



# *Occurrence Reporting and Processing System (ORPS) Search Techniques*

## *Module 3*

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# ORPS Searches

The **ORPS Search and Reports** module can be used to create searches using the following criteria:

- Search on Occurrence Report Numbers
- Specify New Database Search Criteria
- Search Using My Saved Profiles



## To perform a search on a range of Occurrence Report Numbers:

- To access the **ORPS Search and Reports module**, select **Search and Reports** from the ORPS main menu. The Search main menu screen will be displayed.
- Select **Search on Occurrence Report Numbers** from the Search and Reports main menu.

# Search on Occurrence Report Number



The screenshot shows the ORPS (Occurrence Reporting & Processing System) main menu. The navigation bar includes links for Home, Data Entry, FM Functions, HQ Keywords, Search and Reports (circled in red), Help/Tutorial, User Tools, and External Links. Below the navigation bar, the title "Occurrence Reporting & Processing System" is displayed, followed by a brief description of the program's purpose and contact information for Ashley Ruocco.



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The screenshot shows the ORPS Search & Reports page. The navigation bar is updated to highlight "Search and Reports" in green. The main heading is "ORPS Search & Reports" in green. Below the heading, it states "ORPS contains 58283 OR(s) with 61593 occurrences(s) as of 5/30/2018 7:43:02 AM". A list of search options is displayed, with "Search on Occurrence Report Numbers" circled in red. Other options include "Specify New Database Search Criteria", "Search Using My Saved Profiles", and "Create Distribution Reports on Entire Database".



# Searching on Occurrence Report Numbers

- The ORPS Occurrence Report Numbers Search will be displayed, as shown.
  - Note: In the event that an Occurrence Report (OR) Number you are searching for has changed (due to a facility name or other type of modification), and you only have the original (old) version of the OR Number, you can still perform searches on the old OR Number by clicking the **Search previous OR Numbers Only** radio button. ORPS defaults to **Search current OR Numbers only**. You do not have to select a value in all of the fields, you can simply initiate a search by selecting one or more values such as **Contractor (CONT)** and **Year**.
- Enter the following (or leave as the “Any” default):
  - PSO - select a Program Secretarial Office.
  - FO - select one or more Field Offices.
  - RO - select one or more Regional Offices.
  - CONT - select one or more Contractors.
  - FAC - select one or more Facilities.
  - YEAR - select the year (calendar not fiscal year)
  - NUM - type in number (if known)
  - If you wish to enter OR Numbers manually, you may do so using the text boxes. To clear entries in the text boxes, select the **Clear text boxes** button.

**Note:** To select more than one item from a scrolling list, hold down the Ctrl key as you click the selections.

ORPS Occurrence Report Number Search

ORPS contains 58283 OR(s) with 61593 occurrences(s) as of 5/30/2018 7:43:02 AM

Enter Occurrence Report Number

Search current OR Numbers only  Search previous OR Numbers only

Instructions:	PSO	FO	RO	CONT	FAC	YEAR	NUM	
Select From List	Any AU EA EE	Any ALO CBFO CH	Any AA AB ACP	Any AFS ALPH AMES	Any 1000 10000 11000	Any 2018 2017 2016		Add to List
Clear text boxes								Add to List

\* Denotes a deleted item, found in previous OR's only

List of selected Occurrence Report Numbers

\* Direct OR Entries Will Appear Here

The search excludes:  Cancelled  CUI  USEC

Refine search	Finished searching - go to report options
Review individual records from result set	Save this search criteria as a profile
Display search criteria textually	Specify new database search criteria



# Searching on Occurrence Report Numbers (continued)

## ORPS Occurrence Report Number Search

ORPS contains 58284 OR(s) with 61594 occurrences(s) as of 5/30/2018 9:48:47 AM

Enter Occurrence Report Number

Search current OR Numbers only  Search previous OR Numbers only

Instructions:	PSO	FO	RO	CONT	FAC	YEAR	NUM		
Select From List	EA EE EI EM	Any ALO CBFO CH	Any AA AB ACP	NSPS NST NTC NWP	WHC600EM WHC700EM WI WIPP	Any 2018 2017 2016	<input type="text"/>	<input type="text"/>	<input type="button" value="Add to List"/>
<input type="button" value="Clear text boxes"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add to List"/>

*\* Denotes a deleted item, found in previous OR's only*

List of selected Occurrence Report Numbers	
	REPORT NUMBER
<input type="button" value="Delete from List"/>	DELETE
<input type="checkbox"/>	EM-CBFO-Any-NWP-WIPP-2018-Any

The search excludes:  Cancelled  CUI  USEC

- Once you have either selected an OR number range using the scrolling lists or entered an OR number manually using the text boxes (click the checkbox beside **Cancelled**, **Controlled Unclassified Information (CUI)**, or **United States Enrichment Corporation (USEC)** to include any of these categories in your search results).
- select **Add to List** to add them to the **List of Selected Occurrence Report Numbers**.
- If you wish to delete a selection from the **List of Selected Report Numbers**, click the checkbox next to the OR Number, and click **Delete** from List.
- Click After defining your search criteria, click the **Review individual records from the results set** button to display the results of your search (see figure on next page).



# Searching on Occurrence Report Numbers (continued)

- The List of selected reports will display all the OR Numbers that have been selected using the above procedures.
  - To select a subset of search results to be included in a report, click the checkboxes beside the records to be included.
  - Click the **exclude** or **include** radio button to tell the system either to include your selected records in your report, or to exclude them from your report. For example, if all reports are to be included except for a select few, it is more convenient to choose the **exclude** radio button. To view a record, select the link corresponding to the desired report.

### ORPS Search Criteria

ORPS contains 58284 OR(s) with 61594 occurrences(s) as of 5/30/2018 9:48:47 AM  
Query selected 4 OR(s) with 4 occurrences(s) as of 5/30/2018 10:25:39 AM  
Check any item(s) you wish to exclude or include.

Subject/Title Report Number	Occurrence Date
<input type="checkbox"/> 1) <a href="#">Water heater transformer failure produces odor, heat and smoke</a> EM-CBFO--NWP-WIPP-2018-0001	12/28/2017
<input type="checkbox"/> 2) <a href="#">Management Concern: Salt dumped without haul truck present</a> EM-CBFO--NWP-WIPP-2018-0002	03/10/2018
<input type="checkbox"/> 3) <a href="#">Modular furniture electrical issues</a> EM-CBFO--NWP-WIPP-2018-0003	05/08/2018
<input type="checkbox"/> 4) <a href="#">Miscommunication results in Emergency Response actions</a> EM-CBFO--NWP-WIPP-2018-0004	05/24/2018

Refine search and specify values      Finished searching - go to report options  
Display search criteria textually      Save this search criteria as a profile  
Specify new database search criteria



# Searching on Occurrence Report Numbers (continued)

- Click the **Finished searching – go to report options** button to go the **Report Options** screen.

### ORPS Search Criteria

ORPS contains 58284 OR(s) with 61594 occurrences(s) as of 5/30/2018 9:48:47 AM  
Query selected 4 OR(s) with 4 occurrences(s) as of 5/30/2018 10:25:39 AM  
Check any item(s) you wish to exclude or include.

	Subject/Title Report Number	Occurrence Date
<input type="checkbox"/>	1) <b>Water heater transformer failure produces odor, heat and smoke</b> EM-CBFO–NWP-WIPP-2018-0001	12/28/2017
<input type="checkbox"/>	2) <b>Management Concern: Salt dumped without haul truck present</b> EM-CBFO–NWP-WIPP-2018-0002	03/10/2018
<input type="checkbox"/>	3) <b>Modular furniture electrical issues</b> EM-CBFO–NWP-WIPP-2018-0003	05/08/2018
<input type="checkbox"/>	4) <b>Miscommunication results in Emergency Response actions</b> EM-CBFO–NWP-WIPP-2018-0004	05/24/2018

Buttons: Refine search and specify values, Display search criteria textually, Specify new database search criteria, **Finished searching - go to report options**, Save this search criteria as a profile



# Searching on Occurrence Report Numbers (continued)

- Click on the desired report type in the drop down menu and then click on the **Prepare Report** button.

**Note:** information regarding the types of reports starts on page 36.

REPORT OPTIONS			
Select Report Type, options and then "Prepare Report"			
Report Type:	Order by:	Sort:	Number displayed per page:
<ul style="list-style-type: none"><li>OR List</li><li>Subject</li><li>Summary</li><li>History</li><li>User Defined</li><li>Distributions</li><li>Generic Lag</li><li>Operating Experience</li><li>OR Status</li><li>CA Status</li><li>OR Download</li><li>Daily Summary</li></ul>	<input checked="" type="radio"/> OR Num <input type="radio"/> Date <input type="radio"/> OEM	<input checked="" type="radio"/> Asc <input type="radio"/> Desc	<input type="text" value="20"/>
<input type="button" value="Prepare Report"/>	<input type="button" value="Save this search criteria as a profile"/>	<input type="button" value="Modify current database search criteria"/>	
<input type="button" value="Specify new database search criteria"/>		<input type="button" value="Create distribution reports on entire datab"/>	



- Open the Search and Reports on the ORPS home menu. Click on the **Specify New Database Search Criteria** option.
- The ORPS Search Criteria screen allows you to make selections from the following scrolling lists (select one or more by clicking with the left mouse button. To select more than one, press the Ctrl key as you click):
  - **Identification** - Contains the general identification fields
  - **Chronology** - Contains the date and time fields
  - **Narrative** - Contains the narrative fields including descriptions, evaluations, etc.
- A list of searchable fields is displayed in each of the three selection boxes.

## Specify Database Search Criteria

A screenshot of the ORPS (Occurrence Reporting &amp; Processing System) web interface. The page title is "ORPS Search &amp; Reports". Below the title, it states "ORPS contains 58283 OR(s) with 61593 occurrences(s) as of 5/30/2018 7:43:02 AM". There are four main menu items: "Search on Occurrence Report Numbers", "Specify New Database Search Criteria" (highlighted with a red oval), "Search Using My Saved Profiles", and "Create Distribution Reports on Entire Database". The navigation bar at the top includes "Home", "Data Entry", "FM Functions", "HQ Keywords", "Search and Reports" (highlighted in green), "Help/Tutorial", "User Tools", and "External Links".



