

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES 1 3
2. AMENDMENT/MODIFICATION NO. 0020	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY EMCBC U.S. Department of Energy EM Consolidated Business Center 250 E. 5th Street, Suite 500 Cincinnati OH 45202	CODE 03001	7. ADMINISTERED BY (If other than Item 6) Richland Operations Office U.S. Department of Energy Richland Operations Office P.O. Box 550, MSIN A7-80 Richland WA 99352	CODE 00601
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) HPM CORPORATION Attn: LAURA MILLS 4304 W. 24TH AVE. SUITE 100 KENNEWICK WA 99382320		(x)	9A. AMENDMENT OF SOLICITATION NO.
CODE 012911892			9B. DATED (SEE ITEM 11)
FACILITY CODE		x	10A. MODIFICATION OF CONTRACT/ORDER NO. DE-EM0002043
			10B. DATED (SEE ITEM 13) 06/08/2012

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) DEAR 970.5204-2 Laws, Regulations, and DOE Directives (Dec 2000)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Tax ID Number: 91-2131802

DUNS Number: 012911892

Occupational Medical Services for DOE Hanford Site.

In accordance with the authority referenced in Block 13D and mutual agreement of the parties, the purpose of this modification is to incorporate CRD O 243.1B (Supplemented Rev.0), "Records Management Program", and CRD O 442.1A (Supplemented Rev .3), "Department of Energy Employee Concerns Program", into the contract, and to revise Section F-6 Reporting Requirement #32.

Details of this contract change are included on Page 3 of this modification.

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
		John J. Wiltshire	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
 (Signature of person authorized to sign)		Signature on File (Signature of Contracting Officer)	03/06/2014

CONTINUATION SHEETREFERENCE NO. OF DOCUMENT BEING CONTINUED
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2 3NAME OF OFFEROR OR CONTRACTOR
HPM CORPORATION

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	All other terms and conditions remain unchanged. Period of Performance: 10/01/2012 to 09/30/2018				

SF30 BLOCK 14 CONTINUATION:

Modification 020 revises the Contract Section F-6 Reporting Requirement #32, and Attachment J-2, *List of Applicable DOE Directives – List B* as follows:

1. This modification deletes the following directive from Contract Attachment J-2, *List of Applicable DOE Directives – List B*:

<i>Order(s)/Policy</i>	<i>Title of Order(s)/Policy</i>	<i>Date of Order or CRD</i>	<i>CRD Supplement</i>
CRD O 243.1 A	Records Management Program	11/07/2011	N/A
CRD O 243.2	Vital Records	08/31/2010	Rev 1
CRD O 442.1A	Department of Energy Employee Concerns Program	06/06/2011	Rev. 2

2. Modification 020 adds the following directive to Contract Attachment J-2, *List of Applicable DOE Directives – List B*:

<i>Order(s)/Policy</i>	<i>Title of Order(s)/Policy</i>	<i>Date of Order or CRD</i>	<i>CRD Supplement</i>
CRD O 243.1B	Records Management Program	3/11/2013	Rev.0
CRD O 442.1A	Department of Energy Employee Concerns Program	06/06/2001	Rev. 3

3. Modification 020 also revises the “CRD Supplement” #, listed in the last column in the “*List of Applicable DOE Directives – List B*”, in Contract Attachment J-2, for CRD 206.2, “Identity, Credential, and Access Management (ICAM)”. The CRD Supplement # is changed from “Rev.0” to “N/A”. Contract Section F-6 Reporting Requirement #32, “Records File Plan Update”, the submittal of any revisions to the Records File Plan is changed from “biannual” submittal to “biennial”.
4. This modification does not add additional funds to the contract. Accordingly, work under the contract, such as that described herein, must be performed within the amount of funds which have been incrementally allotted to the contract in accordance with Clause I.57 - FAR 52.232-22 - Limitation of Funds (Apr 1984).

