EHSS
Office of Environment, Health, Safety and Security

US DEPARTMENT OF ENERGY
OPERATIONAL EVENT INFORMATION SYSTEMS REGISTRATION FORM

User Registration For: ☐ **ORPS**

Submit Completed Form To:

U.S. Department of Energy
AU User Support

EMAIL: ORPSsupport@hq.doe.gov
PHONE: 800-473-4375
FAX: 301-903-9823

(Type or Print)
1. Name_____ Birth date_____/_____
            (Last)   *(First)*   *(Middle Initial)*   *(Month)*   *(Day)*

2. JobTitle_____

3. Company Name_____

4. Address_____ Mail Stop_____

   City_____ State_____ Zip_____

5. Work Phone_____ Work Fax_____

6. Internet E-Mail Address (e.g. orpssupport@hq.doe.gov) _____

7. USA Citizenship (check one)   ☐ Yes   ☐ No (Foreign Nationalities are screened by DOE for access to the DOE Computer System.)

8. Check the box that applies: ☐ New User   ☐ Update User   ☐ User Replacement   ☐ Delete User

9. Computer Security: Indicate by your signature on the line below that you have read, understand and will comply with the following:

    A.   I understand that using DOE computer systems, products, services or equipment for personal use constitutes misuse/non-official use of Government property.

    B.   I understand that all computer files are subject to review for the purpose of ensuring Official Use Only of government property.

    C.   I understand that I am responsible for protecting my assigned password for confidentiality. Sharing my password with anyone else is a security infraction and may result in my system access being revoked.

    D.   I understand that there is a potential for Unclassified Sensitive and Privacy Act information being contained in the operation event information computer system and that such information must be protected from unauthorized access and disclosure as required by DOE Order.

    E.   I understand that information obtained from ORPS may contain Unclassified Controlled Nuclear Information (UCNI). Access to UCNI requires a "need to know" per DOE Order.

    F.   I understand that users failing to comply with the computer security policies described herein may be subject to disciplinary action.

User Signature:_____ Date:_____

Manager's Name:_____ Manager's Signature:_____ Date:_____

OCCURRENCE REPORTING AND PROCESSING SYSTEM
Authority File Information Form

Name_____ User-ID (if assigned)_____ Phone #_____

IMPORTANT: Since ORPS contains sensitive and predecisional information, access is restricted to DOE and DOE contractor personnel.

1. (check one) ☐ New Registration   ☐ Revised Registration   ☐ Delete

2. Due to the potential for the ORPS database to contain Unclassified Controlled Nuclear Information, it is required by DOE Order that individuals have a "need to know" in order to access the system. I certify that I have a need to know, which is:

_____

_____

_____

_____

3. Check and complete only **ONE** of the following areas in accordance with **ORPS User Classifications** (Attachment, page 2).

A. ☐ General User (if checked proceed to section 6.)   Note: General User has READ ONLY ACCESS

B. ☐ DOE Program Manager   ☐ DOE Program Manager Designee

Check the appropriate boxes below for all that apply and list the facilities for which you have responsibility **on page 3** (#5):
☐ EE ☐ HS ☐ EM ☐ FE ☐ LM ☐ NA ☐ NE ☐ RW ☐ SC ☐ SO ☐ Other_____

C. ☐ DOE Facility Representative   ☐ DOE Facility Representative Designee

   Check the ONE appropriate Operations/Field Office or Site Office listed on page 2 and then provide the list of facilities for which you have responsibility on page 3 (#5).

D. ☐ Facility Manager   ☐ Facility Manager Designee   ☐ Facility Manager   ☐ Preparer
Administrator

   Check the ONE appropriate Operations/Field Office or Site Office listed on page 2 and then provide the list of facilities for which you have responsibility on page 3 (#5).

   List all contractor organizations for whom you will be submitting Occurrence Reports (Use additional paper if necessary)

Contractor Name	Contractor Code	A - Add / D – Delete
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

OCCURRENCE REPORTING AND PROCESSING SYSTEM (continued)
Authority File Information Form

Name _____ User-ID (if assigned) _____ Phone # _____

LIST OF OPERATIONS OFFICES/PROJECT OFFICES AND SITE OFFICES
For Completion by ORPS User Types Listed in 3C and 3D on Page 1

OPERATIONS/FIELD OFFICES

- ☐ CBFO - Carlsbad Field Office
- ☐ GO - Golden Field Office
- ☐ ID - Idaho Operations Office
- ☐ OH - Ohio Field Office
- ☐ OH - Ohio Field Office   ACP - Ashtabula Closure Project
- ☐ OH - Ohio Field Office   FCP - Fernald Closure Project
- ☐ OH - Ohio Field Office   MCP - Miamisburg Closure Project
- ☐ OH - Ohio Field Office   WVDP - West Valley Demonstration Project
- ☐ ORO – Oak Ridge Office
- ☐ RL - Richland Operations Office
- ☐ RP - Office of River Protection
- ☐ SR - Savannah River Operations Office

