

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 5, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 10/29/2007

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 4, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated 11/15/2005.

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 11/13/2007.

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: Andrew C. Bassett Assessments & Performance Systems Team, SE-313
Name Organization

Original Signed By

7. APPROVED BY: Harold Monroe, Dir. Technical Support & Assessment Div., SE-31 10/30/2007
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

10/30/2007

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 5

DATE: 10/29/2007

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 to 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 4, OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION, dated November 15, 2005.
3. APPLICABILITY. The provisions of this Chapter apply to ORO Principal Staff.
4. RESPONSIBILITIES.
 - a. Manager, ORO.
 - (1) Perform those tasks identified in DOE O 231.1A, Change 1, Paragraph 5b(5) and DOE M 231.1-2, Section 4.5.
 - b. Assistant Managers with Line Responsibilities; Assistant Manager for Security and Emergency Management.
 - (1) Perform those tasks identified in DOE O 231.1A, Change 1, 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 doehqeoc@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, Technical Support and Assessment Division, Assistant Manager for Environment, Safety, Health.
 - (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) Implements a Prompt notification process in accordance with 4b(2).
- 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 6, COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM, dated April 22, 2004, and any subsequent revisions.
7. DEFINITIONS. Refer to DOE M 231.1-2, Section 13.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENT. None.