



**STANFORD UNIVERSITY**  
**SLAC National Accelerator Laboratory**  
 Operated by Stanford University for the U.S. Department of Energy



**DOE Order 413.3B, Chg. 5, Program and Project Management for the Acquisition of Capital Assets, Chg. 5 (MinChg)**  
**(4/12/2018)**

**Site Compliance Plan (Rev 0, 10/09/2020)**

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**Introduction**

This Site Compliance Plan (SCP):

- a) Corresponds with the version of the DOE Order on Program and Project Management for the Acquisition of Capital Assets listed in the Prime Contract,
- b) States how the Laboratory complies with applicable requirements as tailored to the risks at the Laboratory,
- c) Identifies CRD sections that do not apply,
- d) Documents DOE-approved methods of compliance for applicable requirements and recurring deliverables, and
- e) Documents SLAC’s compliance with the new DOE Order 413.3B Chg 5 dated 4/12/2018; however, projects between \$10 and \$50M, SLAC and the Site Office will consult with Office of Science and Program Offices to determine a tailoring approach based on DOE mission needs.

Under the SCP, sections of the CRD are incorporated into the Contract as-is, unless the SCP indicates that a section or portion thereof is inapplicable, or the section has been changed. Thus, for example, if “In compliance” is listed next to a CRD section, that section is incorporated into the Contract as-is. However, where an SCP indicates that a section or portion thereof is inapplicable, the section or portion thereof is excluded from the Contract. In addition, where a section or portion thereof is applicable, but changes to the section have been agreed by the Parties, the section, as modified by the Parties, shall be incorporated into the Contract. The SCP also memorializes the Parties’ agreement on how SLAC will comply with sections of the CRD (whether or not modified).

**Attachment 1 - Contractor Requirements Document (CRD)**

CRD §	SLAC Reference No.	Requirements from CRD, Attachment 1	Compliance Status	Method of Compliance	Deliverables*			
					Item	Frequency	Due Date(s)	Recipient (e.g., BASO)
-		This Contractor Requirements Document (CRD) sets forth requirements applicable to the contract to which this CRD is inserted. The Contractor is responsible for performing program and project management of Department-owned or -leased facilities as determined by the Federal	In compliance	Requirements are flowed down to subcontractors via the Division 01 specifications and the terms and conditions (T&C’s) of contracts. The Division 01 specifications and T&Cs have been developed to follow the intent of 413.3B. Division 01 specifications are kept with the SLAC’s Facilities & Operations. Terms & Conditions of contracts are kept with SLAC’s Supply Chain Management Divisions.	n/a	n/a	n/a	n/a



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		Project Director and Contracting Officer, in conjunction with the Federally-assigned Integrated Project Team members. The Contractor shall: (1) comply with the requirements of this CRD to include subcontractor(s), and (2) flow down the appropriate requirements of the CRD to a subcontractor, when the total project cost to the prime contractor are equal to or greater than \$50 million.						
1.		Except for firm fixed-price contracts, the Contractor shall:	See bulleted items below.					
	a	Employ an Earned Value Management System (EVMS) prior to Critical Decision (CD)-2, or upon contract award, for projects greater than \$50 million, unless granted an exemption from the PMSO. The system shall be compliant with EIA-748C (or as required by the contract) in accordance with contract clause FAR Subpart 52.234-4, EVMS.	In compliance with approved change	Through its PM System, SLAC is in compliance with the latest version of EIA 748.  SLAC PM System Description (SLAC-I-051-101-000-00-R014)	n/a	n/a	n/a	n/a
	b	Maintain an EVMS compliant with EIA-748C when there are applicable projects with a TPC between \$50M and \$100M.	In compliance with approved change	SLAC is in compliance with these requirements, with the following DOE Office of Project Management-approved exceptions:  - See item 1.a - SLAC EVM System was originally approved in July of 2008 by OECM (now PM). Per the DOE Office Science Exemption Letter dated June 8, 2015, SLAC will receive approval and certification of SLAC's EVM System from the DOE Office of Science OPA instead of through DOE PM.  - SLAC will provide required surveillance documentation to DOE SLAC Site Office Line Management and DOE Office of Science OPA, rather than the Contracting Officer.	Final Surveillance Report	Annual	12/31	DOE Office of Science OPA, BASO-SLAC Line Management
	c	Receive certification of EVMS compliance with EIA-748C from PM when there are applicable projects having a TPC of \$100M or greater. PM must conduct the certification review process and certify the contractor's EVMS compliance with EIA-748C, or as required by the contract.						