End of Modification No. 020

PART I- THE SCHEDULE

SECTION F

DELIVERIES OR PERFORMANCE

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SECTION F

DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The period of performance (exclusive of the Transition Period) for the work specified in Section C, PWS, of this Contract shall commence on **October 1, 2012** and continue through **September 30, 2014**, unless terminated sooner as provided for in other provisions of this contract. The Transition Period is anticipated to be 90 days from the issuance of the Notice to Proceed. The Contractor shall assume full responsibility of the contract upon receipt of a written Notice-to-Proceed issued by the Contracting Officer.

- (a) The basic period of performance is two (2) years from date of award.
- (b) In the event the Government elects to exercise its option(s) pursuant to the terms of this contract, the period of performance for each option shall be as set forth below:

<u>Option No.</u>	<u>Period of Performance</u>
One	October 1, 2014 - September 30, 2015
Two	October 1, 2015 - September 30, 2016
Three	October 1, 2016 - September 30, 2017
Four	October 1, 2017 - September 30, 2018

F.2 PRINCIPAL PLACE OF PERFORMANCE

The principal places of performance of this contract shall be the DOE Hanford Site and the Richland, Washington area.

Medical examinations shall be provided in the Richland, Washington area at a single main clinic. The Richland, Washington area is defined as follows: the area bounded on the north by the Hanford Site, on the east by the Columbia River, on the west by the Yakima River, and on the south by Interstate I-182.

In addition to the main clinic in Richland at 1979 Snyder Street, a satellite clinic shall be maintained at the 200 West Area on the Hanford Site central plateau. The government requires the incoming contractor to assume the existing lease at the main clinic in Richland. The 200 West area clinic will reside in facilities provided by the Government.

F.3 HOURS OF SERVICE

The Contractor shall operate the clinics as follows:

Monday to Friday: 7am to 5pm both clinics open and staffed

Onsite (200 West Area) clinic staffed until midnight with one receptionist and one registered nurse as minimum staffing.

Saturday: Offsite clinic closed / Onsite Clinic 7am to 4pm with one receptionist and one registered nurse as minimum staffing.

Sunday: Offsite and onsite clinics are closed all day Sunday

The clinic will be closed on site holidays. A holiday schedule of site holidays will be published at the beginning of each year.

F.4 FAR 52.242-15 STOP-WORK ORDER (AUG 1989)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either—
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this Contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

F.5 FAR 52.242-15 STOP-WORK - ALTERNATE I (APR 1984)

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either—
 - (1) Cancel the stop-work order; or
 - (2) Terminate the work covered by the order as provided in the Termination clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule, the estimated cost, the fee, or a combination thereof, and in any other terms of the contract that may be affected, and the contract shall be modified, in writing, accordingly, if-
 - (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Contract; and
 - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this Contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

F.6 REPORTING REQUIREMENTS

The following reports are required from the Contractor. This list is subject to change at the sole discretion of the Contracting Officer or designee. Any deliverable that is required by any provision/clause of the contract that is not listed below does not relieve the Contractor of the requirement to provide that deliverable.

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Incident Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
1.	Exposure, Injury, or environmental release incident report	Report the DOE Health & Safety Office, exposure to any substance, possible exposure to any substance, and all accidents resulting in death, trauma, occupational disease, bodily injury, or environmental release. Additional specific reporting requirements may apply per DOE O231.1A Chg.1 Environment, Safety, and Health Reporting and DOE M231.1-2 Occurrence Reporting and Processing of Operations	DOE M 231.1-1A, Chg 2, DOE O 580.1A	Per Occurrence	DOE-RL Health & Safety Office, CO, Program Office	Information	Immediate
2.	Property loss or damage incident report	A full report of all instances of loss, damage, destruction, and theft of Government property per DOE reporting guidelines. Suspected incidents of vandalism or purposeful destruction of property shall be reported to the Hanford Patrol (and Richland Police, as applicable) for investigation.	DOE O 580.1A	Per Occurrence	CO, DOE-RL Property Manager, Hanford Patrol	Information	Immediate upon discovery