# Specify New Database Search Criteria (continued)

## Identification Search Fields

Field Name	Field Description
Occurrence Report No.	The Occurrence Report Number is an alphanumeric designation that identifies the Program Secretarial Office, DOE Operations / Field Office, Regional Office (if applicable), DOE contractor or laboratory involved, facility, the calendar year of the occurrence report, and sequential number of the occurrence by facility. Examples are SR--WSRC-MED-1995-0005 and AL-AO-MHSM-PANTEX-1995-0003. This number is automatically generated when a Notification Report is transmitted.
Operations/Field Office	An occurrence report may or may not have a DOE Operations / Field Office associated with it.
Regional Office	An occurrence report may or may not have a Regional Office associated with it.
Contractor	Every occurrence report must have a contractor associated with it.
Facility	Every occurrence report must have a facility associated with it.
Report Year	Report Year is the year of the occurrence report number. The Occurrence Report number is automatically assigned when the Notification Report is transmitted to the ORPS database.
Sequence Number	The Sequence Number is the sequential number of the occurrence by facility. This number is assigned to the report by the ORPS database at the time the Notification Report is transmitted. This number contains four digits (e.g., 0004). (Note: It is not necessary to enter leading zeros when entering a number in the edit box.)
Report Type	The ORPS GUI can search for four types of reports: Notification Report (N), Update Report (U), Update/Final Report (X), and Final Report (F).
Secretarial Office	Every occurrence report must have a DOE Secretarial Office (Program Office) associated with it.
Lab/Site/Org	An occurrence report should have a site (or laboratory/organization) associated with it.
Facility Function	Facility Function describes the type of facility or activity/function being performed by the facility at the time of occurrence. This field is required for all occurrence reports.
Activity Category	The activity category describes the ongoing activity at the time of the occurrence. This field is required for all occurrence reports.



# Specify New Database Search Criteria (continued)

## Identification Search Fields (continued)

Field Name	Field Description
<p>Occurrence Category (Before the 2003 ORPS redesign only)</p> <p>Significance Category (Between the 2003 and 2017 Redesigns)</p>	<p>Each occurrence is categorized as Emergency (E), Unusual (U), or Off-Normal (O) depending on the seriousness of the occurrence. This field is required for all occurrence reports. In addition, a report may be Canceled. Canceled Reports do not require any information beyond that required in a Notification Report.</p> <p>This field is automatically assigned by the system and is dependent on the Reporting Criterion/Criteria Significance Categories include OE, 1, 2, 3, 4, and R with OE being the most significant and 4 the least significant. The Significance Categories are defined as follows:</p> <p>Category OE: Operational Emergency Occurrences are the most serious occurrences and require an increased alert status for onsite personnel and, in specified cases, for offsite authorities.</p> <p>Category 1: Occurrences in this category are those that are not Operational Emergencies and that have a significant impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.</p> <p>Category 2: Occurrences in this category are those that are not Operational Emergencies and that have a moderate impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.</p> <p>Category 3: Occurrences in this category are those that are not Operational Emergencies and that have a minor impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interests.</p> <p>Category 4: Occurrences in this category are those that are not Operational Emergencies and that have some impact on safe facility operations, worker or public safety and health, public/business interests.</p> <p>Category R: Occurrences in this category are those identified as recurring, as determined from the periodic performance analysis of occurrences across a site.</p>



# Specify New Database Search Criteria (continued)

## Identification Search Fields (continued)

Field Name	Field Description
<p>Report Levels (After the 2017 Redesign)</p>	<p>This field is automatically populated based upon the Reporting Criteria chosen. There are three Report Levels High (H), Low (L), and Informational (I).</p> <p>Report Levels (RL).</p> <p>"High (H)" = Occurrences in this category meet any of the following conditions= Occurrences in this category include Operational Emergencies, and that meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Impacted worker or public safety and health, including significant personnel injuries, environmental harm, regulatory compliance, or public/business interests;</li> <li>• Constituted a noncompliance with regulatory requirements that created the potential for actual harm;</li> <li>• Posed the potential for mission interruption and require prompt mitigative action; or</li> <li>• Involved circumstances that reflected degraded safety necessitating prompt management attention along with modified normal operations to prevent an adverse effect on safe facility operations.</li> </ul> <p>"Low (L)" = Occurrences in this category do not meet High Level Report occurrences but involve personnel injury, environmental releases, equipment damage, or hazardous circumstances, and additional time is appropriate for Written Notifications.</p> <p>"Informational (I)" = Occurrences in this category are those that do not meet High or Low Level Report occurrences and generally meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Determined to be a safety, environmental, or mission concern; or</li> <li>• Provides potential learning opportunities for others.</li> </ul>



# Specify New Database Search Criteria (continued)

## Identification Search Fields (continued)

Field Name	Field Description
<p>Nature(s) of Occurrence (Before the 2003 ORPS redesign only)</p> <p>Reporting Criteria</p> <ul style="list-style-type: none"> <li>• Between the 2003 and 2017 Redesign</li> <li>• After the 2017 Redesign</li> </ul>	<p>Occurrences are categorized into Nature of Occurrence groupings. The groupings are generic and relate to DOE operations. This field is required for all occurrence reports. Each report must have from one to three entries.</p> <p>Occurrences are categorized into Reporting Criteria groupings. These groupings are generic and relate to DOE operations. This field is required for all occurrence reports. Each report must include all reporting criteria that pertain to the event.</p> <p>Note since the Reporting Criteria field has different values for data entered on or after the ORPS redesign, two selection boxes are provided. The left selection box applies to data created prior to the ORPS redesign. The right selection box applies to data created after the ORPS redesign using the new interface.</p>



# Specify New Database Search Criteria (continued)

## Identification Search Fields (continued)

Field Name	Field Description
<p>Direct/Contributing/ Root Cause (Before 2003 ORPS redesign only)</p> <p>Cause Codes (On/After the 2003 redesign)</p>	<p>Cause Codes: The codes that best represent the apparent cause of the occurrence. These codes define the direct, contributing, and root causes.</p> <p>The following fields are used to search through reports created prior to the ORPS redesign: The Direct Cause is the cause that directly resulted in the occurrence. Every Final Report must have a direct cause identified. Notification Reports and Update Reports may or may not have a direct cause identified. However, if a direct cause is identified, it is subject to change prior to submittal of the Final Report. Contributing Causes are causes that contributed to the occurrence but, that by themselves, would not have caused the occurrence. Every Final Report "may" have one to three contributing causes identified. Notification Reports and Update Reports "may" also have one to three contributing causes identified. However, they are subject to change prior to approval of the Final Report. The Root Cause is the cause that, if corrected, would prevent recurrence of this and similar occurrences. The root cause does not apply to this occurrence only, but has generic implications to a broad group of possible occurrences, and it is the most fundamental aspect of the cause that may logically be identified and corrected. In the event that a series of causes can be identified, one leading to another, this series should be pursued until the most fundamental, correctable cause has been identified.</p> <p>This field defines the reasons for a particular occurrence - what made it happen. To select more than one, hold down the Ctrl key as you make the selections. The full definition of each selected cause code will appear in the Full Description box.</p>
<p>ISM Code (After the 2003 and 2017 redesigns)</p>	<p>The Integrated Safety Management (ISM) codes provide guidance about the types of actions that need to be taken to prevent hazardous events. ISM codes are assigned to an occurrence report as follows: 1 – Define Scope of Work; 2 – Analyze the Hazards; 3 – Develop and Implement Hazard Controls; 4 – Perform Work Within Controls; 5 – Provide Feedback and Continuous Improvement; and 6 – N/A.</p>
<p>HQ Keywords</p>	<p>The HQ keywords are applied to reports by Headquarters staff to facilitate searches. You may search on any of the HQ-defined keywords. To select more than one keyword, hold down the Ctrl key while making selections. The HQ keywords changed after the 2003 redesign to the current set ORPS now has.</p>



# Specify New Database Search Criteria (continued)

## Identification Search Fields (continued)

Field Name	Field Description
Number of Occurrences (Before 2003 redesign)	This is the number of occurrences in an occurrence report. The number will always be one unless the occurrences meet the specific criteria for Roll-Up Reports for Off-Normal Occurrences. If the occurrences meet these criteria, the field should be revised each time additional occurrences are added.
FM Telephone	This allows you to enter the telephone number to search. This is the phone number of the Facility Manager (the individual who has direct line responsibility for operation of the facility). Facility Manager information is required for all Notification, Update, and Final Reports.
Originator Telephone	This allows you to enter the telephone number to search. This is the phone number of the individual who transmitted the report. Originator information is required for all Notification, Update, and Final Reports.
Further Evaluation (Before or after 2003 ORPS Redesign)	This field is required for all occurrence reports and indicates if further evaluation of the occurrence is required. (If the response is "Yes", further evaluation could change the root cause or identify additional corrective actions.) If further evaluation is required, then the report must indicate as such before further operation. <b>Yes</b> or <b>No</b> radio dial button choice.
Before Operation (Before or after 2003 ORPS Redesign)	This field identifies if further evaluation of the occurrence is required before further operation. This field is required for all Notification and Update/Final Reports where Further Evaluation is "Yes". <b>Yes</b> or <b>No</b> radio dial button choice.
CA Revision Count	This Identification field identifies the number of times that a corrective action target date has been revised. All corrective actions will have a default revision count of zero until the target date is revised. The count increments by one each time the target date is revised. An entry for this field will exist for all occurrence reports for which corrective actions exist. Note the count is maintained at a corrective action level. For example, different corrective actions may have different revision counts for the same occurrence report.
Rejection Count	This field identifies the number of times an occurrence report has been rejected. The count starts at 1 for the first report rejection and increments by one for each subsequent rejection.
Subcontractor Involved (After the 2003 and 2017 redesigns)	Select <b>Yes</b> to search through events in which a Subcontractor was involved. Select <b>No</b> to search all other events. <b>Yes</b> or <b>No</b> radio dial button choice.



