

PART III - SECTION J, ATTACHMENT I

CONTRACT DATA REQUIREMENTS LIST

Part III – Section J, Attachment I

Contract Data Requirements List

This document defines contract data deliverables required to be submitted to DOE by the Contractor during contract performance. The Contractor shall review this Contract Data Requirements List (CDRL) at least annually and provide any recommendations to the Contracting Officer. This CDRL will be updated as required over the life of the contract.

This list identifies deliverables to DOE and does not relieve the Contractor of the responsibility to prepare and deliver any other data required by law or regulation.

This CDRL is organized as follows:

- A. [Procurement](#)
- B. [Legal](#)
- C. [Industrial Relations](#)
- D. [Budget and Finance](#)
- E. [Personal and Real Property](#)
- F. [Environmental Requirements](#)
- G. [Safeguards and Security Requirements](#)
- H. [Operations, Safety, Health and Quality Assurance](#)
- I. [Programs](#)

The following notes are applicable to the CDRL table:

Note 1: A = Approval; C = Certification by DOE (required for some regulatory documents; certification requires hardcopy submittal); R = Review and comment; N = No action – Information only. Unless otherwise specified, the length of time for DOE review or approval will be thirty (30) calendar days.

Note 2: The term “days” means calendar days unless otherwise specified.

Note 3: This column identifies the position to receive delivery notification.

Contract Data Requirements List (CDRL)

Item No.	Contract Reference	Title of Data Item	Data Item Description	DOE Action Note 1	Due Date And Frequency Note 2	Distribution and Notification Note 3
A. PROCUREMENT						
A.5	H.5	Directives & Alternatives	See Section H, clause H.5 for required content and need.	A	As needed	CO
A.13	H.35	Small Business Subcontract Plan	The Small Business Subcontracting Plan submitted by the Contractor identifying consideration for small business, local and Idaho businesses.	A	Annually: October 31	CO SB
A.14	FAR 52.219-9	Subcontracting Report for Individual Contracts	Subcontracting Report for Individual Contracts. This report shall be submitted via electronic Subcontracting Reporting System (eSRS) to the CO and Small Business Program Manager (SBPM) semiannually and at contract completion.	A	April 30 & October 30 each FY At contract completion	CO SB
A.15	FAR 52.219-9	Summary Subcontract Report	Summary Subcontract Report. This report shall be submitted via electronic Subcontracting Reporting System (eSRS) to the CO and SBPM annually for contracts within civilian agencies.	R A R	Annually: October 30	CO SB
A.16	DEAR 970.5232-3, H.22, I.10, I.43	Internal Audit	Annual internal audit and examination of records, operations, expenses, and transactions with respect to costs claimed to be allowable. Internal Audit shall provide to the CO the following three (3) report/documents: (1) Internal Audit Implementation Design, (2) Annual Audit Report, and (3) Annual Audit Plan, in accordance with revised clause I.43 subparagraph on Internal Audit.	A	(1) Each 5 th year of contract performance (2) January 31 (3) June 30	IR Office CO
A.17	I.42	Statement of Costs Incurred & Claimed	Certified cost statement for the total of net expenditures accrued (i.e., net costs incurred) for the period covered by the cost statement.	R	Consistent with Accounting Handbook Requirements	CO FS Team Lead
A.30	I.54	Self-Assessment Plan	As required by DEAR clause 970.5244-1 and Balanced Scorecard requirements.	A	Annually: October 31	CO
A.32	I.54	Self-Assessment Report	As required by DEAR clause 970.5244-1 and Balanced Scorecard requirements.	A	Annually: November 30	CO

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A.33	I.1	Foreign Ownership, Control or Influence (FOCI)	Written notice to the CO of any changes in the extent and nature of Foreign Ownership, Control or Influence (FOCI) which would affect the answers to the questions presented in DEAR 952.204-73. Further, notice of changes in ownership or control which are required to be reported to the Securities and Exchange Commission, the Federal Trade Commission, or the Department of Justice shall also be furnished concurrently to the CO.	R A	As required	CO Security
A.34	I.12	Employee Disclosures	The Contractor shall transmit to the CO information obtained from employees regarding other employment services in accordance with DEAR 970.0371-8.	A	Annually	CO
B. LEGAL						
B.4	I.38, 10 CFR 719.36	Legal Services Invoices	Information copies of subcontractor invoices for all legal services.	R	Monthly: On the first day of each month	Litigation Management Attorney
B.5	I.38	Risk Management & Liability Programs	Submit all Risk Management and Liability Insurance policies and plans and changes thereto for approval.	A	As required	CO Signed copy to OCC
C. INDUSTRIAL RELATIONS						
C.1	H.16, 29 CFR Part 5.7b, 48 CFR 52.222-6	Davis-Bacon Semiannual Report	Report of any Davis-Bacon (DB) violations and investigations. As they occur.	R	Semi-Annually: April 15 & October 15 of each year	IR Office (signed)
C.3	H.30, I.26 DOE O 350.3	Workforce Alignment Actions/Plan	Comply with requirements of the DOE-ID Restructuring Plan and DOE O 350.3, Chapter III "Reductions in Contractor Employment."	R	As needed	IR Office CO

