

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
Item/ <i>Assessment</i> Type	Type of assessment which may relate to purpose or origination of assessment	Audit	
		Effectiveness Review	
		External Review	
		Implementation Verification Review	
		Independent Assessment	
		Inspection	
		Onsite Review	
		Operational Awareness	
		Operational Readiness Review	
		Performance Evaluation	
		Program Review	
		Project Review	
		Readiness Assessment	
		Regulatory Oversight	
		Self-Assessment	
Surveillance			
Survey			
Technical Assessment			
Summary/ <i>Title</i>	Short, clear subject or title for the assessment	Open text	
ORION ID	ORION's tracking number for this assessment	Created by ORION	Assigned by ORION when SMART item is added to ORION. ORION ID is returned to SMART for item update.
Description	This field can be used to provide more explanatory text regarding the nature and extent of the assessment	Open text	Comments regarding the status of the assessment report, including the expected approval date, can be added here after completion of the assessment
Division/ <i>Organization</i>	Line Office Responsible for Location Being Assessed	None	SC Office or Organization being assessed and responsible for resolution of issues and development of corrective actions
		AMSO	
		ASO	
		BHSO	
		BSO	
		FSO	
ORO-AD			

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		ORO-CC	
		ORO-EM	
		ORO-FM	
		ORO-MO	
		ORO-NE	
		ORO-NS	
		ORO-OS	
		ORO-SC	
		ORO-SE	
		PNSO	
		PSO	
		SC-CH	
		SC-CH-ACQ	
		SC-CH-CR	
		SC-CH-HRS	
		SC-CH-IMS	
		SC-CH-NBL	
		SC-CH-OCC	
		SC-CH-OM	
		SC-CH-STI	
		SC-HQ	
		SC-HQ-ASCR	
		SC-HQ-BER	
		SC-HQ-BES	
		SC-HQ-FES	
		SC-HQ-HEP	
		SC-HQ-NP	
		SSO	
		TJSO	
Areas/Program	Program/Functional area (and subarea) under which the review falls	None	
		Business Operations	
Business Operations Subarea		Administration	
		Financial Management	
		Human Resources	
		Procurement & Contract Mgmt	
		Small Business	
		None	
		Conduct of Operations	

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
Conduct of Operations Subarea		Communications	
		Control Area Activities	
		Control of Equipment and System Status	
		Control of On-Shift Training	
		Equipment and Piping Labeling	
		Independent Verification	
		Investigation of Abnormal Events	
		Lockouts and Tagouts	
		Logkeeping	
		Notifications	
		Operations Aspects of Facility Chemistry	
		Operations Organization and Admin.	
		Operations Procedures	
		Operations Turnover	
		Operator Aid Postings	
		Required Reading	
		Shift Routines and Operating Practices	
		Timely Orders to Operators	
		None	
		Diversity Programs	
		Emergency Management	
Emergency Management Subarea		Hazards Survey/Hazards Assessment	
		Program Administration	
		Training and Drills	
		Exercises	
		Readiness Assurance	
		Emergency Response Organization (ERO)	
		Offsite Response Interfaces	
		Emergency Facilities and Equipment	
		Categorization and Classification	

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		Communication and Notification	
		Consequence Assessment	
		Protective Actions and Reentry	
		Emergency Medical Support	
		Emergency Public Information	
		Termination and Recovery	
		None	
		Engineering	
		ES&H - Accelerator Safety Basis	
		ES&H - Criticality Safety	
		ES&H Environmental (No sub areas)	
		ES&H - Environmental – Environmental Compliance	
ES&H - Environmental - Environmental Compliance Subarea		Air Effluent Management	
		Water Effluent Management	
		Environmental Monitoring	
		NEPA	
		Environmental Management Systems	
		Toxic Substances Management	
		Green Buildings & Sustainable Design	
		Vehicle Fleet Management	
		None	
		ES&H – Environmental – Waste Management	
ES&H - Environmental - Waste Management Subarea		Hazardous Waste Management	
		Radioactive Waste Management	
		Solid Waste Management & Pollution Prevention	
		Energy & Water Usage Management	
		Affirmative Procurement	
		None	

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		ES&H - Fire Protection	
ES&H Fire Protection Subarea		Fire Department/Emergency Response	
		Fire Suppression/Detection Systems	
		Hazards Identification and Control	
		Inspection, Testing and Maintenance	
		Life Safety/Facility Egress	
		Fire Hazards Analysis	
		None	
		ES&H - Industrial Hygiene	
ES&H - Industrial Hygiene Subarea		Biohazards	
		Bloodborne Pathogens	
		Chemical Safety	
		Confined Space	
		Ergonomics	
		Eyewash/Eyewash Station	
		Hazard Communication	
		HAZWOPER	
		Laboratory Standard	
		Laser Safety	
		Noise/Hearing Conservation	
		Nonionizing Radiation	
		Occupational Health/Medicine	
		Respiratory Protection	
		Thermal Stresses	
Toxic and Hazardous Substances			
Ventilation/Local Exhaust			
None			
		ES&H - Construction & Industrial Safety	
ES&H - Construction & Industrial Safety Subarea		Compressed Gases	
		Electrical	
		Excavation/Trenching	
		Fall Protection	
		Hand and Power Tools	
		Heavy Equipment	