# Specify New Database Search Criteria (continued)

## Chronology Search Fields

Field Name	Field Description
Current Report Date/Time	This is the date and time the latest version of the occurrence report was made available to the ORPS User. For an occurrence that is currently a Notification or Update Report on the system, this is the date that the Notification or Update Report was last transmitted. In the case of a Final Report, it is the date that the Program Manager signed the report.
Last Modification Date	This is the date of the last modification to the occurrence report.
Discovery Date/Time	This is the date and time when the facility staff discovered the event or condition being reported. This field is required for all occurrence reports.
Categorization Date/Time	This field is the date and time the occurrence was assigned a Significance Category. Categorization should occur within two hours of Discovery. This field is required for all notification, update, and final reports.
HQ EOC Notification Date/Time	This is the date and time when the HQ EOC was notified of the occurrence.
Other Notification Date/Time	This is the date and time when other (non-HQ EOC) notifications were submitted concerning the occurrence.
Notification Report Date/Time	This is the date and time the Notification Report was transmitted to the ORPS database.
Initial Update Report Date/Time	This is the date and time the Initial Update Report was transmitted to the ORPS database.
Latest Update Report Date/Time	This is the date and time the most recent Update Report was transmitted to the ORPS database. (If only one Update Report has been transmitted, it is the same as the Initial Update Report Date/Time.)
Final Report Date/Time	This is the date and time of signature by the DOE Program Manager on the Final Report. The report then becomes an approved Final Report.
Rejected Date	This is the date when an occurrence report was rejected. Multiple rejection dates may exist for a single occurrence report. The search will locate a report if any rejection date meets the selection criteria. This field is found for occurrence reports that have been rejected.
Further Evaluation Date	This is the date when further evaluation of an occurrence is to be completed to determine if further operation of the facility is to be allowed. This field is required for all occurrence reports where further evaluation is required and where evaluation is required before operation.



## Specify New Database Search Criteria (continued)

### Chronology Search Fields (continued)

Field Name	Field Description
FM Approval Date	This is the date of transmission by the Facility Manager of a Final Report. ONLY approved Final Reports meet this criterion.
FR Approval Date	This is the date of signature by the DOE Facility Representative on the Final Report. ONLY approved Final Reports meet this criterion.
PM Approval Date (Before the 2017 redesign)	This is the date of signature by the DOE Program Manager on the Final Report. The report then becomes an approved Final Report.
CA Target Completion Date	This is the date when any corrective actions associated with an occurrence report are expected to be completed.
CA Actual Completion Date	This is the date when a corrective action is actually completed.



## Specify New Database Search Criteria (continued)

### Narrative Search Fields

Narrative searches allow you to enter a word or block of text into an edit box and search for that text in a particular field throughout the database. This box allows you to specify the following fields for further search refinement:

Field Name	Field Description
All Narrative	This selection allows the user to enter narrative and search all narrative fields.
Subject/Title	The Subject/Title is a brief description (140 characters or less) of the nature, cause, and result of the occurrence. If the occurrence involved an Unreviewed Safety Question, the acronym "USQ" is placed at the end of the title/subject. If the report is a roll-up report, the word "roll-up" is included in the title/subject. This field is required for all occurrence reports.
Originator Title	The Originator is the individual who gathered the information and originated and transmitted the report. This person is generally the most knowledgeable about the event. If a signed, hard-copy report is not on file, the Facility Manager or designee must transmit the report. Originator information is automatically entered on the report when the report is transmitted. Originator information includes the name, title, and telephone number of the originator; however, only the title and telephone number are searchable in ORPS. Originator information is required for all Notification, Update, and Final Reports.
FM Title	The Facility Manager, or designee, is the individual who has direct line responsibility for operation of the facility. It is also the individual who approved the occurrence report, either by personally transmitting the electronic report or by signing the hard copy report. Facility Manager information includes the name, title, and telephone number of the Facility Manager; however, only the title and telephone number are searchable in ORPS. Facility Manager information is required for all Notification, Update, and Final Reports.
Plant Area	This field identifies the name of the site-specific plant area where the occurrence took place. This field is required for all Notification, Update, and Final Reports.
Division or Project	This field identifies the division, project, or contractor organization responsible for the facility at which the occurrence took place. This field is required for all Notification, Update, and Final Reports.
System/Bldg/Equip	This field identifies the systems, equipment, or structural items involved in the occurrence, as applicable. In addition, in the case of component failures or defective parts or materials, information such as the manufacturer, model number, and size is provided. The most significant items are listed here. Additional information may be found in the Occurrence Description. This field is required for all Notification, Update, and Final Reports.



# Specify New Database Search Criteria (continued)

## Narrative Search Fields (continued)

Field Name	Field Description
Operating Condition(s) (Before the 2017 redesign)	The Operating Conditions field describes the operational status of the facility or equipment at the time of the occurrence. This includes pertinent temperatures, pressures, or other parameters necessary for evaluation of the occurrence and its consequences. If the information is not applicable, the field should contain the words, "Does not apply." This field is required for all Notification, Update, and Final Reports.
Occurrence Description	The Occurrence Description field contains a description of what happened and what was observed. This description should include a sequence of events. This field is required for all Notification, Update, and Final Reports.
Immediate Action(s)	The Immediate Actions field describes the immediate or remedial actions taken to return the facility, system, or equipment item to service; to correct or alleviate the anomalous condition; and to record the results of those actions. This field is required for all Notification, Update, and Final Reports.
Cause Description	The Cause Description field discusses the cause of the occurrence and includes root, direct and contributing causes, if applicable, and the corrective actions identified. This field is required for all Final Reports.
FM Evaluation (Before the 2017 redesign)	This field provides the Facility Manager evaluation of the occurrence and its effect or possible effect on the plant, system, program, etc. This field is required on a Notification Report if further evaluation is required before further operation. It is also required for all Update and Final Reports.
Corrective Action(s)	This field lists all actions identified to correct the problem that, when completed, will prevent recurrence. The first two lines of each corrective action shall be a title or summary of the corrective action. This field is required for all Final Reports.
CA Date Justification	The CA Date Justification provides the Facility Manager's reason for revising a corrective action target completion date.
ES&H Impact (Before 2003 ORPS redesign only)	The Impact ES&H field provides an assessment of the environment, safety, and health consequences and implications of the occurrence and description of the impact of the occurrence on the environment, safety and health of workers, the public, and onsite/offsite environs.
Programmatic Impact (Before 2003 ORPS redesign only)	This field describes the impact of the occurrence on the program or project affected. This could be a loss of data, loss of plant availability for a specified period, additional costs, schedule delays, or other measurable consequences of the occurrence.
Codes/Std's Impact (Before 2003 ORPS redesign only)	The Codes and Standards Impact field contains a statement regarding the adequacy of the codes or standards (if the occurrence affected the requirements of national codes and standards, program standards or DOE Orders), along with any recommended changes.
Lesson(s) Learned	This field includes any lessons learned from the occurrence that could be of importance to other facility operators or that should be addressed in personnel training or facility procedures. This field is required for all Final Reports.



# Specify New Database Search Criteria (continued)

## Narrative Search Fields (continued)

Field Name	Field Description
Similar Occurrence(s)	This field provides a list of report numbers for occurrence reports that describe similar occurrences. The purpose of this item is to identify, if recognized, occurrences that might suggest a generic problem (i.e., cause) that may result in single or common lessons learned. This field is required for all Final Reports.
User Field #1 (Before the 2017 redesign)	This optional field is used by the Facility Manager to store facility-specific information (e.g., a cross reference to performance indicator data).
User Field #2 (Before the 2017 redesign)	This optional field is used by the Facility Manager to store facility-specific information (e.g., a cross reference to a site specific number or name).
FR Input	This field provides the Facility Representative evaluation of the occurrence, including an evaluation of the initial and proposed corrective actions and any follow-up by the contractor, and should describe any other actions DOE has taken since the occurrence. This field is required only on Final Reports rejected by the Facility Representative.
PM Input (Before the 2017 redesign)	This field provides the Program Manager evaluation of the occurrence, including an evaluation of the initial and proposed corrective actions and any follow-up, and should describe any other actions DOE has taken since the occurrence. This field is required only on Final Reports rejected by the Program Manager.
Subcontractor Name (After the 2003 and 2017 Redesigns)	This field contains the name of subcontractors involved in reported incidents. You may enter the name of a subcontractor to perform a search for any reports containing the name.



# Specify New Database Search Criteria (continued)

- After choosing the search criteria, click the **Refine search and specify values** button at the bottom of the screen. The selected fields will be expanded and displayed.
  - In the Identification column when searching, some fields are noted with a Legend.
    - Fields that are marked with **(B)** pertain to data entered using the old ORPS interface prior to the 2003 redesign.
    - Fields marked with **(Bw)** pertain to data entered between 2003 and 2017 redesign.
    - Fields marked with **(A)** pertain to data entered after the 2003 or 2017 redesign.
    - Fields labeled **(B/Bw/A)** pertain to all ORPS data.
  - When a **B/A** field is expanded, you will see two columns. The left column contains field values of the ORPS system prior to the 2003 redesign. The right column contains ORPS field values after the 2003 redesign. Both columns default to **Any**, in other words, if you make no selections, you are searching through the entire database.
  - When a **B/Bw /A** field is expanded, three columns are expanded. All columns default to **Any**, in other words, if you make no selections, you are searching through the entire database.