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C.4	H.14(c)(5), H.18 H.49(c)(2), H.49(d)(3)(A)(iii), H.49(d)(3)(B), DEAR 952.215-70, CCN 235484 (AS-IR&A-15-025)	Individual Salary Actions	(A) Submit Compensation Subject to the Executive Compensation CAP (OFPP Limitation) forms for the top executive and the next four (4) most highly compensated key personnel as defined in the contract, whether these employees are seconded or covered by the Compensation Increase Plan (CIP). (B) Submit for review and approval salary actions for the top Contractor official. Additionally, submit for review and approval all key personnel salary actions that are: (1) First time salary actions for a new contract; (2) First time salary actions for a new key personnel; or (3) All salary actions for key personnel not covered by the annual CIP.	R A	Initially and annually by January 20 Initially and as required	IR Office CO
C.5	H.18, H.49(c)(1)	Contractor Salary-Wage Increase Expenditure Report	Report for salary/wage expenditures.	R	Annually: March 1	IR Office
C.6a	H.49(e)(3)(A)	Benefits Value Study	Conduct a Benefits Value Study to assess the relative value of benefits in comparison to similarly situated companies with which the Contractor competes for talent.	R	Every two (2) years: September 30	IR Office CO MA-612
C.6b	H.49(e)(3)(B)	Benefits Cost Study	Review and finalize the annual Cost Study provided by MA-612 based on iBenefits Compensation and Benefits Report (CABR).	R	Annually	IR Office CO MA-612
C.7	H.14	Benefit Plan Approvals	Submit all benefit plans and changes thereto, to the CO for approval before implementing.	R	As required	IR Office CO MA-612
C.8	H.14, H.49(e), H.49(g), H.49(j)	Approval of all Retirement/Pension Plans	Submit for approval all proposed retirement/pension plans and changes before implementation.	R	As required	IR Office CO GC-63 EM HCA (if EM Contractor impacted)

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C.9	H.14(c)(3)(ix), H.49(i)(1)	Pension Plan Annual Actuarial Valuation Report	Provide an annual Actuarial Valuation report for each DOE reimbursed retirement/pension plan.	R	Annually: September 30	DOE-ID Manager CO IR Office – Five (5) copies of published document received from the actuary
C.13	H.14(d)(2), H.18	Report of Settlement	Provide the CO with a summary of settlement after each agreement on a new Collective Bargaining Agreement.	R	As required	IR Office
C.15a	H.49(c)(3)	Compensation & Benefits Report in iBenefits	An electronic report providing data on (a) number of exempt, nonexempt, bargaining unit, non-bargaining unit employees and retirees; (b) payroll costs by a variety of categories; (c) insurance costs; (d) benefits costs/plans; (e) compensation costs by hours of work by various categories; (f) workforce restructuring actions; (g) employee supplemental compensation.	R	Annually: March 1	IR Office
C.15b	H.14(c), H.18	Labor Relations Reports in iBenefits	Submit newly negotiated collective bargaining agreements, settlement information.	R	As revised	IR Office
C.15c	H.49(g)(6)	Pension Management Plan Annual Update in iBenefits	Submit an annual revision to the Pension Management Plan (PMP) that includes a discussion of the Contractor's plans for management and administration of all pension plans consistent with the terms of the contract.	R	Annually: January 31	FS&RMD
C.19	H.49(d)(3)	Compensation Increase Plan (CIP)	Annual request for approval of Salary Increase Funds (SIF) and variable pay funds.	A R	Annually: Approval of variable pay funds, base-building funds that exceed HQ guidance Review of base-building funds that are at or below HQ guidance	IR Office CO

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C.20	CCN 239054 (AS-IR&A-16-053)	Contracting Office Support Staffing Plan for INL in the Washington D.C. Office	Annual Report of assignments in the Washington D.C. area.	R	Annually: July 1	IR Office CO
C.21	DOE O 350.3, Chapter 1, Labor Relations	Labor Relations Report	Monthly report of the status and supporting documentation of new and ongoing: (1) National Labor Relations Board (NLRB) charges; (2) Third step grievances; (3) Arbitrations; (4) Legal or judicial proceedings (related to labor relations matters); (5) Other significant labor relations issues	R	Monthly, or ASAP for NLRB charges or legal proceedings	IR Office GC-63
D. BUDGET and FINANCE						
D.9	DOE O 412.1A	Work Authorization	Work Authorization Documents.	A	Returned within two (2) weeks of receipt	Budget Team Lead
D.14	H.21(a)(1), I-48, DOE O 534.1B, Accounting Handbook	DOE Monthly STARS Cost File	Provide Contractor Management and Reporting System (MARS) monthly cost reporting and file feed to DOE within the required DOE scheduled submittal timeframes. Electronic file saved to the HP. Provide required feeds to EFASC per the Standardized Accounting and Reporting System (STARS), upon STARS implementation.	R	Monthly: Noon 2 nd Calendar work day	FS Team Lead STARS Accountant
D.15	H.21(a)(1), I.48, DOE O 534.1B	Year End & Quarterly Financial Statements & Disclosure Information	Provide other reports as required per the COs annual schedule.	R	Annually: Per HQ CFO Guidance	FS Team Lead STARS Accountant
D.16	H.21(a)(4)	Stop Light Report	Provides summary cost and financial information.	R	Monthly: Fifteen (15) days after end of month, starting after the end of the first quarter	FS Team Lead

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D.17	H.21(a)(4)	Indirect Cost Baseline & Out Year Planning Rate Submission	<p>(a) Compiles and submits to DOE an annual execution year indirect cost baseline document that summarizes indirect costs by service/activity, including company level rates and billable rates for recoverable services, funded by their indirect rate structure. For purposes of indirect recovery the cost level B&RC or lower is the final cost objective.</p> <p>(b) Compiles and submits to DOE an outyear indirect rate document that summarizes indirect company level rates and any associated cost impacts to programmatic work.</p>	R	(a) Annually: October 31	COR FS Team Lead
D.21	Section I, FAR 52.230-2, FAR 52-230-6	Cost Accounting Standards Disclosure Statement	Cost Accounting Standards (CAS) Disclosure Statement describes the Contractor's accounting practices that it will be using for contract performance per Cost Accounting Standards. Signed Certification Letter.	R	Initially and when Accounting Practices change/September 1 every year, if necessary	FS Team Lead CO (original)
D.24	H.21, I.43, DOE O 413.2B, FY02 Energy & Water Development Conference Report	LDRD Reporting	Annually record LDRD costs, scope, into the Department's LDRD database. Input data into the DOE HQ database via internet.	R	Annually	FS Team Lead
D.26	H.21, DOE O 534.1B	International Transactions Report (A-65 Report)	Provide collection and disbursement information about transactions with other nations. Fiscal Year STARS Interim and Year End reporting requirements.	R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.27	DOE O 534.1B	Detail submission into ABC Financials	Provide dollar value of Special Nuclear Materials reported in DOE ABC Financials. Fiscal Year STARS, Interim Fiscal Year STARS, Interim and Year End reporting requirements.	R	Per HQ Guidance at FY year end	FS Team Lead STARS Accountant
D.28	H.21, DOE O 534.1B	Tracking of Technology Transfer Third-party Receipts Report	Provide financial information (sources and disbursements) for Tracking of Technology Transfer Third-party Receipts. Fiscal Year STARS Interim and Year End reporting requirements.	R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant

