

**SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**ATTACHMENT J-4.2 PORTSMOUTH LIST OF DELIVERABLES**

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**PORTSMOUTH LIST OF DELIVERABLES**

All deliverables shall be provided to DOE in a workable electronic format (i.e., rather than PDF) in addition to hardcopy.

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
<b>PROJECT MANAGEMENT</b>						
1.	Remediation Baseline and Remediation Lifecycle Baseline		Contract clause H.1.2	120 calendar days after contact award; updates as required and submitted annually at a minimum.		CO Approval
2.	Site Lifecycle Baseline		Contract clause H.1.2	180 calendar days after CO provision of information from other site entities; updates annually.		CO Approval
3.	Description of the proposed project control system	Description of the proposed project control system that is cost effective and a graded application	Contract clause H.1.1(b)	90d after contract award		CO Approval
4.	Project Execution Plan		Contract Clause H.1.1.b	90 days after contract award		CO Approval
5.	Risk Management Plan	Project cost and schedule uncertainties and mitigation and management plan	Contract clause H.1.2(b)	120 days after contract award; Semi-annual updates		CO Approval
6.	Annual Operating Plan (AOP)	Budget allocations to each PBS for the upcoming FY.	Contract clause H.1.2(g)	Annually, in July for the upcoming fiscal year.		CO Approval
7.	Project Performance Report (PPR)	Cost and schedule variance by PBS, major milestone status and critical technical and program issues, etc.	Contract clause H.1.3(a) G.5(a)	Monthly		CO Information

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8.	Semi-Annual Critical Analysis Report (SACAR)	Overall analysis of six months of project performance, key metrics, Target Cost	Contract clause H.1.3(b)	Initial SACAR- award date – 3/31 & 4/1-9/30; Semi-Annual thereafter 10/1-3/31 & 4/1-9/30		CO Information
9.	Baseline Change Proposal (BCP) Log		Contract clause H.1.4(d)	Monthly		CO Information
10.	Submission of Invoices	Monthly invoices	Contract clause G.5(a)	Monthly		CO Approval
11.	Key Personnel List	List of Key Personnel	Contract clause H.5	Within 30 days of award		CO Approval
12.	Fee Invoices	Semi-annual fee invoice	Contract clause G.5(b)	Quarterly		CO Approval
13.	Contract Closeout Plan	Administrative activities to closeout contract.		March 2009; updates as requested		CO Approval
<b>General Management/Project Performance</b>						
14.	Transition Plan		Contract Clause B.1.9	3 calendar days after contract award		CO Approval
15.	Annual Labor Relations Report			Annually by January 31		CO Information
16.	Legal Management Plan		10 CFR 719.12	60 days after contract award to OGC		CO Information
17.	Gold Chart Performance Metrics		EM-1	Monthly		CO Information
<b>Safeguards &amp; Security/Material Control</b>						
18.	Computer Security Incident Report		DOE N 205.1	Per Occurrence		
19.	Cyber Security Program Plan (CSPP)		DOE N 205.1; DOE N 205.4	60 calendar days after contract award; every 2 yrs. thereafter		CO Approval
20.	CSPP Self Assessment		DOE N 205.1; DOE N 205.4	Annually		CO Information

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
21.	FOCI Self Assessment Certification		DOE O 470.1 Chg.1	Annually		CO Information
22.	PSEC Plan; Local threat Assessment/Statement/ OPSEC CSIL/EEFI lists; Annual Status Report	NOTE: Provide input for others to prepare report	DOE O 471.2A	Annually by		CO Approval
23.	Security Incident Initial Report		DOE N 471.3	Per Occurrence		CO Information
24.	Monthly Report of Incidents of Security Concern		DOE N 471.3	Monthly		CO Information
<b>Environmental Compliance</b>						
25.	Annual Site Environmental Report	NOTE: Receive input from others to incorporate into report	DOE O 231.1A; DOE M 231.1-1	Annually by October 1		CO Approval
26.	Energy Consumption Reports	NOTE: Provide input to others to prepare report.	DOE O 430.1B	Quarterly by the 15 <sup>th</sup> of the month		CO Information
27.	Energy Management Plan	NOTE: Provide input to others to prepare report.	DOE O 430.2A	60 days after contract award, updated annually thereafter		CO Approval
28.	Potable Water Consumption Report	NOTE: Provide input to others to prepare report.	DOE O 430.2A	Quarterly by the 15 <sup>th</sup> of the month		CO Information
29.	Waste Management Plan	NOTE: Receive input from others to incorporate into report	DOE O 435.1	60 calendar days after contract award		CO Approval
30.	Groundwater Protection Plan	NOTE: Receive input from others to incorporate into report	DOE O 231.1A; U.S. EPA	Annually		CO Information
31.	Groundwater Monitoring Report	NOTE: Receive input from others to incorporate into report	DOE O 231.1A; U.S. EPA	Annually		CO Information
32.	Annual Site Treatment Plan Update		Federal Facility Compliance Act	Annually in January		CO Information

