



Department of Energy
Washington, DC 20585

April 23, 2008

MEMORANDUM FOR ASSOCIATE ADMINISTRATOR FOR MANAGEMENT AND
ADMINISTRATION, NNSA
FIELD CHIEF FINANCIAL OFFICERS

FROM:

PATRICIA J. HODSON *Patricia J. Hodson*
DIRECTOR, OFFICE OF FINANCIAL POLICY

SUBJECT: FY 2008 Environment, Safety and Health Liability Estimates

The purpose of this memorandum is to provide guidance for developing the Environment, Safety and Health (ES&H) liability estimate for reporting in the Fiscal Year (FY) 2008 Consolidated Financial Statements. The ES&H liability represents costs to bring facilities and operations into compliance with existing ES&H laws, regulations, and applicable Department of Energy (Department) Orders. Consistent with the approach used in reporting last year's estimate, this guidance requires offices to use the most current ES&H Management Plan or equivalent planning documents (i.e. FY 2010), as the basis for estimating your FY 2008 ES&H liability.

The FY 2008 estimate should include the total estimated costs of all compliance activities identified in your FY 2010 ES&H Management Plan or equivalent alternative. Amounts reflected in the funded and unfunded compliance Activity Data Sheets (ADSs) should be summed for FY 2009 and beyond. The FY 2008 estimate should be aggregated using the following three compliance funding categories:

1. Funded operating expenses (OE) and capital equipment (CE) activities within your Target Level, summed for FY 2009 to the completion of the activity;
2. Funded general plant projects (GPP) and line-item construction projects (LIP) within your Target Level, summed for FY 2009 to the completion of the projects; and,
3. Total estimated funding (OE, CE, GPP, and LIP) for all currently unfunded compliance activities to be funded in the future, summed for FY 2009 to the completion of the activity/project.

Please note the estimate should include all ES&H compliance activities funded by all Cognizant Secretarial Offices, except the Office of Environmental Management (EM). The EM portion of the ES&H compliance liability will be reported under the environmental liability estimate. In addition to recording the ES&H liability in the accounting system, each field office must maintain documentation describing all adjustments to the prior year ES&H compliance liability. Also, the Energy Finance and Accounting Service Center year-end reporting guidance will ask offices to provide a reconciliation schedule showing the

differences between the FY 2007 and FY 2008 ES&H liabilities in terms of compliance activities: (a) completed; (b) re-scoped; or (c) no longer deemed necessary.

Due to the government-wide due date for audited financial statements it is necessary for your ES&H liability estimate to be included in the third quarter financial statements. Finally, to ensure the year-end financial statements reflect the best information available regarding the Department's ES&H liabilities, any potential material changes to the liability as a result of events (e.g., fire damages) occurring after the third quarter submission, but before year-end, must be considered in estimating the ES&H liability.

As required in prior years, the field offices should retain signed copies of all compliance ADSs or equivalent documentation at their sites for audit purposes. In addition, a copy of management's attestation of the accuracy of the cost and scope of the ES&H data must be made available for audit review purposes. (See attachment) Lawrence Livermore National Laboratory and Brookhaven National Laboratory have been selected for detailed test work related to the FY 2008 ES&H liability estimates. However, additional sites may be selected for detailed test work throughout the course of the audit.

If you should have any questions, please contact Stacy Bleigh at (202) 586-0452.

Attachment

ATTESTATION

Environmental, Safety and Health Liability Estimate
Fiscal Year Ending September 30, 2008

Program Office Name

Liability estimates for Environment, Safety and Health (ES&H) have been reviewed by management and are comprised of all required compliance activities, funded and unfunded, and only these activities. Improvement activities or future upgrades are not included. The ES&H liability estimates represent our best understanding of the scope and cost of activities needed to bring facilities into compliance with applicable laws, regulations, executive orders, and DOE Order requirements. Further, these estimates fully comply with the attached issued guidance memorandum.

Name and Title of Certifier

Date