



Idaho Operations Office
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COURSE DESCRIPTION

- Course Title:** Specific Administrative Controls (SACs)
- Course Length:** 8 hours
- Course Limit:** 30 students
- Intended Audience:** Personnel responsible for the identification, formulation, implementation, and / or maintenance of SACs or the DOE/NNSA assessment of these functions. The course can be tailored to fit the experience and functional job skill needs of the students.
- Course Description:** The course presents in detail the DOE guidance and expectations in DOE-STD-1186-2004, *Specific Administrative Controls*, and clarifies and focuses the existing general requirements and guidance for developing safety basis documents contained in 10 CFR 830 and its implementation guides. It also includes key aspects of DOE-STD-3009-94, *Preparation Guide for U.S. Department of Energy Nonreactor Nuclear Facility Documented Safety Analyses*, safe harbor methodology for developing and documenting hazard controls. The students will review examples, which demonstrate these fundamental concepts. The course offers the advantage of showing how new the SACs guidance fits with prior guidance on hazard control development, documentation, and implementation.
- Supporting Material:** DOE-STD-1186-2004, 10 CFR 830, and DOE-STD-3009-94
- Evaluation:** Written exam available upon request
- Prerequisites:** Familiarity with DOE-STD-1186-2004 and DOE-STD-3009-94
- Cost:** Available upon request
- Attachments:** Course outline
- Point of Contact:** Bill Lapsansky
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Epsilon Systems Solutions, Inc.

COURSE OUTLINE

Course Title: Specific Administrative Controls (SACs)

Outline:

1. Introduction

- a. Course Agenda and Instructors
- b. Administrative Matters
- c. SAC Course Development History
- d. Related Epsilon Courses
- e. Course Objectives, Design, & Organization

2. Course Terminology, Overview, & Concepts

- a. Module Primary & Enabling Objectives
- b. Key Terminology
- c. Course Overview
- d. Safety Basis
- e. Specific Administrative Controls
- f. Examples of SACs Usage

3. Criteria for Safety Basis Documents

- a. Module Primary & Enabling Objectives
- b. DOE HQ Requirements & Guidance
- c. Additional Requirements & Guidance
- d. 10 CFR 830 Requirements & Guidance
- e. Guidance on DSA Development
- f. Guidance on TSR Development
- g. DOE-STD-1186-2004 Guidance

4. Implementation/Maintenance of Hazard Controls

- a. Module Primary & Enabling Objectives
- b. Additional Guidance on SACs
- c. Configuration Management
- d. Conduct of Operations
- e. Instrumentation, Controls, and Equipment
- f. Training and Qualification
- g. Failure Analysis
- h. Violation Reporting

5. Evaluation of Safety Basis Documents

- a. Module Primary & Enabling Objectives
- b. Basic Concepts of Chapter 2 of DOE-STD-1104, Approval Bases for DSAs
- c. Basic Concepts of Chapter 3 of DOE-STD-1104, Approval Bases for TSRs
- d. Review and Approval of SACs

6. Evaluating Risk

- a. Module Primary & Enabling Objectives
- b. Definition of Risk
- c. Requirements
- d. Concepts for Evaluating Risk
- e. Hazard Control Selection Process

7. DOE-STD-3009-94 Safe Harbor

- a. Module Primary & Enabling Objectives
- b. Safety Analysis & Documentation
- c. DSA Executive Summary
- d. DSA Chapters 1 through 5
- e. DSA Chapters 6 – 17 Safety Management

8. Final Exam