

DIRECTIVES CONTROL FORM - ORO FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 230, Chapter IV, Change 3, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION**

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom? Bechtel Jacobs Co. ORAU UT-Battelle

Other contractors (list by type) BNFL, Inc.

Many ORO contractors have approved S/RIDs or WSS sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impact?

No Yes If yes, describe: Changes to this Chapter include (1) update correlating DOE Directive; (2) reflect change to Paragraph 3 to add statement regarding Y-12 Site Office applicability; (3) update responsibilities in Paragraph 4; (4) update Paragraphs 6 and 7; and (5) delete the CRD.

5. CONTACT POINT: Mike Smith Assessment & Emergency Mgmt. Div., SE-32 576-0973
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	03/07/2003	ORO Control Form	03/26/2004
ORO O 230, Ch. IV, Chg. 2	03/07/2003	ORO O 230, Ch. IV, Chg. 3	03/26/2004

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/doe_oro_dmg/oro_dir.htm. The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

Original Signed By
Jennifer G. Hamilton, AD-440 03/26/2004
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 01/30/2002

NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 230, Chapter IV, Change 3, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 03/26/2004

PURPOSE OF TRANSMITTAL: New Directive Revised Directive

DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES? Yes No
If "Yes," list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

This Directive cancels and replaces ORO O 230, Chapter IV, Change 2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 03/07/2003

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 04/13/2004.

PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

CONTRACTOR APPLICABILITY:

Does this Directive affect the work performed by BWXT Y-12, L.L.C.? Yes No

Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors? Yes No

If "Yes," list the subcontractors:

Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.

SIGNIFICANT PROVISIONS: Are there any significant changes or impacts? Yes No

List summary of Directive changes and, if "Yes" above, describe the significant changes or impacts:

IMPLEMENTATION: Does the Directive contain special implementation requirements and/or dates? Yes No
If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental Directive required? Yes No

If "Yes," target date for submission of YSO Directive is _____.

IDENTIFY CONTACT POINT: Dale Christenson 574-3964
Name Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten 04/07/2004 576-9330
Signature Date Telephone

PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/roe/roe_oro_dmg/oro_dir.htm. Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Wayne H. Albaugh, AD-440 04/13/2004
Name Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.

(Revised 11/06/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 230
Chapter IV
Change 3

DATE: 03/26/2004

SUBJECT: OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION

1. PURPOSE. This Chapter correlates to DOE O 231.1A, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated August 19, 2003, and DOE M 231.1-2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated August 19, 2003, by assigning responsibility and accountability to Oak Ridge Operations (ORO), and National Nuclear Security Administration (NNSA) Y-12 Site Office (YSO). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 230, Chapter IV, Change 2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated March 7, 2003.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, and NNSA YSO. References to the YSO are to clarify the interface between ORO and YSO and are not intended to indicate direction to YSO by ORO. This guidance does not assign responsibility or authority for the YSO to ORO.
4. RESPONSIBILITIES.
 - a. Manager, ORO; and Manager, NNSA YSO.
 - (1) Perform those tasks identified in DOE O 231.1A, Paragraph 5b(5) and DOE M 231.1-2, Section 4.5.
 - b. Assistant Managers with Line Responsibilities; and Director, Office of Safeguards and Security.
 - (1) Perform those tasks identified in DOE O 231.1A, Paragraph 5b(5) and DOE M 231.1-2, Section 4.5.
 - (2) Implement and maintain a prompt notification process for ORO facilities/organizations that clearly identifies responsibilities for the following:
 - (a) For all Operational Emergencies and Significance Category 1 and any 2, 3, and 4 occurrences identified by an asterisk in the reporting criteria as reportable to DOE Headquarters (HQ):
 1. E-mail prompt notification report to Oak Ridge Operations Center (OROC) at oroc@oro.doe.gov and DOE HQ Operations Center at doehqoc@oem.doe.gov

and copy the Tennessee Emergency Management Agency (TEMA) Operations Center at operations@tnema.org.

- 2 Verbally notify TEMA (ringdown).
 - 3 Verbally notify OROC (ringdown) and stay on the line for verbal notification to DOE HQ Operations Center.
 - 4 OROC will make notifications to DOE ORO personnel.
- (b) For Significance Category 2 occurrences that are not required to be notified to DOE HQ:
- 1 E-mail prompt notification report to OROC at oroc@oro.doe.gov, and copy TEMA Operations Center at operations@tnema.org.
 - 2 Verbally notify TEMA Operations Center (ringdown).
 - 3 Verbally notify OROC (ringdown) and OROC will make notifications to DOE ORO personnel.
- (c) For Significance Category 3 and 4 occurrences that are not required to be notified to DOE HQ:
- 1 E-mail prompt notification report to OROC at oroc@oro.doe.gov.
 - 2 Verbally notify OROC (ringdown) and OROC will make notifications to DOE ORO personnel
- c. Contractor Officer's Representatives (CORs) perform those tasks identified in DOE M 231.1-2, Section 4.6a and b.
- d. Facility Representatives/Designees/Selected Line Management Staff perform those tasks identified in DOE M 231.1-2, Section 4.7.
- e. Facility Managers perform those tasks identified in DOE M 231.1-2, Section 4.8.
- f. Team Leader, Emergency Management Team.
- (1) Establish a prompt notification process for ORO facilities/organizations.
 - (2) Establish and maintain internal OROC procedures for prompt notification in accordance with Paragraph 4b(2) of this Chapter.
 - (3) Maintain a current listing of Facility Representatives (FRs) and Designees with their telephone and pager numbers in the OROC.

- g. 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 onto the Occurrence Reporting and Processing System (ORPS) database (refer to DOE M 231.1-2, Section 7).
 - (2) Assists, when requested, as ORO Authorized Derivative Classifier in the classification review of DOE-generated occurrence reports.
 - h. Director, Assessment and Emergency Management Division.
 - (1) Reviews upper-tier contractor reporting procedures and site-level categorization guidance for consistency across ORO and fulfillment of Chapter requirements.
 - (2) Provides technical assistance on the application of this Directive and related Manual and Guides, to the Assistant Managers and CORs.
 - (3) Coordinates information and reports relating to ORPS as requested by the Manager, ORO.
 - (4) Provide training identified in DOE M 231.1-2, Section 5.9.
 - i. Director, Information Resources Management Division.
 - (1) Designates all FRs with responsibilities covered in Paragraph 4d of this Chapter for occurrences involving ORO employees in the Federal Building Complex.
 - (2) Designates all Facility Managers with responsibilities covered in Paragraph 4e of this Chapter for occurrences involving ORO employees (or areas under their cognizance) in the Federal Building Complex.
 - (3) Allows use of the Federal Building Complex reporting account by site offices and remote locations occupied by ORO employees which do not require individual reporting accounts.
 - (4) Perform those tasks identified in DOE M 231.1-2, Section 5.8.
5. REQUIREMENTS AND PROCEDURES. Refer to the DOE ORPS GRAPHICAL USER INTERFACE TRAINING MANUAL and Guides.
6. REFERENCES.
- a. DOE G 231.1-1, OCCURRENCE REPORTING AND PERFORMANCE ANALYSIS GUIDE, dated August 20, 2003.
 - b. DOE G 231.1-2, OCCURRENCE REPORTING CAUSAL ANALYSIS GUIDE, dated August 20, 2003.

- c. ORO O 150, Chapter I, Change 5, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated February 28, 2003, and any subsequent revisions.
- 7. DEFINITIONS. Refer to DOE M 231.1-2, Section 13.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
- 9. ATTACHMENT. None.