

ES&H RESPONSIBILITIES

DATED: 11/14/2008

SUBJECT: OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION

1. PURPOSE. This document addresses responsibility and accountability and providing administrative guidance to the Oak Ridge Office (ORO).
2. APPLICABILITY. The provisions of this document apply to ORO Principal Staff.
3. RESPONSIBILITIES.
 - a. Manager, ORO. Ensures those tasks identified in DOE O 231.1A, Change 1, Paragraph 5b(5) and DOE M 231.1-2, Section 4.5 are performed.
 - b. Assistant Managers with Line Responsibilities for DOE-Owned, Contractor-Operated Sites/Facilities, the Assistant Manager for Security and Emergency Management for the Protective Force Contractor, and the Information Resources Management Division for the Federal Building Complex. (Leased facility reporting requirements are covered under lease terms between DOE and the lessees.)
 - (1) Perform those tasks identified in DOE O 231.1A, Change 1, Paragraph 5b(5), (a), (c), (d), and (e) and DOE M 231.1-2, Section 4.5, b through f.
 - (2) Ensure a prompt notification process is implemented that provides for the following for ORO facilities/organizations under their purview whose contracts contain the DOE M 231.1-2, Contractor Requirements Document:
 - (a) For Operational Emergencies, Significance Category 1 and any Significance Category 2, 3, and 4 occurrences identified by an asterisk in DOE M 231.1-2, Section 6, *Reporting Criteria*, as requiring Prompt Notification to DOE Headquarters (HQ) Operations Center (OC):
 - 1 Notification to the ORO Facility Representative (FR)/Facility Representative Designee (FRD).
 - 2 E-mailing of the Prompt Notification Report to the Oak Ridge Operations Center (OROC) at oroc@oro.doe.gov, DOE HQ OC at doehqeoc@oem.doe.gov, and the ORO FR/FRD with a copy to the Tennessee Emergency Management Agency (TEMA) Operations Center at ops@tnema.org.
 - 3 Verbal notification to the TEMA Operations Center.
 - 4 Verbal notification to OROC and support to OROC for the verbal notifications to DOE HQ OC.
 - (b) For Significance Category 2, 3, and 4 occurrences that do not require Prompt Notification to the DOE HQ OC:

ES&H RESPONSIBILITIES

DATED: 11/14/2008

- 1 Notification to the ORO FR/FRD.
 - 2 Generation of a Prompt Notification Report and e-mailing of it to OROC at oroc@oro.doe.gov and to the ORO FR/FRD.
 - 3 Verbally notification to OROC.
 - c. Assistant Manager for Security and Emergency Management. Ensures verbal Prompt Notifications are made, when required, to the DOE HQ OC in support of the ORO Assistant Managers (see paragraph 3b(2)(a) of this document).
 - d. ORO Classification Officer.
 - (1) Reviews contractor systems to ensure that information transmitted is reviewed by classification review staff, and assumes lead coordination, as appropriate, in the event that classified information is inadvertently entered into the Occurrence Reporting and Processing System (ORPS) database (refer to DOE M 231.1-2, Section 7).
 - (2) Assists, when requested, in the classification review of DOE-generated occurrence reports.
 - e. Director, Technical Support and Assessment Division, Assistant Manager for Environment, Safety, Health.
 - (1) Performs assessments of the implementation of Federal and contractor occurrence reporting systems, as requested.
 - (2) Provides technical assistance on the application of this document and related Manual and Guide, as requested.
 - (3) Coordinates collection of information and preparation of reports relating to ORPS, as requested.
4. REFERENCES.
- a. DOE M 231.1-2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated August 19, 2003.
 - b. DOE G 231.1-1, OCCURRENCE REPORTING AND PERFORMANCE ANALYSIS GUIDE, dated August 20, 2003.
 - c. DOE G 231.1-2, OCCURRENCE REPORTING CAUSAL ANALYSIS GUIDE, dated August 20, 2003.
 - d. OCCURRENCE REPORTING AND PROCESSING SYSTEM (ORPS) USER'S MANUAL, dated January 2007, as found on the ORPS homepage.