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
3.	Transition Plan	Per Section C.2.1.23	C.2.1.23 Contract Transition	N/A	COR, CO	Review and Approval	5 days after award of contract
4.	Annual Execution Plan	Description of the proposed annual work scope to be accomplished, linked to regulatory or other "drivers" for the work scope, full-time equivalent (FTE) requirements and associated direct and indirect costs, broken-out by work breakdown structure (WBS) element	C.2.1.22 Project Controls and Management	Annually	DOE-RL Program Office, CO	Review and Approval	August 31
5.	Annual Self-Assessment Report	Self-assessment survey of occupational medical program, facilities, and professional staff annual performance relative to the Performance Evaluation and Measurement Plan for preceding Fiscal Year. Includes self-evaluation and supporting data on contractor performance relative to PEMP elements. Data must be adequate to support DOE verification. DOE reserves the right to perform independent assessment(s).	H.18 and J-10 Performance Evaluation and Measurement Plan	Annually	Program Office, CO	Information	October 7

Routine Reporting Requirements							
	Title	Content	Clause / Driver	Frequency	Recipient	DOE Action	Due Date
6.	Site Occupational Medical Director's (SOMD) Annual Report	<p>A comprehensive, detailed report that identifies trends and analyzes effects, presents conclusions of medical surveillance analyses, and makes recommendations for improvements in protecting worker safety and health</p> <p>i. Ensure that the report provides/presents:</p> <ol style="list-style-type: none"> 1. Information on the relationship of site activities to the health and safety of site personnel, 2. Any trends and an analysis of their effects, 3. Conclusions of the medical surveillance analyses and recommendations to the DOE for improvements in protecting worker safety and health, 4. The results of any special studies directed by the DOE CO, or designee, 5. A description of the analyses, the bases for conclusions, a discussion of the urgency of the recommendations, and 6. An explanation of the benefits to the health and safety of the site workers and the DOE. <p>ii. Ensure that the report meets the standards for analyses and report preparation comparable to that required for acceptance by a peer-reviewed medical journal.</p> <p>iii. Present the results verbally to the Government at a time specified by the DOE CO after the report has been submitted.</p>	C.2.1.2 Medical Surveillance Data	Annually	Program Office, CO	Information	January 31
7.	Epidemiological Quarterly Report	<p>A summary report on the health status of the Hanford workforce, collectively and sorted by grouping, location, employer, and by job function, including results of any epidemiological studies. The data analyses shall be aimed at early identification of patterns of findings, sentinel events, or changes in worker health that may be indicative of trends or weaknesses in worker protection features and programs.</p>	C.2.1.2 Medical Surveillance Data	Biannual	Program Office, CO	Information	March 1, 45 days after the end of each quarter