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D.31	H.21, DOE O 534.1B	Report of Waiver of Claims for Improper Payments	Report improper payments and steps taken to prevent errors in future payments.	R	Annually: October 12	FS Team Lead STARS Accountant
D.33	H.21, I.43(e)	Report of Audit Recoveries	Report provides Contractor results of recovery audit programs, which identify payment errors and recovery of amounts overpaid.	A	Annually: July 25	FS Team Lead
D.34	H.21, DOE O 534.1B	Report on Estimated Foreign Currency Collections & Expenditures	Report financial transactions made in foreign currency. Fiscal Year STARS Interim and Year End reporting requirements.	R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.35	H.21, DOE O 534.1B	Report on Unfunded Foreign Currency Reservations Accounts	Report financial transactions made in foreign currency. Fiscal Year STARS Interim and Year End reporting requirements.	R	Per HQ Guidance submittal schedule	FS Team Lead STARS Accountant
D.37	H.21, I.10	Annual Management Representation Letter	Assertions made pertaining to the integrity of the financial information provided to HQ for the Consolidated DOE Financial Statements. Government Reform Act of 1994.	R	Per HQ Guidance submittal schedule	CO COR FS Team Lead DOE Manager
D.38	I.10, DOE O 413.1B	FMFIA Annual Assurance Memo	A report on the status of the Contractor's management controls for all programs and administrative functions including problems identified, progress made in correcting prior reportable problems, and make an assessment about the integrity of contractor financial systems.	R	Annually: 5th working day of August	FS&RMD AM/AS DOE-ID Manager (original certification)
D.39	I.42	Report of Status of Federal Funds Drawn from Treasury ASAP System	Report providing daily draws and account balance.	R	Monthly: 15 th working day	FS Team Lead STARS Accountant
D.44	JCP Government Printing & Binding Regulations	Printing & Publishing Activities 3 Year Plan	Identifies printing and publishing information to HQ.	R	Annually: November	CO

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D.45	JCP Government Printing & Binding Regulations	Commercial Printing Report JCP Form 2	Identifies printing and publishing information to HQ.	R	Semi-Annually: April 30 November 30	CO
D.47	I.43, 31 USC 3513, Treasury Financial Manual	Treasury 224 Reporting Submittal to DOE	Treasury payment reconciliation requirements. Fiscal Year STARS Interim and Year End reporting requirements.	R	Monthly: 2 nd working day including draft submission schedule	FS Team Lead STARS Accountant
E. PERSONAL and REAL PROPERTY						
E.5	I.55, 41 CFR 109-1.5110	Physical Inventories	Annual Contract Physical Inventory report – Include Capital Equipment Inventories as part of this item.	R	Annually: January 31	SSD Director
E.8	I.55, 41 CFR 109-1.5110	Stores Inventory & Warehousing Activity	Additions & Deletions By Line Item & Acquisition Cost.	R	Annually: January 31	SSD Director
E.9	I.55, 41 CFR 109-1.5110	Precious Metals Forecast for Withdrawals & Returns	3-Year Forecast for Returns and Withdrawals of Precious Metals.	R	Annually: December 1	SSD Director
E.16	I.55, I.56	Federal Automotive Statistical Tool System (FAST)	Reports Fiscal Year fleet vehicle data. Data collected in FAST is used to support the Department of Energy's and NNSA compliance with the Energy Policy Act, EO 13149 and the GSA SF-82 Report.	N	Annually: November 24	FSD Director
E.17	I.55, 41 CFR 109-38.5103	Vehicle Utilization Report	Reports Quarterly - Motor Equipment Utilization for all INL Fleet.	R	Quarterly: April 15 July 15 October 15 January 15	SSD Director HQ
E.18	I.55, 41 CFR 109-38.51	Vehicle Utilization Business Cases	Business Case Justification for retention of any Permanently Assigned Vehicles not meeting approved Vehicle Utilization Standards.	A	Every two (2) years	SSD Director

