

U.S. Department of Energy

Oak Ridge Operations

ORO O 230 Chapter IV

DATE: 2-28-97

SUBJECT: OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION

1. PURPOSE. This Chapter correlates to DOE O 232.1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated September 25, 1995, and DOE M 232.1-1, MANUAL FOR OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated September 25, 1995, by assigning responsibility and accountability and providing administrative and/or contractual guidance to Oak Ridge Operations (ORO) and its contractors. Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces ORIG N 5000.3C, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated March 31, 1995.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff, management and operating contractors, and other contractors that have responsibility for operating DOE-owned facilities (e.g., American Museum of Science and Energy), or that have safety, health, security, property, operations, or environmental responsibilities at DOE-owned facilities (e.g., Bechtel National, Inc., and MK-Ferguson Company at Weldon Spring, Missouri), as provided in their contracts.
4. RESPONSIBILITIES.
 - a. Assistant Managers with Site Responsibilities.
 - (1) Perform those tasks identified in DOE O 232.1, subparagraphs 5d(1)-(4).
 - (2) Designate ORO Facility Representatives (FR) or FR designees and keep the Oak Ridge Operations Center (OROC) apprised of any changes.
 - b. Facility Representatives/Facility Representatives Designees perform those tasks identified in DOE O 232.1, subparagraph 5f.
 - c. Manager, Emergency Management Program Office.
 - (1) Maintains a current listing of FR and their telephone pager numbers in the OROC.
 - (2) Facilitates communications by:
 - (a) Establishing a telephone link connecting an incoming call from the Facility Manager with the FR and DOE Headquarters (DOE-HQ) Emergency Operations Center (EOC) for reporting of unusual occurrences.

- (b) Notifying the Program Assistant Manager and the DOE-HQ EOC by telephone of emergency events in accordance with DOE O 151.1, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated September 25, 1995.
- d. ORO Classification Officer.
 - (1) Reviews contractor systems for ensuring 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.
 - (2) Assists, when requested, ORO Authorized Derivative Classifier in the classification review of DOE-generated occurrence reports.
- e. Director, Technical Support 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 and performs appraisals at the request of the Assistant Managers and Contracting Officers' Representatives.
 - (3) Coordinates information and reports as requested by the ORO Manager.
- f. Team Leader, Information Resources Management Division.
 - (1) Performs all Facility Manager responsibilities covered in this Chapter for occurrences involving ORO employees in the Federal Building complex.
 - (2) Performs all FR responsibilities listed in subparagraph 4b of this Chapter for occurrences involving ORO employees (or areas under their cognizance).
- 5. REQUIREMENTS AND PROCEDURES. None.
- 6. REFERENCES. None.
- 7. DEFINITIONS. None.
- 8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this Chapter.
- 9. ATTACHMENTS.

Attachment 1 - Contractor Requirements Document.

CONTRACTOR REQUIREMENTS DOCUMENT

(**Note:** Contractors that perform work for ORO in the State of Tennessee and have further requirements under Emergency Management see ORO O 150, Chapter I, Attachments 1, 4, and 5.)

Contractors that are identified in paragraph 3 of this Chapter shall perform the following:

1. Establish and implement facility-specific occurrence reporting categorization, notification, and reporting programs and procedures in accordance with DOE requirements (DOE O 232.1, paragraph 4 and Attachment 1), DOE M 232.1-1, and the provisions of this Chapter, and forward them for the FR's concurrence. For more specific information on Emergency Management, see ORO O 150, Chapter I, Attachment 1.
2. Prepare and submit Occurrence Reports for all Reportable Occurrences in accordance with the requirements of DOE M 232.1-1 and this Chapter. Forward copies of initial classified notification reports to the OROC.
3. Except at facilities where classified operations are not conducted and classified information is not generated, ensure that all information transmitted under DOE O 232.1 and DOE M 232.1-1 undergoes a complete review for classified/unclassified controlled nuclear information, information the disclosure of which would constitute an unwarranted invasion of personal privacy, and any other controlled information prior to its release.
4. Orally notify the OROC of any emergencies or unusual occurrences.
5. Immediately notify the OROC if classified information was inadvertently entered onto ORPS via secure telephones lines, and relay an incident report to Headquarters via secure telephone lines. Complete a "potential compromise" report in accordance with information security procedures.