide plant energy and water consumption data and other data as required.	DOE O 436.1	Annually (due from contractor two (2) weeks prior to DOE-HQ submittal)	DOE-EMCBC Contracting Officer Representative or as delegated	DOE-WVDP Director Information
91.	Waste Management Program Updates	A plan for characterizing, processing, packaging, and disposing of waste.	Section C.2.2.5 Section C.7; DOE O 435.1	Annually	DOE-WVDP Federal Project Director	DOE Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
		Waste Management Plan(s) to implement requirements of CFR 830.120, 10 CFR 835, DOE O 414.1, DOE O 460.1, DOE O 435.1, DOE M 435.1-1 (see Section 1.9 of the Decommissioning Plan) All waste generated during Phase I of decommissioning will be disposed of off-site. The Waste Management Plan(s) will implement DOE procedures identified above and provide requirements and guidance for management of all types of waste.				
92.	Packaging and Transportation Program Plan Updates	Plans to comply with contract requirements for packaging, transfer, and transportation of hazardous material	Section C.2.2.5; DOE O 435.1; DOE Order 460.1	Annually	DOE-WVDP Federal Project Director	DOE Approval
93.	Nevada National Security Site LLW and MLLW Preliminary Disposal Forecast	Estimated volume of LLW and MLLW to be treated/disposed at NNSS in the next fiscal year	NNSS Request	As requested	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
94.	Nevada National Security Site LLW and MLLW Final Disposal Forecast	Final estimated volume of LLW and MLLW to be treated/disposed at NNSS in the current fiscal year	NNSS Request	As requested	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
95.	Contractor Assurance System Program Description Updates	Timely notification must be made to the Contracting Officer of significant assurance system changes prior to the changes being made	Section C.2.2.6; DOE O 226.1	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
96.	Annual Review of ISMS (ISMS Description Updates)	ISMS program description document annual update Including the proposed Performance Objectives, Measures, and Commitments for the upcoming fiscal year	DEAR 970.5223-1; Section C.2.1; DOE O 226.1	Annually, by August 30	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
97.	RESERVED					
98.	RESERVED					
99.	Annual Review of Contractor Assurance System	Results of assurance processes must be analyzed, compiled, and reported to DOE	Section C.2.2.6; DOE O 226.1	Annually, by August 30	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
100.	Employee Concerns Program Status Report	Submit reports which provide specific details on the numbers, type, status and disposition of employee concerns to DOE-WVDP for information	DOE O 442.1	Quarterly, by January 15, April 15, July 15, and October 15	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information
101.	Worker Safety and Health Program Updates	Updated Worker Safety and Health Program required whenever significant changes are made or a letter annually stating that no changes to the plan previously approved are necessary	10 CFR 851; Section C.2.2.2	Annually and whenever significant changes are made	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
102.	NEPA documentation	Support DOE preparation of environmental checklists, Categorical Exclusions (CXs), etc.	Section C.2.2.1; Section C.2.13; Section H, <i>Environmental Compliance</i>	As required to support activities	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
103.	NEPA Administrative Record	Compilation of documents that are relied on in the decision making process	Section C.2.2.1; Section C.2.13; Section H, <i>Environmental Compliance</i>	As required to support activities	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
104.	NEPA Project Record	Includes all documentation in the NEPA Administrative Record with the exception of very large sets of materials (e.g., the complete set of EIS references)	Section C.0 Section C.2.2.1 Section H, <i>Environmental Compliance</i>	As required to support activities	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
105.	Quarterly Public Meetings	Site issues and project status	Stipulation of Compromise; Section C.2.2.1; Section C.2.10	Quarterly	DOE-WVDP Contracting Officer Representative or as delegated	DOE-WVDP Contracting Officer Representative Information
106.	RCRA 3008(h) Administrative Order on Consent Quarterly Progress Report	Summary of progress made by the WVDP on RCRA 3008(h) Consent Order activities	RCRA 3008(h) Consent Order Section VI.5(f); Section C.2.2.1; Section H, <i>Environmental Compliance</i>	Quarterly, by February 15, May 15, August 15, and November 15 ¹	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