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		Hoisting and Rigging/Cranes	
		Housekeeping/Storage	
		Lighting	
		Machine Guarding	
		Materials Handling	
		Personal Protective Equipment	
		Powered Industrial Equipment	
		Recordkeeping	
		Scaffolding	
		Stairways/Ladders	
		Walking/Working Surfaces	
		Welding/Cutting	
		None	
		ES&H - Nuclear Safety Basis	
		ES&H - Radiation Protection	
ES&H - Radiation Protection Subarea		Contamination Control	
		Entry Control	
		Plans & Procedures	
		Records & Reports	
		Sealed Radioactive Source Control	
		Surveys	
		None	
		Information Technology	
Information Technology Subarea		Cyber Security	
		None	
		ISM - General	
		Maintenance	
		Packaging and Transportation	
		Project Management	
		Property Management	
		Quality Assurance Program	
Quality Assurance Program Subarea		Personnel Training & Qualification	
		Quality Improvement	
		Documents & Records	
		Work Processes	
		Design	
		Procurement	

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		Inspection & Acceptance Testing	
		Management Assessment	
		Independent Assessment	
		Safety Software Quality	
		Suspect/Counterfeit Items	
		None	
		Safeguards and Security/ISSM	
Due Date	Automated reminder message option	MM/DD/YYYY	Contact Barb Clouse (see info below) to set up automated reminder emails using Due Date field as a trigger
Planned Start Date	Date that the <u>field work</u> for the assessment is planned to begin	MM/DD/YYYY	For upcoming FY use proposed dates. For FY+1, use proposed dates or quarter (i.e. 10/1/XX to 12/31/XX), for FY+2 use proposed dates, quarter, or year if applicable (i.e. 10/1/XX to 9/30/XX+1)
Planned Completion Date	Date that the <u>field work</u> for the assessment is currently planned to end	MM/DD/YYYY	For upcoming FY use proposed dates. For FY+1, use proposed dates or quarter (i.e. 10/1/XX to 12/31/XX), for FY+2 use proposed dates, quarter, or year if applicable (i.e. 10/1/XX to 9/30/XX+1)
Actual Start Date	Actual date of initiation of the field work	MM/DD/YYYY	Required to be entered after completion of field work
Actual Completion Date	Actual date of completion of the field work	MM/DD/YYYY	Required to be entered after completion of field work
Last Performed	Date of last assessment of this type performed for this site	open text	(date, month, quarter, etc.)
Planned Frequency	How often this type of assessment is planned to be conducted for this Site	Weekly	For planning purposes - may be more often than the required frequency
		Monthly	
		Quarterly	
		Semi-annually	
		Annually	
		2 years	
3 years			

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		4 years	
		5 years	
		Once/Contract Term	
		As Needed	
		Periodic	
		Other, Specify	
Other Planned Frequency		Open text	
Required Frequency	How often this type of assessment is required to be conducted	Weekly	As defined in the driver, directive or regulation
		Monthly	
		Quarterly	
		Semi-annually	
		Annually	
		2 years	
		3 years	
		4 years	
		5 years	
		Once/Contract Term	
		As Needed	
		Periodic	
		Other, Specify	
Other Required Frequency		Open text	
Driver, Directive or Regulation	Applicable DOE Order, Notice, Manual, or Guide; or other Federal Regulation	Open text	
Local Point of Contact	Name of <u>DOE individual</u> at the Site where the assessment will take place	Open text	Usually the name of the Team Leader of the assessment
ISC or Other Support Needed	Identify whether support from outside your organization will be needed to support the assessment	Yes / No	
Type of Support Needed	Identify specific area of expertise needed and number of people	Open text	
Amount of Support Needed	Identify approximate number of labor hours of support that will be needed	Numeric	
Supporting Office	Indicate the office that will provide support	CH / OR	

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
Support Provider	Indicate the person (if known) or organization that will provide the support	Open text	This field may be entered by the requesting or supporting office
Support Confirmed	The supporting organization provides confirmation that the support requested will be provided (or not)	Yes / No / Tentative	This field to be entered by the supporting office
Tracking Level	Indicate the tracking level for the assessment	SC IAS / Site IAS (default)	For assessments to be included in the SC IAS and SC quarterly reporting
		Site IAS	For assessments planned and tracked at the Site's senior management level
		Non-IAS / Assistant Manager	For assessments planned and tracked at the Site's second tier management level
Assessment Category	Indicate whether this assessment will be conducted of a Federal or Contractor Facility, or both	DOE / Contractor / Both	Default is Contractor
Site	Identify the location of the assessment field work	All	The physical location where assessment will take place
		AmesLab	
		AMSE	
		ANL	
		BNL	
		ETTP	
		FNAL	
		LBNL	
		NBL	
		ORISE	
		ORNL	
		ORO	
		Paducah	
		PNNL	
		Portsmouth	
		PPPL	
SC-CH			
SLAC			
TJNAF			
Y-12			

