Department of Energy
Washington, DC 20585

November 2, 2026

MEMORANDUM FOR JULIA C. SHENK
HEADQUARTERS CERTIFYING OFFICIAL
DIRECTOR
OFFICE OF PACKAGING AND TRANSPORTATION

FROM: CHRISTOPHER CABLE
MANAGER
DOE PACKAGING CERTIFICATION PROGRAM
OFFICE OF PACKAGING AND TRANSPORTATION

CHRISTOPHER CABLE
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Date: 2026.11.02 10:17:41 -05'00'

SUBJECT: FY26-27 DOE Packaging Certification Program Courses Exempt from Conference Management Tool

On October 15, 2018, the Conference Management Program and Dr. James Shuler (retired) established that college courses (accredited or developed for accreditation) for the DOE Packaging Certification Program (PCP) are exempt from the requirement to enter events in the Conference Management Tool (CMT). At that time, they recommended DOE PCP revisit the subject every year using a self-determination tool that they provide and document this self-determination with an internal memo.

Based on the current Standing Operating Policies and Procedures (SOPP), *Conference Management*, SOPP# 65, Revision #2, Appendix D, *Event Determination Template*, Item 9(d), DOE PCP courses posted on RAMPAC at https://rampac.energy.gov/home/education/packaging-university-courses fall under the exemption category of "Formal classroom training which does not exhibit indicia of a formal conference as outlined above" and are therefore exempt training events and therefore are not subject to the conference management approval and reporting process.

I will update this memorandum annually.

If you have any questions, please contact me at (240) 315-4901.

Attachment: none