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8.	Contractor Quality Assurance Plan	<p>A Quality Assurance Plan in accordance with the applicable standards/requirements from the Accreditation Body: Accreditation Association for Ambulatory Health Care (AAAHC).</p> <p>(i) In accordance with the plan, conduct self-assessments to ensure continuous quality improvement and report the results to DOE.</p> <p>(ii) Report the Quality Assurance outcomes and improvement actions taken, to the DOE Program Manager as part of the SOMD's Report.</p> <p>(iii) Ensure that the report includes trending, analyses, detailed improvement plan(s) where indicated by predetermined thresholds, and assessments of how well the Contractor is meeting performance improvement goals.</p> <p>(iv) Ensure that, in addition to the Contractor's own performance indicators, the following DOE indicators are addressed:</p> <p>1. Unusual Events: At a minimum the following must be included in the Quality Assurance Plan and reports: any sentinel events such as deaths and serious injury, needle sticks, blood borne pathogen and body fluid exposures, medication errors, falls within the clinics or adjacent walking and parking areas, all customer complaints, injuries attributable to or associated with care or services, and any event that puts the Government or the Contractor at medical/legal risk. In addition to scheduled reporting, all unusual events shall be brought to the attention of the DOE Program Manager with notification that that the event occurred no later than the next business day, and all follow-up documentation within a mutually agreeable timeframe, generally not to exceed two weeks.</p> <p>2. Customer Satisfaction Surveys: Customer satisfaction surveys must be available to all clients in all major areas that deliver direct services. At a minimum, satisfaction surveys must include: efficiency in scheduling appointments, prompt attention upon arrival, courtesy of staff, explanation of procedures, privacy/confidentiality of the environment, explanation of results, answers to questions, clarity of follow-up actions that the client is to take, helpfulness of education and information provided, and overall satisfaction of services.</p>	AAAHC Standards/Requirements; C.2.1.13 Transition Requirements ; DOE O 414.1D;	Annual	Program Office, CO	Review and Approval	Initial w/ transition plan, 5 and 10 days after award of contract; Then Annually by Oct 15
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9.	Tier II Emergency and Hazardous Chemical Inventory	Contractor chemical inventory is included in the site document compiled by the Hanford Mission Support Contractor (MSA), as required by the Emergency Planning and Community Right-To-know Act 312.	Emergency Planning and Community Right-To-know Act 312	Annually	DOE-RL Environmental management Division (EMD), CO	Information	March 1
10.	Dangerous Waste and Biennial Waste Minimization Report	Report includes shipping information, waste description and category, and recycling credit for RCRA Wastes (compiled by the Hanford Mission Support Contractor [MSA])	Resource Conservation and Recovery Act (RCRA)	Annually, with quarterly input	MSA, then DOE HQ, EPA and WA Dept of Ecology, CO	Information	February 1
11.	Toxic Chemical Release Inventory Report	Report lists release of EPCRA 313 chemical quantities	Emergency Planning and Community Right-To-know Act 312	Annually	MSA, then DOE HQ, EPA and WA Dept of Ecology, CO	Information	July 1
12.	Occupational Medical Services Utilization Report	Report that details the numbers and types of clinical and Employee Assistance Program (EAP) services provided, such as walk-ins, exams and immunizations, by job category and contractor employer.	G.2 Submission of Vouchers/Invoices	Monthly	Program Office, CO	Information	N/A
13.	Employee Concerns Report. Implementation Plan	1) Information on status of employee concerns program -- cumulative, for the fiscal year. 2) Describes ECP per DOE O 442.1A and DOE G 442.1-1 (Section H.26)	H.26; DOE O 442.1A, DOE G 442.1-1.	1) Quarterly 2) 90 days from award of contract	Employee Concerns Program (ECP), Asst. Mgr for Safety and engineering (AMSE), CO	1) Information 2) Review	1) January 15 th , April 15 th , July 15 th , October 15 th 2) 90 days from award of contract
14.	Collective Bargaining Agreement	Copy of the Agreement	H.5 Labor Relations	End of negotiations	Procurement Division (PRO), CO	Information	When Signed

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15.	Worker's Compensation Website	Per H Clause Workers Compensation Website	H.20 Worker's Compensation	Once	COR, CO; DOE-RL Contractor Industrial Relations	Information	Within 45 days of close of transition
16.	Reportable Costs Report	Incurred outside cost related to workers' compensation claim. At the end of every month DOE's Third Party Administrator sends the Occ Med Provider by encrypted email a list of both new and closed workers' compensation claims for that month. The OMP reviews their records and advises the DOE's Third Party Administrator via encrypted email if they have incurred any outside cost that need to be reported to L&I under the workers' compensation claim.	C.2.1.3(b); C.2.1.4 Monitored Care; C.2.1.12 Case Management	Monthly	DOE's Third Party Administrator	Information	5 days after receipt of list
17.	Pension Management Plan (PMP)	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Review and Approval	As requested
18.	Investment Policy	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Initial: Within 90 days of end of transition Thereafter: as changed	CO; DOE-RL Contractor Industrial Relations	Information	Initial: Within 90 days of end of transition Thereafter: as changed
19.	Administrative Cost Incurred	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	60 days after plan year end
20.	Benefit-Value Study	Per H Clause	H.7. Legacy Benefit Plans: Pension and PRB	Within 18 months of contract award, no later than (March 31, 2013), then every 3 years	CO; DOE-RL Contractor Industrial Relations	Review and Approval	Within 18 months of contract award, no later than (March 31, 2013), then every 3 years

