

**1.0 Title**

**Policy on Policies**

**2.0 Effective Date**

12/01/10

**3.0 Scope**

This policy outlines principles for evaluating, formulating, revising, and maintaining laboratory policies.

**4.0 Applicability**

This policy applies to Fermilab Research Alliance, LLC (including all legal entities under its exclusive control) and governs all other policies at Fermilab.

**5.0 Policy**

Policies are necessary for the protection of the organization as well as the employees. It is imperative that policies are created, communicated, managed, updated and enforced throughout the laboratory.

Fermilab policies are generally defined by the following criteria:

- They have application based upon a defined organization role.
- They communicate Fermilab's missions, denote scientific and operational boundaries, and/or serve to reduce institutional risks.
- They articulate desired outcomes.
- They establish expectations regarding compliance with applicable laws, regulations, DOE Orders, or contractual requirements.
- They are devoid of step-by-step instructions and specific procedures.

Additionally, management may issue policies to critical issues or management concerns. These policies may require documentation of expectations or scientific and operational boundaries.

Because Fermilab policies are the framework for the lab's Management Systems and provide the authority for assigning management/organizational responsibility for work, every organization must be diligent about understanding and implementing them.

All Fermilab policies shall share similar attributes. They shall:

- Define what is required at high level

- Detail the drivers (i.e. describe why the subject activity is being done)
- Be written to support the customer's view, requirements and concepts
- Support the director's strategy, goals, objectives, and expectations
- Be kept current
- Contain a clear statement of policy ownership and the commensurate roles, responsibilities, accountability and authority (R2A2)

Policy ownership and authority is commensurate with the following roles within the organization:

- Fermi Research Alliance, LLC (FRA) / Director Policies:  
These high-level policies provide FRA's and the Director's expectations and boundaries for operation of the laboratory, incorporates the FRA Board of Director's requirements, communicates mission and vision, and establishes management systems along with the associated delegation of authority for management of activities/organizations within the lab.
- Management System Owner (MSO) and Associate Director (AD):  
Provides high level expectations and requirements for major process and management systems under their control.
- Division/Section/Center (D/S/C) and Major Process Owner (MPO):  
Provides the expectations and requirements for specific groups or functional areas within their operational control.

Policies will be formatted and managed in compliance with the management process contained in the Policy Change Management Procedure.

## **6.0 Drivers**

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## **7.0 Responsible Organization**

- This document is owned by the Director. The Office of Quality and Best Practices is responsible for development, review, management and maintenance of the policy manual and policies.
- The Chief Operating Officer has responsibility for ensuring the flowdown of requirements throughout the organization, use of the policies, and annual review of policies by management.
- Management responsibility for Fermilab management systems and activities is delegated within each policy or by a separate matrix within the Director's Policy Manual.