

No.: Y15-104

Title: RELEASING SCIENTIFIC, TECHNICAL, AND OPERATIONAL INFORMATION

Revision X

This procedure defines the process for releasing scientific, technical, and operational information (STOI) for external distribution, including to the Department of Energy's (DOE) Office of Scientific and Technical Information (OSTI); for identifying and submitting software to the Energy Science and Technology Software Center (ESTSC) or appropriate Specialized Information Analysis Center; and for reviewing STOI intended for internal distribution. . .

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BWXT Y-12, L.L.C. PROCEDURE BLUE SHEET

Effective Date: November 1, 2000
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This blue sheet applies to: Entire Manual or Procedures Specified Below

Manual Title 15 Series Management Systems		
Procedure No./Title IO-154/Releasing Scientific, Technical, and Operational Information	Revision No. 1	Date 1/8/98
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Revision Type: <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Cancel <input type="checkbox"/> Major Revision (if checked, specify projected completion date) Date:		
If complete revision required, identify need:		
<u>Description of Change</u> <u>General</u> Replace IO-154 with Y15-104 Replace Lockheed Martin Energy Systems, Inc. with BWXT Y-12, L.L.C. Replace Energy Systems with BWXT Y-12, L.L.C. Replace Lockheed Martin with BWXT Y-12, L.L.C. Replace Technical Information Control Officer (TICO) with Technical Information Officer (TIO) Replace TICO with TIO <u>Other Documents Needed</u> Add DOE O 241.1, Scientific and Technical Information Management Note: DOE O 241.1 Scientific and Technical Information Management references DOE G 241.1-1, Guide to the Management of Scientific and Technical Information. <u>What To Do</u> Under C.b., change "...Sections 4.1 to 5..." to "...Sections 4.1 to 6..." Guidance for Authors on Electronic Submittal of Scientific and Technical Information to OSTI is available at the following URL: http://www1.y12.org/lmes_sti/ <u>Records</u> Replace DOE F 1332.15, U.S. Department of Energy Recommendations for the Announcement and Distribution of Department of Energy (DOE) Scientific and Technical Information (STI) with DOE F 241.1, U.S. Department of Energy Announcement of U.S. Department of Energy (DOE) Scientific and Technical Information (STI) <u>Appendix</u> p 2 of 2, Delete Energy Systems Sensitive Information, Lockheed Martin Confidential, Lockheed Martin Proprietary Information, and Lockheed Martin Use Only		
This document has been reviewed and determined not to require an ADC or UCNi review in accordance with ES/PSO-1.		
_____ SIGNATURE ON FILE Doris Heim		_____ 10/20/00 Date
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LOCKHEED MARTIN ENERGY SYSTEMS, INC.
MANAGEMENT CONTROL PROCEDURE

RELEASING SCIENTIFIC, TECHNICAL,
AND OPERATIONAL INFORMATION
Revision 1

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PURPOSE

This procedure defines the process for releasing scientific, technical, and operational information (STOI) for external distribution, including to the Department of Energy's (DOE) Office of Scientific and Technical Information (OSTI); for identifying and submitting software to the Energy Science and Technology Software Center (ESTSC) or appropriate Specialized Information Analysis Center; and for reviewing STOI intended for internal distribution to determine if it should be transmitted to OSTI.

STOI may be information in any format or medium derived from scientific and technical studies, work, or investigations that relate to research, development, demonstration, and other specialized areas (such as environmental, safety and health, and waste management), including unclassified, classified, unclassified sensitive, and operational information pertaining to operations of the facilities managed by Energy Systems for DOE.

An external distribution includes release outside a DOE-programmatic complex of information generated within that complex, to other agencies not involved with sponsoring the information, to the public, and to federal or state regulatory agencies. An internal distribution includes release within Energy Systems, DOE, and their subcontractors/consultants working on a project.

APPLIES TO

This procedure applies to STOI generated by Energy Systems employees and subcontractors and intended for external distribution, including software programs created or modified by Energy Systems or its predecessors in managing DOE sites, and work for others related information.

**OTHER
DOCUMENTS
NEEDED**

- o DOE G 1430.1D-1, *Guide to the Management of Scientific and Technical Information* (STI Guide)

The STI Guide is available from OSTI through the Universal Resource Locator (URL):
<http://apollo.osti.gov/html/osti/glance/gd1430/gd1430.html>

WHAT TO DO

A. Determining Information Sensitivity and
Distribution

NOTE: The individual (Author/Originator) releasing information externally is responsible for ensuring it is properly reviewed and receives the approvals needed for release. The Approver is the person authorized to accept division or program responsibility for ensuring the information is suitable for release. Lack of markings is not adequate assurance that the document does not contain classified or unclassified sensitive information.

Author/
Originator

1. **WHEN** information is to be released, **THEN** determine its sensitivity level and distribution.
2. Obtain any guidance needed in making these determinations from the sponsor of the work creating the STOI, the site Technical Information Control Officer (TICO), the Appendix, Information Categories, and/or the STI Guide.

NOTE: While TICO review is not required for purely administrative information or STOI with an internal distribution, the TICO does need to be on distribution for STOI with an internal distribution to determine if the information should be sent to OSTI.

3. **IF** information is purely administrative, **THEN** determine if there are other reviews required for release, such as management review for administrative information or DOE review of public communications publications.
4. **IF** the information is STOI with a solely internal distribution, **THEN** include the TICO on the distribution.
5. **IF** the information is STOI with an external distribution, **THEN** follow this procedure.