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
33.	Annual Maintenance Report for Required, Actual, and Deferred Costs		DOE O 431.1B	Annually by November 30	Must be submitted using the DOE Condition Assessment Information System	CO Information
34.	Air Permit Applications		Clean Air Act	As Needed		CO Information
35.	Annual Summary of Radionuclide Air Emissions	NOTE: Receive input from others to incorporate into report	EPA; Clean Air Act			CO Information
36.	Annual Emissions Fee-Title V Fee Emissions Report & Emission Inventory Summary	NOTE: Receive input from others to incorporate into report	Clean Air Act Title V; KY EPA	Annually by April 15 <sup>th</sup>		CO Information
37.	Annual Hazardous Chemical Inventory Report	NOTE: Receive input from others to incorporate into report	SARA Title III, (312 Report)	Annually by March 1		CO Information
38.	NEPA Policy Act Planning Summary		DOE M 231.1-1 DOE O 231.1A DOE O 451.1B	Annually by 1/31		CO Information
39.	Annual Toxic Chemical Release Inventory (TRI Report)		SARA Title III (313 Report)	Annually by July 1		CO Information
40.	Annual Compliance Agreement Report	NOTE: Receive input from others to incorporate into report	TSCA & FFCA	Annually by June 1		CO Information
<b>Safety, Health, Quality</b>						
41.	Site Emergency Plan (Integrated with USEC per contract clause) Emergency Coordinator shall be designated by Infrastructure Contractor		DOE O 151.1A	60 calendar days after contract award	Information to USEC as requested.	CO Approval

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
42.	Annual Summary of ES&H Assessments		DOE N 231.1	Annual by February 15 <sup>th</sup> for the previous CY.		CO Information
43.	Individual Accident/Incident & Injury/Illness Report (DOE Form 5484.3)		DOE N 231.1 DOE M 231.1-1	Quarterly by the 25 <sup>th</sup> of April, July, Oct, Jan to CAIRS		CO Information
44.	Report of Work-Related Damage or Loss of Property and Vehicles Due to Accidents		DOE M 231.1-1	Annual		CO Information
45.	Excess Injuries and Illnesses Report		DOE M 231.1-1	Quarterly to EH-33		CO Information
46.	Reporting Subcontractor Accident Information (F 5484.3 and 5484.4)		DOE M 231.1-1	Per event		CO Information
47.	Tabulation of Work Hours and Vehicle Usage (F 5484.4)		DOE M 231.1-1	Quarterly each April, July, Oct, Jan to CAIRS		CO Information
48.	DOE Annual Estimated Property Valuation	NOTE: Provide input to others to prepare report.	DOE M 231.1-1	Annually by January 31		CO Information
49.	Annual Summary Report of Fire Damage		DOE M 231.1-1	Annually by January 31 for the previous CY		CO Information
50.	Interim Radiation Exposure Data		DOE M 231.1-1	Within 30 days of receiving results to Radiation Records Repository		CO Information
51.	Annual Radiological Exposure Data Reporting		DOE M 231.1-1 10 CFR 835.702	Annually by March 31 for the preceding year to the Radiation Records Repository		CO Information
52.	Occupational Radiation Exposure Reports to Individuals		DOE M 231.1-1; 10 CFR 835.801	Annually by March 31 to the individual		CO Information

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
53.	Performance Indicator Data for Epidemiological Analyses-OSH Studies		DOE M 231.1-1	Quarterly to EH-33		CO Information
54.	Occurrence Reporting and Processing System Reports		DOE M 231.1-2	Per Occurrence	Per Manual	CO Approval of event reports
55.	Work Authorization Technical progress reports		DOE O 412.1	Each fiscal year and upon completion at termination of work assignment.		CO Information
56.	Environmental Safety and Health Plan		DOE O 440.1A	Within 45 days of the start of work		CO Approval
57.	Employee Concern Program Status Report		DOE O 442.1	Quarterly		CO Information
58.	Quality Assurance Plan		10CFR830.120 DOE O 414.1A	60 calendar days after contract award (prior to the commencement of work; annually for changes		CO initial approval; approval of changes
59.	Maintenance Implementation Plan		DOE 433.1	60 calendar days after contract award.		CO Approval
60.	Radiation Protection Plan		10CFR835	60 calendar days after contract award		CO Approval
61.	Integrated Safety Management System Plan		48CFR970.5223 -1; DOE O 450.1	60 days after contract award, updated annually by 03/06		CO Approval
62.	Work Smart Standards		48CFR970.5223 -1	60 calendar days after contract award and updated annually		CO Approval
<b>Property</b>						