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21.	Form 5500	Per H Clause Copies of IRS 5500 forms with schedules, within nine (9) months of the last day of the current pension plan year; and	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	According to Internal Revenue Service Schedule
22.	Form 5300	Per H Clause Copies of all forms in the 5300 series that document the establishment, amendment, termination, spin-off, or merger of a plan	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	According to Internal Revenue Service Schedule
23.	FAS 87 and FAS 106	Per H Clause Copies of the FAS 87 and FAS 106 reports and updates for the plans	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	As requested
24.	Annual Actuarial Report	Per H Clause Actuarial Valuation reports and Funding reports for the pension plan	H.7. Legacy Benefit Plans: Pension and PRB	Annual	CO; DOE-RL Contractor Industrial Relations	Information	As requested
25.	Public Voucher (SF-1034) 1) Fixed Price and Cost Invoices. 2) Fee invoices.	1) Fixed Price and Cost Invoice.	1) G.2 Submission of Vouchers/Invoices Instructions 2) G.2 Submission of Vouchers/Invoices Instructions; B.17(d)	1) Monthly 2) Annually upon final determination of the award fee for the annual evaluation period by the FDO.	COR, CO	1) Review and Approval 2) Review and Approval	1) 15 th of Month for previous month 2) The contractor may invoice immediately upon final determination of the award fee for the annual evaluation period by the FDO.

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26.	Billing Rate Variance Report	Variance between estimated and actual rates for services.	C.2.1.22 Project Controls and Management	Monthly	Program Office, Financial Management Division (FMD), COR, CO	Information	15 th of Month for previous month
27.	Program Performance Report (PPR)	Contractor's monthly Self-evaluation of Performance Report: backup and analyses for all work completed in performance of this contract.	E.6 Contractor's Self-Evaluation of Performance	Monthly	Program Office, CO	Review (approval as part of the Fee Evaluation)	15 th of Month for previous month
28.	Controlled Substances Inventory	Indicates control and protection of Government property	C.2.1.3 Diagnosis and Treatment of Injury or Illness	Semi-annually	Program Office, CO	Information	October 15, April 15
29.	Report of Records Holdings	Identifies volume of active records being maintained by the Contractor	C.2.1.9 Information and Records Management	Annually	Program Office, CO	Information	N/A
30.	Records Management Plan	The Records Management Plan is a high-level program document that shall describe, at a minimum: how the Contractor will manage all life-cycle phases of Government-owned records, records management training to all contractor personnel; the safeguarding, protection and maintenance of records use of NARA approved Records Disposition Schedules;; and the Contractor's procedures for implementation of the records management program as a whole, including relationships with other programs that cannot respond properly without sound records search and retrieval capabilities (e.g., processing claims received by the Department of Labor pursuant to the EEOICPA, FOIA, etc.).	C.2.1.9 Information and Records Management; 36 CFR Chapter 12	Within 60 days of contract award	Program Office; DOE – EMCBC RMFO; CO	Review and Approve	Within 60 days of contract award
31.	Records Inventory and Disposition Schedule (RIDS) - Records File Plan	A RIDS (file plan) is a comprehensive outline that includes the records series title and description, active file locations, file arrangement, file cutoff, retention period, file transfer instructions, disposition instructions, and other specific instructions that provide guidance for effective management of records, including vital records.	C.2.1.9 Information and Records Management; 36 CFR, Chapter 12;	Within 6 months of contract award	Program Office;; CO	Review and Approve	Within 6 months of contract award
32.	Records File Plan Update	Biennial submittal of any revisions to the Records File Plan	36 CFR Chapter 12	Biennial	Program Office;; CO	Review and Approve	12 Months after contract award

