



# *Occurrence Reporting and Processing System (ORPS)*

## *Reporting Process: ORPS Database Data Entry*

### *Module 2*

Ashley Ruocco  
ashley.ruocco@hq.doe.gov  
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# ORPS Report Life Cycle

The **ORPS DATA ENTRY** module is used to explain the creation of new Notification Reports, **or to** Update, or Finalize existing reports.

- The process flow of an occurrence report is as follows: Notification Report, Update Report (optional), and Final Report.
- A new Notification Report is assigned a temporary working number (e.g., **PSO-FO-RO-CON-FAC-2005-TEMP**) until it is transmitted to the ORPS database. At that time, the report will receive an official occurrence report number.
- Once a Notification or Update Occurrence Report is submitted as a Final, it will be stored in the database and **on** the [Public Final Occurrence Report Dashboard](#) for future reference.



# ORPS Occurrence Report

## Required Fields

- \* Report Number
- \* Facility Name
- \* Facility Function Code
- \* Site Name
- \* Facility Manager/Designee
- \* Manager Phone
- \* Originator/Transmitter
- \* Originator Phone
- \* Division/Project
- \* Secretarial Office
- \* System/Building/Equipment
- \* Authorized Classifier/Reviewing Official
- \* Classification Date
- \* Classified Information or Controlled Unclassified Information
- \* Reviewed for Public Release

- \* Plant Area
- \* Discovered Date/Time
- \* Categorized Date/Time
- \* Notification Date
- \* Subject/Title of Occurrence
- \* Reporting Criteria
- \* Subcontractors involved
- \* Description of Occurrence
- \* Notifications

Required for Final High Report Levels Only.

Optional for Low and Informational Report Levels

- \* Cause Codes (DOE-STD-1197-2011)
- \* Description of Cause
- \* Lessons Learned
- \* Corrective Actions

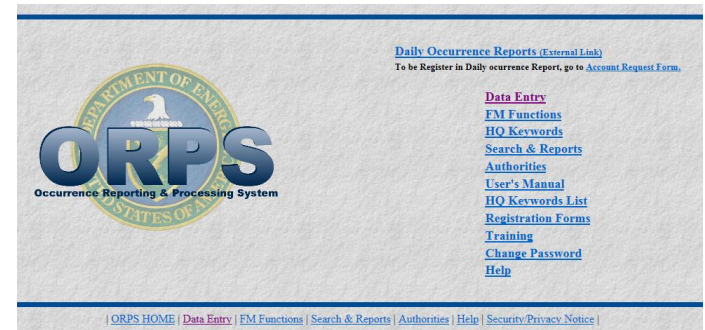
All these fields will be marked with an asterisk \* on the ORPS Data Entry screens



# Creating a New Notification Report

## To create a New Notification Report:

- Select **DATA ENTRY** from the **ORPS MAIN MENU** screen.
- The **ORPS DATA ENTRY OCCURRENCE INPUT SCREEN** will be displayed. This screen is the starting point for entering data into ORPS.
- Select a Facility from the **FACILITY** dropdown menu.
  - **NOTE:** If you do not select a facility first, you will receive an error message. To select a facility, click on the down arrow located at the right of the selection box. A drop-down list of facilities will be displayed.
- Select the **NEW** button, the title, "**DRAFT ORPS Notification Report**": will be displayed across the top of the screen.
  - **NOTE:** To scroll through the fields of the ORPS DATA ENTRY FORM, click the scrollbar to the right of the data entry fields. To view help on any field, click the link corresponding to a particular field. Online help explanations will appear in the frame to the right.
- From this point on make a habit of saving information frequently by clicking the save button at the bottom of the screen.







# Creating a New Notification Report (continued)

- Select a **Facility Function Code** from the dropdown menu.
- Select a **Manager/Designee** from the dropdown menu.
  - If the Manager/Designee is not in the dropdown menu, type Facility Manager's (FM) name in Alternate manager block, (last name first is recommended).
- Enter the **Manager's Phone Number**.
- Enter the **Division/Project**.
- Secretarial Office will automatically be populated based on the facility selected.
- Enter the **Systems/Building/Equipment**.
- Enter the **Classified Reviewer/Reviewing Official** and **Classification Date**.
- **Select Yes or No** for Classified Information or Controlled Unclassified Information (CUI).
- Enter the **Plant Area**.

### ORPS Data Entry

**DRAFT ORPS Notification Report**  
EM-RL-CPRC-PFP-2017-TEMP

**Facility/Personnel Information**

PFP - Plutonium Finishing Plant

01 - Plutonium Processing and Handling

Hanford Site

No Selection  
FOSTER, DOUGLAS R.  
JOY, DONNA L  
Millward, Greg E  
NYE, LYNN S  
POOLE, M ELIZABETH  
RIEL, DENNIS JAMES  
RUOCCO, ASHLEY L  
EMI - Environmental Management

Alternative Manager

### ORPS Data Entry

**DRAFT ORPS Notification Report**  
EM-RL-CPRC-PFP-2017-TEMP

**Facility/Personnel Information**

PFP - Plutonium Finishing Plant

01 - Plutonium Processing and Handling

Hanford Site

Millward, Greg E  
(509) 373-0784  
JOY, DONNA L  
(240) 686-3059  
PFP Closure Project  
EM - Environmental Management