## ORPS Search Criteria

ORPS contains 58284 OR(s) with 61594 occurrences(s) as of 5/30/2018 9:48:47 AM

SEARCH CRITERIA										
Identification	Chronology	Narrative								
<div style="border: 1px solid #ccc; padding: 5px;">           No Selection            01. Occurrence Report No.            02. Operations/Field Office            03. Regional Office            04. Contractor            05. Facility            06. Report Year         </div>	<div style="border: 1px solid #ccc; padding: 5px;">           No Selection            26. Current Report            27. Last Modification            28. Discovery            29. Categorization            30. HQ EOC Notification            31. Other Notifications         </div>	<div style="border: 1px solid #ccc; padding: 5px;">           No Selection            43. All Narrative            44. Subject/Title            45. Originator Title            46. FM Title            47. Plant Area            48. Division or Project         </div>								
* Hold down the "CTRL" key to select multiple values										
<div style="border: 1px solid #ccc; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #1a3d4d; color: white;"> <th colspan="2">Legend</th> </tr> </thead> <tbody> <tr> <td style="width: 20px;">(B)</td> <td>Before 2003 Redesign</td> </tr> <tr> <td>(Bw)</td> <td>Between 2003 and 2017 Redesign</td> </tr> <tr> <td>(A)</td> <td>After 2003 or 2017 Redesign</td> </tr> </tbody> </table> </div>	Legend		(B)	Before 2003 Redesign	(Bw)	Between 2003 and 2017 Redesign	(A)	After 2003 or 2017 Redesign	<div style="border: 1px solid #ccc; padding: 5px;">           Boolean logic specification: <input style="width: 100%;" type="text"/>            Default Logic: ((17))            The search excludes: <input checked="" type="checkbox"/>Cancelled <input checked="" type="checkbox"/>CUI <input checked="" type="checkbox"/>USEC         </div>	
Legend										
(B)	Before 2003 Redesign									
(Bw)	Between 2003 and 2017 Redesign									
(A)	After 2003 or 2017 Redesign									
17. HQ Keyword										
HQ Keyword Before 2003 Redesign	HQ Keyword On/After 2003 Redesign									
<div style="border: 1px solid #ccc; padding: 5px;">           Any            Search New HQ Keywords Only            01--Conduct of Operations            01A--Conduct of Operations (Misc.)         </div>	<div style="border: 1px solid #ccc; padding: 5px;">           Any            Search Old HQ Keywords Only            01--Inadequate Conduct of Operations            01A--Inadequate Conduct of Operations (Retired)         </div>									
<div style="border: 2px solid red; border-radius: 10px; padding: 5px; display: inline-block;">             Refine search and specify values           </div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             Finished searching - go to report options           </div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             Review individual records from result set           </div>								
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             Display search criteria textually           </div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             Select New search profile           </div>	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             Save this search criteria as a profile           </div>								
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">             New Database Search Criteria           </div>										



# Specify New Database Search Criteria (continued)

The three time periods in ORPS are shown below when searching via Reporting Criteria.

SEARCH CRITERIA		
Identification	Chronology	Narrative
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	No Selection 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications	No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project
* Hold down the "CTRL" key to select multiple values		
<b>Legend</b> (B) <u>B</u> efore 2003 Redesign (Bw) <u>B</u> etween 2003 and 2017 Redesign (A) <u>A</u> fter 2003 or 2017 Redesign	Boolean logic specification: <input type="text"/> Default Logic: ((14 and 88)) The search excludes: <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> CUI <input checked="" type="checkbox"/> USEC	
14. Nature of Occurrence / Reporting Criteria		
<b>Nature of Occurrence</b> <u>B</u> efore 2003 Redesign	<b>Reporting Criteria</b> <u>B</u> etween 2003 and 2017 Redesign	<b>New Reporting Criteria</b> <u>A</u> fter 2017 Redesign
Any Exclude 01 - Facility Condition 01A--Nuclear Criticality Safety	Any Exclude 1--Operational Emergencies 1(1)--An Operational Emergency Definition Full description of RC	Any Exclude 1--Operational Emergencies 1(1)--An Operational Emergency, Alert, Site Ar 2A--Personnel Safety and Health 2A(1)--Any occurrence due to DOE operations res 2A(2)--Any single occurrence, injury, or exposu 2A(3)--Any single occurrence, injury, or exposu Definition Description of RC Will return all records with a nature of occurrence value.



# Specify New Database Search Criteria (continued)

- Selection boxes are provided for each expanded field to allow you to choose one or more options. Note that the default selection for each field is **Any**. Selecting **Any** will include all selections in your search criteria.
- Click **Refine Search and Specify Values** again to view the number of search results at the top of the page.

SEARCH CRITERIA										
Identification	Chronology	Narrative								
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	No Selection 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications	No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project								
* Hold down the "CTRL" key to select multiple values										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e64; color: white;"> <th colspan="2" style="text-align: center;">Legend</th> </tr> </thead> <tbody> <tr> <td style="width: 20px;">(B)</td> <td>Before 2003 Redesign</td> </tr> <tr> <td>(Bw)</td> <td>Between 2003 and 2017 Redesign</td> </tr> <tr> <td>(A)</td> <td>After 2003 or 2017 Redesign</td> </tr> </tbody> </table>	Legend		(B)	Before 2003 Redesign	(Bw)	Between 2003 and 2017 Redesign	(A)	After 2003 or 2017 Redesign	Boolean logic specification: <input style="width: 100px;" type="text"/> Default Logic: ((14 and 88)) The search excludes: <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> CUI <input checked="" type="checkbox"/> USEC	
Legend										
(B)	Before 2003 Redesign									
(Bw)	Between 2003 and 2017 Redesign									
(A)	After 2003 or 2017 Redesign									
14. Nature of Occurrence / Reporting Criteria										
<b>Nature of Occurrence</b> Before 2003 Redesign	<b>Reporting Criteria</b> Between 2003 and 2017 Redesign	<b>New Reporting Criteria</b> After 2017 Redesign								
<input type="text" value="Any"/> <input style="background-color: #0070c0; color: white;" type="text" value="Exclude"/> 01 - Facility Condition 01A--Nuclear Criticality Safety	<input type="text" value="Any"/> <input style="background-color: #0070c0; color: white;" type="text" value="Exclude"/> 1--Operational Emergencies 1(1)--An Operational Emergency Definition Full description of RC <input style="width: 100%; height: 40px;" type="text"/>	<input type="text" value="Any"/> <input type="text" value="Exclude"/> 1--Operational Emergencies 1(1)--An Operational Emergency, Alert, Site Ar 2A--Personnel Safety and Health <input style="background-color: #0070c0; color: white;" type="text" value="2A(2)--Any single occurrence, injury, or exposu"/> 2A(1)--Any occurrence due to DOE operations res 2A(3)--Any single occurrence, injury, or exposu Definition Description of RC <input style="width: 100%; height: 40px;" type="text" value="Will return all records with a nature of occurrence value."/>								
<input style="background-color: #0070c0; color: white; border: 2px solid red;" type="button" value="Refine search and specify values"/>	<input style="background-color: #0070c0; color: white;" type="button" value="Finished searching - go to report options"/>	<input style="background-color: #0070c0; color: white;" type="button" value="Review individual records from result set"/>								
<input style="background-color: #0070c0; color: white;" type="button" value="Display search criteria textually"/>	<input style="background-color: #0070c0; color: white;" type="button" value="Select New search profile"/>	<input style="background-color: #0070c0; color: white;" type="button" value="Save this search criteria as a profile"/>								
<input style="background-color: #0070c0; color: white;" type="button" value="New Database Search Criteria"/>										



# Specify New Database Search Criteria (continued)

## ORPS Search Criteria

ORPS contains 58286 OR(s) with 61596 occurrences(s) as of 5/30/2018 11:22:55 AM  
 Query selected 60 OR(s) with 60 occurrences(s) as of 5/30/2018 11:23:32 AM

ORPS contains 58286 OR(s) with 61596 occurrences(s) as of 5/30/2018 11:22:55 AM  
 Query selected 60 OR(s) with 60 occurrences(s) as of 5/30/2018 11:25:19 AM  
 Check any item(s) you wish to  Exclude or  Include.

- Once you have refined your search, you can now review individual records within your search results by clicking on **Review Individual Records form Result Set** at the bottom of the page.

Refine search and specify values	Finished searching - go to report options	<b>Review individual records from result set</b>
Display search criteria textually	Select New search profile	Save this search criteria as a profile
	New Database Search Criteria	

Subject/Title Report Number	Occurrence Date
<input type="checkbox"/> 1) Slip Results in Fractured Rib EM--WGI-G2H2-2018-0001	01/20/2018
<input type="checkbox"/> 2) Sub-Contractor Worker Suffers Injury After Attempting to Loosen Chain on Flat Bed EM--LASO-LANL-BOP-2017-0003	11/07/2017
<input type="checkbox"/> 3) Hand Injury EM--PPPO-FBP-PORTSDD-2018-0001	12/18/2017
<input type="checkbox"/> 4) Slip and Fall Results in Fractured Bone EM--PPPO-FRNP-PGDAR-2018-0006 Previous OR #: EM--PPPO-FRNP-PGDAR-2018-0006	04/23/2018
<input type="checkbox"/> 5) Employee contacted by electric cart EM-CBFO--NWP-WIPP-2017-0022	10/18/2017
<input type="checkbox"/> 6) Near Miss -- Worker Falls While Installing Asphalt Near Interim Storage Area (ISA-1) EM-ID--FID-ICPWM-2017-0002	10/11/2017
<input type="checkbox"/> 7) IWTU-Operator Arm Injury During Furniture Move EM-ID--FID-IWTU-2018-0002	04/25/2018
<input type="checkbox"/> 8) Force Account Electrician Injured Using Powered Conduit Threading Machine EM-ID--FID-LANDLORD-2018-0001	02/07/2018
<input type="checkbox"/> 9) Slip and fall results in tendon damage to employee's left leg EM-ORO--UCOR-EENRES-2018-0002	05/02/2018
<input type="checkbox"/> 10) Personnel Injury - Broken Bone in Foot EM-RL--CPRC-PFP-2018-0005	04/09/2018
<input type="checkbox"/> 11) Pipefitter ruptured bicep tendon while performing fire hydrant maintenance. EM-RL--MSC-HFD-2017-0002	09/26/2017
<input type="checkbox"/> 12) Firefighter slipped and fell during fitness activity and broke arm. EM-RL--MSC-HFD-2018-0003	05/09/2018
<input type="checkbox"/> 13) Workers Unreported Injury later reported and requiring Treatment Greater than First Aid EM-RP--BNRP-RPPWTP-2017-0024	10/19/2017
<input type="checkbox"/> 14) Worker received broken bone in their foot from tipped cart. EM-RP--BNRP-RPPWTP-2017-0026	12/07/2017



# Specify New Database Search Criteria (continued)

Click on a date format from the **Chronology** section, then click on **Refine search and specify values**

**NOTE:** for all date fields, to include a to/from range click on the desired date and click on **Refine search and specify values**.