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E.20	I.55, DEAR 945.102	DOE-HQ Property Information Database (PIDS)	DOE contractors categorically manage and report property volumes and original acquisition dollar values of government-owned property annually.	R	Annually: January	SSD Director
E.21	41 CFR 102-39.75	Exchange -Sale Report	Annual GSA Disposal Reports for E.1 Excess Personal Property Furnished to Non-Federal Recipients, E.11 Negotiated Sales Report, E.19 DOE On-Line Sales E-Bay, BID 4 Assets, and previous E.21-Exchange Sales are created on-line in GSA System. Fiscal year completion is documented to the DOE-ID OPMO by this CDRL.	R	Annually: December 1	SSD Director
E.24	I.55, 41 CFR 109-38, 41 CFR 102-34.85	Agency Purchase & Lease of Motor Vehicles	Vehicle leases not procured through the GSA Automotive Commodity Center, unless a waiver resulting from a GSA study is in effect.	A	Annually: December 1	SSD Director
E.26	41 CFR Part 102-84.55	Annual Real Property Disposal Report to GSA	Identifies to GSA real property disposals for the year.	R	Annually: October 31	SSD Director
E.27	41 CFR Part 102-75.1170	Real Property Report to HUD	Identifies disposable real property to HUD.	R	Annually: January 1	SSD Director
E.29	41 CFR Part 102-75.1170	McKinney Act Report to HQ	Identifies disposable real property to HUD.	R	Quarterly: January, July, April, October.	SSD Director
F. ENVIRONMENTAL REQUIREMENTS						
F.2	H.32, Idaho Code 50, City of Idaho Falls Municipal Code Chap. 1, Sec. 8	Quarterly Environmental Surveillance & Compliance Monitoring Samples	Report anomalous analytical results for all scheduled environmental surveillance and compliance monitoring samples and surveys for all results received for the past quarter and received late for the quarter before last.	N	Quarterly: January 15, April 15, July 15, October 15	ESD Director
F.3	H.32, 40 CFR 370, DOE O 436.1	EPCRA 311 Quarterly Reports	EPCRA 311 Quarterly INL Site and Town reports. Contractor submits to SERC, LEPCs, Idaho Falls Fire Department, and INL Fire Department (1/1, 4/1, 7/1, 10/1).	R A - 7 days	Quarterly to DOE: December 15, March 15, June 15, September 15	ESD Director

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F.4	H.32, 40 CFR 370, DOE O 436.1	EPCRA 312 Annual Report	Annual EPCRA 312 report certified by the Contractor. Contractor certifies and submits annually to SERC, LEPCs, Idaho Falls Fire Department, and INL Fire Department by March 1.	R A - 10 days	Annually to DOE: February 14	ESD Director
F.5	H.32, 40 CFR 372, DOE O 436.1	EPCRA 313 Report	(a) Annual EPCRA 313 consolidated threshold determination and associated facility-specific supporting documentation for all INL Site and Town Facilities.	R A - 7 days	Annually: April 7 to DOE	ESD Director
			(b) Annual EPCRA 313 report and associated facility-specific supporting documentation for BEA facilities certified by the Contractor. Contractor submits certified reports for BEA facilities to EPA.	R A - 28 days	Annually: June 1 to DOE July 1 to EPA	ESD Director
			(c) Annual EPCRA 313 consolidated Form R reports for all INL Site and Town Facilities (if applicable) populated in EPA's TRIMEweb application ready for DOE to certify and submit to EPA by July 1.	R - 7 days C	Annually: June 22 to DOE	ESD Direction
F.10	DOE M 231.1-1B Chg. 2	Annual Site Environmental Reporting	(a) Applicable information for inclusion in the Annual Site Environmental Report (ASER) to DOE-ID with the exception of (b) below. (b) Compile and submit INL Site collective dose evaluation information for inclusion into ASER publication.	R	(a) Annually: May 1 (b) Annually: July 24	ESD Director
F.12	DOE O 458.1	Environmental Monitoring Plan & Technical Basis Document Updates	Update the INL Environmental Monitoring Plan and its associated Technical Basis Document. Review annually and update as needed or at least every three (3) years.	A	Annually: Review by April 30, update as needed or every third (3 rd) year, to DOE by October 31	ESD Director
F.13	H.32, City of Idaho Falls Municipal Code Sewer Ordinance 8-1-37c	Monthly Pretreatment Reports	Copy of Monthly Pretreatment Reports (pH logs) to the City of Idaho Falls. Certified by Contractor. Contractor submits to City without advance DOE-ID review.	N	Monthly: Due the 15 th of each month	City of Idaho Falls ESD Director
F.14	DOE O 458.1 FFA/CO	Groundwater Monitoring Plan	Groundwater Monitoring Plan. Review annually and update as needed or at least every three (3) years.	R	Annually: Update by July 30 to DOE as needed or every three (3) years	ESD Director Distribution after approval

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F.16	H.32, IDAPA 58.01.08	Drinking Water Fee Submittal	Copy of Annual Drinking Water Fee Submittal to the State of Idaho. Contractor submits to regulators without advance DOE-ID review.	N	Annually: October 1	State of Idaho Division of Environmental Quality (DEQ) ESD Director
F.20	H.32, IDAPA 37.03.09	Fees for Construction of Ground Water Monitoring Wells	Fees for Construction of Ground Water Monitoring Wells. Contractor submits to regulators Jan 30.	R	Annually: January 1 to DOE-ID January 30 to IDWR	ESD Director Idaho Department of Water Resources (IDWR)
F.22	H.32, IDAPA 37.03.03	Deep Injection Well Permit Renewals	IRC Deep Injection Well Permit Renewal, as required, to DEQ. Certified by contractor. Contractor submits to DOE-ID 30 days prior to due date to regulators. Contractor submits to regulators.	R	As required by permit	ESD Director DEQ
F.23	H.32, INL Water Rights Agreement	Comprehensive Well Inventory & Annual Water Use Report	Submit the Comprehensive Well Inventory and the Annual Water Use Report (combined). Contractor submits to regulators June 28.	R	Annually: May 28 to DOE ID June 28 to IDWR	ESD Director; IDWR
F.24	H.23	Annual Revegetation Assessments	Report Annual Revegetation Assessments and corrective actions for disturbed sites. Contractor submits to DOE-ID by due date, no advance submittal required.	R	Annually: November 30	ESD Director
F.26	H.32, 40 CFR 61 Subpart H	Annual NESHAPS Radioactive Emission Report	Annual Site-Wide NESHAPS radioactive emission reporting certified by the Contractor. DOE submits to regulators June 30.	R C	Annually: May 31 to DOE June 30 to EPA	ESD Director EPA DEQ State of Idaho INL Oversight Office Distribution
F.28	H.32, IDAPA 58.01.01.223.05	Toxic Exemption Air Pollutant Report	Toxic Exemption Air Pollutant Report certified by the Contractor. Contractor submits to regulators by May 1.	R C	Annually: April 1 to DOE-ID May 1 to DEQ	ESD Director DEQ
F.34	H.32, 40 CFR 61 145(a)(4)(iii)	Annual NESHAPS Asbestos Notification	Annual NESHAPS Asbestos Notification certified by the Contractor. Contractor submits to regulators by 12/21.	R	Annually: December 1 to DOE	ESD Director EPA with CC to DEQ