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•	d	Receive continued surveillance of EVMS compliance with EIA-748C when there are applicable projects having a TPC of \$100M or greater. PM will conduct a risk-based, data-driven surveillance during the tenure of the contract, during contract extensions, or as requested by the FPD, the Program, or the PME. Documentation of the surveillance will be provided to the Contracting Officer documenting the compliance status of the contractor's EVMS with EIA-748C, or as required by the contract.						
•	e	Provide access to all pertinent records and data requested by the contracting officer, PM, or other duly authorized representative as necessary to permit Government surveillance to insure EVMS complies, and continues to comply, with EIA-748C.	In compliance	SLAC will provide required surveillance documentation to DOE SLAC Site Office Line Management and DOE Office of Science OPA, rather than the Contracting Officer.  SLAC maintains all pertinent records and data for DOE access.	n/a	n/a	n/a	n/a
•	f	Submit a request for an Over-Target Baseline (OTB) or Over-Target Schedule (OTS) to the contracting officer, when indicated by performance. The request shall include a top-level projection of cost (known as an estimate at completion) and/or schedule growth (known as an Integrated Master Schedule), a determination of whether or not performance variances will be retained, and the schedule for the implementation of the rebase lining. Refer to DOE G 413.3-20.	In compliance	SLAC utilizes the PMSystem Estimate at Completion (EAC) process to track top-level projection of costs. All project re-baselining will be coordinated with and approved by DOE.  Associated procedures: Change Control Procedure – SLAC-I-051-201-001-00-R006 Replan and Rebaseline Procedure – SLAC-I-051-201-007-00-R003.	n/a	n/a	n/a	n/a



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2.		For projects with a TPC less than \$100M, the contractor may request an exemption from using EVMS. For firm fixed-price contracts, a contractor EVMS is not required. If contractor requests and an EVMS waiver is approved by the PMSO, the contractor will:		Not applicable; Per SLAC's PM System Description [SLAC-I-051-101-000-00-R014], SLAC utilizes the certified PM System for all projects greater than or equal to \$10M.				
•	a	Use an alternative project control method approved by the PMSO.						
•	b	Describe the alternate project control system in detail to the contracting officer.						
•	c	Ensure the system provides adequate insight to potential risks to DOE relating to achievement of cost, schedule, and technical performance objectives.						
•	d	Ensure the alternate project control methods include at a minimum a(n) work breakdown structure, integrated master schedule showing critical path, schedule of values, account of planned versus actual work and cost, and EAC.						
•	e	Beginning no later than three months following CD-2, upload project control information monthly, including upload of the baseline and status schedules, and data from the schedule of values and planned versus actual work and cost accounts, into the Department's PARS II system in accordance with the PARS II Contractor Project Performance (CPP) Upload Requirements document.						