This screen will now be displayed, click on the range button in the top left hand corner of the date box and then click on the **Refine search and specify values**.

**SEARCH CRITERIA**

Identification	Chronology	Narrative
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	No Selection 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications	No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project

\* Hold down the "CTRL" key to select multiple values

Boolean logic specification:

The search excludes: Cancelled CUI USEC

Default Logic: (32)

**Legend**

- (B) Before 2003 Redesign
- (Bw) Between 2003 and 2017 Redesign
- (A) After 2003 or 2017 Redesign

Range

**32. Notification Report**

Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> < <input type="checkbox"/> = <input type="checkbox"/> >	Any 2018 2017 2016	Any 1 2 3	Any 1 2 3	Any 00 01 02	Any 00 01 02

Buttons: Refine search and specify values, Finished searching - go to report options, Review individual records from result set, Display search criteria textually, Select New search profile, Save this search criteria as a profile, New Database Search Criteria

## Date Searches

**ORPS Search Criteria**

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/1/2018 12:08:18 PM

**SEARCH CRITERIA**

Identification	Chronology	Narrative
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications 32. Notification Report	No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project

\* Hold down the "CTRL" key to select multiple values

Boolean logic specification:

The search excludes: Cancelled CUI USEC

**Legend**

- (B) Before 2003 Redesign
- (Bw) Between 2003 and 2017 Redesign
- (A) After 2003 or 2017 Redesign

Buttons: Refine search and specify values, Finished searching - go to report options, Review individual records from result set, Display search criteria textually, Select New search profile, Save this search criteria as a profile, New Database Search Criteria



# Specify New Database Search Criteria (continued)

## Date Searches (continued)

This screen will now be displayed, enter the desired date range.

SEARCH CRITERIA					
Identification		Chronology		Narrative	
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year		No Selection 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications		No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project	
* Hold down the "CTRL" key to select multiple values					
<b>Legend</b> (B) Before 2003 Redesign (Bw) Between 2003 and 2017 Redesign (A) After 2003 or 2017 Redesign		Boolean logic specification: <input type="text"/> Default Logic: (32 and 32) The search excludes: <input checked="" type="checkbox"/> Cancelled <input checked="" type="checkbox"/> CUI <input checked="" type="checkbox"/> USEC			
32. Notification Report					
Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> < <input type="checkbox"/> = <input type="checkbox"/> >	Any 2018 2017 2016	Any 1 2 3	Any 1 2 3	Any 00 01 02	Any 00 01 02
32. Notification Report					
Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> < <input type="checkbox"/> = <input type="checkbox"/> >	Any 2018 2017 2016	Any 1 2 3	Any 1 2 3	Any 00 01 02	Any 00 01 02
Refine search and specify values		Finished searching - go to report options		Review individual records from result set	
Display search criteria textually		Select New search profile		Save this search criteria as a profile	
New Database Search Criteria					



# Specify New Database Search Criteria (continued)

## Date Searches (continued)

This example will pull all reports with the Notification date from Jan 1, 2015, to June 01, 2018.

Once you click on **Refine search and specify values** this screen will show the results of the search. Report options can be entered to pull the desired report.

ORPS Search Criteria

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/1/2018 12:08:18 PM  
 Query selected 3358 OR(s) with 3358 occurrences(s) as of 6/1/2018 12:24:34 PM

SEARCH CRITERIA		
Identification	Chronology	Narrative
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	No Selection 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications	No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project

\* Hold down the "CTRL" key to select multiple values

Legend

(B) Before 2003 Redesign

(Bw) Between 2003 and 2017 Redesign

(A) After 2003 or 2017 Redesign

Boolean logic specification:

Default Logic: (32 and 32)

The search excludes: Cancelled CUI USEC

32. Notification Report					
Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> <	2018 2017 2016	Any 1 2 3	Any 1 2 3	Any 00 01 02	Any 00 01 02
<input checked="" type="checkbox"/> =					
<input checked="" type="checkbox"/> >					

SEARCH CRITERIA					
Identification	Chronology	Narrative			
No Selection 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	No Selection 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications	No Selection 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project			

\* Hold down the "CTRL" key to select multiple values

Legend

(B) Before 2003 Redesign

(Bw) Between 2003 and 2017 Redesign

(A) After 2003 or 2017 Redesign

Boolean logic specification:

Default Logic: (32 and 32)

The search excludes: Cancelled CUI USEC

32. Notification Report					
Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> <	2018 2017 2016	Any 1 2 3	Any 1 2 3	Any 00 01 02	Any 00 01 02
<input checked="" type="checkbox"/> =					
<input checked="" type="checkbox"/> >					

32. Notification Report					
Compare	Year	Month	Day	Hour	Minute
<input checked="" type="checkbox"/> <	Any 2018 2017 2016	3 4 5 6	Any 1 2 3	Any 00 01 02	Any 00 01 02
<input checked="" type="checkbox"/> =					
<input type="checkbox"/> >					

Refine search and specify values

Finished searching - go to report options

Review individual records from result set

Display search criteria textually

Select New search profile

Save this search criteria as a profile

New Database Search Criteria



# Creating Search Profiles

- From the ORPS Search Criteria screen, click the **Save this search criteria as a profile** command button. The Profile screen will be displayed.

**SEARCH CRITERIA**

Identification	Chronology	Narrative
<input type="text" value="No Selection"/> 01. Occurrence Report No. 02. Operations/Field Office 03. Regional Office 04. Contractor 05. Facility 06. Report Year	<input type="text" value="No Selection"/> 26. Current Report 27. Last Modification 28. Discovery 29. Categorization 30. HQ EOC Notification 31. Other Notifications	<input type="text" value="No Selection"/> 43. All Narrative 44. Subject/Title 45. Originator Title 46. FM Title 47. Plant Area 48. Division or Project

\* Hold down the "CTRL" key to select multiple values

Legend

(B) Before 2003 Redesign
(Bw) Between 2003 and 2017 Redesign
(A) After 2003 or 2017 Redesign

Boolean logic specification:

Default Logic: (32 and 32)

The search excludes: Cancelled CUI USEC

---

**32. Notification Report**

Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> < <input checked="" type="checkbox"/> = <input checked="" type="checkbox"/> >	2018 2017 2016 2015	Any 1 2 3	Any 1 2 3	Any 00 01 02	Any 00 01 02

---

**32. Notification Report**

Compare	Year	Month	Day	Hour	Minute
<input checked="" type="checkbox"/> < <input checked="" type="checkbox"/> = <input type="checkbox"/> >	Any 2018 2017 2016	3 4 5 6	Any 1 2 3	Any 00 01 02	Any 00 01 02

Refine search and specify values      Finished searching - go to report options      Review individual records from result set

Display search criteria textually      Select New search profile      **Save this search criteria as a profile**      New Database Search Criteria



# Creating Search Profiles

- Enter a name for the new profile, and click Save profile as.
- The new profile will be added to the Available Profiles list.

A screenshot of the "ORPS Save Search Criteria" web interface. At the top, it displays search statistics: "ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/1/2018 12:08:18 PM" and "Query selected 3358 OR(s) with 3358 occurrences(s) as of 6/1/2018 12:29:53 PM". Below this is a section titled "MY SAVED SEARCH PROFILES ?". Underneath, there is a list of "Available Profiles" including "Distribution Report", "ORPS Last Modification", "Daily Reports", and "Climate Reports". To the right of this list, a red oval highlights a "Save Profile as" button next to an empty text input field, and a "Delete selected Search Profile" button below it. At the bottom of the interface, there are four buttons: "Modify selected Search Profile", "Display search criteria textually", "Finished searching - go to report options", and "Specify New Database Search Criteria".



# Creating Search Profiles

- To perform a search and prepare a report using a saved profile:
  - Click on **Search and Reports** at the top of the page
  - Click the **Search Using My Saved Profiles** button.

A screenshot of the ORPS Search &amp; Reports web interface. The navigation bar at the top includes links for Home, Data Entry, FM Functions, HQ Keywords, Search and Reports (highlighted with a red oval), Help/Tutorial, User Tools, Admin Tools, and External Links. The main content area displays the title "ORPS Search &amp; Reports" in green, followed by the text "ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/1/2018 12:08:18 PM". Below this, there are five menu items: "Search on Occurrence Report Numbers", "Specify New Database Search Criteria", "Search Using My Saved Profiles" (highlighted with a red oval), and "Create Distribution Reports on Entire Database".



# Creating Search Profiles

- Click on a saved profile from the **Available Profiles** list, and click the **Finished searching - go to report options** command button.