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
63.	Annual Review of Utilization of Real Property	NOTE: Provide input to others to prepare report.	DOE O 430.1B	Annually by November 1		CO Information
64.	Site Usage Calculation	NOTE: Provide input to others to prepare report.	DOE O 430.1B	Annually by November 1		CO Information
65.	Annual Real and Personal Property Inventory Report	NOTE: Provide input to others to prepare report.	DOE O 430.1B; 41CFR109	Annually by November 30		CO Information
66.	Site Disposition Plan	NOTE: Provide input to others to prepare report.	DOE 430.1B	60 days after contract award		CO Approval
67.	Government Property Missing, Lost, and Damaged or Theft Report		41 CFR 109-1.5112 41 CFR 109-1.5113	Monthly e-mail by the 5 <sup>th</sup> of the month		CO Information
68.	Property, Plant, and Equipment	NOTE: Provide input to others to prepare report.	DOE Accounting Handbook	Annually by November 1		CO Information
69.	Surveillance & Maintenance Inspection Summary		DOE Project Office	Quarterly by the 15 <sup>th</sup>		CO Information
	<b>Financial/Budget</b>					
70.	Budget Call Inputs		DOE O 130.1	Annually as requested		CO Information
71.	Financial Plan Requests		DOE P&B Requirements	Monthly by the 15 <sup>th</sup> of the month		CO Information

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
72.	Financial Reporting, Management Analysis Reporting System (MARS)		DOE O 534.1B;& DOE Accounting Handbook  (Until 9/30/04 - In DOE Account Structure format)  (After 10/1/04 - In Standard ledger format)	Monthly 2 <sup>nd</sup> workday by noon		
73.	Issue/Receive and record Inter-office Work Orders		DOE Accounting Handbook	Monthly by 20 <sup>th</sup> calendar day		CO Information
74.	Statement of Costs Incurred and Claimed		DOE Accounting Handbook	Annually		CO Information
75.	Monthly Commitment Reports			Monthly by 10 <sup>th</sup> workday		CO Information
76.	Quarterly Erroneous Payment Report		DOE-HQ Requirement	Quarterly		CO Information
77.	Reporting associated with DOE Orders regarding Inspector General and General Accounting Office activities			As required		CO Approval
78.	Summary Profile		DOE P&B Requirements	Weekly		CO Information
79.	Intergovernmental Payment and Collection (IPAC) flatfile		OMB M-03-01	Monthly by 20 <sup>th</sup> calendar day, as appropriate		CO Information
80.	CAS Disclosure Statement		Public Law 100-679;  (41 USC 422)	Prior to award as applicable		

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
81.	Disclosure Statement Update		Public Law 100-679; (41 USC 422)	As Needed		CO Information
82.	Transportation Bills		GSA	Quarterly		CO Information
83.	Federal Managers Financial Integrity Act Report		Public Law 97-255	As required		CO Information
84.	Purchase Card/Travel Card Report		DOE HQ's requirement	When requested		CO Information
85.	Travel Cost Summary		DOE HQ's requirement	Quarterly		CO Information
86.	Employer's Accounting for Postretirement Benefits Other Than Pensions		Statement of Federal Financial Accounting Standards (SSFAS) 106 and 132	Annually- special request		CO Information
87.	Employer's Accounting for Pensions		SFFAS 87 and 132	Annually- special request		CO Information
88.	Environmental Liabilities		Financial Statements	Annually and quarterly- special request		CO Information
89.	Environmental, Safety and Health Liabilities		Financial Statements	Annually- special request		CO Information
90.	Deferred Maintenance		Financial Statements	Annually- special request		CO Information
91.	Management Representation and Certification		Financial Statements	Annually- special request		CO Information
92.	Conference Management Report		DOE HQ's requirement	Annually- special request		CO Information
93.	Uncosted Balance Report		DOE HQ's requirement			