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F.35	H.32, 40 CFR 61 145(a)(4)(iii)	Annual NESHAPS Asbestos Reporting	Annual NESHAPS Asbestos Reporting certified by the Contractor. Contractor submits to DEQ by January 31.	R	Annually: January 15 to DOE-ID	ESD Director EPA with CC to DEQ
F.36	H.32, 40 CFR 61 Subpart M	NESHAPS Asbestos D&D Notifications	NESHAPS Asbestos D&D Notifications, as needed. Contractor submits to regulators without advance DOE review, with CC to DOE.	R	As needed	ESD Director EPA with CC to DEQ
F.41	40 CFR IDAPA 58.01	Consent Order Status Reports	Track all Consent Order milestones. Provide quarterly status reports to DOE-ID.	N	Quarterly: To DOE: January 5, April 5, July 5, October 5	ESD Director
F.42	H.32, 40 CFR 260 (et seq), EPA Voluntary Disclosure Policy	Environmental Disclosure Logs & other Disclosures	Quarterly Disclosure Logs. Submit voluntary environmental disclosure logs to appropriate Federal, State and Local regulatory agencies quarterly, when not required by permit or regulation, as needed. Provide oral or written disclosures and planned corrective actions outside of quarterly logs to regulatory agencies as needed to demonstrate effective environmental management, in line with EPA voluntary disclosure policy, for more significant issues. Contractor submits to regulators.	R	Quarterly: Or as needed	ESD Director And Affected facility operations lead (Each as appropriate) - Federal, State and Local Agencies
F.45	H.32, 43 CFR Part 7, Archaeological Resources Protection Act of 1979	Federal Archaeology Program Report to Congress	Prepare and deliver to DOE-ID the annual Department of Interior (DOI) Questionnaire on the Federal Archaeology Program Report.	R	Annually: February 15	ESD Director
F.46	Archaeological Resources Protection Act of 1979, INL Cultural Resource Management Plan	Protection of Key Archaeological & Historic Architectural Properties	Submit the INL site monitoring forms for monitoring conducted to DOE-ID by December 1. Support protection of key archaeological and historic architectural properties by conducting periodic monitoring. Specific sites to be determined each year depending on risk, at least five (5) sites per year.	R	Annually: December 1 to DOE	ESD Director

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F.47	36 CFR 800 Programmatic Agreement with ACHP and SHPO	INL Cultural Resources Management Plan	Annual review and update the INL Cultural Resources Management Plan, as needed.	R	Annually: Review Revision March 1 to DOE when needed	ESD Director For external distribution of final (after DOE review) –12 hard copies
F.48	National Historic Preservation Act of 1966, as amended, 36 CFR Part 800, INL Cultural Resources Management Plan	National Registry of Historic Places Nomination Packages	Prepare and submit nomination packages to DOE-ID for historic properties to the National Register of Historic Places in accordance with established guidelines and regulations, as needed and agreed each year.	R A	As requested	ESD Director
F.54	H.32, IDAPA 58.01.05 40 CFR 264 & 270	MFC RCRA Permit Condition I.U, Other Non-Compliance Reports	Semi-annual “Other Non-Compliance Report” due March 1 and September 1. DOE certification and BEA submits to DEQ. Report includes superior and equivalent changes.	R C	Semi-Annually: February 1 & August 1 to DOE-ID March 1 & October 1 to DEQ	ESD Director DEQ
F.55	H.32, IDAPA 58.01.05	INL RCRA Permit Condition II.J.2, Waste Minimization Certification (2)	Annual Waste Minimization Report and certification due March 1 to DEQ. ICP Contractor consolidates site wide input for DOE. BEA submits separate certification to DOE. ICP Contractor submits to DEQ.	R C	Annually: February 1 to DOE-ID	ESD Director DEQ ICP Contractor
F.56	H.32, 40 CFR 264.75, IDAPA 58.01.05.008 and H.32 Title 39, Chapter 44, Section 11, (4, 5, and 6) of the Idaho Statutes	BEA data for the Idaho Hazardous Waste Generator Annual Report and INL RCRA Permit Condition II.J.3 Biennial Report and Certification of Waste Generator Activities (2)	Data provided for the Idaho Hazardous Waste Generator Annual Report and the 40 CFR 264.75 required Biennial report and certification are identical. BEA input for both reports is provided to DOE and the ICP Contractor for site wide consolidation. ICP Contractor submits the consolidated reports to DOE and DEQ.	R C	Annually: January 15 to DOE-ID	ESD Director DEQ ICP Contractor