**? ORPS Save Search Criteria**

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/1/2018 12:08:18 PM  
Query selected 313 OR(s) with 313 occurrences(s) as of 6/1/2018 12:45:23 PM

**MY SAVED SEARCH PROFILES ?**

Available Profiles

- Distribution Report
- ORPS Last Modification
- Daily Reports
- Climate Reports

Save Profile as

Delete selected Search Profile

Modify selected Search Profile

Display search criteria textually

**Finished searching - go to report options**

Specify New Database Search Criteria



# Creating Search Profiles

- Click the **Specify New ORPS Database Search Criteria** for a new search or click the dropdown under **Report Type** to select the desired report and click on Prepare Report

**ORPS Report Options**

JOY, DONNA L - SENIOR ANALYST  
ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/1/2018 12:08:18 PM  
Query selected 313 OR(s) with 313 occurrences(s) as of 6/1/2018 12:48:04 PM

---

REPORT OPTIONS			
Select Report Type, options and then "Prepare Report"			
Report Type:	Order by:	Sort:	Number displayed per page:
<input type="text" value="OR List"/> <input type="button" value="Prepare Report"/>	<input checked="" type="radio"/> OR Num <input type="radio"/> Date <input type="radio"/> OEM	<input checked="" type="radio"/> Asc <input type="radio"/> Desc	<input type="text" value="20"/>
<input type="button" value="Save this search criteria as a profile"/>	<input type="button" value="Modify current database search criteria"/>		
<input type="button" value="Specify new database search criteria"/>	<input type="button" value="Create distribution reports on entire datab"/>		



# Explanation of Operators

- A thorough understanding of the data and the Occurrence Reporting process will greatly enhance your ability to formulate meaningful search profiles. For example, if you want to include in your search profile all “open” reports, you need to specify Notification Report (N), Update Report (U), or Update/Final Report (X) from the **Report Type** search field.
- The default in the selection boxes is **No Selection**. This section indicates that you are searching the entire database - you have not narrowed your search by making a selection.
- By default, fields selected from the selection boxes have the Boolean operator AND applied between selection boxes. You may use the **Boolean logic specification** edit box to specify the 'OR' or 'NOT' operators (or a combination of all three operators) between fields.
- To exclude certain types of data from your report, select any or all of the following checkboxes: **CUI, Cancelled, or USEC**. Clicking a checkbox excludes the selected data from your report.
- Some of the more useful operators and modifiers for ORPS text searches are described below, with sample applications:
  - **AND**
  - Simple Syntax Example: *electric AND safe* Example: *electric & safe* Explanation: Locates occurrence reports that contain stemmed variation of the word "electric" (e.g., "electrical," "electricity," "electrician") and stemmed variation of the word "safe" (e.g., "safety," "safeguard").



## Explanation of Operators (continued)

### NEAR

Explicit Syntax Example: **near**((*improperly packaged*, *shipment*))

Explanation: Located occurrence reports that contain the literal phrase "improperly packaged" and the literal word "shipment" within close proximity to each other.

#### – NEAR - Specify N number of words

The **number** tells the system to locate occurrence reports containing two or more words within the **N** number of words of each other, where **N** is an integer. The value for **N** can be between 1 and 100.

Explicit Syntax Example: **near**((*improperly packaged*, *shipment*, ..*a3*, ..*a4*), **10**)

Explanation: Locates occurrence reports that contain the literal phrase "improperly packaged" and the literal word "shipment" within 10 words of each other.

### Or

Simple Syntax

Example: *PEL* **OR** *personal exposure limit*

Example: *PEL* | *personal exposure limit*

Explanation: Located occurrence reports that contain stemmed variations of the word "PEL" or the phrase "personal exposure limit." Only those occurrence reports that contain at least one of the search elements, or a stemmed variation of at least one of them, are retrieved.



# Explanation of Wildcard Operators

**\_**  
Specifies one of any alphanumeric character.

Example: *\_at*

Explanation: Locates reports that contain any one of the following: "hat," "bat," "cat," "rat," etc.

**%**

Specifies zero or more of any alphanumeric character.

Example: *sa%*

Explanation: Locates reports that contain any one of the following: "safety," "saline," "sat," "satisfy," "salient," etc.

**NOT**

The **NOT** modifier is used with a word or phrase to exclude occurrence reports that show evidence of that word or phrase.

Example: *electrical **AND** safety **AND** violation **NOT** lockout/tagout*

Example: *electrical **&** safety **&** violation ~ lockout/tagout*

Explanation: Only those occurrence reports that contain the words "electrical" and "safety" and "violation" but not the word "lockout/tagout" will be selected.



# Examples of ORPS Reports Available in Report Options

- OR List:**

This report lists all OR Numbers that match your search criteria along with their subjects and titles.

ORPS OR List Report	
ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/4/2018 7:13:00 AM Query selected 9 OR(s) with 9 occurrences(s) as of 6/4/2018 7:27:43 AM	
Report Number	Subject/Title
1) EM--PPPO-MCS-PGDPDUCON-2018-0007	Facility Operational Event Resulted in Operations Shutdown due to Alarm Response
2) EM-ID--FID-IWTU-2018-0004	IWTU Near Miss- Employee Standing on Handrail Performing Work Without Fall Protection
3) EM-ORO--NWS-TWPC-2018-0005	Discovery of Potentially Degraded Drum Filter Vents (a Safety Significant Component)
4) EM-SR--SRR-HTANK-2018-0008	Failure to Recognize LCO Entry for 96H Valve Box Sump Conductivity Probe
5) NA--NPO-CNS-PANTEX-2018-0039	TSR control was not correctly implemented
6) NA--NPO-CNS-PANTEX-2018-0040	Hazmat Shipment with Expired IHC
7) NE-ID--BEA-SMC-2018-0001	Violation of Hazardous Energy Control Process (other than Lockout/Tagout) at SMC
8) SC--BSO-LBL-ENG-2018-0001	Bike accident at Grizzly Gate
9) SC-OSO--ORNL-X10HFIR-2018-0002	Personnel Contamination in Building 7900



# Examples of ORPS Reports Available in Report Options

- Subject:**

This report lists the Subject/Title, Number of Occurrences, Report Number, Facility Name, Occurrence Category, Report Type, Discovery Date, and the date of the most recent report (Report Date) that match your search criteria.

ORPS Subject Report			
ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/4/2018 7:13:00 AM Query selected 9 OR(s) with 9 occurrences(s) as of 6/4/2018 7:28:48 AM			
Subject/Title			
# Occurrence Number	Report Number / Facility Name	Category Type / Report Type	Discovery Date / Report Date
1) Facility Operational Event Resulted in Operations Shutdown due to Alarm Response			
1	EM-PPPO-MCS-PGDPUCON-2018-0007 Paducah DUF6 Conversion Plant	L Final	05/30/2018 05/31/2018
2) IWTU Near Miss- Employee Standing on Handrail Performing Work Without Fall Protection			
1	EM-ID-FID-IWTU-2018-0004 Integrated Waste Treatment Unit	I Final	05/22/2018 05/31/2018
3) Discovery of Potentially Degraded Drum Filter Vents (a Safety Significant Component)			
1	EM-ORO-NWS-TWPC-2018-0005 TRU Waste Processing Center	L Final	05/10/2018 05/31/2018
4) Failure to Recognize LCO Entry for 96H Valve Box Sump Conductivity Probe			
1	EM-SR-SRR-HTANK-2018-0008 H Tank Farm	H Notification	05/29/2018 05/31/2018
5) TSR control was not correctly implemented			
1	NA-NPO-CNS-PANTEX-2018-0039 Pantex Plant	H Notification	05/29/2018 05/31/2018
6) Hazmat Shipment with Expired IHC			
1	NA-NPO-CNS-PANTEX-2018-0040 Pantex Plant	I Final	05/17/2018 06/01/2018
7) Violation of Hazardous Energy Control Process (other than Lockout/Tagout) at SMC			
1	NE-ID-BEA-SMC-2018-0001 Specific Manufacturing Capability	L Final	05/16/2018 05/31/2018
8) Bike accident at Grizzly Gate			
1	SC-BSO-LBL-ENG-2018-0001 Engineering Division	L Final	05/21/2018 06/01/2018
9) Personnel Contamination in Building 7900			
1	SC-OSO-ORNL-X10HFIR-2018-0002 High Flux Isotope Reactor	L Final	05/21/2018 05/31/2018



# Examples of ORPS Reports (Continued)

- Summary**

This report lists by subject all Occurrence Reports that match your search criteria, and provides a summary of the event. Also included in this report are the Report Number, Facility Name, Category, Report Type, Discovery Date, and Report Date.

### ORPS Summary Report

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/4/2018 7:13:00 AM  
Query selected 9 OR(s) with 9 occurrences(s) as of 6/4/2018 7:36:05 AM

Subject/Title			
#	Occurrence Number	Report Number/ Facility Name	Category/ Report Type
1) <b>Facility Operational Event Resulted in Operations Shutdown due to Alarm Response</b>			
1	EM-PPPO-MCS-PGDPDUCON-2018-0007 Paducah DUF6 Conversion Plant	L Final	05/30/2018 05/31/2018
<i>Description of Occurrence (partial):</i>			
<p>On May 30, 2018, the DUF6 conversion facility in Paducah, KY was operating three conversion lines. At approximately 08:50 AM ET, the conversion facility chill water pump shut down, which resulted in a high temperature alarm on the condenser outlet of the operating conversion units. In accordance with the Technical Safety Requirement (TSR) specific administrative control, the DUF6 isolation valves were immediately closed in response to the alarm. The closure of the isolation valves resulted in all ongoing DUF6 processing within the facility to cease. Investigation is underway to determine the cause of the pump shut down. The event did not result in a release of hazardous material into the environment. No personnel injury or contamination occurred as result of this event.</p>			
<i>Description of Cause (partial):</i>			
2) <b>IWTU Near Miss- Employee Standing on Handrail Performing Work Without Fall Protection</b>			
1	EM-ID-FID-IWTU-2018-0004 Integrated Waste Treatment Unit	I Final	05/22/2018 05/31/2018
<i>Description of Occurrence (partial):</i>			
<p>At 0940 hours on May 22, 2018, the Idaho Nuclear Technology and Engineering Center (INTEC) senior Department of Energy Idaho Operations Office (DOE-ID) Facility Representative (FR) observed an insulator performing work while standing on the top of a permanent in-cell stair handrail without fall protection at the Integrated Waste Treatment Unit (IWTU). IWTU personnel were (and are) currently in the process of preparing the IWTU facility for an upcoming non-radiological simulant operations run, followed by a lengthy maintenance outage, which includes modifications to the Carbon Reduction Reformer (CRR). The CRR is a large process vessel located in the CRR cell that is first wrapped with insulation, and then covered with metal jacketing which is secured in place with screws. During the outage, work crews previously removed this insulation and metal jacketing to allow the modifications to be performed on the CRR. Once the outage work was complete on the CRR, IWTU personnel requested two i</p>			
<i>Description of Cause (partial):</i>			



# Examples of ORPS Reports (Continued)

- History**

This report lists by subject all Occurrence Reports that match your search criteria, and provides a record of the report status (Notification, FM Approved/closed, and Final/closed).

