

**Department of Energy
Privacy Impact Assessment (PIA)**

Name of Project: Industrial Safety and Health
Bureau: U. S. Department of Energy (DOE)
Carlsbad Field Office
Project Unique ID: 019-10-02-00-02-5000-04-404-139
Date: May 14, 2007

A. CONTACT INFORMATION

1. Who is the person completing this document?

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2. Who is the system owner?

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3. Who is the system manager for this system or application?

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4. Who is the IT Security Manager who reviewed this document?

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5. Who is the Privacy Act Officer who reviewed this document?

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B. SYSTEM APPLICATION/GENERAL INFORMATION

1. Does this system contain any information about individuals?

Yes.

- a. Is this information identifiable to the individual?

Yes.

- b. Is the information about individual members of the public?

Yes.

- c. Is the information about DOE or contractor employees?

Yes. This system monitors individual exposure to chemical and physical agents (noise, sun, repetitive motion, wind, etc) EXCEPT for radiation.

2. What is the purpose of the system/application?

The purpose of the system is to collect and manage data relating to workplace exposures of Department of Energy and contract personnel to chemical and non-ionizing physical agents at Carlsbad Field Office facilities.

3. What legal authority authorizes the purchase or development of this system/application?

Title 10, Code of Federal Regulations, Part 851 and DOE Order 440.1

C. DATA IN THE SYSTEM

1. What categories of individuals are covered in the system?

Current and former DOE employees and contractor employees.

2. What are the sources of information in the system?

a. Is the source of the information from the individual or is it taken from another source?

The information is obtained from the individual to whom it pertains.

b. What Federal agencies are providing data for use in the system?

None.

c. What tribal, state, and local agencies are providing data for use in the system?

None.

d. From what other third party sources will data be collected?

Industrial Safety and Hygiene Measurements.

e. What information will be collected from the individual and the public?

The system collects employee number or other identifier, job tasks assigned, materials used, Personal Protective Equipment (PPE) worn, worker's observations of working conditions, and equipment operated. No information is gathered from the public.

3. Accuracy, Timeliness, and Reliability

a. How will data collected from sources other than DOE records be verified for accuracy?

Samples are collected pursuant to National Institute for Occupational Safety and Health (NIOSH) or Occupational Safety and Health Administration (OSHA) validated method. Samples are analyzed by American Industrial Hygiene Association (AIHA) accredited laboratories. Direct reading instruments are calibrated per accepted methods traceable to National Institute of Standards and Technology (NIST) or other accepted standards.

- b. How will data be checked for completeness?

The data in the system is provided by the individual to whom it pertains and is checked against existing data when provided. Workplace environmental data in the system is collected from equipment used to measure the data pursuant to operational procedure that has been reviewed for completeness of the data.

- c. Are the data current? What steps or procedures are taken to ensure the data are current and not out-of-date?

Yes. The data in the system is provided by the individual to whom it pertains and is checked against existing data when provided. Workplace environmental data in the system is collected from equipment used to measure the data pursuant to operational procedure that has been reviewed for completeness of the data.

- d. Are the data elements described in detail and documented?

Yes. The elements of the Carlsbad Field Office system are stored in the Industrial Safety database schema. In this schema, there is a list of all tables, fields and views. These items are standard File Maker Pro database components.

D. ATTRIBUTES OF THE DATA

1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?

Yes. Data in the system relates to workplace exposures of DOE and contract personnel to chemical and non-ionizing physical agents at Carlsbad Field Office facilities.

2. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected, and how will this be maintained and filed?

No.

3. Will the new data be placed in the individual's record?

N/A.

4. Can the system make determinations about employees/the public that would not be possible without the new data?

N/A.

5. How will the new data be verified for relevance and accuracy?

N/A.

6. If the data are being consolidated, what controls are in place to protect the data from unauthorized access or use?

N/A.

7. If processes are being consolidated, do the proper controls remain in place to protect the data and prevent unauthorized access?

N/A.

8. How will data be retrieved? Does a personal identifier retrieve the data? If yes, explain, and list the identifiers that will be used to retrieve information on the individual.

Yes. Data is retrieved by name of the individual. If records are incorporated into the medical records, the employees name is matched with a social security number.

9. What kinds of reports can be produced on individuals? What will be the use of these reports? Who will have access to them?

Reports are produced to provide data on working conditions and personal exposures to chemical and physical agents in the workplace. Access to databases is limited to authorized Industrial Safety and Hygiene and Health Services personnel. Reports are generated by authorized Industrial Safety and Hygiene personnel. The system is password protected.

10. What opportunities do individuals have to decline to provide information (e.g., where providing information is voluntary) or to consent only to particular uses of the information (other than required or authorized uses)?

None. The personal information stored in the system is required in order for the DOE to protect the individuals' health and welfare under relevant legal authorities.

E. MAINTENANCE AND ADMINISTRATIVE CONTROLS

1. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?

