



Department of Energy

Washington, DC 20585

October 4, 2022

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

James M. Shuler Digitally signed by James M. Shuler
Date: 2022.10.04 10:51:58 -04'00'

FROM: DR. JAMES M. SHULER
MANAGER
DOE PACKAGING CERTIFICATION PROGRAM
OFFICE OF PACKAGING AND TRANSPORTATION

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

On October 15, 2018, the Conference Management Program and I 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 that we 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 (301) 903-5513.

Attachment: none