107.	Hazardous Waste Annual Report	Report of hazardous waste management activities for the preceding year.	NYSDEC Regulation; Section H, <i>Environmental Compliance</i>	Annually, by March 1 ²	DOE-WVDP Contracting Officer Representative	DOE-WVDP Contracting Officer Representative Approval
108.	Hazardous Waste Reduction Plan biennial update and annual status report	Reports reductions in generation of hazardous waste	NYSDEC Regulation; Section H, <i>Environmental Compliance</i>	Annually, by July 1	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
109.	Spill Reporting	Reporting of spills as specified per time frames specified in federal, state, local law/regulation	Federal, state, and local law/regulations	Upon occurrence/ identification of spills and quarterly petroleum product spill report by January 15, April 15, July 15, and October 15 ⁵	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information
110.	Annual Treatability Study Report	Report discussing treatability studies performed for the previous year and/or planned for the current year.	6NYCRR Section 371.1 (e)(4)(v)(i)	Provided to NYSDEC annually by March 15 ¹	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
111.	RCRA Corrective Measures Studies	Identify, develop, and evaluate potential remedial alternatives for removal, containment, and/or treatment of contamination pursuant to the 3008(h) Consent Order.	Section C.2.2.1; NYSDEC Regulation; Clause Section H., <i>Environmental Compliance</i>	As required by regulator pursuant to 3008(h) Consent Order ²	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
112.	RCRA Section 3016	Hazardous waste management activities for the preceding 2 years.	NYSDEC Regulation; Section H, <i>Environmental Compliance</i>	Every 2 years	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
113.	Site Treatment Plan Updates	Plan for treatment, storage, and disposal of mixed waste	FFCA Consent Order; Section H, <i>Environmental Compliance</i>	Annually, by February 15 ²	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
114.	NESHAPS Report	Total quantity of radiological emission. Includes CAP 88-PC Dose Assessment	40 CFR 61 Subpart H; Section H, <i>Environmental Compliance</i>	Annually, by June 30 ²	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
115.	Annual Site Environmental Report (ASER) (DOE-HQ guidance is provided annually for report preparation)	Characterize environmental management performance of site for the CY	DOE O 231.1	Annually, by October 1 ³	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
116.	RCRA Part B Application modifications	Modifications to RCRA Part B Application as submitted to NYSDEC	NYCRR 373-1; Section H., <i>Environmental Compliance</i> ; Section C.2.2.1	As required ⁴	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
117.	Groundwater Monitoring Plan Note: All groundwater monitoring results are to be included as part of the ASER.	Summary of the program including the number of wells, sampling method, frequency, analysis performed and results. Summarize the hydrogeology of the site, major aquifers, groundwater movement, potential sources of pollution and uses of ground water in the vicinity of the site. Include a map of active and abandoned well locations.	Section C.2.2.1; DOE O 458.1; DOE O 436.1; Section H, <i>Environmental Compliance</i>	Annually, by October 1 ³	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
118.	Clean Water Act/SPDES BMP and Storm Water Pollution Prevention Plan for WVDP (Review current plan and submit update as necessary)	Satisfies a requirement of the facility's SPDES Permit NY-0000973 for discharges into combined storm water outfalls	SPDES Permit; Section H, <i>Environmental Compliance</i>	Annual Review Certification by December 31st. If amended, to DOE-WVDP 4 weeks prior to regulatory submittal. ²	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
119.	Demolition Plans and Excavation Plans (Defined in follow on Task Orders)	Contractor's preparation of demolition plan(s) and excavation plan(s) that describe methods to accomplish the removal, packaging, characterization, transport, and offsite disposal	Section C.9; Section C.9.1.1; Section C.9.1.8	TBD, as required	DOE-WVDP Federal Project Director	TBD DOE-WVDP Contracting Officer Representative Approval
120.	Regulator Reports/Plans	Various RCRA, CAA, SDWA, SPDES and CWA, Code Rule (etc.) reports/plans. This Deliverable is defined as any outgoing correspondence outside of DOE-WVDP.	Section C.2.2.1; Section H., <i>Environmental Compliance</i>	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
121.	Environmental Monitoring Plan	Environmental monitoring and surveillance plan	Section C.2.2.1; DOE O 436.1; Section H, <i>Environmental Compliance</i>	Annual update by December 31	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
