

U.S. DEPARTMENT OF ENERGY
NATIONAL NUCLEAR SECURITY ADMINISTRATION

REPORTING REQUIREMENTS CHECKLIST

<p>1. PROGRAM/PROJECT TITLE Environmental Program Services (EPS)</p> <p>3. PARTICIPANT NAME AND ADDRESS TBD</p> <p>4. PLANNING AND REPORTING REQUIREMENTS</p> <table style="width:100%; border: none;"> <thead> <tr> <th style="width:80%;"></th> <th style="text-align: center; border-bottom: 1px solid black;">Frequency</th> </tr> </thead> <tbody> <tr> <td colspan="2">A. General Management</td> </tr> <tr> <td><input checked="" type="checkbox"/> Management Plan</td> <td align="center">O</td> </tr> <tr> <td><input checked="" type="checkbox"/> Contractor Purchasing System Plan</td> <td align="center">O</td> </tr> <tr> <td><input type="checkbox"/> Status Report</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Summary Report</td> <td></td> </tr> <tr> <td colspan="2">B. 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6. SPECIAL INSTRUCTIONS (Attachments)

**ATTACHMENT
REPORT DISTRIBUTION LIST**

Requirements	Frequency	Address Distribution (See Page 3)
Management Plan	Within 15 days after contract award date	A, B
Contractor's Purchasing System Plan	Within 15 days after contract award date	A
Milestone Schedule/Plan	As Required (Includes electronic transmission of Environmental Management financial data to Environmental Monitoring Information System (EMIS) Coordinator)	B, D, G
Milestone Schedule/Status	Monthly	B, D
Labor Management Report	Monthly	A, B
Cost Management Reports (2 separate reports)	1) Monthly: by noon (Eastern Time) on the last business day of the month 2) Monthly (Submitted as part of monthly invoicing through VIPERS.)	1) A, B, and H 2) A, B, and C
Task Plans	Annually	A, B, D, and G
	Draft Task Plans shall be submitted in accordance with the schedule in the approved annual Task Plans	D
	Final Task Plans shall be submitted to the Contracting Officer for approval	A, D
Cost Performance Reports	Monthly: per the reporting calendar identified in EMIS	B and G
Statement of Income Expense	Submit 120 days prior to exercise of Option Year	A
Balance Sheet	Submit 120 days prior to exercise of Option Year	A
Technical Progress Report	Annually	A, B
Final Technical Report	As Required	B, E
ISR Individual Subcontract Report	Semiannually	F
SSR Summary Subcontracting Report	Annually	F
DOE F 4300.3 DOE-Owned Plant and Capital Equipment.	Semiannually: Due on February 28 and August 31 of each year.	A, B, I
PIDS Property Information Database Report	Annually –format/due date information shown on attached Exhibit 1	A, I
Worker Health & Safety Program Plan required by 10 CFR 851	At Proposal - Submit 90 calendar days after proposal due date (2 CD copies)	J
	Annually or as required due to significant changes	A, B
Annual Training Plan	Annually	A, B
Annual Automated Data Processing Equipment (ADPE) Plan	Annually	A, B
Transition Plan	With Proposal	A, B
ISM Program Description	Within 15 days after contract award date and with significant changes	A, B
Quality Assurance Plan as required by DOE O 414.1C	Within 15 days after contract award date and with significant changes	A, B
Radiation Protection Plan	Within 15 days after contract award date and with significant changes	A, B
OCI Compliance Plan	Within 90 days after contract award date and with significant changes	A, B
Security Plan	Within 15 days after contract award date and with significant changes	A, B
Workplace Substance Abuse Program Plan	Within 30 days after contract award and with significant changes	A, B
OSHA Statistical Report	Quarterly	A, B

ADDRESSES

- A.** NNSA/Nevada Field Office/AMBCM
Attn: Contracting Officer
P.O. Box 98518
Las Vegas, NV 89193-8518
- B.** NNSA/Nevada Field Office /AMEM
Attn: Manager, Environmental Management Operations/Contracting Officers Representative (COR)
P.O. Box 98518
Las Vegas NV 89193-8518
- C.** Oak Ridge Financial Service Center's (ORFSC)
Vendor Inquiry Payment Electronic Reporting System (VIPERS)
<http://finweb.oro.doe.gov/vipers.htm>
- D.** Task Managers As Defined In Each Task Assignment
NNSA/Nevada Field Office
P.O. Box 98518
Las Vegas NV 89193-8518
- E.** OSTI E-Link System: www.osti.gov/elink/
- F.** eSRS: <https://esrs.symlicity.com/>
- G.** Environmental Management Information System (EMIS) Coordinator:
<http://empcs.nv.doe.gov/emis/default.asp>
- H.** Energy Finance and Accounting Service Center: Costing@hq.doe.gov
- I.** NNSA Acquisition Management Division/Personal Property Branch
Attn: Property Administrator
P.O. Box 5400
Albuquerque, N. M. 87185-5400
- J.** DOE/National Nuclear Security Administration
Albuquerque Complex/Contracts and Procurement Division (CPD)
Attn: Krystal Maestas
P.O. Box 5400
Albuquerque, NM 87185

Exhibit 1 – PIDS Property Information Database Report Template

PIDS INFORMATION
(Date)

Name of Reporting Organization: _____

Cost	Line Item(s)	Acquisition	Total Items
1. Sensitive Items			
2. \$10K - \$499,999:			
3. Equipment (\$500K and above)			