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F.57	H.32	INL Partial Permits Volumes 14, 18, and 22, II.J.4, Waste Minimization Review and Plan Certification	Four (4) year report/planned certification due March 1, 2019 per INL permit II.J.4, and minimum of each four (4) years in future. Contractors submit separate certifications to DOE. ICP contractor submits the Plan and the certifications to DEQ.	R C	Every four (4) years: March 1 to DOE-ID	ESD Director DEQ ICP Contractor
F.58	H.32, IDAPA 58.01.05	MFC RCRA Permit Condition V.M.1 and V.M.3.6- Year RSWF Liner Corrosion Report (2)	Six (6) year assessment by corrosion expert; submittal by permittee to the DEQ within forty-five (45) days of receiving the report; next report due calendar year 2019 and every six (6) years.	C	Every six (6) years beginning 2019: Due to DOE by November 7, 2019 To DEQ December 31	ESD Director DEQ
F.63	DOE O 436.1	Annual EMS Metrics Report	Provide response to EMS Annual Report Questions requested by DOE HQ HSS for the Fiscal Year.	R	Annually: December 30	ESD Director
F.64	H.33, 7 USC 2814, EO 13112	Annual Noxious Weed Report for the INL	Summary of efforts to control noxious weeds including current conditions, trends of weed infestations, and planned efforts for the next calendar year. Contractor submits to DOE-ID by due date, no advance submittal required.	R	Annually: by December 1	ESD Director
F.67	H.33	Candidate Conservation Agreement (CCA) Annual Report	Applicable information for inclusion in the Candidate Conservative Agreement for Greater Sage-grouse annual report.	R	Annually: October 31	ESD Director
F.68	H.33 50 CFR 21-23 IDAPA 13.01.10	State and Federal Wildlife Permits and Reports	Applicable information for inclusion in annual reports for the Idaho Fish and Game Department (IDFG) Scientific Collecting permit and U.S. Fish and Wildlife Service (USFWS) Migratory Bird Treaty Act permit. Applicable information for renewal of IDFG and USFWS permits.	A	Annually: Annual report information by January 10 Next Update: Permit renewal annually by January 10 or as needed	ESD Director
F.69	H.32, IDAPA 58.01.01	INL Site PTC Report per PTC # P-2015-0023	Monthly total facility-wide FEC emissions and individual and total HAP emissions shall be added to rolling 12-month totals. The latest monthly and 12-month rolling totals shall be submitted to DOE within 30-days of the end of each reporting period.	N	Monthly: Thirty (30)-days from end of reporting period to DOE-ID	ESD Director

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F.70	H.32 IDAPA 58.01.01	INL Site PTC Report per PTC # P-2015-0023	Annually the 12-month total facility-wide criteria pollutants, individual and total HAP emissions, and changes to the List of Emission Units shall be reported to DEQ. The report is for the calendar year and is due on or before March 31 to DEQ.	R C	Annually: March 1 to DOE March 31 to DEQ	ESD Director DEQ
F.71	H.32 40 CFR 262.18	Notification of RCRA Small Quantity Generator (SQG) Status	Prepare and submit a re-notification to DEQ of the hazardous waste SQG status.	R	Every four (4) years, beginning in 2021: August 1 to DOE September 1 to DEQ	ESD Director DEQ
F.72b	H.32 IDAPA 58.01.17	Annual Wastewater Reuse Permit Report for MFC	Annual Wastewater Reuse Permit Report for MFC certified by the Contractor to DOE. Contractor submits to regulators by March 1.	R	Annually: February 1 to DOE-ID March 1 to DEQ	ESD Director DEQ
F.73c	H.32 IDAPA 58.01.17	Annual Wastewater Reuse Permit Report for ATR	Annual Wastewater Reuse Permit Report for ATR certified by the Contractor to DOE. Contractor submits to regulators by March 1.	R	Annually: February 1 to DOE-ID March 1 to DEQ	ESD Director DEQ
F.74	DOE O 458.1	E-ALARA Process Documentation	Laboratory Level E-ALARA Program documents, maintain and update as needed.	R	Annually: Review by April 1, update as needed	ESD Director
F.75	H.32, 40 CFR 761.61 (c) 40 CFR 761.62 (c)	TSCA RBDA for the TRA-619 Pumphouse Five Year Report	Provide written report for DOE submittal to EPA in accordance with Condition 11 of the Risk Based Disposal Approval for the TRA-619 Pump house cement floor.	R	Prior to February 8, 2023 and Every five (5) years until building D&D To DOE thirty (30) working days prior to EPA deadline stated in RBDA	ESD Director
F.76	H.32 40 CFT 761.61(c) 40 CFR 761.62(c)	TSCA RBDA for the TRA-641 Five Year Report	Provide written report for DOE submittal to EPA in accordance with Condition 11 of the Risk Based Disposal Approval for the TRA-641 Canal.	R	Prior to June 10, 2018 and every five (5) years until building D&D To DOE thirty (30) working days prior to EPA deadline stated in RBDA	ESD Director

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F.77	Part III Section J Attachment P	Environmental Liabilities Register (ELR)	<p>(a) Submit a proposed ELR to DOE-ID. Submittal will include definitions for the ELR categories.</p> <p>(b) Submit an updated draft ELR to DOE-ID for review. Costs will be updated with current fiscal year actuals through the May accounting month and estimated through June 30. Written content will be updated to be consistent with the updated cost information. DOE-ID will provide comments to the Contractor on the draft ELR by June 14.</p> <p>(c) Submit an updated final ELR with DOE-ID comments resolved. Costs will be updated with current fiscal year actuals through the June accounting month. Written content will be updated to be consistent with the updated cost information.</p> <p>(d) Submit an updated final ELR for the end of the fiscal year. Costs will be updated with actuals through the September accounting month. Written content will be updated to be consistent with the updated cost information.</p>	<p>R</p> <p>R</p> <p>A</p> <p>A</p>	<p>(a) Submitted by June 30, 2018. One time submittal.</p> <p>(b) Submitted by May 31; annually beginning in 2019.</p> <p>(c) Submitted by June 30; annually beginning in 2019.</p> <p>(d) Submitted by October 10; annually beginning in 2019.</p>	DOE-ID IFM Director
F.78	H.5 DOE Order 435.1 Chg 1; DOE Manual 435.1-1 Chg 2	Operating Disposal Authorization Statement	Provide Remote-Handled Waste Disposal Facility Annual Summary Report that documents compliance with the Operating Disposal Authorization Statement and DOE M435.1-1 requirements for the period October 1 through September 30.	C	Annually, last working day of January	DOE-ID NE Low-Level Waste Federal Review Group Site Representative
F.79	J-M-1-A Section 3	EBR-II Driver Spent Nuclear Fuel Treatment Reporting	BEA will provide information related to treatment of Sodium Bonded EBR-II Driver Fuel, annually to DOE-ID, in support of the November 2019 <i>Supplemental Agreement Concerning Conditional Waiver of Sections D.2.e and K.1 of 1995 Settlement Agreement</i> .	A	Annually: On or before January 30	IFM Director
F.80	J-M-1-B Section V	ATR Spent Nuclear Fuel Handling Reporting	BEA will provide information annually to DOE-ID in support of the February 2020 <i>Agreement Concerning Handling of Spent Nuclear Fuel Generated by the Advanced Test Reactor – Section V Terms and Conditions</i> .	A	Annually: On or before January 30	IFM Director