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
Organization Performing Assessment	Office responsible for performing the assessment		
		AMSO	
		ASO	
		BHSO	
		BSO	
		CH	
		FSO	
		GSA (General Services Administration)	
		HQ (Headquarters)	
		HQ-EM	
		HQ-HSS	
		HQ-SC	
		HQ-SC-ASCR	
		HQ-SC-BER	
		HQ-SC-BES	
		HQ-SC-FES	
		HQ-SC-HEP	
		HG-SC-NP	
		Lab Peers	
		NNSA Y-12	
		Office of the Inspector General	
		ORO-AD	
		ORO-All	
		ORO-CC	
		ORO-EM	
		ORO-FM	
		ORO-MO	
		ORO-MO-M4	
		ORO-MO-M5	
		ORO-MO-M6	
ORO-NE			
ORO-NS			
ORO-OS			
ORO-SC			
ORO-SE			
PNSO			
PSO			
SC-CH			
SC-CH-ACQ			

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

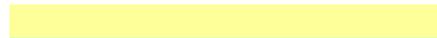
Field Name	Field Description	Field Choices	Explanation/Notes
		SC-CH-CR	
		SC-CH-HRS	
		SC-CH-IMS	
		SC-CH-NBL	
		SC-CH-OCC	
		SC-CH-STI	
		SSO	
		TJSO	
Assign to	Name of the team leader responsible for conducting and reporting the results of the assessment (or IAS POC)	List of SMART user names for offices choosing to use this field (contact Barb Clouse if your office would like to use this field) or default to the IAS POC name	One name only; team member names can be added through the <i>Select other Assignees</i> Operation after creation of an item.
ITEM DETAILS (data on left side of screen created by SMART for each item)			
Key (SMART ID)	SMART Tracking number	Automated	unique identifier for each record
Created	Original data entry date/time	Automated	date and time
Updated	Last update to SMART date/time	Automated	date and time
Originator	Name of individual who entered the assessment data into SMART	Automated	SMART user name
Status	Current status of the assessment	Open	Status is automatically originated as "Open" by the system when the assessment is entered.
		Resolved	Should be changed to "Resolved" with a resolution of "Field work is complete" after field work is complete and before final report is complete.

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
		Closed	Should be changed to " <u>Closed</u> " after the final report is attached. Should be changed to Closed with a resolution of " <u>Cancelled</u> " if the assessment will not be conducted. (Note: the assessment will stay in the system and should have an explanation as to the reason for cancellation in the Comments field.)
		In Progress	Can be used by Assignee (usually Team Lead) to indicate that field work is underway.
		Reopened	Items can be " <u>Reopened</u> " after being resolved or closed to change or add information.
AVAILABLE WORKFLOW ACTIONS (command options on left side of screen available after creation of item)			
Resolve Item <i>Resolution</i>	Identify change to assessment status	Field work is completed	Item should be <u>resolved</u> (but not closed) with a resolution of "Field work is completed" when actual start and completion dates of field work are entered.
		Cancelled	Resolution should be changed to "Cancelled" if the assessment will not be conducted. (Note: the assessment will stay in the system and should have an explanation as to the reason for cancellation in the Comments field.)
Close Item	Identify completion status when final report is complete and attached	Close	Item should be <u>closed</u> only after the final report is attached. (The resolution will not change.)

**Integrated Assessment Schedule
SMART/IAS Data Descriptions**

Field Name	Field Description	Field Choices	Explanation/Notes
Start Progress/Stop Progress	Option for Assignee to change assessment status from Open to <u>In Progress</u> and back to Open	Start Progress or Stop Progress	Can be used to indicate that field work is underway.
OPERATIONS (command options on left side of screen after creation of item)			
<u>Assign</u> this item	Change name of the assessment team leader	List of SMART user names for offices choosing to use this field; default is the IAS POC name	Contact Barb Clouse (see info below) if your office would like to use this field to assign team leaders.
<u>Select other Assignees</u> for this item	Names of the assessment team members	List of all SMART user names	Multiple entries allowed; can be used to assign and track assessment responsibilities of team members
<u>Attach file</u> to this item	Attach final report	Browse and select file name	
<u>Comment</u> on this item	Can be added any time after the item is created	Open text	Comments should be added to explain changes; additional information can be added anytime
<u>Edit</u> this item	Change and/or add data		Use this feature to add actual start/completion dates when field work is complete.

 =automated field
 =mandatory field

Contact for more info:

Barbara Clouse
 SC-CH Performance Analysis and Effectiveness
 630-252-2386
barbara.clouse@ch.doe.gov