

Deployment Fact Sheet Guidance

Description: Deployment Fact Sheets provide summary level information on the impact of new technology within a cleanup project. Deployment Fact Sheets are required to be built for all OST developed technologies that are identified in IPABS-IS, by the Field Office, as being deployed. Construction of Deployment Fact Sheets are encouraged, but not required, for non-OST technologies deployed at DOE sites (site responsibility) and for OST developed technologies use at non-DOE sites (Focus Area responsibility). EM defines technology deployment as “the use of a technology or technology system toward accomplishment of one or more site-specific DOE Environmental Management program cleanup objectives as applied to the actual waste requiring management at the site.” A deployment is counted as accomplished in the fiscal year in which it begins.

Schedule: Deployment Fact Sheets can be developed or updated any time during the year, but should be completed by December 15 for those deployments that occurred in the previous Fiscal Year. Deployment Fact Sheets must be updated when the technology moves from first time use within a PBS to baseline use within the PBS. .

Audience: Congress, DOE HQ Management and HQ Site Teams, and Senior Field Management

Content Information: All information should be described in layman’s terms. The data fields that are common to both IPABS-IS and the Deployment Fact Sheets must be identical. In the future this information will be received directly from IPABS-IS through electronic transfer. This process will ensure that the information on the Deployment Fact Sheet is in agreement with that provided by the Field Office in IPABS-IS.

Required Content Element	Information to Include	Information Source
Date Signed:	Date Deployment Fact Sheet completed	Automatic based on the date that the Field Office generates the DFS
Field Office Logo and location	Logo of Field Office responsible for the deployment site	Field selected. Logos are available for cutting and pasting in the DFS builder.
Technology Title	IPABS-IS provided technology name	IPABS-IS for DOE deployments. TMS for non-DOE deployments. [Title must match technology in TMS via Tech ID.]
The Problem	A short paragraph that provides a PBS specific description of the problem that was solved.	Field generated.

Required Content Element	Information to Include	Information Source
The Technology	Narrative technology description. While this description should be either identical to or highly consistent with the existing technology description contained in TMS it may be modified for the unique use of the technology within the particular PBS.	Technology descriptions are available for cutting and pasting in TMS.
Photo(s)/Graphic(s)	Preferably two photos that show 1) technology at location, and 2) close up of technology [refer to the OST Communications Notebook for photo/graphic guidance]	Photos are available for most technologies within TMS. Photos can also be incorporated from Field Office or Focus Area catalogues. Field Offices and Focus Areas should also submit their Deployment Fact Sheet photos to the TMS Administrator [(301) 903-1802].
The Deployment	A one to two paragraph narrative that provides detailed information on the technology deployment.	Field Office generated.
PBS # and Name	These two data fields should be taken directly from the IPABS-IS Execution Module.	IPABS-IS
Deployment Date	This data field should be taken directly from the IPABS-IS Execution Module.	Data in IPABS-IS for DOE deployments. Data in TMS for non-DOE deployments.
Tech ID	Technology ID number (previously referred to as OST/TMS ID). This data field should be taken directly from the IPABS-IS Execution Module.	Tech ID number in IPABS-IS for DOE deployments. Tech ID number in TMS for non-DOE deployments.
Baseline Technology	Check this box if technology is considered the baseline. This determination should be taken directly from the IPABS-IS Execution Module.	IPABS-IS
Lessons Learned	Specify what lessons learned (if any) were used in the deployment and/or identify	Field generated.

Required Content Element	Information to Include	Information Source
	any realized as a result of the deployment. This information should be provided to the EM Lessons Learned data base via the web at URL: <i>www.em.doe.gov/lessons</i>	
The Benefits	Projected or actual quantitative or semi-quantitative benefits information. Include cost savings, schedule acceleration, programmatic risk reduction, worker/environment risk reduction, enabling technology, impact on long-term stewardship.	If information on benefits was provided in IPABS-IS, this data field should be consistent with what was submitted. However, it's expected that the information in IPABS-IS to be the minimum information included.
Vendor Information	Include vendor POC, company, city, state, phone, e-mail and vendor technology name	Field generated information with Focus Area support.
End User Information	Include end user POC, organization, city, state, phone, e-mail and end user technology name	Field generated information.
Technology User Information	Include technology user POC, organization, city, state, phone, and e-mail	Field generated information with Focus Area support.
OST POC	Include OST POC, organization, city, state, phone, e-mail	Field generated information with Focus Area support.
Site Need #	Number for site need	The site need should be taken from the valid list of needs within IPABS-IS
Focus Area	Focus Area responsible for technology	Field generated with Focus Area support. Should be consistent with Focus Area ownership in TMS.

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Required Content Element	Information to Include	Information Source
Waste Type Category	Choose appropriate waste type category from pick list: High Level Waste Mixed Waste Transuranic Waste Low Level Waste Mixed Low Level Waste Environmental Restoration Decontamination and Decommissioning Spent Nuclear Fuel Nuclear Material 11e(2) Byproduct Waste Hazardous Waste Sanitary Waste Unspecified	Use the appropriate standard waste type code as provided in IPABS-IS.