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G. SAFEGUARDS and SECURITY REQUIREMENTS						
G.1	DOE M 470.4-6 Chg 1	Material Control and Accountability Plan	Complete review of the Material Control and Accountability Plan by March 31 annually per DOE M 470.4-6 Chg 1.	R - 45 days A - 7 days	Annually: March 31	SD Director
G.3	DOE O 470.4B, Chg 2	Site Security Plan (SSP)	Complete an annual review of the SSP and update as necessary.	R - 21 days A - 7 days	Annual review and/or revision: June 19	SD Director
G.5	DOE O 151.1C	Emergency Management Plan	Annually submit the updated INL Emergency Management Plan or documentation to support the annual review.	R - 21 days A - 7 days	Annually: September 30	Emergency Management Program Administrator
G.6	DOE O 151.1C	Emergency Readiness Assurance Plan	Submit Emergency Readiness Assurance Plan updates compliant with the governing directives annually.	R - 21 days A - 7 days	Annually: September 30	Emergency Management Program Administrator
G.7	DOE O 151.1C	Hazards Survey/ Assessment Document	Submit Hazards Survey/Assessment Document updates compliant with the governing directives.	R - 21 days A - 7 days	As required	Emergency Management Program Administrator
G.9	DOE O 475.2B	Classification Program Assessment	Submit overall assessment of Classification Program.	R - 30 days A - 7 days	Biennial (every two years)	DOE-ID Classification Officer, NE Program Classification Officer, Director, Office of Classification
G.10	DOE O 473.3A, Chg 1 Att. 2, Sec. J. 4. b.	Risk Analysis/ Safety Analysis Report	Risk analysis or a safety analysis report for the facilities and the operations of each live fire range.	R - 21 days A - 7 days	Annually: October 31	ODFSA
G.11	DOE O 470.6 Chg 1	TSCM Schedule	Requested schedule of TSCM Services for upcoming Calendar Year (Note this is a classified document).	R - 45 days A - 7 days	Annually: October 31	TSCMOM and ODFSA

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H. OPERATIONS, SAFETY, HEALTH, and QUALITY ASSURANCE						
H.1	DOE O 425.1D, Admin Chg 1	Startup Notification Reports (SNRs)	The SNRs shall include, at a minimum, the level of readiness activity and the proposed startup authority level.	R - 14 days A - 7 days	Quarterly: Mar 15, June 15, Sept 15, Dec 15.	QSD Director DAM/Operations DOE-ID Director(s) for each facility or operational area
H.2	DOE O 422.1, Admin Chg 2	Conduct of Operations Conformance Documents	Conduct of Operations Matrix, which is a list of DOE O 422.1 requirements, citing the specific INL documentation (e.g., procedure, manual) that implements each item, or providing justification for each item that is not implemented at INL Hazard Category 1, 2, and 3 nuclear facilities and any other non-nuclear facilities deemed applicable by DOE line management.	R - 21 days A - 7 days	1. At inception 2. When changes in conditions require changes in documentation 3. Every three (3) years 4. As directed by the field element manager	DMNE DMOS

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H.3e	DOE O 426.2 Chg 1	Personnel Selection, Training, Qualification, and Certification Requirements for DOE Nuclear Facilities	<p>With respect to the selection, qualification and training of personnel for INL nuclear facilities:</p> <ul style="list-style-type: none"> a. Prepare and submit a Training Implementation Matrix to the DOE Manager for review and approval. b. Prepare and submit for exceptions to specific training or qualification requirements for an individual. c. Provide written requests for certification extensions to the DOE-ID Manager for approval. d. Prepare and submit an assessment of the need for a simulator, for Category A test and research reactors only. e. Prepare and submit justification for assigning an individual to a position who does not meet the experience requirements for the position (based on consideration of the collective experience and the strength and balance of the overall operating organization) to DOE-ID Manager for approval. 	<p>a. & b. R - 21 days A - 7 days</p> <p>c. R - 7 days A - 7 days</p> <p>d. R - 30 days A - 7 days</p> <p>e. R - 7 days A - 7 days</p>	<p>a. & b. Within 90 days of contract takeover and when updates are needed based on facility changes</p> <p>c. As needed</p> <p>d. As needed</p> <p>e. As needed</p>	<p>QSD Director DM OS DM NE</p> <p>QSD Director DM/OS DM/NE Main Program Manager</p> <p>QSD Director DM/OS DM/NE</p> <p>Main Program Manager</p> <p>QSD Director DM/OS DM/NE</p> <p>Main Program Manager</p>
H.4b	DOE O 433.1B, Admin Chg 1	Maintenance Management Program for DOE Nuclear Facilities	Maintenance Implementation Plan (MIP) that uses a graded approach to address Nuclear Facility Maintenance program requirements.	R - 21 days A - 7 days	Within 120 days of contract to revalidate existing MIP(s) are in compliance. Biennial review and as needed for changes.	AM/LO AM/OS AM/RD
H.6	10 CFR 830 Subpart B	DSAs, TSRs, USQs	<ol style="list-style-type: none"> 1. Submit new PDSAs, DSAs, TSRs. 2. Submit annual DSA updates, and TSR changes. 3. Submit summaries of USQ determinations. 4. Submit Procedure for the USQ Process. 	R/A - 90 days	As needed	AM/OS AM/RD QSD Director