122.	State Pollutant Discharge Elimination System (SPDES) Discharge Monitoring Reports	Monitoring of discharges to river including sampling, analysis, data management and reporting	NYSDEC Regulation; SPDES permit; Section H, <i>Environmental Compliance</i>	Monthly, by 28th of each month ⁵	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information
123.	SARA Title III- 312	Hazardous chemical inventory data and locations for state and local emergency response organizations	NYSDEC Regulation; Section H, <i>Environmental Compliance</i>	Annually, by March 1 ²	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
124.	SARA Title III - 313	Toxic chemical release inventory	NYSDEC Regulation; Section H, <i>Environmental Compliance</i>	Annually, by July 1 ²	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
125.	Monthly Drinking Water Report	Report to Cattaraugus County Health Department on drinking water monitoring	NYSDOH; Section H, <i>Environmental Compliance</i>	Three days prior to the 10th of each month	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
126.	Pre-discharge Radiological Analysis of Lagoons	Report to NYSDEC prior to lagoon discharge	NYSDEC Regulation; SPDES Permit; Section H, <i>Environmental Compliance</i>	Results transmitted to NYSDEC no less than 1 day prior to Lagoon discharge (DOE-WVDP review is required prior to sending information to NYSDEC)	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information
127.	Site Sustainability Plan (SSP)	Report on site’s contribution to Department’s sustainability goals.	DOE O 436.1; Section H, <i>Environmental Compliance</i>	Annually to meet DOE-HQ schedule	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
128.	Environmental Monitoring Program Effluent Summary & Trend Analysis Report	Provides analysis of noteworthy results of radiological analyses for all EMP monitoring points in accordance with EM-11, “Documentation and Reporting of Environmental Data” and DOE/EH-0173T, “Environmental Regulatory Guide for Radiological Effluent Monitoring and Environmental Surveillance.”	RCRA 3008(h) Order on Consent; Section H., <i>Environmental Compliance</i>	Quarterly, by April 30, July 30, October 30, and January 31	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
129.	Groundwater Trend Analysis Report	This report evaluates the results of sampling and analysis of on-site groundwater at the WVDP and discusses other matters relevant to the Groundwater Monitoring Program.	RCRA 3008(h) Order on Consent; Section H, <i>Environmental Compliance</i>	Quarterly, by March 31, June 30, September 30, and December 31 (The monitoring year runs from December 1 through November 30 of the following year)	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
130.	Exception Report for RCRA Groundwater Monitoring Results	Report to NYSDEC	RCRA 3008(h) Order on Consent; Section H, <i>Environmental Compliance</i>	Quarterly, following each routine groundwater sampling event ¹	DOE-WVDP Contracting Officer Representative	DOE-WVDP Contracting Officer Representative Approval
131.	Permit/License Applications and/or Renewal Applications	Various RCRA, CAA, SDWA, SPDES and CWA	Section C.2.2; Section C.2.2.1; Section H, <i>Environmental Compliance</i>	As required ³	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Approval
132.	Radiation Safety Program Updates	DOE activity shall be conducted in compliance with a documented radiation protection program as approved by the DOE. An update of the radiation protection program shall be submitted to DOE, as required.	Section C.2.5; 10 CFR 835	Annually, by August 30 th and as modified.	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
133.	Issues Management System Reports	Identification, assignment of significance category, and processing of nuclear safety-related issues identified within the Contractor’s organization Open Items Tracking System (OITS) Reporting	Section C.2.2.4; DOE O 226.1	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Director Information
134.	Criticality Safety Program Description Updates	Ensures that operations with fissionable material remain subcritical under all normal and credible abnormal conditions	Section C.2.7; DOE O 420.1	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE Approval
135.	Permeable Treatment Wall Monitoring Report	To provide environmental monitoring data as described in WVDP-512	Section C.5	Annually, with every fifth year to include monitoring optimization recommendations	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval
