

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 2, 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: The only change to this chapter is deletion of paragraph 2, Attachment 1, in the Contractor Requirements Document.

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	10/09/2002	ORO Control Form	03/07/2003
ORO O 230, Chapter IV, Chg. 1, Pages IV-1 thru IV-3	10/09/2002	ORO O 230, Chapter IV, Chg. 2, Pages IV-1 thru IV-4	03/07/2003

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
Wayne H. Albaugh 03/07/2003
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 DIRECTIVES 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 2, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 03/07/2003.

PURPOSE OF TRANSMITTAL: _____ New Directive X Revised Directive

DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES? X 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 chapter cancels and replaces ORO O 230, Chapter IV, Change 1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 10/09/2002.

The attached directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by 03/25/2003.

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 X No

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

If "Yes," list the subcontractors:

Many 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.

SIGNIFICANT PROVISIONS: Are there any significant changes or impact? _____ Yes X No

List summary of directive changes and, **if "Yes"** above, describe the significant changes or impact:

IMPLEMENTATION: Does the directive contain special implementation requirements and/or dates? _____ Yes X No

If "Yes," describe:

FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?

Is a new or revised supplemental directive required? _____ Yes X No

If "Yes," target date for submission of draft supplemental directive is _____.

IDENTIFY CONTACT POINT: Kenneth D. Ivey, Jr.

Name

574-0277

Telephone

APPROVED BY COR FOR DIRECTIVES: Diane McCarten, COR for Dir.

Signature

03/26/2003

Date

576-9330

Telephone

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

*DOE Directives are available on the DOE Directives, Regulations, Policies, and Standards Portal at <http://www.directives.doe.gov/>.
ORO Directives are available on the ORO Directives Management Group Home Page at http://www.ornl.gov/doe_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:

Original Signed By

Wayne H. Albaugh, AD-440

Name

03/31/2003

Date

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

(Revised 01/10/2003)

U.S. Department of Energy

Oak Ridge Operations

ORO O 230
Chapter IV
Change 2

DATE: 03/07/2003

SUBJECT: OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION

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, Change 1, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated October 9, 2002.
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 Line 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 Occurrence Reporting and Processing System (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 (COR).
 - (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 COR. For more specific information on Emergency Management, see ORO O 150, Chapter I.
2. 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.
3. Except at facilities where classified operations are not conducted and classified information is not generated, ensure that all information transmitted under DOE O 232.1A 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.
4. Orally notify the OROC of any emergencies or unusual occurrences.
5. 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.
6. Facility Managers/Designees perform those tasks identified in DOE M 232.1-1A, paragraph 4.7.