

**ACTS Users Group Meeting  
May 3, 2005  
Building 2033, Room 218**

**Purpose:** The purpose of this meet was to discuss implemented changes in ACTS, demonstration of a new ACTS feature and to discuss the P-AAA changes.

An agenda was provided. Angela Barnard was the host for the meeting.

Attendance Sheet:

<u>Number</u>	<u>Name</u>	<u>Organization</u>	<u>Phone Number</u>	<u>User Id</u>
1	Angela Barnard	QSD, ACTS Tech. Lead	241-9669	ah3
2	Lori Moore	OSSD	574-6168	54u
3	Denise Saunders	EPWSD	576-9475	xan
4	Patty Cox	F&O, Strategic Planning	576-4183	pcx
5	Diane Embleton	LSD	574-0677	ma4
6	Debbie Jenkins	P-AAA	576-0647	udj
7	Kat Eldridge	QSD, ACTS System Adm.	574-1726	kwe
8	Martha Carpenter	P-AAA	574-6245	jqc
9	Sandra Kennedy	Physics Division	576-0240	zbi

**P-AAA Discussion**

Debbie Jenkins and Martha Carpenter from the P-AAA Office attended and discussed P-AAA changes in ACTS. The following items were discussed:

- a. P-AAA coordinator will be looking for reporting information concerning items classified as P-AAA applicable and identified as P-AAA type "track & trend" or "NTS reportable". The P-AAA "internal reportable" will not be used in the future. ACTS users will be notified when a discontinue date has been determined.
- b. The P-AAA screening form used by the PPOs is available electronically.
- c. Programming is currently in process to allow only the PPOs to access the "yes" and "no" P-AAA feature. Screenings will be documented by the PPO indicating "no" on the P-AAA feature or by filling out the electronic form for "yes".
- d. PPOs are requested to identify possible trends in their quarterly reports. Debbie Jenkins office will then make a decision as to whether or not it is a trend and will enter a new condition into ACTS. The PPO will not be required to change their initial screening.
- e. P-AAA coordinator is evaluating the need to have all conditions screened by PPOs except for positive observations and commitments. One ACTS user stated that the screening should be performed at the action level. A "NA" will need to be added to ACTS to accommodate this request.
- f. Assessments will be performed by the P-AAA coordinator to ensure the screening process is being performed correctly.
- g. PPOs will be requested to specify the citation when noted as P-AAA track & trend or reportable. A pick list will need to be developed for ACTS with a definition of the citation. ACTS will need to have a "NA" option in the pick list.

## **ACTS Improvements**

The following ACTS improvements were discussed by Angela Barnard and demonstrated by Kat Eldridge:

- a. Custom Reports -the Condition & Action section for the 2 types of custom reports (i.e., Owner/Delegate reports/custom public is now available (SCR#191)
- b. Significance checklist – the link for the significance checklist on the condition add/edit forms needs to be updated; the SBMS document that this link references has been removed (SCR#474)
- c. Definitions for the subtypes DOE (External Review is required) and “Organizational Performance Assessment” now have definitions (SCR#211)
- d. Colors have been assigned to the treeview display so users can recognize conditions and actions quickly (SCR#392)
- e. Search feature from the main menu now includes searches on title, description, history, legacy#, and the original description fields (SCR#377)
- f. A feature that allows searches for commitments has been added (SCR#433). It was mentioned that you must have a “0” before the decimal point in the commitment number in order to search for commitments. It was requested that emails and reports be consistent and have the “0” in the ACTS commitment number.
- g. “My ACTS” reports have been modified to display items that are due on the day the report is run to be shown within the 7 day range – yellow (SCR#447)

## **ACTS Feature Demonstration**

The Custom Report feature of ACTS was demonstrated for the group. It was requested that the information from reports be available to download in Word and Excel. SCR # 498 has been submitted to address this request.

## **Decision Points for Users Group**

- a. Graded approach at the condition level – Issues Management subcommittee notes. Discussed the proposal to use the graded approach on conditions rather than assessments. The three grades would be “Serious”, “Important”, and “Routine”. “ Serious” would require actions, extend of condition reviews, root cause analysis, etc. Routine would be at least stringent and could be used by the divisions to track “private” issues.
- b. Assessment types/subtypes – A draft approach to assessment types and subtypes was provided for comment. Comments are requested be sent to Angela Barnard.
- c. Condition types/subtypes - A draft approach to condition types and subtypes was provided for comment. Comments are requested be sent to Angela Barnard.

## **Next Meeting**

The next meeting is scheduled for 6/2/05, Building 2033, room 218.

## **Proposed Assessment and Condition types/subtypes**

### Assessment Types:

External  
Internal

### Assessment Subtypes:

Corporate Review  
DOE Assessment (\*)  
Drill/Exercise  
Facility/Research Authorization Assessment  
Fire Protection Assessment  
Implementation Plan  
Incident, Accident or Injury  
Inspector General Assessment  
Laboratory Performance Assessment  
Management Investigation/Critiques  
Management System Assessment  
Management System Maturity Evaluation  
Occurrence report (\*)  
Operational Awareness Program (OAP)  
Organizational Performance Assessment  
Other  
Performance Evaluation Plan  
Readiness Review  
Safety Assessment  
Security Incident  
Supplier Nonconformance Material Report (SNCMR)

### Conditions (Issues) Types/subtypes:

#### Deficiency/Finding

- PAAA NTS noncompliance
- DOE Facility Representative concern
- Environmental Non-Compliance
- Judgment of need
- Nonconformance
- Occurrence
- Other
- PNOV/NOV/Civil Penalty enforcement letter
- Radiological Event Report (RER)
- Security Incident
- Supplier Nonconformance Material (SNCM)

#### Opportunities for improvement/Observation

- PAAA track and trend
- Concerns
- Lessons Learned
- Occurrence
- Other
- Radiological Event Report (RER)
- Security Incident

#### Noteworthy practices/strengths

- Lessons Learned
- Other

#### **Commitments**

\* Additional choices under these subtypes

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