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					Item	Frequency	Due Date(s)	Recipient (e.g., BASO)
3.		The Contractor shall submit monthly project performance data beginning no later than three months following CD-2 for projects having a total project cost greater than or equal to \$50 million.	In compliance with approved change	SLAC posts project performance no later than three months following CD-2 approval for projects having total project cost greater than or equal to \$20M.  SU-SLAC Project Management Monthly Status and Reporting Procedure [SLAC-I-051-201-004-00-R002]	n/a	n/a	n/a	n/a
3.a.		For projects executed under a cost reimbursement contract and required to use an EVMS compliant with EIA-748C, or as specified in the contract, the required project performance data must be uploaded into PARS II at the lowest element of cost level in the specified format. This includes: <ul style="list-style-type: none"> <li>• Earned Value data consistent with EIA-748C (or as required by the contract)</li> <li>• Time-phased incremental budget and performance in cost and quantity;</li> <li>• Management Reserve</li> <li>• Integrated Master Schedule (both baseline and status);</li> <li>• Variance analysis;</li> <li>• Risk management data; and</li> <li>• Formal submission of all DOE Integrated Program Management Report (IPMR) formats to the contracting officer and uploaded in PARS II Earned Value</li> </ul>	In compliance with approved change	See item 1.a  SLAC will upload project performance data at the control account level rather than the lowest level of cost in the specified format. The control account level data is best in line with the current PARSII system.	n/a	n/a	n/a	n/a
3.b.		For a project or a portion of a project being accomplished under a cost reimbursement contract where EVMS requirements have been waived and an alternate project control system adopted, project performance data will be provided monthly into PARS		See item 1.a  SLAC will upload project performance data at the control account level rather than the lowest level of cost in the specified format. The control account level data is best in line with the current PARSII system.	n/a	n/a	n/a	n/a



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					Item	Frequency	Due Date(s)	Recipient (e.g., BASO)	
		<p>II in accord with PARS II Contractor Project Performance (CPP) Upload Requirements document and will include:</p> <ul style="list-style-type: none"> <li>• Baseline and status schedules;</li> <li>• Schedule of values data;</li> <li>• Planned versus actual work and control account data;</li> <li>• Variance Analysis;</li> <li>• Risk Management Data; and</li> <li>• Estimate at Completion (EAC) data.</li> </ul>							
3.c.		<p>Under a firm fixed-price construction contract, EVM is not mandated by the Government. However, it is not discouraged, if used by a contractor to manage its projects as a standard business practice. Unlike a cost reimbursement contract, firm fixed-price contracts are not subject to adjustment on the basis of the contractor's cost experience in performing the contract. Management of firm fixed-price construction projects are accomplished through establishment of performance milestones, schedules, and percentage of project completion. For construction contracts, FAR Subpart 52.232-5, Payment[s] Under Fixed-Price Construction Contracts, governs payment and the data that the contractor must provide to support its estimate of work accomplished. Substantiation includes an itemization of the amounts requested, related to the various elements of work required by the contract</p>	In compliance	<p>SLAC requests contractors' provide a detailed resource-loaded baseline and forecast schedules on a monthly basis.</p> <p>For construction contracts, SLAC procurement requires the contractors provide support of its estimate of work accomplished. SLAC requires substantiation of work accomplished by the subcontractor developing a Schedule of Values (SOV) against which progress of work is tracked. Once the subcontractor has finalized the SOVs, each SOV line item is enter into SLAC's internal subcontractor database. Upon receiving the SOV, SCM and the Project Manager review and approve the SOV in the database.</p> <p>SLAC utilizes both the internal subcontractor database and the accounting system to track all subcontracts including amounts previously paid to each subcontractor under SLAC's contract.</p>	n/a	n/a	n/a	n/a	





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		covered by the payment requested and a listing of the amount included for work performed by each subcontractor under the contract, the total amount of each subcontract under the contract, and amounts previously paid to each subcontractor under the contract. While firm fixed-price construction projects cannot require the regular submission of cost data as with a cost reimbursement contract, successful project and contract execution is highly dependent on well-defined requirements that serve as the foundation upon which performance milestones are developed, accomplished, and evaluated.						
3.d.		Except for firm fixed-price contracts, the data shall be submitted by the prime contractor electronically by uploading the required project performance data at the lowest element of cost level in the specified format into the Project Assessment and Reporting System (PARS II) in accordance with the "Contractor Project Performance Upload Requirements" document maintained by the Office of Project Management Oversight and Assessments (PM). Unless PM has granted a temporary exemption, all requested data shall be submitted timely and accurately.	In compliance with approved change	See 3.a above.  Unless Office of Science OPA has granted a temporary exemption, all requested data shall be submitted timely and accurately.	n/a	n/a	n/a	n/a
4.		For project contracts to be awarded as subcontracts by the Contractor, the Contractor shall develop a written Acquisition Plan, if applicable. The	In compliance	Written acquisition plans are required for all acquisitions estimated to exceed the DOE approved SLAC acquisition threshold value. Written acquisition plans are prepared in	Acquisition Plan	Once	9/30/16	CO



