

CONTROL FORM FOR DOE/ORO DIRECTIVE

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

1. DIRECTIVE NUMBER, TITLE, AND DATE:

ORO O 230, CHAPTER IV, CHANGE 6, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 01/09/2008

2. PURPOSE OF TRANSMITTAL: New Directive Revised Directive Revised Control Form

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

This Directive cancels and replaces ORO O 230, Chapter IV, Change 5, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 10/29/2007.

The attached Directive is forwarded for review and action. Complete Part B and forward a completed hard copy of this form to ORO DMG, AD-440, by 01/23/2008.

PART B (To be completed by the DIVISION OF PRIMARY INTEREST [DPI]):

COMPLETE FOR DOE DIRECTIVES ONLY:

4. SUPPLEMENTAL ORO DIRECTIVE REQUIRED?

Is a new or revised supplemental ORO Directive required? Yes No

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

COMPLETE FOR BOTH DOE AND ORO DIRECTIVES:

5. CONTRACTOR APPLICABILITY.

Does this Directive affect the work performed by ORO Contractors? Yes No

If "Yes," whom? Bechtel Jacobs Company LLC ORAU

UT-Battelle, LLC ISOTEK (Bldg. 3019, ORNL)

Foster Wheeler (FWENC) Wackenhut (WSI)

Other Contractors (list by name)

6. SUBJECT MATTER EXPERT: Andy Bassett SE-31
Name Organization

Original Signed By

7. APPROVED BY: Harold Monroe, Dir. Technical Support & Assessment Div., SE-31 01/09/2008
Signature Organization Date

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

APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:

Original Signed By

Wayne H. Albaugh

01/10/2008

DMG Team Leader, AD-440

Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED. (Revised 02/10/2006)

U.S. Department of Energy

Oak Ridge Office

ORO O 230 Chapter IV Change 6

DATE: 01/09/2008

SUBJECT: OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION

1. PURPOSE. This Chapter correlates to DOE O 231.1A, Change 1, ENVIRONMENT, SAFETY, AND HEALTH REPORTING, dated June 3, 2004, and DOE M 231.1-2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated August 19, 2003, by assigning responsibility and accountability and providing administrative guidance to the Oak Ridge Office (ORO). 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 5, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated October 29, 2007.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff.
4. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) Ensures those tasks identified in DOE O 231.1A, Change 1, Paragraph 5b(5) and DOE M 231.1-2, Section 4.5 are preformed.
 - 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 doehqoc@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 Verbally 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:
 - 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 4b(2)(a) of this Chapter).
- 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 Directive and related Manual and Guide, as requested.
 - (3) Coordinates collection of information and preparation of reports relating to ORPS, as requested.
- 5. REQUIREMENTS AND PROCEDURES.
 - a. DOE M 231.1-2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated August 19, 2003.
 - b. OCCURRENCE REPORTING AND PROCESSING SYSTEM (ORPS) USER'S MANUAL, dated January 2007, as found on the ORPS homepage.
- 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.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
- 9. ATTACHMENT. None.