

# DIRECTIVES CONTROL FORM - ORO FINAL DIRECTIVE

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

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 230, Chapter IV, Change 1, 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.  BWXT Y-12  ORAU  UT-Battelle  SURA

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: This ORO chapter is part of the ORO sunset review process. Changes to this chapter include editorial revisions to paragraphs 4; 5; 6; and Attachment 1, Contractors Requirements Document.

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

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## 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	02/28/1997	ORO Control Form	10/09/2002
ORO O 230, Chapter IV, Pages IV-1 thru IV-3	02/28/1997	ORO O 230, Chapter IV, Chg. 1, Pages IV-1 thru IV-4	10/09/2002

*ORO Directives are available on the ORO Directives Management Home Page at [http://www.ornl.gov/doe\\_oro\\_dmg/oro\\_dir.htm](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*  
Wayne H. Albaugh 10/09/2002  
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/30/2002

# U.S. Department of Energy

Oak Ridge Operations

ORO O 230  
Chapter IV  
Change 1

DATE: 10/09/2002

## SUBJECT: OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION

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1. PURPOSE. This chapter correlates to DOE O 232.1A, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated July 21, 1997, and DOE M 232.1-1A, MANUAL FOR OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated July 21, 1997, 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 Department of Energy (DOE) directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 230, Chapter IV, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated February 28, 1997.
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, or that have safety, health, security, property, operations, or environmental responsibilities at DOE-owned facilities (e.g., BNFL, Inc.), as provided in their contracts.
4. RESPONSIBILITIES.
  - a. Assistant Managers with Operations Responsibilities.
    - (1) Perform those tasks identified in DOE O 232.1A, subparagraph 5d.
    - (2) Designate ORO Facility Representatives (FR) or FR designees and keep the Oak Ridge Operations Center (OROC) informed of current assignments and responsibilities.
  - b. Program Managers perform those tasks identified in DOE O 232.1A, paragraph 5e and DOE M 232.1-1A, paragraph 4.5, as delegated to ORO.
  - c. Facility Representatives/Designees perform those tasks identified in DOE O 232.1A, paragraph 5f and DOE M 232.1-1A, paragraph 4.6, including approval of off-normal occurrence reports if delegated to the field.

- d. Facility Managers/Designees perform those tasks identified in DOE O 232.1A, paragraph 5g and DOE M 232.1-1A, paragraph 4.7.
- e. Team Leader, Emergency Management Team.
  - (1) Maintains a current listing of FRs and Designees with their telephone and pager numbers in the OROC.
  - (2) Facilitates communications by establishing a telephone link connecting an incoming call from the Facility Manager with the FR and DOE Headquarters (HQ) Emergency Operations Center (EOC) for reporting of unusual occurrences unless Program Manager duties have been delegated to the field (optional).
- f. 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 ORPS database.
  - (2) Assists, when requested, an ORO Authorized Derivative Classifier in the classification review of DOE-generated occurrence reports.
- g. 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 Order to the Assistant Managers and Contracting Officer=s Representatives.
  - (3) Coordinates information and reports relating to ORPS as requested by the ORO Manager.
- h. Director, Information Resources Management Division (IRMD).
  - (1) Designates all FRs with responsibilities covered in paragraph 4c of this chapter for occurrences involving ORO employees in the Federal Building Complex.
  - (2) Designates all Facility Managers with responsibilities covered in paragraph 4d of this chapter for occurrences involving ORO employees (or areas under their cognizance) in the Federal Building Complex.
- 5. REQUIREMENTS AND PROCEDURES. Refer to the DOE ORPS GRAPHICAL USER INTERFACE TRAINING MANUAL.
- 6. REFERENCES. ORO O 150, Chapter I, Change 3, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated March 17, 2000, and any subsequent revisions.
- 7. DEFINITIONS. Refer to DOE M 232.1-1A, Appendix A.

8. CONTRACTOR REQUIREMENTS DOCUMENT. See Contractor Requirements Document, Attachment 1 of this chapter.

9. ATTACHMENT.

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.)

Contractors identified in paragraph 3 of this chapter will perform the following, to the extent set forth in their contract:

1. Establish and implement facility-specific occurrence reporting categorization, notification, and reporting programs and procedures in accordance with DOE requirements (DOE O 232.1A, paragraph 4 and Attachment 1), DOE M 232.1-1A, and the provisions of this chapter, and forward them for the - approval to their Contracting Officer=s Representative (COR). For more specific information on Emergency Management, see ORO O 150, Chapter I.
2. Contractors performing work for ORO in the State of Tennessee will notify the Tennessee Emergency Management Agency (TEMA) and OROC within two hours after categorization of all Unusual Occurrences. For other TEMA notification requirements, see ORO O 150, Chapter I.
3. Prepare and submit Occurrence Reports for all Reportable Occurrences in accordance with the requirements of their approved site-level reporting procedures, DOE M 232.1-1A, and this chapter. Forward copies of initial classified notification reports to the OROC.
4. Except at facilities where classified operations are not conducted and classified information is not generated, ensure that all information transmitted under DOE O 232.1A and DOE M 232.1-1A 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.
5. Orally notify the OROC of any emergencies or unusual occurrences.
6. Immediately notify the OROC via secure telephone lines if classified information was inadvertently entered onto ORPS via unsecured telephones lines, and relay an incident report to DOE-HQ via secure telephone lines. Complete a "Potential Compromise" Report in accordance with Information Security Procedures.
7. Facility Managers/Designees perform those tasks identified in DOE M 232.1-1A, paragraph 4.7.