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H.9	48 CFR 970.5223-1	Integrated Safety Management	a. Prepare and submit the Annual ISMS Safety Performance Objectives, Performance Measures and Commitments, b. Perform Biennial ISMS Effectiveness Review and Declaration c. Triennial update of ISMS Program Description Document PDD-1004. (Unless substantive interim changes are needed)	R A R A	January 15 Annual January 15 Biennial April 30 Triennial, (or based on currently approved revision date)	AM/OS CO AM/OS AM/RD QSD Director
H.16	DOE O 231.1B, Admin Chg. 1	Fire Protection Program	Submit the Annual Summary of Fire Damage covering the fire protection program and loss experience of the previous year into the DOE Fire Protection Database. Email the DOE Fire Protection Engineer upon completion of entering the data into the database.	N	Annually April 30	DOE Fire Protection Engineer
H.27	DOE O 414.1D, Admin Chg 1, 10 CFR 830 Subpart A	Quality Assurance Program	This QAP shall integrate the performance expectations of the QA Rule and Order with a consensus standard for quality assurance. The standard selected should suit the products and services of the organization (e.g., ASME NQA-1) and its customers.	A - 90 days	Annually	NE-ID Manager QSD Director AM/LO AM/OS AM/RD
H.30	10 CFR 851.11	Worker Safety & Health Program	Provide an update to the Worker Safety & Health Program or a letter stating no changes to current approved program.	A	Annually: May 23	QSD Director CO AM/OS AM/RD
H.33	DOE O 420.1C, Chg. 1	Fire Protection Program	Submit Fire Protection Program to DOE for approval.	R, A - 60 days	As needed	NE-ID Manager DM/NE DM/OS CO COE FP Engineer
I. PROGRAMS						
I.5	DOE O 430.1B, CERCLA	INL Comprehensive Land Use and Facility Stewardship Report	Documents long-term land use plan and planning maps for facility areas, must include Record of Decision data.	A	September 30 or as required	NE-HQ EM-HQ DOE-ID

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I.9	DOE O 436.1	Annual Energy Usage Report	Electronic data to DOE-HQ, Federal Energy Management Program describes current year energy usage.	R	Annually: November 30	DOE-FEMP DOE-ID
I.10	Idaho Power Contract with NE ID	Annual Energy Usage Forecast to Idaho Power	Forecast energy usage for the next 12 months.	R	Annually: April 15	NE ID Idaho Power-1
I.14	Interagency Agreement # DE-A107-89ID12865 MOU Between Dept. of Army and DOE	Operating Reports	Provide a monthly report, including Engineering Projects Status, in accordance with the reference document.	R	Monthly: 10 th or next business day	DOE SMC Division Director Team Lead DOE CFO SMC Program Analyst
I.15	Interagency Agreement # DE-A107-89ID12865 MOU Between Dept. of Army and DOE	Five Year Funding Profile	Submit projected budgets across SMC Program business tasks for current year and next 5 fiscal years in accordance to reference document.	R A	Semi-Annually: 1 st Qtr (12/31) and 3 rd Qtr (6/30), or as required	SMC Division Director
I.25	SMC Program Management Plan	In-Production-Review (IPR)	Provide information in accordance with the reference document.	R	Semi-Annually: 1 st Qtr (12/31) and 3 rd Qtr (6/30), or as required	DOE SMC Division Director
I.26	SMC Program Management Plan	Engineering Projects Five Year Plan	Provide Engineering Projects Five Year Plan in accordance with the reference document.	R	Annually: By July 31	DOE SMC Program Office
I.29	DOE O 413.2B, Admin Chg 1	LDRD Annual Report	Detailed annual report of LDRD expenditures and Technical projects & accomplishments.	R	Annually: By March 31	CO Chief Scientist
I.31	DOE Policy Manual, Secretary of Energy Guidance; Annual Instructional Planning Instructions I.30, DOE O 413.2B, Chg 1, DOE O 430.1C	Annual Laboratory Plan	Annual Laboratory Plan defines INL's long-range vision mission, the S&T Conducted on behalf of DOE, labs core capabilities to address DOE priorities, plan that reflects DOE's view of future of INL, updated Ten Year Site Plan, and statistical information (e.g., number of facility users, full-time equivalent employees).	A	Annually: Draft by May 1, subject to DOE Annual Laboratory Planning guidance	DOE Manager CO CFAO Chief Scientist Tech Transfer IP Counsel

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I.35	H.23(f)	ATR Programs and ATR NSUF Mid-Year Review	Year to date program performance status, outlook, issues, actions needed, and Agreements and Commitments.	R	Annually: typically March to May	10 copies
I.36	H.23(f)	ATR Budget Briefing and Technical Review	Year-to-date program performance status, out-year program requirements, funding issues, unfounded needs, and Agreements and Commitments.	R	Annually: typically October to December	
I.40	I.30	Technology Transfer Records	Report on INL's technology transfer activities.	A	Annually	CO Tech Transfer IP Counsel
I.43	I.30(h)(2)	Spend Plan	Lay out plan for use of royalty income	A	Annually: January 15	CO
I.44	I.30(h)(2)	Expenditure Report	Reporting of how royalty income was spent in the FY	R	Annually: December 15	CO
I.45	I.30(k)	DOE-OTT (TTWG)	Annual report to DOE-OTT on licensing, CRADA, SPP, UFA, STEM as agreed upon with TTWG	A	Date varies depending on when call is released. They have always been due before March 1.	CO
I.46	DOE O 436.1	Site Sustainability Plan and Sustainability Dashboard	Provide a comprehensive sustainability plan for the Idaho Site, incorporating input from other contractor(s), in accordance with the annual guidance from DOE-HQ. Enter all data specified in the annual guidance into the Sustainability Dashboard.	A	Annually: Schedule as specified by DOE-HQ	ESD Director