

CHANGES TO ITSR PREPARATION GUIDANCE – May 2001

The Office of Science and Technology has updated its guidance for preparing Innovative Technology Summary Reports. The revised guidance and a new Microsoft Word template are available for downloading from OST's web site (www.em.doe.gov/ost) under "Guidance".

Summary of Changes

- A new section 6 has been added on "Occupational Safety and Health" (Note: This latest guidance does not substantially change the "Section 6" information in the memo sent out from Teresa Fryberger's office in April – it just "enhances" some of the wording in that section.)
- "Regulatory and Policy Issues" is now section 7 and one heading has changed to reflect the move of certain safety items to the new section 6
- "Lessons Learned is now section 8"
- Where applicable, a Technology Safety Data Sheet (TSDS) is to be added as an appendix
- The technology number should always be referred to as "Tech ID xxx" instead of "OST/TMS ID xxx"
- The OST web site address is "www.em.doe.gov/ost"

Specific Changes to the Guidance

- Tech ID and web site address changes throughout the document
- In addition to new section 6, references to safety and health added to:
 - Purpose – first paragraph
 - Summary – third set of bullets
 - Performance – second paragraph
 - Lessons Learned – last bullet
 - ITSR Checklist
- New section 7 – references to worker safety removed, title of second subsection changed to "Risks, Benefits, Environmental and Community Issues"
- Back Matter – Other Appendices paragraph has requirement for TSDS if appropriate
- Approval and Printing Processes - References to IFD (Information for Decisions) changed to IST (Infrastructure Support Team); instructions for uploading electronic copy to ftp site clarified to indicate files should be placed in appropriate focus area or crosscutting program folder.

Specific Changes to the Template

- Inside Cover Page – "OST/TMS ID " changed to Tech ID
- Page ii – now has a page number
- Purpose Page (iii) – web address changed to "www.em.doe.gov/ost"
- Table of Contents – new title for sections 6 and 7, section 8 added

- Page vi – added to push start of section 1 to a right-hand page
- Section 1 – last paragraph changed to fix Tech ID and web address references
- Section 6 – added (with three sub sections)
- Section 7 – renumbered and second subsection changed to “Risks, Benefits, Environmental and Community Issues” to reflect move of safety to new section 6.
- Section 8 – renumbered
- References – model added for Internet references