136.	Corrective Action Plan(s)	Develop a corrective action plan that details actions to be implemented that will address the cause(s) of the findings and describe actions identified to prevent recurrence and describe their planned implementation	DOE O 226.1; Section C various	As required and/or as requested by Contracting Officer	DOE-WVDP Federal Project Director	DOE Approval
137.	WVDP-GSS, ICS and standalone IT environment IT/Cyber Security Policies, Procedures, Support Documentation, and Administrative Credentials Updates	Upon Request	Section C.2.14; DEAR 952.204-77; DOE O 205.1; EM-CSPP	Annually, by September 30, and as required	DOE-WVDP Administrative Officer and EMCBC AODR	EMCBC AODR Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
	Including Application Project Plans, Baseline Change Proposals and Test Plans					
138.	Cyber Security Program Plan Updates	Computer protection program plan	Section C.2.14; DEAR 952.204-77; DOE O 205.1; EM-CSPP	Annually, by September 30	DOE-WVDP Administrative Officer DOE-EMCBC Designated Authorizing Authority Representative	EMCBC AODR Approval
139.	Cyber Security Self -Assessment	Submit a cyber security annual assessment, which documents contractor compliance with the requirements of DOE Order 205.1, to DOE-WVDP for approval.	DOE O 205.1	Annually, by January 31	DOE-WVDP Administrative Officer EMCBC Designated Authorizing Authority Representative	DOE-WVDP Contracting Officer Representative Information
140.	Computer Security Incident Reports	To document incidents involving the compromise to classified or sensitive unclassified data on computer systems	DOE O 205.1	Per occurrence	DOE-WVDP Administrative Officer DOE-EMCBC Designated Authorizing Authority Representative	DOE-WVDP Contracting Officer Representative Information
141.	Government Property Missing, Lost, Damaged or Theft Report	Reports incidents of any loss of Government Property	FAR 52.245-1; 41 CFR 109	Quarterly, by January 7, April 7, July 7, and October 7	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
142.	Site Security Plan (Including Safeguards and Security Management Plan) Updates	To describe the physical protection program in place.	DOE O 470.4	Annually, by September 30	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Officially Designated Federal Security Authority Approval
143.	Management and Update of the Design Basis Threat	Ensure protection requirements and strategies remain relevant and updated. Where appropriate, develop appropriate protection strategies in accordance with the Order	DOE O 470.3	Annually, by September 30	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Officially Designated Federal Security Authority Approval
144.	Protective Force Training Plan	Identify required annual and remedial/refresher training for the next Fiscal Year	DOE O 473.1	Annually, by January 1	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Officially Designated Federal Security Authority Information
145.	Contractor guidelines for identifying UCNI	Internal guidelines used by the contractor to identify UCNI	DOE O 471.1; DOE O 471.7	Review once every 5-years	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information
146.	Annual Forecasting of Subcontracting Opportunities	Provides a list of the possible opportunities for Small Businesses	DOE-HQ Requirement	Annually, by September 15 (DOE-HQ issues data call and date may vary) and as requested	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
147.	Awards to Private Sector	Provides list of all awards made to Private Sector including the dollar value of the award, a description of the item purchased, and the size status and category (e.g., woman-owned, HUBZone, small disadvantaged, etc.) of each company	DOE-HQ Requirement	Annually, by October 15 (DOE-HQ issues data call and date may vary) and as requested	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Information
148.	Cooperative Agreement Cost Reimbursement Reporting	(Maintain as deliverables 167)	Cooperative Agreement	TBD	DOE-WVDP Federal Project Director	DOE-EMCBC Contracting Officer Information
149.	Cost Accounting Standard Disclosure Statement	Contractor disclosure statement for allocation of indirect costs	FAR 52.230-2	Within 60 days of any change	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Information
150.	Hazard Communication Program	Written program developed by the employer, including an explanation of the labeling system and the material safety data sheet, and how the employees can obtain and use the appropriate hazard information.	10 CFR 851	Prior to use of hazardous material	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officer Representative Information