SITE OFFICES

- ☐ AMSO - Ames Site Office
- ☐ ARC - Albany Research Center
- ☐ ASO - Argonne Site Office
- ☐ BHSO - Brookhaven Site Office
- ☐ BSO - Berkeley Site Office
- ☐ FSO - Fermi Site Office
- ☐ GJO - Grand Junction Office
- ☐ KCSO - Kansas City Site Office
- ☐ LASO - Los Alamos Site Office
- ☐ LSO - Livermore Site Office
- ☐ NETL - National Energy Technology Laboratory
- ☐ NVSO - Nevada Site Office
- ☐ OST - Office of Secure Transportation
- ☐ PNSO - Pacific Northwest Site Office
- ☐ PPPO - Portsmouth Paducah Project Office
- ☐ PS - Pantex Site Office
- ☐ PSO - Princeton Site Office
- ☐ RFPO - Rocky Flats Project Office
- ☐ SPRO-Strategic Petroleum Reserves Office
- ☐ SRSO - Savannah River Site Office
- ☐ SS - Sandia Site Office
- ☐ SSO - Stanford Site Office
- ☐ TJSO - TJSO-Thomas Jefferson Site Office
- ☐ YMPO - Yucca Mountain Project Office
- ☐ YSO - Y12 Site Office

☐ **REPORTS DIRECTLY TO A PSO**

OCCURRENCE REPORTING AND PROCESSING SYSTEM (continued)
Authority File Information Form

Name _____ User-ID (if assigned)_____ Phone # _____

4. Is the person requesting ORPS access replacing someone?

☐ Yes ☐ No

4a. If YES, name the person being replaced _____

4b. If YES, does the person being replaced still have a "need to know" reason for having access to ORPS?
Note: Attach a revised ORPS Authority File Information Form to delete or modify the authorities of the person being replaced

☐ Yes ☐ No

5. If #3B, 3C, or 3D was checked on page 1, complete the following:
Note: If this is a revised registration form, please specify if the facility(s) should be added or deleted in Column 3.

ORPS

Facility(s) for which you have Occurrence Report preparer, submittal, or sign-off authority. (Use additional paper if necessary)	Facility(s) Acronym (up to 10 Characters)	A - Add D - Delete

6. Indicate by your signature that the Registration, ORPS Authority File Information and "need to know" information is complete and accurate.

Manager's Name (Please Print)_____

Manager's Title_____

Manager's Signature_____ Date_____

Guidance on Correctly Completing the ORPS Registration Forms

Each Occurrence Reporting and Processing System (ORPS) registration form receives a thorough review by the Occurrence Reporting Program Manager for completeness and to verify that the requestor is a DOE or DOE contractor employee. In reviewing the forms, a number of common errors have been observed. Some of the more frequent errors are listed below:

1. The Internet e-mail address on the OEIS Computer Registration Form is frequently either missing or not a proper DOE or DOE contractor e-mail address. There are a couple of reasons why **the requestor's e-mail address must be provided correctly.** First, the company name, street address, and the requestor's e-mail address are checked to verify that the requestor is a DOE or DOE contractor employee. In addition, **the user is notified via e-mail when the user's registration request has been approved**. Therefore, it is important for the requestor to provide the proper work e-mail address to facilitate the approval process and future communication.

2. The Manager's signature is often not provided on both the OEIS Computer Registration Form and the ORPS Authority File Information Form. The Manager's signature is required on the OEIS Computer Registration Form because it is a generic computer registration form which applies to ORPS, the Noncompliance Tracking System (NTS), and the Computerized Accident/Incident Reporting System (CAIRS). In addition, ORPS registration also requires the completion of the ORPS Authority File Information Form, which requires the Manager's signature to approve the requestor's need-to-know and ORPS user type. Therefore, **the manager's signature must be on both the OEIS Computer Registration Form and the ORPS Authority File Information Form.**

3. **Support contractors must obtain the signature of the DOE or DOE prime contractor manager for whom they are performing the work.** The signature indicates acceptance of the responsibility that support contractors will only use ORPS to support their work for DOE and that their access to ORPS will be terminated once their need has been satisfied.

4. On the ORPS Authority File Information Form, multiple user types are frequently checked or none at all. **All registrations require that ONE AND ONLY ONE user type must be checked.**

    *   If the user only requires ORPS access in order to search the database (i.e., does not need write/approval capability), then the user should check General User in Box A. For this user type, no list of facilities (page 3 of the ORPS Authority File Information Form) should be provided.