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33.	Records Disposition Plan	The Records Disposition Plan shall document the contractor's disposition process which shall include processing records to storage (e.g., on-site, commercial and/or the Federal Records Center) and the destruction process. This plan shall be developed and submitted for DOE approval prior to any records disposition activities.	C.2.1.9 Information and Records Management; 36 CFR, Chapter 12	Within 6 months of contract award	Program Office;; CO	Review and Approve	Within 6 months of contract award
34.	Vital Records Program / Plan	Describes how the contractor will identify records needed for performing essential functions and a plan to protect vital records and the recovery of any records affected by an emergency or disaster. Plan to include list of vital records.	C.2.1.9 Information and Records Management; DOE O 243.2	Within 6 months of contract award	Program Office;; CO	Review and Approve	Within 6 months of contract award
35.	Vital Records Update	Annual submittal of any revisions to the vital records listing.	C.2.1.9 Information and Records Management	Annually	Program Office;; CO	Review and Approve	12 Months after contract award
36.	Privacy Act List of Systems of Records	The Contractor shall prepare and submit for DOE approval, in accordance with Federal Acquisition Regulation clause 52.224-2, Privacy Act (APR 1984) and DOE O 206.1 DOE Privacy Program: (1) a list of the systems of records that fall under the Privacy Act and (2) note the design, development, or operation work that will be performed, and (3) the responsibility of each system. Systems currently covered by the Privacy Act can be found in the Federal Register.	C.2.1.9 Information and Records Management; DEAR 970-5204-3; FAR 52.224-2; DOE O 206.1;	Within 90 days of contract award	DOE Privacy Act Officer; CO	Review and Approval	Within 90 days of contract award
37.	Records Inventory and Disposal Schedules	Identifies active records and approved schedule for disposition of records	C.2.1.9 Information and Records Management	Annually	Program Office, CO	Information	As requested
38.	Customer Satisfaction Report	A report that summarizes the results of customer satisfaction surveys from end-users and site contractor management.	J-10 Performance Evaluation and Measurement Plan	Quarterly	Program Office, COR, CO	Information	5 days after receipt of survey results from vendor
39.	Accreditation Requirements Reports	H Clause "Accreditation Requirements": 1) Communications to and from the AAAHC; 2) Action Plan; 3) monthly progress report, and 4) quality indicators submitted to the AAAHC	H.14 Accreditation Requirements	As required	Program Manager, COR, CO	Information	1) 5 business days, 2) 10 business days. 3) monthly, 4) as required

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40.	Organizational Chart; Standards and procedures	Per H Clause	H.37. Contractor's Organization	As required	COR, CO	Information	Upon award and subsequent updates
41.	System Categorization; Computer Security Threat and Vulnerabilities Statement and Computer Security Risk Assessment and Mitigation document; System Security Plan	Per H Clause "Information Technology"	H.41 Information Technology	N/A	Program Office, DOE-RL CIO, COR, CO	Review and Approval	March 31, 2013
42.	Recommended improvements to enhance Hanford occupational and preventive health programs	Recommended improvements to enhance Hanford occupational and preventive health programs, based on contractor review of Federal, State, and DOE documents, and trade publications. Reports shall determine applicability and impact of any new or proposed regulations or best practices on operations, and alert the CO, of regulation and program changes affecting this contract, and recommend an implementation plan for identified changes.	C.2.1.7 Health Program Improvements	As identified	Program Office, CO	Information	As identified
43.	Facility/Site Visit Form	Worksite Visit Reports following the monthly coordinated visits to the worksite by Occupational Health providers, including the SOMD, all physicians and all mid-level practitioners. This requirement does not apply to casual visits, coordinated presentations, or brief consultative visits.	C.2.1.11 Field / Facility Worksite Visits (WSV)	As WSV completed	Worksite visit representative of the host organization POC	Information	By end of month for previous month
44.	Consultative Reports	The Occ Med contractor will be requested to provide industrial hygiene support and expert consultation. When written reports are requested, the quantity and depth of these reports shall be adequate for the purpose.	C.2.1.20 Industrial Hygiene Support	As requested	Requesting Organization	Information	As requested