151.	Agency Motor Vehicle Data Report Combined with Report of Truck Data Electronically submitted via Federal Automotive Statistical Tool (FAST)	Provide current GSA and Agency owned fleet makeup and charges	41 CFR 102-34.345, 102-34.355 and 109-38.903-50	Annually, by November 15	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-EMCBC Contracting Officer Information
152.	Program for the Acquisition, Maintenance and Operation of Motor Vehicles and Equipment Updates	Maintain program to ensure compliance with all applicable regulations, state and local laws, and property management	Section C.2.12; DEAR 945.570-2	As required	DOE-WVDP Administrative Officer	DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
		requirements			DOE-EMCBC Government Property Administrator	
153.	Report of Periodic Physical Inventory Results	Periodically perform, record and disclose property inventory results	FAR 52.245-1; 41 CFR 109	Annually, by September 30	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-EMCBC Contracting Officer and DOE-HQ Information
154.	Annual Excess Personal Property Furnished to Non-Federal Recipients	Details non-federal recipients of excess property	41 CFR Part 102-36.295; 41 CFR Part 109-43.4701	Annually, by October 31	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-WVDP Budget/ Finance, DOE-EMCBC Contracting Officer and DOE-HQ Office of Property Management Information
155.	Negotiated Sales Report	Provides detailed breakdown of negotiated property sales	41 CFR 102-38.330	Annually, by October 31	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-HQ Office of Property Management Information
156.	Summary of DOE-Owned Plant and Capital Equipment	Accounting of all DOE-owned P&CE purchased by or furnished to the contractor	Federal Accounting Standards Advisory Board FSSAB letter No. 6	Annually, by September 30	DOE-WVDP Administrative Officer	DOE-HQ Office of Property Management Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
					DOE-EMCBC Government Property Administrator	
157.	Property Information Data System (PIDS) Report	Volume & original acquisition cost of govt. owned equipment for: Sensitive; \$10K - \$500K; and > \$500K	FAR 45; FAR 52.245-1; DEAR 945.102-70	Annually, by October 31	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-HQ Office of Property Management Information
158.	Personal Property Deferred Maintenance Disclosure Form	Measurement of Potential Deferred Maintenance on Personal Property	Federal Financial Accounting Standard No.6	Annually, by September 30	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-EMCBC Contracting Officer Information
159.	Financial Disclosure of Revenue Activities (Revenue Foregone Report)	Report goods and services that are sold to the public or other entities and also in the amount of revenues foregone resulting from these transactions	Statement of Federal Financial Accounting, Standard No. 7	Annually, by October 30	DOE-WVDP Administrative Officer DOE-EMCBC Government Property Administrator	DOE-WVDP Finance, DOE-EMCBC Contracting Officer and DOE-HQ Office of Property Management Information
160.	Property Management System Updates	Comprehensive property management system	Section C.2.12; FAR 52.245-1; 41 CFR 109	As required	DOE-WVDP Administrative Officer	DOE-EMCBC Property Management Specialist Review

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
					DOE-EMCBC Government Property Administrator	CO DOE- EMCBC Contracting Officer Approval
161.	Procurement System Updates	Comprehensive purchasing system	DEAR 952.245-5	As required	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Approval
162.	Annual activity report for internal audit(s)	Summary Report of all Annual Internal Audits, including copies of the reports reflecting the status of recommendations resulting from audits.	Section C.2.16.1	Annual, by June 30th	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Information
163.	Annual Internal Audit and Subcontract Audit plan(s)	Provide annual Internal Audit plans and Subcontract Audit plans for Contracting Officer approval	Section C.2.16.1	Annual, by June 30th	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Approval
164.	Small Business and Small Disadvantaged Business Subcontracting Plan Updates	Establishes dollars planned for award to Small, Small-Disadvantaged and Small Women-owned businesses	FAR 52.219-9	As required	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Approval
165.	Individual Subcontracting Report	Provides subcontracting information electronically for a specific DOE contract	FAR 52.219-9	Semi-annually (April 15 th and October 15 th) and at contract completion	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Information
166.	Summary Subcontracting Report	Provides an annual electronic summary of subcontracts awarded by the Contractor for all of their DOE contracts	FAR 52.219-9	Annually by October 15th	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