B. Releasing STOI

Author/
Originator

1. Complete the applicable Information Release Form.
2. Obtain classification review by organization Authorized Derivative Classifier (ADC) if required.

B. Releasing STOI (cont.)

- Author/
Originator
3. Submit Information Release form and a copy of the document to the applicable TICO.
4. **IF** the information is Protected Cooperative Research and Development Agreement (CRADA) Information, **THEN**
- a. Identify the public release date of information created as part of the CRADA.
 - b. Submit the Protected CRADA Information and its public release date to the TICO.
 - c. Ensure appropriate distribution according to distribution remarks on Information Release Form after the TICO's approval.
- TICO
5. Coordinate the classification, UCNI, and patent reviews.
6. Complete the following actions:
- a. Perform sensitivity review, as needed.
 - b. Ensure documents containing controlled information are properly marked and the Information Release form indicates the level of release authorized and/or any distribution limitations.
- IMS/IRM
- c. Submit external information products to OSTI, as appropriate.
- TICO
- d. **WHEN** requested, **THEN** act as releasing agent for information not of an STOI nature or for archival information whose author or organization may not be traceable.
- STOI Program
Manager/TICO
7. Ensure STOI guidance for authors is provided as needed.

C. Submitting STOI to OSTI

- TICO
1. Determine if the information meets the criteria in Part II of the STI Guide for STOI products submitted to OSTI.
- IMS/IRM
2. **IF** STOI meets this criteria, **THEN**
- a. Follow the steps in Section D for software submittal.

C. Submitting STOI to OSTI (cont.)

IMS/IRM

- b. Refer to STI Guide, Part II, Sections 4.1 to 5 for instructions on:
 - o Completing forms and describing product.
 - o Using the DOE seal, logos, measurement system, and other reference standards and publications.
 - o Producing and exchanging electronic documents using Standard Generalized Markup Language.
 - o Preparing STOI products for transfer.
 - c. Follow steps in Section B of this procedure to ensure the information is reviewed for unclassified sensitive and classified information before sending to OSTI or releasing externally.
3. Submit external information products to OSTI that meet the criteria in Part II of the STI Guide and are in final format.

D. Submitting Software to ESTSC

Software
Developer

1. **WHEN** software is to be developed, **THEN** determine if software exists that could satisfy needs by checking the ESTSC database at the following URL:

<http://www.osti.gov/html/osti/estsc/estsc.html>
2. Determine if proposed software would require submittal to ESTSC or a Specialized Information Analysis Center (SIAC), according to criteria in Part III of the STI Guide.
3. **IF** the software fits the criteria to be submitted to ESTSC, **THEN**
 - a. Follow directions in the STI Guide, Part III for completing forms and compiling complete information package for submittal of software.
 - b. Follow the steps in Section B of this procedure to ensure software is reviewed for classified and unclassified sensitive information.

D. Submitting Software to ESTSC (cont.)

Software
Developer

- c. Contact Technology Transfer for special instructions to copyright software for commercialization.
 - d. Transmit software and 1 copy of the information package to the ESTSC according to instructions in the STI Guide, Part III.
4. Maintain a copy of software information packages sent to ESTSC by Energy Systems.

RECORDS

Generate and maintain the following records according to established Energy Systems records management practices and approved records inventory and disposition schedules.

IMS/IRM

- o Information Release Form
- o DOE F 1332.15, *U. S. Department of Energy Recommendations for the Announcement and Distribution of Department of Energy (DOE) Scientific and Technical Information (STI)*

Software
Developer

- o Copy of software information package

APPENDIX

Information Categories

Point of Contact: B. K. Robinette
Information Management Services

Prepared by: B. K. Robinette
Information Management Services

Approved by: [Approval Signature On File]
G. D. Coxon,
Senior Vice President

Date: [1/8/98]

APPENDIX
Information Categories
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1. Unclassified STOI with unlimited distribution to be submitted to OSTI:
 - Directly funded "deliverables" (e. g., a technical report that is a milestone) and other off-shoots of the funding (conference papers, journal articles, software, etc.).
 - Usefulness to others outside Energy Systems
 - Complete, accurate, and of acceptable quality

2. Unclassified sensitive information described in the STI Guide, Part II, Section 2.2:
 - Patent Sensitivity Information
 - Protected Cooperative Research and Development Agreement Information
 - Unclassified Controlled Nuclear Information
 - Export Controlled Information
 - Small Business Innovation Research Information
 - Naval Nuclear Propulsion Information
 - Proprietary Data, including Third Party Proprietary Information
 - Official Use Only Information
 - Applied Technology Information
 - Protected Battery Information
 - High Temperature Superconductivity Pilot Center Information

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Information Categories
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3. Unclassified sensitive information pertaining to Energy Systems work:
 - o Copyrighted Information
 - o Energy Systems Sensitive Information
 - o Government Confidential Commercial Information
 - o Lockheed Martin Confidential
 - o Lockheed Martin Proprietary Information
 - o Lockheed Martin Use Only
 - o Privacy Act Information
 - o Safeguards Information
 - o Sensitive Nuclear Technology
 - o Intellectual Property
 - o Internal Use Only Information

4. Classified information described in the STI Guide, Part II, Section 2.3.