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		Acquisition Plan shall receive the Contracting Officer's concurrence.		accordance with FAR 7.105 and appropriate DOE approvals are obtained.				
5.		Technical performance analyses and corrective action plans shall be reported to DOE for variances to the project baseline objectives resulting from design reviews, component and system tests and simulations.	In compliance	SLAC utilizes the SU-SLAC Project Management Monthly Status and Reporting Procedure (SLAC-I-051-201-004-00-R002) to fulfill this requirement.	n/a	n/a	n/a	n/a
6.		An Integrated Master Schedule (both resource loaded and with critical path) must be developed and maintained for the project. As a minimum, a resource-loaded IMS must contain labor, material and equipment costs to include unit prices and quantities. For firm fixed-price contracts, the total contract cost must be included in the integrated master schedule.	In compliance	SLAC utilizes the procedures listed below to fulfill this requirement:  SU-SLAC Project Management System Description (SLAC-I-051-101-000-00-R014) SU-SLAC PMSystem Project Schedule Procedure (SLAC-I-051-201-002-00-R004)SLAC-I-051-201-000-00-R004 SU-SLAC PMSystem Cost Estimating Procedure (SLAC-I-051-201-003-00-R008)	n/a	n/a	n/a	n/a
7.		Project technical, cost and schedule risks must be identified, quantified and mitigated throughout the life of the project. A Risk Management Plan (RMP) will be developed to cover processes and procedures that will be implemented to address risk assessment (qualitative and quantitative), risk monitoring, risk reporting and lessons learned. The contractor's RMP must receive concurrence from DOE in accordance with contract requirements.	In compliance with approved change	SLAC utilizes a project specific Risk Management Plan document (called a "Risk Addendum to the SLAC Risk Management Plan") and the SLAC Processes and procedures are in accordance with the DOE 413.3-7A Risk Management Guide to fulfill this requirement.  Risk Management Description (SLAC-I-051-101-001-R001)	Risk Management Plan (RMP)	Once	9/30	BASO-SLAC
8.		The approved integrated contractor technical, cost and schedule baseline shall be maintained using appropriate change control processes (e.g., Change Control Board) as defined in the Project Execution Plan (PEP).	In compliance	SLAC utilizes the SU-SLAC PMSystem Change Control Procedure (SLAC-I-051-201-001-00-R006) with thresholds identified in the projects' PEPs and PMPs to fulfill this requirement.	n/a	n/a	n/a	n/a





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9.		A configuration management process must be established that controls changes to the physical configuration of project facilities, structures, systems and components in compliance with ANSI/EIA-649B and DOE-STD-1073-2016. This process must also ensure that the configuration is in agreement with the performance objectives identified in the technical baseline and the approved quality assurance plan.	In compliance	SLAC utilizes a project specific Project Management Plan (PMP) and/or Configuration Management Plan and/or the SU-SLAC PMSystem Description (SLAC-I-051-101-000-00-R14 to fulfill this requirement.	n/a	n/a	n/a	n/a
10.		A Value Management/Engineering (VM/VE) process shall be used. Annually, contractors shall submit a progress report identifying VE accomplishments to the Program Offices. Refer to OMB Circular A-131, 48 CFR 52.248-1, ASTM E1699-10, and 41 USC 1711.	In compliance with approved change	As of December 2010, Office of Science is exempt from the Order 413.3B VM/VE specific requirement.  VE/VM data is made available to DOE throughout the life of cycle of the projects.	Annual progress report identifying VE accomplishments	Annual	9/30	DOE Office of Science OPA, BASO-SLAC Line Management
11.		A Quality Assurance Program must be developed and implemented for the contract scope of work in accordance with DOE O 414.1D, Attachment 2 (CRD), as applicable, and 10 CFR Part 830, Subpart A. For nuclear-related activities, the applicable national consensus standard shall be ASME NQA-1-2008 (Edition) and NQA-1a-2009 (Addenda).	In compliance	SLAC follows a DOE-approved Site Compliance Plan (SCP) in place of the CRD of DOE Order 414.1D, which serves in lieu of DOE Order 414.1D in the prime contract. The SCP describes and references the SLAC QA program plan.	n/a	n/a	n/a	n/a
12.		An Integrated Safety Management System must be developed and implemented for the contract scope of work when the contractor is complying with the requirements of	In compliance	SLAC's Integrated Safety Management System was approved by DOE on 6/12/2013 as a part of the SLAC Worker Safety and Health Program. It is managed by SLAC's ESH group and documented in SLAC's ISEMS program.	n/a	n/a	n/a	n/a