167.	Travel Cost Summary	Quarterly Summary of all Travel Related Costs	DOE-HQ Requirement	Quarterly, by January 31, April 30, July 31, and October 31	DOE-EMCBC Contracting Officer or as delegated	DOE-WVDP Budget/ Finance and Contracting Officer Information
168.	Purchase Card/Travel Card Report	Purchase Card/Travel Card Report	DOE-HQ Requirement	As requested	DOE-EMCBC Contracting Officer or as delegated	DOE-WVDP Budget/ Finance and Contracting Officer Information
169.	Federal Managers Financial Integrity Act Report	Report of assurances on the status of internal controls	Federal Managers Financial Integrity Act	Annually, by July 1	DOE-EMCBC Contracting Officer or as delegated	DOE-WVDP Finance and DOE-EMCBC Contracting Officer Information
170.	Parent Organization Support Plan Updates	Annual submittal of Parent Organization Support Plan	Section H, <i>Parent Organization Support</i>	Annually, 90 days prior to the start of each fiscal year of contract performance	DOE-EMCBC Contracting Officer or as delegated	DOE-EMCBC Contracting Officer Approval
171.	Records Management Plan Updates, including updates to the following: <ul style="list-style-type: none"> • File Plan Updates/Disposition Plan Updates, • Vital/Essential Records Inventory and Updates, and • Annual List of Electronic Information Systems 	Describes how the contractor will manage all life-cycle phases of Government-owned records and provides a clear delineation between Government-owned and contractor-owned records	Section C.2.13; DOE O 243.1; 36 CFR Chapter 12	Annually, by December 31	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC RMFO Review; DOE-EMCBC Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
172.	RESERVED					
173.	Phone and Email Updates List	Monthly listing of changes to employee phone and email contact information		Quarterly, by the 20 th of the Month	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Information
174.	Design Basis Security Risk Assessment (SRA), Updates	To document and capture changes to the WVDP Design Basis Security Risk Assessment	DOE O 470.3	As required	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Officially Designated Federal Security Authority Approval
175.	Water Withdrawal Report	Report annual water withdrawal (surface or groundwater) from Great Lakes Basin. Any person who withdraws or is operating a system or method of withdrawal that has capacity to withdraw >100,000 gallons of groundwater of surface water per day shall file a report with the NYSDEC.	Section H, <i>Environmental Compliance</i> ; NYSDEC Regulation	Annually, by March 15	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Representative Approval
176.	Environmental Management System (EMS) Updates	Ensure sites use a certified or conforming EMS as a management framework to implement programs to meet sustainability goals and support the fulfillment of environmental compliance obligations. Data submittals in deliverable #90.	DOE O 436.1 Section H, <i>Environmental Compliance</i>	Annually (due from contractor two (2) weeks prior to DOE-HQ submittal)	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Representative Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
177.	Environmental Data Management Plan Updates	Provide information on environmental data management system that will replace current LIMS/ELIMS on-site and optimize the integration of the current Geographic Information System (GIS) datasets, as applicable.	DOE O 436.1	Reviewed Annually and updated as needed	DOE-WVDP Assistant Director Office of Technical Services	DOE-EMCBC Contracting Officer Representative Approval
178.	Diversity Plan Updates	Contractor’s Plan to ensure diversity within the workforce	Section H, <i>DOE-H-2046 Diversity Program</i>	Reviewed annually, updated as needed	DOE-EMCBC Contractor Human Resources Mgmt. Team	DOE-EMCBC Contracting Officer Approval
179.	Annual Mercury Minimization Report	An annual status report which includes: (a) all MMP monitoring results for the previous year; (b) a list of known and potential mercury sources; (c) all actions undertaken pursuant to the strategy during the previous year; (d) actions planned for the upcoming year; and (e) progress toward the goal.	Section C.2.2; Section H, <i>Environmental Compliance</i> ; NYSDEC Regulation; SPDES permit	Annually ¹ by June 15th	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officers Representative Approval
180.	Prime Contract Subcontracting Commitments	Report containing cumulative data through the quarter from the beginning of the Fiscal Year (FY)	DOE HQ Requirement	Quarterly by the fifth business day after each fiscal quarter	DOE-EMCBC Small Business Program Manager	DOE-EMCBC Small Business Program Manager Contracting Officer Information
