

Oak Ridge National Laboratory

SBMS Interim Procedure

Interim Procedure Number: [Assigned by SBMS Office]

Interim Procedure Title: Occurrence and Non-Routine Event Response and Reporting

Point of Contact: M. C. Vance

Management System Owner: J. C. Cantwell

Effective Date: November 1, 2003
30, 2003

Expiration Date: March

Approved By: (MSO) *M. C. Vance* For Chris Cantwell

Approved By: (SBMS MSO) Fay Frederick *Fay Frederick*

Subject areas and procedures affected by this interim procedure: Occurrence and Non-Routine Event Response and Reporting and associated procedures: 1) Occurrence and Non-Routine Event Discovery, 2) Response, and Categorization; 3) Security Incident Reporting; 4) Occurrence Notification; and 5) Occurrence Evaluation, Reporting, and Resolution

Justification for use of an interim procedure: The new software and occurrence reporting criteria go into effect at ORNL on November 1, 2003.

Applicability: All ORNL occurrence reports filed on or after November 1, 2003.

Procedure:

Introduction	On November 1, 2003, ORNL will begin using the newly redesigned ORPS Software to enter Occurrences. The following documents have been signed and are available here to provide help and guidance in proper reporting.
Step 1	The new Occurrence Reporting Order combines the requirements of two orders (DOE O231 and DOE O232.1-A): <u>DOE Order O231.1-1A, Environment, Safety, and Health Reporting</u>
Step 2	The new Occurrence Reporting Manual provides:

Step 3	<p>Specific Roles & Responsibilities New Occurrence Reporting Model with six Significance Categories (E, 1, R, 2, 3, 4) New Reporting Criteria Information concerning New Performance Analysis Requirement Information concerning New Causal Analysis Tree New Approval Requirements New Corrective Action Capabilities Information Concerning Short Form for SC 4 Occurrences DOE Manual M231.1-2, Occurrence Reporting and Processing of Information</p>
Step 4	<p>The New DOE Performance Analysis Guide provides: Added occurrence reporting guidance, clarification, and/or interpretations. Additional Lists and describes the data fields to be reported. Describes the performance analysis methodology to identify recurring events: -Quarterly review of reportable and nonreportable occurrences -Use one year's worth of data with a rolling quarter -Events are analyzed to identify recurring events. DOE Guidance G231.1-1, Occurrence Reporting Performance Analysis Guide</p> <p>The new Occurrence Reporting Causal Analysis Guide assists personnel in determining the Apparent Cause(s) of reportable occurrences by: Describing a causal analysis process. Defining each node on the Causal Analysis Tree. Listing examples for each node. Offering possible corrective actions for each node. DOE Guidance G231.1-2, Occurrence Reporting and Causal Analysis Guide</p>
Step 5	<p>The Occurrence Reporting Criteria Crosswalk/Matrix provides a transition from the old and new criteria in a simple form: Occurrence Reporting Criteria Crosswalk</p>