N/A.

2. What are the retention periods of data in the system?

Records are maintained for 75 years after the employee has departed. (ADM1.21.1)

3. What are the procedures for disposition of the data at the end of the retention period? How long will the reports produced be kept?
The reports will be retained at the WIPP Records Holding Facility for the designated period. The records will be reviewed for destruction and if eligible will be destroyed. The records retention period established for these records may be extended in accordance with National Archives and Records Administration regulations.
4. Is the system using technologies in ways that DOE has not previously employed (e.g., monitoring software, Smart Cards, Caller-ID)?
No.
5. How does the use of this technology affect public/employee privacy?
N/A.
6. Will this system provide the capability to identify, locate, and monitor individuals?
No.
7. What kinds of information are collected as a function of the monitoring of individuals?
N/A.
8. What controls will be used to prevent unauthorized monitoring?
N/A.
9. Under which PA system of records notice does the system operate?
DOE-33 "Personnel Medical Records".
10. If the system is being modified, will the PA system of records notice require amendment or revision?
The system does not require modification.

F. ACCESS TO DATA

1. Who will have access to the data in the system?
Access to data is determined by evaluation of job responsibilities within Health Services and Industrial Safety and Hygiene. Based on the

evaluation, the user is assigned permissions that are applied using system access control.

2. How is access to the data by a user determined?

Access to data is determined by evaluation of job responsibilities within Industrial Safety and Hygiene and Health Services. Based on the evaluation, the user is assigned permissions that are applied using system access control.

3. Will users have access to all data on the system or will the user's access be restricted?

Access is restricted.

4. What controls are in place to prevent the misuse (e.g., unauthorized browsing) of data by those having access?

Technical and administrative controls are in place to prevent the misuse of data by individuals with access. The administrative controls include restricted access via user ID and password based on user responsibility and job function. Only the database administrator has access to personal identifier data.

5. Are contractors involved with the design and development of the system and will they be involved with the maintenance of the system? If yes, were PA contract clauses included in their contracts and other regulatory measures addressed?

Yes. Personal information may be disclosed to these contractors and their officers and employees in performance of their contract. Individuals provided this type of information are subject to the same limitations applicable to DOE officers and employees under the Privacy Act, 5 U.S. C. 552a.

Pertinent contract language states that data covered by the Privacy Act may be disclosed to contractors and their officers and employees. Any information that is obtained or viewed shall be on a need-to-know basis. Contractors are required to safeguard all information that they may obtain in accordance with the provisions of the Privacy Act and the requirements of the DOE Carlsbad Field Office. The contractor shall ensure that all DOE Carlsbad Field Office documents and software processed, and the information contained therein, are protected for unauthorized use and mishandling by assigned personnel.

6. Do other systems share data or have access to the data in the system? If yes, explain.

No.

7. Who will be responsible for protecting the privacy rights of the public and employees affected by the interface?

John C. Doherty, CIH, CSP
Principal Engineer, Industrial Hygiene
Industrial Safety & Hygiene

8. Will other agencies share data or have access to the data in this system?

No.

9. How will the data be used by the other agency?

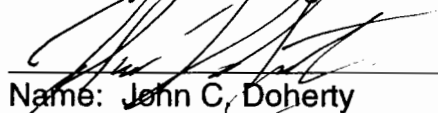
N/A.

10. Who is responsible for assuring proper use of the data?

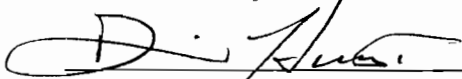
Mr. Richard Farrell, Safety Officer
U.S. Department of Energy Carlsbad Field Office

The Following Officials Have Approved This Document

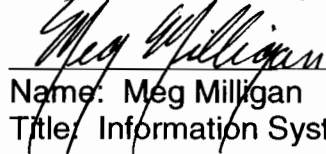
1. System Manager

 (Signature) 5/14/07 (Date)
Name: John C. Doherty
Title: Principal Engineer, Industrial Hygiene

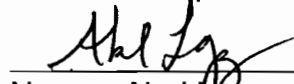
2. Privacy Act Liaison

 (Signature) 5-15-07 (Date)
Name: Dennis S. Hurtt
Title: Freedom of Information and Privacy Act Liaison, DOE/CBFO

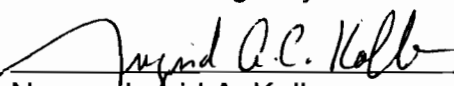
3. Information Systems Security Manager

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Name: Meg Milligan
Title: Information Systems Security Manager, DOE/CBFO

4. Headquarters Privacy Officer

 (Signature) 6/14/07 (Date)
Name: Abel Lopez
Title: Director, Freedom of Information Act and Privacy Act Officer

5. Senior Agency Official for Privacy

 (Signature) 6-14-07 (Date)
Name: Ingrid A. Kolb
Title: Senior Agency Official for Privacy