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
94.	Mandatory Obligation Report		DOE HQ's requirement	Annually- special request		CO Information
95.	Cash Collections		DOE HQ's requirement	Monthly- first workday 2 p.m.		CO Information
96.	Support for Preparation of Triennial Report to Congress- D&D fund		Energy Policy Act of 1992	Special Request		CO Information
<b>Human Resources</b>						
97.	Advance Understandings on Human Resources Policies and Systems		Section H clause	Within 30 days of notification of contract award		CO Approval
98.	Compensation Plan (Salary Plan)		DOE O 350.1 Chg.1	Annually by 10/15 of each year for the next CY		CO Approval
99.	Application for Contractor Compensation Approval (DOE F3220.5 for each of the five most highly compensated employees within the contractor's organization)		DOE Acquisition Letter 2000-12, dated 12/15/00 FAR 31.205-6	Annually by 02/01		CO Approval
100.	Report of Compensation (Report of subtotal dollar amounts for exempt and nonexempt employees and individual compensation at \$100,000 and above)		DOE O 350.1 Chg.1	Semi-annually 4/15; 10/15		CO Information
101.	Contractors' Report of Frequency Distribution Compensation (Submitted with Report of Compensation) (Only those instances outside the salary plan)		DOE O 350.1 Chg.1	Semi-annually		CO Approval

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
102.	Report of Contractor Expenditures for Employee Supplementary Compensation (Breakdown of employee benefits compensation)		DOE O 350.1 Chg.1	Annually by March 1		CO Approval
103.	Contractor Salary-Wage Increase Expenditure (Reports breakouts for merit, promotion variable pay, special adjustments & structure movements for each pay structure)		DOE O 350.1 Chg.1	30 days after program year		CO Information
104.	Actuarial Valuation Reports (Report of annual actuarial valuation report for each DOE-reimbursed pension plan)		DOE O 350.1 Chg.1	Annually by September 30 following the plan year		CO Information
105.	Form 5300 (Part of tax return submitted to the IRS that documents the establishment, amendments, termination, spin-off, or merger of a plan)		DOE O 350.1 Chg.1	As required		CO Information
106.	Collective Bargaining Agreements		DOE O 350.1 Chg.1	ASAP after conclusion of negotiation		CO Information
107.	Report of Settlement (Provides the CO with a settlement summary after formal ratification of a collective bargaining agreement)		DOE O 350.1 Chg.1	30 days after contract settlement		CO Information
108.	Report of contractor employment		DOE O 350.1 Chg.1			CO Information
109.	DOE Contractor Employment Distribution by Program (Submitted with Report of Contractor Employment)		DOE O 350.1 Chg.1	Quarterly 01/10; 04/10; 07/10; 10/10		CO Information

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
110.	Standard Form 98-“Notice of Intention to Make a Service Contract and Response to Notice”		DOE O 350.1 Chg. 1	As Required	Submit to the CO	CO Information
111.	Work Force Restructuring Plan		DOE O 350.1 Chg.1  Section 3161 of the National Defense Authorization Act for Fiscal Year 1993,DOE Interim Planning Guidance for Contractor Work Force Restructuring Federal Register vol. 61, no. 44, pp 8593-8602 (March 5, 1996), and Secretarial Policy	As Required	Submit to the CO	
112.	Compensation Program Description		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval at Applicable Thresholds
113.	Proposed Major Compensation and Benefit Plan Program Design Changes		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval
114.	Annual Compensation Increase Plan		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval
115.	Annual Overtime Control Plan		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval
116.	Semiannual Report on Overtime Use		DOE O 350.1 Chg. 1	90 days after contract award	Submit to the CO	CO Approval

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
117.	Contractor Benefits Program		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval
118.	Copies of IRS Form 5500 with schedules		DOE O 350.1 Chg. 1	Within one year of the last day of the plan year	Submit to the CO	CO Information
119.	Plan Experience Reports for Liability Insurance		DOE O 350.1 Chg. 1	30 days after contract award and annually thereafter	Submit via WFIS to CO and DOE Headquarters	CO Approval
120.	Workplace Substance Abuse Program		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval
121.	Substance Abuse Program Results and Reports for Lower Tier Subcontractors		DOE O 350.1 Chg. 1 10 CFR 707	Semiannually, January 30 and July 30	Submit to the CO	CO Information
122.	Employee Assistance Program Implementation Plan		DOE O 350.1 Chg. 1	30 days after contract award	Submit to the CO	CO Approval
123.	Employee Assistance Program Services Reports		DOE O 350.1 Chg. 1	As requested	Submit to the CO	CO Information
124.	Employment Reports for Disabled Veterans and Veterans of the Vietnam Era (Federal Contractor Veterans' Employment Report VETS-100)		FAR 52.222-37	Annually by 09/30		CO Information
125.	Equal Opportunity SF100 (EEO-1)		41CFR60-1.7(a)(1)	Annually by September 30		CO Information
126.	Affirmative Action Compliance Program- Females and minorities		41CFR60-1.40(a) 41CFR60-1.40(c) 41CFR60-1.14	Annual update by January 31		CO Information

