

# Contractor Technical Reports Guideline - 2.7.G (08/26/04)

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[Last Update: \(08/26/04\) BDenman:kma - 2.7.G.0](#)

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## Last Update: (08/26/04) BDenman:kma - 2.7.G.0

This guideline was extensively revised to address administrative changes throughout the document.

### Definitions

The **Contractor Report** is a written result of scientific and/or technical work specified in a contract between Sandia and a Contractor.

The Department of Energy/National Nuclear Security Administration (DOE/NNSA) DOE **Office of Scientific and Technical Information (OSTI)** is a library established in Oak Ridge, Tennessee, to receive and distribute all reports resulting from scientific and/or technical work generated through the use of public funds for DOE/NNSA and its Contractors.

A **Final Report** is an official report summarizing the scientific and technical activities performed during the entire contract.

An **Interim Report** is a technical report issued at intervals of three (3) or more months. It may be treated as an official technical report if it contains information that must be released prior to the issuance of the final report.

A **Progress Report** is an informal correspondence that updates contract status. This is not a final

or interim report.

A **Reference Symbol (RS)**, commonly referred to as an RS number, is a control number issued by the cognizant line organization's secretary.

A **SAND Number** is a Sandia report number issued by Technical Library Operations Department (Technical Communications Department at Sandia/CA) for any publication.

**Scientific and/or technical information** includes all scientific, technical, business and industrial information resulting from federally funded research and development activities sponsored or supported by an executive department or agency and which may be of some direct or indirect benefit to the private sector.

Scientific and/or technical information does not include:

- administrative and/or budgetary information,
- legal briefs or correspondence,
- internal agency operating procedures,
- agency memoranda or records,
- patent and trademark information,
- nautical/aeronautical charts, or
- DOE/NNSA Integrated Contractor and Federal Agency Reports.

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## **SAND Numbers - 2.7.G.1**

The Sandia line organization Requester is responsible for obtaining a SAND number for each:

- interim report, and
- final report.

SAND numbers are not required for progress reports. The Sandia Contracting Representative (SCR) must contact the Classification and Sensitive Information Department when handling “Top Secret” reports. If Personnel or Facility Security Clearances are necessary, the SCR shall secure these and comply with Foreign Ownership, Control, or Influence (FOCI) requirements in accordance with Guideline 5.4 - Security.

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# Release of Information by Contractors - 2.7.G.2

Contractors may not release information contained in a Contractor Technical Report without:

- written permission from the SCR if the contract is incomplete, or
- permission from Technical Library Operations Department (Technical Communications Department at Sandia/CA) if the contract is completed.

## Procedure if Contract is Incomplete - 2.7.G.2.a

If the contract is incomplete and if the Contractor requests distribution or dissemination of Contractor Technical Reports, the following steps will be taken.

Step	Who	Action
1	Contractor	Sends information package (the material for which release is requested) to the SCR with request for permission to use the information to:  - make oral presentations, and/or  - publish journal articles.
2	SCR	- If information is published sends request and information package to Technical Library Operations Department (Technical Communications Department at Sandia/CA). - If information is not published sends request and information package to the line organization.
3	Line Organization	- Originates Review and Approval Electronic Form SF 1008-RA. - Notifies SCR via email of release approval.
4	SCR	Sends Contractor written permission to use the information and files a copy of email message in contract file.

## Procedure if Contract is Completed - 2.7.G.2.b

If the contract is completed, the following steps will be taken to distribute or disseminate Contractor Technical Reports.

Step	Who	Action
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1	Contractor	Requests, through the SCR, permission to release information contained in the report
2	SCR	Contacts Technical Library Operations Department (Technical Communications Department at Sandia/CA) regarding Contractor request for information.
3	Technical Library Operations Department (Technical Communications Department at Sandia/CA)	Determines whether the report has been released to the OSTI based on the table that follows.

To determine whether the report has been released, use the following table:

<b>If the report...</b>	<b>Then Technical Library Operations Department (Technical Communications Department at SNL/CA) will...</b>
has been approved on SF 1008-RA and has been released to the OSTI,	fulfill the Contractor's request.
has not been approved on SF 1008-RA,	deny the request until a signed copy of SF 1008-RA is received.

## References - 2.7.G.3

- Guideline 5.4 - Security

Send feedback on ideas and information on this page to the Process Expert, Bertie Denman.



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