**ORPS History Report**

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/4/2018 7:13:00 AM  
Query selected 9 OR(s) with 9 occurrences(s) as of 6/4/2018 7:38:07 AM

Subject/Title			
# Oc.	Report Number / OR/CA Status	Facility / Category	Discovery / Status Date
1)	Facility Operational Event Resulted in Operations Shutdown due to Alarm Response		05/30/2018
	EM-PPPO-MCS-PGDPDUCON-2018-0007	Paducah DUF6 Conversion Plant	
1	Final/Closed	L	05/31/2018
2)	IWTU Near Miss- Employee Standing on Handrail Performing Work Without Fall Protection		05/22/2018
	EM-ID-FID-IWTU-2018-0004	Integrated Waste Treatment Unit	
1	Final/Closed	I	05/31/2018
3)	Discovery of Potentially Degraded Drum Filter Vents (a Safety Significant Component)		05/10/2018
	EM-ORO-NWS-TWPC-2018-0005	TRU Waste Processing Center	
1	Final/Closed	L	05/31/2018
4)	Failure to Recognize LCO Entry for 96H Valve Box Sump Conductivity Probe		05/29/2018
	EM-SR-SRR-HTANK-2018-0008	H Tank Farm	
1	Notification	H	05/31/2018
5)	TSR control was not correctly implemented		05/29/2018
	NA-NPO-CNS-PANTEX-2018-0039	Pantex Plant	
1	Notification	H	05/31/2018
6)	Hazmat Shipment with Expired IHC		05/17/2018
	NA-NPO-CNS-PANTEX-2018-0040	Pantex Plant	
1	Final/Closed	I	06/01/2018
7)	Violation of Hazardous Energy Control Process (other than Lockout/Tagout) at SMC		05/16/2018
	NE-ID-BEA-SMC-2018-0001	Specific Manufacturing Capability	
1	Final/Closed	L	05/31/2018
8)	Bike accident at Grizzly Gate		05/21/2018
	SC-BSO-LBL-ENG-2018-0001	Engineering Division	



# Examples of ORPS Reports (Continued)

- User Defined**

This report allows the user to develop a custom report of specified data fields. There are no restrictions on the data fields or the number of items within the report. Data fields are selected with check boxes. Edit boxes are provided for the user to enter a report title and specify the order in which data fields are to be presented. Note: Default selection will generate report in numerical sequence unless otherwise specified.

**User Defined Report Format Selection**

Use an existing User Defined Format:  Go to my saved User Defined Formats

Enter an optional title:

Select items in the list below, or enter the item numbers, separated by commas, in the order desired:

**User Defined Report Items**

<input type="checkbox"/> 1. Facility Name	<input type="checkbox"/> 17. HQ EOC Notification	<input type="checkbox"/> 33. Further Evaluation
<input type="checkbox"/> 2. Facility Function	<input type="checkbox"/> 18. Other Notifications	<input type="checkbox"/> 34. Corrective Action(s)
<input type="checkbox"/> 3. Lab / Site / Org	<input type="checkbox"/> 19. Subject/Title	<input type="checkbox"/> 35. Programmatic Impact - (B)
<input type="checkbox"/> 4. Facility Manager	<input type="checkbox"/> 20. Nature of Occurrence - (B) / Reporting Criteria - (Bw) / Reporting Criteria - (A)	<input type="checkbox"/> 36. ES & H Impact (B)
<input type="checkbox"/> 5. Originator	<input type="checkbox"/> 21. Occurrence Description	<input type="checkbox"/> 37. Codes/Std's Impact - (B)
<input type="checkbox"/> 6. Report Type	<input type="checkbox"/> 22. Subcontractor Name - (A)	<input type="checkbox"/> 38. Lesson(s) Learned
<input type="checkbox"/> 7. Report Date/Time	<input type="checkbox"/> 23. Operating Conditions	<input type="checkbox"/> 39. Similar Occurrence(s)
<input type="checkbox"/> 8. Occurrence Category - (B) / Significance Category - (Bw) / Reporting Level - (A)	<input type="checkbox"/> 24. Activity Category - (B)	<input type="checkbox"/> 40. User Field #1
<input type="checkbox"/> 9. Number of Occurrences - (B)	<input type="checkbox"/> 25. ISM - (A)	<input type="checkbox"/> 41. User Field #2
<input type="checkbox"/> 10. Division or Project	<input type="checkbox"/> 26. Immediate Action(s)	<input type="checkbox"/> 42. HQ Keywords - (B/A)
<input type="checkbox"/> 11. Secretarial Office	<input type="checkbox"/> 27. Cause Code - (A)	<input type="checkbox"/> 43. HQ Summary
<input type="checkbox"/> 12. System/Bldg/Equip	<input type="checkbox"/> 28. Direct Cause - (B)	<input type="checkbox"/> 44. FR Input
<input type="checkbox"/> 13. CUI	<input type="checkbox"/> 29. Contributing Cause(s) - (B)	<input type="checkbox"/> 45. PM Input
<input type="checkbox"/> 14. Plant Area	<input type="checkbox"/> 30. Root Cause - (B)	<input type="checkbox"/> 46. Approvals
<input type="checkbox"/> 15. Discovery	<input type="checkbox"/> 31. Cause Description	
<input type="checkbox"/> 16. Categorization	<input type="checkbox"/> 32. FM Evaluation	

<b>Legend</b>	Prepare Report	Clear Selection
(B) Before 2003 Redesign	Save this User Defined Format as	<input style="width: 100%;" type="text"/>
(A) On/After 2003 Redesign	Go to my saved User Defined Formats	Return to Report Options
(B/A) Before/After 2003 Redesign		



## Examples of ORPS Reports (Continued)

The table below provides instructions for completing the fields of the **User Defined Reports** screen:

### User Defined Report Screen

Field	Instructions
Use an existing user defined format	Select a report format name from the dropdown menu, in the event that you have saved a User Defined report.
Go to my saved user defined formats	Go to the top of the screen where the <b>User Defined Report Format Selection</b> dropdown menu is located. Select a saved report format from the dropdown menu. The saved search criteria will be displayed on the <b>User Defined Report</b> screen.
Enter an optional title	Enter a report title. After you have defined your search criteria and saved your report, this title will appear in the <b>User Defined Report Format Selection</b> dropdown menu so you can reuse it.
User Defined Report Items	Select report items from the <b>User Defined Report Items</b> list by clicking the checkbox to the left of a field name. The selected fields will appear on your User Defined report. To exclude items from your report, do not checkmark them.
Manual Item Number entry field	As an alternative to using the checkboxes, you may enter the User Defined Report Item Numbers in the desired order, separated by commas.
Clear Selection	Clears all selections from the User Defined Report Items list.
Prepare Report (Click to Generate Report)	Generates the list of reports meeting the user-defined criteria.
Go to my User Defined Formats Command Button	This command button will take you to the top of the screen to the User Defined Report Selection dropdown menu. Select a saved format from this menu to display the <b>User Defined Report</b> screen with saved criteria checkmarked.
Return to Report Options	Return to the <b>ORPS Report Options</b> screen.



# Examples of ORPS Reports (Continued)

- Distributions:**

Select the checkbox beside the distribution report you wish to generate and click Prepare Report.

Distribution Reports		
<input type="checkbox"/> Operations/Field Office	<input type="checkbox"/> ISM (A)	<input type="checkbox"/> Subcontractor Involved (Yes/No) (A)
<input type="checkbox"/> Regional Office	<input type="checkbox"/> Occurrence Category (B)	<input type="checkbox"/> Subcontractor Name (A)
<input type="checkbox"/> Contractor	<input type="checkbox"/> Significance Category (Bw)	<input type="checkbox"/> Report Type
<input type="checkbox"/> Facility	<input type="checkbox"/> Reporting Level (A)	<input type="checkbox"/> Activity Category
<input type="checkbox"/> DOE Secretarial Office	<input type="checkbox"/> Nature of Occurrence (B)	<input type="checkbox"/> Facility Function
<input type="checkbox"/> Discovery Yr/Qtr	<input type="checkbox"/> Reporting Criteria (Bw)	<input type="checkbox"/> HQ Keywords (B)
	<input type="checkbox"/> Reporting Criteria (A)	<input type="checkbox"/> HQ Keywords (A)
	<input type="checkbox"/> Direct Cause (B)	
	<input type="checkbox"/> Cause Codes (A)	
	<input type="checkbox"/> Contributing Cause(s) (B)	
	<input type="checkbox"/> Root Cause (B)	

  

Legend	
(B)	Before 2003 Redesign
(Bw)	Between 2003 and 2017 Redesign
(A)	After 2017 Redesign

Prepare Report
Clear Selection
Return to Report Options

Selected occurrence reports may be distributed based on one or more of the following data fields:

**Operations/Field Office, Regional Office, Contactor, Facility, DOE Secretarial Office, Discovery Year/Quarter, ISM, Occurrence Category, Significance Category, Reporting Level, Nature of Occurrence, Reporting Criteria, Direct Cause, Contributing Cause(s), Root Cause, Cause Codes, Subcontractor Involved, Subcontractor Name, Report Type, Activity Category, Facility Function, or HQ Keywords.** Field names marked with "B" pertain to data entered prior to the 2003 ORPS redesign. Fields marked "Bw" are Between the 2003 and 2017 Redesign. Field names marked "A" pertain only to data entered on or after the 2017 ORPS redesign.

An ORPS Distribution Report distributes records by taking the results of your search profile and separating them into the category or categories you specify.