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
127.	Affirmative Action Compliance Program- Veterans and Individuals with Disabilities		41CFR60.250.5(a) 41CFR60.250.40(b) 41CFR60.250.50(c) 41CFR50.741.40(b) 41CFR50.741.40(c)	Annual update by July 1		CO Information
<b>Environmental Reporting</b>						
128.	Annual RCRA Hazardous Waste Report		RCRA Part B Permit	Annually – March 1		
129.	Monthly NPDES Report		Consent Decree	Monthly – 15 <sup>th</sup>		
130.	Annual DUF <sub>6</sub> Cylinder Report		DFF&O's for DUF <sub>6</sub>	Annually – December 31 <sup>st</sup>		
131.	Quadrennial Cylinder Inspections		DFF&O's for DUF <sub>6</sub>	Annually – September 30 <sup>th</sup>		
132.	Annual Cylinder Inspections		DFF&O's for DUF <sub>6</sub>	Annually – March 31 <sup>st</sup>		
133.	Radiological Survey's		DFF&O's for DUF <sub>6</sub>	Annually – September 30		
134.	Ultrasonic thickness measurements		DFF&O's for DUF <sub>6</sub>	Annually – March 31		
135.	Annual Groundwater Report		DFF&O's on Integration	Annually – April 1 <sup>st</sup>		
136.	ER Quarterly Progress Report		Consent Decree	Quarterly – April 15, July 15 <sup>th</sup> , October 15 <sup>th</sup> , January 15 <sup>th</sup>		

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
137.	Annual Site Treatment Plan Report		DFF&O's for Site Treatment Plan	Annually – December 31 <sup>st</sup>		
138.	Annual NESHAP Report			Annually – July 1 <sup>st</sup>		
139.	Fiscal Year Integrated Groundwater Monitoring Revisions			Annually – December 15 <sup>th</sup>		
140.	Annual Environmental Site Maps			Annually – July 31 <sup>st</sup>		
141.	Annual Site Environmental Report			Annually – September 30 <sup>th</sup>		
142.	Annual Uranium Enrichment TSCA FFCA Report		TSCA FFCA	Annually – June 30 <sup>th</sup>		
143.	Quarterly UE TSCA FFCA Progress Reports		TSCA FFCA	Quarterly, April 30 <sup>th</sup> , July 31 <sup>st</sup> , October 31 <sup>st</sup> , January 31 <sup>st</sup>		
144.	Annual PCB Document Log			Annually – July 1 <sup>st</sup>		
145.	Annual Pollution Prevention Plan			Annually – November 1 <sup>st</sup>		
146.	Biennial Pollution Prevention/Waste Minimization Plan		RCRA Part B Permit	Biennial – September 15 <sup>th</sup> , 2005, 2007, 2009		
147.	Annual EPCRA Report			Annually – June 1 <sup>st</sup>		
148.	Quarterly Surveillance and Maintenance Report		DFF&O's	Quarterly – April 15 <sup>th</sup> , July 15 <sup>th</sup> , October 15 <sup>th</sup> , January 15 <sup>th</sup>		
149.	Quarterly Radiological Discharge Monitoring Report		Ohio Permit #01O00000*HD	Quarterly May 15 <sup>th</sup> , August 15 <sup>th</sup> , November 15 <sup>th</sup> , February 15 <sup>th</sup>		
150.	RCRA Part B Permit Renewal		RCRA Part B Permit	September 1, 2005		

	Report	Description	Driver	Frequency	DOE contact/phone	Approval Required
151.	RCRA Part B Permit Fee Due		RCRA Part B Permit	Annually – March 31 <sup>st</sup>		
152.	5-Year Evaluation 611A		Consent Decree	July 30, 2007		
153.	5-Year Evaluation X-724 Landfill		Consent Decree	September 30, 2005		
154.	5-Year Evaluation X-749/X-120 Phyto Phase 1		Consent Decree	July 30, 2007		
155.	5-Year Evaluation X-749/X-120 Phyto Phase 2		Consent Decree	April 30, 2008		
156.	5-Year Evaluation X-749 (Peter Keiwit Landfill)		Consent Decree	July 30, 2007		