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45.	Beryllium Registry Submittal	Data for each beryllium-associated worker is to be submitted to the Beryllium Registry semi-annually. The Occupational Medicine Contractor has been identified as the lead coordinator by the Hanford Site-Wide Chronic Beryllium Disease Prevention Program (DOE-0342). The Oak Ridge Institute for Science and Education (ORISE) maintains the Beryllium Associated Worker Registry (BAWR) for the U.S. Department of Energy (DOE) Office of Health, Safety and Security (HSS).	C.2.1.5 Legacy Health Issues; 10 CFR 850.39(h);	Semi-annual	ORISE BAWR	Information	July 30 th for the time period January 1 st through June 30 th ; and by January 30 th for the time period July 1 st through December 31 st
46.	Illness and Injury Monthly Report	Illness and Injury data as described in DOE-STD-1190-2007 Generally: 1) roster data updated periodically, 2) illness and injury data as reported by workers through the return to work process following an illness or injury-related absence, 3) OSHA 300 log data, and 4) disability retirements and deaths among actively employed workers	10 CFR 850; 10 CFR 851; Atomic Energy Act of 1954; Energy Reorganization Act of 1974; 42 USC 2051; DOE O 231.1-1A, Chg 2; DOE O 440.1	Monthly	Illness and Injury Surveillance Data Center (Currently at Oak Ridge Institute for Science and Education – ORISE)	Information	15 th of Month for previous month
47.	Illness and Injury Roster Quarterly Update	Illness and Injury roster data as described in DOE-STD-1190-2007. Information concerning all contractor and subcontractor workers who are covered by 10 CFR 851 Worker Health and Safety Rule	10 CFR 850; 10 CFR 851; Atomic Energy Act of 1954; Energy Reorganization Act of 1974; 42 USC 2051; DOE O 231.1-1A, Chg 2; DOE O 440.1	Quarterly	Illness and Injury Surveillance Data Center (Currently at Oak Ridge Institute for Science and Education – ORISE)	Information	Complete, unabridged Roster due January 1; Quarterly updates each quarter: April 1, July 1, October 1

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48.	Worker Safety & Health Program (WSHP)	Safety and Health Program (WSHP)	C.2.1.14 Participation in Site Safety & Health Efforts; 10 CFR 851	Once	Program Office, CO	Approve	45 days after contract signing
49.	Worker Safety and Health Program annual update	Safety and Health Program (WSHP) annual update	C.2.2.12 Worker Safety & Health Program Updates; 10CFR851	Annually	Program Office, CO	Review	Annually on anniversary of initial plan approval

Section J

Attachment J-2

LIST OF APPLICABLE DOE DIRECTIVES - LIST B

The DOE Directives listed below contain requirements relevant to the scope of work under this contract. In most cases, the requirements applicable to the Contractor are contained in the Contractor Requirement Document attached to the DOE directive. These directives are applicable, in whole or in part, in accordance with Section I Clause entitled “DEAR 970.5204-2 LAWS, REGULATIONS AND DOE DIRECTIVES (DEC 2000)”. The concurrence analyses documenting applicability for each requirement below are maintained in the DOE Master File and are made part of this contract by reference and are managed through a formal change control process.

The Directives listed below can be obtained from the following websites:

DOE Directives: <http://www.directives.doe.gov/>

DOE-RL CRD Supplements: <http://www5.hanford.gov/arpir/>

Order(s)/Policy	Title of Order(s)/Policy	Date of Order or CRD	CRD Supplement
RRD 002	The Department of Energy Richland Operations Office (RL) Software Quality Assurance Requirement Document (SQARD)	February 2002	Rev 0
RDD 005	Worker Safety	08/29/07	Rev 3
RRD 006	Contractor Support to RL. Implement of CRD 470.3A	03/09/06	Rev 0
DOE-0223	RL Emergency Implementing Procedures	Current Version	N/A
DOE/RL-94-02	Hanford Emergency Management Plan	December 2012	Rev 5
DOE SCSP	Site Counterintelligence Support Plan	N/A	N/A
CRD O 130.1	Budget Formulation Process	09/29/95	N/A
CRD O 142.3A	Unclassified Foreign Visits and Assignments Program	10/14/10	N/A
CRD O 150.1	Continuity Programs	05/05/08	N/A
CRD O 151.1C	Comprehensive Emergency Management System	11/02/05	N/A
CRD O 200.1A	Information Management Program	12/23/08	N/A
CRD O 205.1A	Department of Energy Cyber Security Management Program	12/04/06	Rev 3

Order(s)/Policy	Title of Order(s)/Policy	Date of Order or CRD	CRD Supplement
CRD M 205.1-5	Cyber Security Process Requirements Manual	08/12/08	Rev 0
CRD M 205.1-6	Media Sanitation Manual	12/23/08	Rev 0
CRD M 205.1-7	Security Controls for Unclassified Information Systems	01/05/09	Rev 0
CRD M 205.1-8	Cyber Security Incident Management Manual	01/08/09	Rev 0
CRD O 206.2	Identity, Credential, and Access Management (ICAM)	02/19/13	Rev 0
CRD O 210.2A	DOE Corporate Operating Experience Program	04/08/11	N/A
CRD O 221.1A	Reporting Fraud, Waste, and Abuse to the Office of Inspector General	04/19/08	N/A
CRD O 221.2A	Cooperation With the Office of Inspector General	02/25/08	N/A
CRD O 225.1B	Accident Investigations	03/04/11	Rev 0
CRD O 227.1	Independent Oversight Program	08/30/11	Rev 0
CRD O 231.1B	Environment, Safety, and Health Reporting	06/27/11	N/A
CRD O 232.2	Occurrence Reporting and Processing of Operations Information	08/30/11	Rev 0
CRD O 241.1B	Scientific and Technical Information Management	12/13/10	N/A
CRD O 243.1B	Records Management Program	03/11/13	Rev 0
DOE O 311.1B	Equal Employment Opportunity and Diversity Program	02/12/03	N/A
CRD O 341.1A	Federal Employee Health Services	10/18/07	N/A
CRD O 413.1B	Internal Control Program	10/28/08	N/A
DOE O 414.1D	Quality Assurance	04/25/11	N/A
CRD O 420.1B, Chg. 1	Facility Safety	04/19/10	Rev 0
CRD O 430.1B Chg. 2	Real Property and Asset Management	04/25/11	N/A
CRD O 442.1A	Department of Energy Employee Concerns Program	06/06/01	Rev 3
CRD O 442.2	Differing Professional Opinions for Technical Issues involving Environmental, Safety and Health	07/29/11	N/A
CRD O 443.1B	Protection of Human Subjects	03/17/11	N/A
CRD O 460.2A	Departmental Materials Transportation and Packaging Management	12/22/04	N/A
CRD M 470.4-1, Chg 2	Safeguards and Security Program Planning and Management	10/20/10	N/A
CRD M 470.4-2A	Physical Protection	02/23/09	Rev 0

Order(s)/Policy	Title of Order(s)/Policy	Date of Order or CRD	CRD Supplement
CRD O 471.6	Information Security	06/20/11	N/A
CRD O 472.2	Personnel Security	07/27/11	N/A
CRD O 471.1B	Identification and protection of Unclassified Controlled Nuclear Information	03/01/10	N/A
CRD O 475.2A	Identifying Classified Information	02/01/11	N/A
CRD O 522.1	Pricing of Departmental Materials and Services	11/03/04	N/A
DOE O 523.1	Financial Management Oversight	08/31/06	N/A
CRD O 534.1B	Accounting	01/06/03	N/A
CRD O 551.1D	Official Foreign Travel	04/02/12	N/A
CRD O 580.1A	Department of Energy Personal Property Management Program	03/30/12	N/A