    *   If the user has been delegated DOE-HQ Program Manager responsibility for one or more facilities by a DOE HQ Program Office, then the user should check either Program Manager or Program Manager Designee in Box B and identify the Program Office from whom they received the delegation. In addition, the user needs to list the ORPS facility names and acronyms (page 3 of the ORPS Authority File Information Form) for which they will be responsible, indicating whether to add to or delete each facility from the user's authority list.

    *   If the user has been delegated DOE Facility Representative responsibility for one or more facilities by a DOE Operations/Field Office or Site Office, or if they report directly to a PSO, then the user should check either Facility Representative or Facility Representative Designee in Box C and also check the specific Operations/Field Office or Site Office, or "Reports Directly to a PSO" box on page 2 indicating from whom they received the delegation. In addition, the user needs to list the ORPS facility names and acronyms (page 3 of the ORPS Authority File Information Form) for which they will be responsible, indicating whether to add to or delete each facility from the user's authority list.

    *   If the user (either contractor or DOE, depending on the facility) will be creating/submitting occurrence reports for one or more facilities, then the user needs to check Facility Manager, Facility Manager Designee, Facility Manager Administrator, or Preparer (only one of these) in Box D and also check the specific Operations/Field Office or Site Office, or "Reports Directly to a PSO" box on page 2 indicating to whom they report In addition, the user needs to list the ORPS facility names and acronyms (page 3 of the ORPS Authority File Information Form) for which they will be responsible, indicating whether to add to or delete each facility from the user's authority list.

5. When listing facility names and acronyms on page 3 of the ORPS Authority File Information Form, the names and acronyms frequently are not correct or are incomplete. **Always check the ORPS database to verify the proper facility name and acronym to assure that the user is provided access to the correct facility. Also, be sure to list each facility individually - do not just state "everything at Mound" and assume that the person registering you will know which facilities those are.**

It is important to verify that all ORPS registration forms are complete and accurate prior to faxing them, since any missing or inaccurate information may cause delays in the registration process.

ORPS User Classifications

Facility Manager, Designee, Administrator, or Preparer
The Facility Manager (or designee) is usually a contractor employee, but could be a government employee, who has direct line responsibility for operation of a facility or group of related facilities, including authority to direct physical changes to the facility. In addition to being able to access all reports on the ORPS database, the Facility Manager is responsible for initiating occurrence reports for the facilities for which they are responsible and for transmitting them to the ORPS database.

A Facility Manager Administrator is an administrative or clerical individual who prepares or transmits an occurrence report for a Facility Manager, in addition to being able to access all reports on the ORPS database. Reports transmitted by a Facility Manager Administrator must be signed in hard copy by the appropriate Facility Manager (or designee).

A Preparer is a person who, in addition to being able to access all reports on the ORPS database, can prepare but can not transmit any occurrence reports. The reports must then be transmitted by a Facility Manager, Designee, or Administrator.

Facility Representative or Designee
A DOE Facility Representative (or designee) is assigned responsibility by the head of the field organization for monitoring the performance and operation of facilities/activities under their cognizance. The DOE Facility Representative is the primary point of contact with the contractor and is responsible to the appropriate Secretarial Officer and the Head of the Field Organization for implementing the requirements of DOE Order 231.1A. In addition to being able to access all reports on the ORPS database, a DOE Facility Representative can provide comments electronically on reports transmitted from facilities for which they are responsible. A DOE Facility Representative is also responsible, as appropriate, for signing the Final Reports from those facilities, indicating review and acceptance of the report and the proposed corrective actions. The DOE Facility Representative responsibilities also include monitoring the Facility Manager's evaluation of the occurrence to ensure acceptability of root cause determinations, generic implications, and corrective actions implementation and closure. This is accomplished by interaction with the Facility Manager and/or his/her designee.

DOE Program Manager or Designee
A DOE Program Manager (or designee) is a DOE HQ or field individual, under the direction of a Secretarial Officer, who is directly involved in the operation of facilities under his or her cognizance. The DOE Program Manager has the authority to provide technical direction through DOE field organizations to contractors for these facilities. In addition to being able to access all reports on the ORPS database, a DOE Program Manager can provide comments electronically on reports transmitted from facilities for which they are responsible.

A DOE Program Manager is also responsible, as appropriate, for signing the Final Reports from those facilities, indicating review and acceptance of the report and the proposed corrective actions.

The DOE Program Manager also monitors the Facility Manager's and Facility Representative's evaluation of the occurrence to ensure acceptability of root cause determinations, generic implications, and corrective actions implementation and closure. This is accomplished by interaction with the Facility Manager and/or his/her designee.

General User
Anyone who does not fall into one of the categories listed above is a general user. General users can view, print, and copy to disk any or all occurrence reports contained in the ORPS database. General users cannot add new information or change existing data.