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		48 CFR 970.5223-1, <i>Integration of Environment, Safety and Health into Work Planning and Execution.</i>		The SLAC Work Safety and Health Program is submitted annually for DOE approval.				
13.		Contractors performing design for projects shall, at a minimum, conduct a Conceptual, Preliminary and Final Design Review, in accordance with the PEP. For nuclear projects, the design review will include a focus on safety and security systems. A Code of Record shall be maintained under configuration control throughout the CD process and for the remainder of the nuclear facility's life-cycle.	In compliance	For each project design, a Conceptual, Preliminary and Final Design review is conducted including reviews of safety and security systems.  Maintenance of Codes of Record is not applicable; SLAC is not a Category 1, 2, or 3 nuclear facility.	n/a	n/a	n/a	n/a
14.		For projects involving construction of new Hazard Category 1, 2, and 3 nuclear facilities or include major modifications thereto (as defined in 10 CFR Part 830), the requirements in DOE-STD-1189-2016 shall be fully implemented. The following documents must be submitted: Safety Design Strategy (CD-1), Conceptual Safety Design Report (CD-1), Preliminary Safety Design Report (CD-2), Preliminary Documented Safety Analysis (CD-2), and Documented Safety Analysis with Technical Safety Requirements (CD-4).	Not applicable; SLAC is not a Category 1, 2, or 3 nuclear facility.					
15.		The Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings cited in EO 13693, Section 3(h), must be applied to the siting, design, construction, and commissioning of new facilities and major renovations of existing facilities.	In compliance	SLAC utilizes the High Performance Sustainable Building (HPSB) principles incorporated in SLAC's Design Guidelines & Performance Specifications for all new and renovation projects (Chapter 11 Sustainable Design Requirements & Energy Conservation, and Specification Section 018113-LEED Requirements).	n/a	n/a	n/a	n/a





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16.		At a minimum, all new construction and major building renovations must meet U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) Gold certification absent an approved waiver from the PME. Refer to DOE Order 436.1.	In compliance	See 15.	n/a	n/a	n/a	n/a
17.		For non-M&O contracts, the Contractor shall develop a Project Management Plan (PMP) that supports and complements the Federal PEP and its contract. The PMP shall describe the management methods, organization, control systems and documentation for the project. The PMP shall receive the concurrences of the FPD and the DOE Contracting Officer. If significant changes occur during the project, the PMP shall be revised by the Contractor at the direction of the Contracting Officer.	Not applicable; SLAC is an M&O contractor.					



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**(4/12/2018)**

**Site Compliance Plan (Rev 0, 10/28/2020)**

**Approvals**

<b>Name:</b>	<b>Title:</b>	<b>Signature:</b>	<b>Date:</b>
Norbert Holtkamp	Deputy Director, SLAC		10/29/2020
Hanley Lee	Deputy Site Manager, Bay Area Site Office-SLAC (BASO-SLAC)	<b>Hanley Lee</b> Digitally signed by Hanley Lee Date: 2020.10.29 12:10:54 -07'00'	
Paul Golan	Head of Field Element, Bay Area Site Office-SLAC (BASO-SLAC)		10/29/2020

**Revision History**

<b>Revision</b>	<b>Revision Date</b>	<b>Summary of Change(s)</b>
R0	10/28/2020	Original Release

Please return signed document to Contract Management.