181.	Annual Interim Completion Report	Annual Interim Completion Report on quantities excavated and disposed.	Section C.9.3.6	Annually, TBD	DOE-WVDP Director	DOE-WVDP Director Information

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
182.	Public Affairs Program Description and Updates		Section C.2.10	As required	DOE-WVDP Director	DOE-WVDP Director Approval
183.	Legal Management Plan Updates	Facilitates management of retained legal counsel and contractor legal costs, including litigation and legal matter costs	10 CFR 719; Section H, <i>Legal Management</i>	As required	DOE-WVDP Attorney Advisor	DOE-EMCBC General Counsel; notification of any non-compliance or inadequate information
184.	Submission of Cost Invoices	Invoicing	Section G	As Required	DOE-WVDP Federal Project Director DOE-EMCBC Budget Analyst	DOE-EMCBC Contracting Officer Approval
185.	Fee Invoice	Fee Invoicing	Section G	As Required	DOE-WVDP Federal Project Director DOE-EMCBC Budget Analyst	DOE-EMCBC Contracting Officer Approval
186.	Graded Approach for Implementation of Contract Requirements Plan Updates	The Contractor shall submit an update to the Graded Approach for Implementation of Contract Requirements Plan for DOE approval upon issuance of any task orders.	Section C.0	As Required	DOE-WVDP Federal Project Director	DOE-WVDP Director Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
187.	Contractor Community Commitment Plan and Report on Progress (To be included in Section J)	The Contractor shall submit to DOE an annual plan for community commitment activities and report on program progress semi-annually.	Section H, DOE-H-2045	Annually Semi-annual report on the progress of community commitment activities	DOE-WVDP Federal Project Director	DOE-EMCBC Contracting Officer Approval
188.	Advance Notification of Involuntary Separation (that doesn't require Workforce Restructuring Plan)	Notification on number of layoffs and positions prior to being enacted.	DOE O 350.3; Section H, <i>Workforce Restructuring</i>	As needed	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team, Office of Legal Services and Contracting Officer Approval
189.	Variable Pay Programs/Incentives/Bonuses	Bonus/Incentive Programs	Section H, DOE-H-2001	30 days prior to implementation and upon revision	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team, Office of Legal Services and Contracting Officer Approval

#	Report	Description	Reference/ Driver	Frequency	DOE Contact	Disposition Required
190.	Audit Report of Pension Plan in Accordance with ERISA Section 103		Section H, DOE-H-2001	Annually, not later than due date for filing IRS Form 5500	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Information
191.	Labor Relations Semi-Annual Report	Report of grievances, NLR and related issues	Section H, DOE-H-2028	Every 6 months by July 15 and January 15	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team Information
192.	Worker’s Compensation Insurance		Section H, DOE-H-2003	Prior to initial implementation and upon any changes thereto	DOE-EMCBC Contractor Human Resource Management Team	DOE-EMCBC Contractor Human Resource Management Team, Office of Legal Services and Contracting Officer Approval
193.	Professional Engineer process	The Contractor shall develop a process to delineate which products are stamped by a licensed professional engineer (and State licensing) for DOE’s approval	Section C.2.8	Within 3 months of effective date of implementation period	DOE-WVDP Assistant Director Office of Technical Services	DOE-WVDP Contracting Officers Representative Approval

¹The dates listed in the Frequency column are due dates to regulatory agencies. This deliverable shall be issued to DOE-WVDP in final form for review no less than 2 weeks prior to the regulatory agency due date to allow for adequate review.

² The dates listed in the Frequency column are due dates to regulatory agencies. This deliverable shall be issued to DOE-WVDP in final form no less than 4 weeks prior to the regulatory agency due date to allow for adequate review.

³ The dates listed in the Frequency column are due dates to regulatory agencies. This deliverable shall be issued to DOE-WVDP in final form no less than 6 weeks prior to the regulatory agency due date to allow for adequate review.

⁴ This deliverable shall be issued to DOE-WVDP in final form no less than 4 months prior to regulatory due date to allow for adequate review.

⁵ The dates listed in the Frequency column are due dates to regulatory agencies. This deliverable shall be issued to DOE-WVDP in final form no less than 1 week prior to the regulatory agency due date to allow for adequate review.