This form is intended to address issues and concerns related specifically to a Site-Wide Standard. This form should be used after contacting the company or project subject matter expert (SME).

**The initiator is responsible to complete Items 1 through 6.**

1. Select Clarification, Interpretation, or Guidance.
2. Insert the DOE document number and title of the Site-Wide Standard.
3. Insert the section number and title that requires a clarification, interpretation, or guidance.
4. Initiated By: Name of requestor(s).
   
   Company/Organization: Requesting company or organization.
   
   Date: Date the form is initiated.
5. Give specific details about the issue/concern that resulted in the request. (One issue/concern per form.)
6. Provide a recommended resolution, if applicable.

**The Committee and/or DOE are responsible for completing Items 7 through 9.**

7. The Committee provides any resolution completion plan/summary that the Committee has agreed upon.
8. Provide any additional remarks or notes that may be necessary.
9. Status:
   a. Committee:
      If the recommendation is accepted, the Committee Chair will print, sign, and date. The Chair then submits the form to DOE-RL and DOE-ORP for signatures.
      
      If the recommendation is not accepted, the Committee Chair will print, sign, and date. DOE concurrence is not necessary on recommendations which have not been accepted.
   b. Concurrence:
      Once the clarification, interpretation, or guidance has been accepted by the Committee, it is the responsibility of the Committee Chair to obtain DOE-RL and DOE-ORP’s signatures and concurrence with the form.

Once the form has been signed by the Committee Chair and/or DOE-RL and DOE-ORP, the form is assigned a tracking number by the Site-Wide Standards Recording Secretary. The number shall be placed in the upper right-hand corner of the form. The number is formatted as follows:

- The first four digits of the number are the DOE document number, followed by a hyphen. The last two digits will be assigned, in sequential order, by the Committee’s Recording Secretary.

**EXAMPLE:** 0352-01…0352-05…0352-09

Site-Wide Standards will maintain the original forms, and deliver electronic copies to the Committee’s website point of contact.