# Examples of ORPS Reports (Continued)

- Generic Lag:**

Select an option from column 1 (From) and column 2 (To), and choose a data format (Mixed, Hours, or Days). Click the **Prepare Report** button. An example of a Generic Lag report that includes data from Initial Update to Latest Update and is presented in both days and hours (mixed format).

## ORPS Generic Lag Report

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/4/2018 7:13:00 AM  
 Query selected 9 OR(s) with 9 occurrences(s) as of 6/4/2018 7:46:04 AM

From	To
<input checked="" type="radio"/> Discovery	<input type="radio"/> Discovery
<input type="radio"/> Categorization	<input type="radio"/> Categorization
<input type="radio"/> DOE HQ EOC Notification	<input type="radio"/> DOE HQ EOC Notification
<input type="radio"/> Other Notifications	<input type="radio"/> Other Notifications
<input type="radio"/> Notification	<input type="radio"/> Notification
<input type="radio"/> Initial Update	<input type="radio"/> Initial Update
<input type="radio"/> Latest Update	<input type="radio"/> Latest Update
<input type="radio"/> FM Approval	<input type="radio"/> FM Approval
<input type="radio"/> FR Approval	<input type="radio"/> FR Approval
<input type="radio"/> OPM Approval	<input type="radio"/> OPM Approval
<input type="radio"/> Final	<input type="radio"/> Final
<input type="radio"/> Today	<input checked="" type="radio"/> Today

Data Format

Mixed  
 Hours  
 Days

Prepare Report



# Examples of ORPS Reports (Continued)

- **Operating Experience**

This report lists by report number all Occurrence Reports that match your search criteria, and provides details concerning the event. The Operating Experience Report includes but is not limited to the following information:

- The Facility Manager's detailed evaluation of the incident.
- All Corrective Actions taken as a result of the incident, including descriptions, target completion dates, actual completion dates (if applicable), and status.
- All report submission dates (Notification, Update, and Final).

The purpose of the report is to provide an assessment of operating experience available and gained at the time of the incident.

1)Report Number:	EM-PPPO-MCS-PGDPDUCON-2018-0007 Post 2017 Redesign		
Secretarial Office:	Environmental Management		
Lab/Site/Org:	Paducah Gaseous Diffusion Plant		
Facility Name:	Paducah DUF6 Conversion Plant		
Subject/Title:	Facility Operational Event Resulted in Operations Shutdown due to Alarm Response		
Date/Time Discovered:	05/30/2018 12:15 (ETZ)		
Date/Time Categorized:	05/30/2018 12:18 (ETZ)		
Report Type:	Final		
Report Dates:	<b>Notification Type</b>	<b>Notification Date</b>	<b>Notification Time</b>
	Notification	05/31/2018	15:18 (ETZ)
	Initial Update	05/31/2018	15:18 (ETZ)
	Latest Update	05/31/2018	15:18 (ETZ)
	Final	05/31/2018	15:18 (ETZ)
Reporting Level:	L		
Reporting Criteria:	4B(4) - A facility operational event which resulted in an adverse effect on safety, such as, but not limited to: (a) an inadvertent facility or operations shutdown (i.e., a change of operational mode or curtailment of work or processes); (b) a manual facility or operations shutdown due to alarm response procedures; (c) an inadvertent process liquid transfer; or (d) an inadvertent release of hazardous material from its engineered containment.		
Cause Codes:			
ISM:			
Subcontractor Involved:	No		
Occurrence Description:	<p>On May 30, 2018, the DUF6 conversion facility in Paducah, KY was operating three conversion lines. At approximately 08:50 AM ET, the conversion facility chill water pump shut down, which resulted in a high temperature alarm on the condenser outlet of the operating conversion units. In accordance with the Technical Safety Requirement (TSR) specific administrative control, the DUF6 isolation valves were immediately closed in response to the alarm. The closure of the isolation valves resulted in all ongoing DUF6 processing within the facility to cease. Investigation is underway to determine the cause of the pump shut down.</p> <p>The event did not result in a release of hazardous material into the environment. No personnel injury or contamination occurred as result of this event.</p>		
Cause Description:			
Operating Conditions:			
Activity Category:			
Immediate Action(s):	In accordance with alarm response procedure (ARP) and TSR, all required actions were completed, conversion operations were shut down, and the facility was placed in a safe condition. Notifications were made to senior management and DOE. Corrective actions will be tracked in Condition Report 18-441.		



# Examples of ORPS Reports (Continued)

- OR Download:**

This report allows you to download any ORPS report that matches your search criteria and save it to a file. To save the report, click File/Save as from your browser's main menu. Choose .txt (text) for your file format, enter a file name, and click Save.

```

1) EM--PPPO-MCS-PGDPDUCON-2018-0007 FINAL
Name of Facility: Paducah DUF6 Conversion Plant
Facility Function: Uranium Conversion/Processing and Handling
Laboratory, Site, or Organization:
    Paducah Gaseous Diffusion Plant - Mid-America Conversion Services, LLC
-----
Facility Manager/Designee: WHITLEY, DANIEL S.
    Title: Telephone No.: (270) 538-2038
-----
Originator/Transmitter: WHITLEY, DANIEL S.
    Title: COMPLIANCE OFFICER Telephone No.: (270) 538-2038
-----
Derivative Classifier (DC): Name: Shawn Ramage Date: 05/31/2018
-----
- Occurrence Report Number: EM--PPPO-MCS-PGDPDUCON-2018-0007
  Facility Operational Event Resulted in Operations Shutdown due to Alarm
  Response
-----
- Report Type and Date: Final
      Date           Time
Notification:      05/31/2018  15:18 (ETZ)
Initial Update:   05/31/2018  15:18 (ETZ)
Latest Update:    05/31/2018  15:18 (ETZ)
Final:            05/31/2018  15:18 (ETZ)
-----
- Report Level: L
-----
- Division or Project: Mid-America Conversion Services, LLC
-----
- Secretarial Office: EM - Environmental Management
-----
- System, Bldg., or Equipment:
    C-1300
-----
- CUI?: No
-----
- Plant Area: Grid Map Location F2
-----
- Date and Time Discovered: 05/30/2018  12:15 (ETZ)
-----
- Date and Time Categorized: 05/30/2018  12:18 (ETZ)
-----
- DOE HQ OC Notification:
      Date           Time           Person Notified           Organization
  
```



- OR Status:**

This report contains information about the status of selected reports, excluding signed Final Reports. This report lists the same information as the Subject Report with the addition of the signature status of pre-final reports. Also, this report includes a Cumulative Summary Statistics table at the end of each page that indicates the status of pre-final reports (i.e., if they are awaiting FR or PM signature or are rejected), and the number of Notification and Update Reports. Note that this Cumulative Summary Statistics table is updated as additional pages of the report are displayed.

# Examples of ORPS Reports (Continued)

## ORPS OR Status Report

ORPS contains 58292 OR(s) with 61602 occurrences(s) as of 6/4/2018 7:13:00 AM  
 Query selected 9 OR(s) with 9 occurrences(s) as of 6/4/2018 7:51:57 AM  
 A total of 2 OR(s) qualified for this report.

# Oc.	Report Number	Highest SC/Category/Report Level	Discovery	Age
	/Notes	OR Status	/Status Date	(days)
<b>1 Failure to Recognize LCO Entry for 96H Valve Box Sump Conductivity Probe</b>				
1	EM-SR--SRR-HTANK-2018-0008	H	05/29/2018	6
	H Tank Farm	Notification	05/31/2018	
<b>2 TSR control was not correctly implemented</b>				
1	NA--NPO-CNS-PANTEX-2018-0039	H	05/29/2018	6
	Pantex Plant	Notification	05/31/2018	

  

OR Summary								
Notification	Update	*** Pre-Final Reports ***				Final		Total
		Pending Action		Rejected		CA Status		
		by FR	by PM	by FR	by PM	Open	Closed	
2	0	0	0	0	0	0	0	2

[Return to Report Options](#)



## Examples of ORPS Reports (Continued)

- CA Status Report:**

This report provides information about the status of selected Update/Final or Final Reports that have open corrective actions. The report includes all of the fields listed in the Subject Report. In addition, the report displays the description of open corrective actions, the target date for completion, and the justification for a change to a corrective action target date. In addition, the bottom of the report lists the number of reports with open corrective actions.

# Oc.	Report Number	Highest SC/Category/Report Level	Discovery	Age
	/Notes	OR Status	/Status Date	(days)
<b>1 Personnel Contamination in Building 7900</b>				
1	SC-OSO--ORNL-X10HFIR-2018-0002	L	05/21/2018	
		Final/Open	05/31/2018	
#	CA Description/Revised Date Justification		Target	Age
01	Issue immediate communication to division staff about the contamination event. (0.36981.2)		06/15/2018	-11
#	CA Description/Revised Date Justification		Target	Age
02	Prepare and issue a required reading to applicable RRD staff regarding responsibilities with radiological postings, RWPs, proper survey techniques, and response to PCM and portable survey instrument alarms. (0.36981.3)		06/15/2018	-11
#	CA Description/Revised Date Justification		Target	Age
03	Develop and implement re-training for the employee including reviews of applicable procedures and training materials. (0.36981.4)		07/15/2018	-41
<b>CA Summary</b>				
Open/Target Date		Completed		Total
Unchanged	Changed	Before PreFinal	After PreFinal	
3	0	0	0	3
<b>CA Totals for 1 OR's</b>				
<b>CA Summary</b>				
Open/Target Date		Completed		Total
Unchanged	Changed	Before PreFinal	After PreFinal	
3	0	0	0	3

[Return to Report Options](#)



## Questions/Comments

Ashley Ruocco  
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301-903-7010  
[ashley.ruocco@hq.doe.gov](mailto:ashley.ruocco@hq.doe.gov)

AU User Support  
1-800-473-4375 (for ORPS database access and technical difficulties)  
[AUUserSupport@hq.doe.gov](mailto:AUUserSupport@hq.doe.gov)