234-5Z  
Donna Joy  
06/12/2017 (mm/dd/yyyy)

Classified information or Controlled Unclassified Information (CUI):  
☒ N ☐ Y  
☐ N ☐ Y

Reviewed for Public Release: (Required for Final reports only)  
☐ N ☐ Y

Plant Area:  
200 West Area

Discovered Date Time:  
06/08/2017 (mm/dd/yyyy) 1324 (hhmm)

Categorized Date Time:  
06/09/2017 (mm/dd/yyyy) 1030 (hhmm)

**Occurrence Description**



# Creating a New Notification Report (continued)

- Enter the **Discovery Date**.
  - The discovery date and time is when the facility staff discovered or became aware of the event or condition. Discovery date is NOT the date and time when the event or condition is determined to be reportable.
- Enter the **Categorization Date**.
  - Enter the date and time the ORPS reportable event was categorized. This date and time shall be within two hours of the discovery date and time, or as soon thereafter as reasonably possible.

\*Discovered Date/Time: 06/09/2017 (mm/dd/yyyy) 1324 (hhmm)

\*Categorized Date/Time: 06/12/2017 (mm/dd/yyyy) 0805 (hhmm)

**Occurrence Description**

\*Subject/Title of Occurrence:  
Failure to Follow Hazardous Energy Control Procedures

\*Reporting Criteria:  
Enter RC (e.g. 4A(1) or 10(1))  Enter RC Lookup Table

Group	Sequence
-----	None
(Hazardous Energy) H - Hazardous Energy-Any unexpected or unintended personal contact (e.g., burn, shock, injury, etc.) with a hazardous energy source (e.g., live electrical power circuit, mechanical hazards, steam, pressurized gas, etc.).	
Reporting Level: <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> I	
RC	Group
2D(1)	Hazardous Energy
Sequence (1) H	
Delete RC	

\*Subcontractors involved? ☒ No ☐ Yes  
If so, subcontractor's name:

\*Description of Occurrence:

Spell Check Full Screen Edit



# Creating a New Notification Report (continued)

- Enter the **Subject/Title of Occurrence**.
  - Provide a title that briefly describes the issue and will be easy to search at a later date.
- Enter the **Reporting Criteria**.
  - All of the specific reporting criteria applicable for an occurrence must be identified. In these cases, the event is categorized at the highest report level, but all of the applicable reporting criteria must be recorded. Only one code is required. For example: 2A(2)H - "2" is the group number, "A" is the subgroup number, "2" is the sequence number, and "H" is the report level. Click on **RC Lookup Table** to search for the criteria.

\*Plant Area: 200 West Area

\*Discovered Date/Time: 06/08/2017 (mm/dd/yyyy) 1324 (hhmm)

\*Categorized Date/Time: 06/09/2017 (mm/dd/yyyy) 1030 (hhmm)

**Occurrence Description**

\*Subject/Title of Occurrence: Failure to Follow Hazardous Energy Control Procedures

\*Reporting Criteria: Enter RC (e.g. 4A(1) or 10(1))

Group	Sequence	
<input type="text"/>	<input type="text"/>	<input type="button" value="Select"/>
(Hazardous Energy) H - Hazardous Energy-Any unexpected or unintended personal contact (e.g., burn, shock, injury, etc.) with a hazardous energy source (e.g., live electrical power circuit, mechanical hazards, steam, pressurized gas, etc.).		
Reporting Level: <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> I <input type="button" value="Cancel Report"/>		
RC	Group	Sequence
2D(1)	Hazardous Energy	(1) H
		<input type="button" value="Delete RC"/>

\*Subcontractors involved? ☒ No ☐ Yes

If so, subcontractor's name:

- **Report Level** (automatically populated).
  - There are three Report Levels High (H), Low (L), and Informational (I). Report Levels provide a means to reflect the impact associated with a given occurrence in terms of health, safety and security to personnel, the public, the environment, and the operational mission. When multiple reporting criteria are designated - as should be done when appropriate - the most significant of the various associated Report Levels will apply to the occurrence.

**RC Lookup Table**

Reporting Criterion "1(1)" is the Reporting Criteria Number. Other examples include 4B(4) 4 and 5B(1) 2. Note that these examples do not require prompt notification.

Operational Emergencies	
1(1)	H An Operational Emergency, Alert, Site Area Emergency, or General Emergency as defined in DOE O 151.1D. <input type="button" value="Select"/>
Personnel Safety and Health	
2A(1)	H Any occurrence due to DOE operations resulting in a fatality or terminal injury/illness. <input type="button" value="Select"/>
2A(2)	H Any single occurrence, injury, or exposure requiring in-patient hospitalization of three or more personnel. <input type="button" value="Select"/>





# Creating a New Notification Report (continued)

- **Check Yes or No** if a **subcontractor** is involved. If yes type the subcontractor's name in the box below.
  - The intent of this field is to list subcontractors **involved** in the occurrence. Subcontractor personnel directly involved in actions (or omissions of required actions) that subsequently result in a reportable occurrence should be listed in this field.
- Enter the **Description of Occurrence**. Click the **Full Screen Edit** button and type the text; click the **Return** button when finished).
  - The Subject or Title of Occurrence and the first paragraph of the Description of Occurrence must relay the essential nature of the event (i.e., a summary of the occurrence in newspaper style). Subsequent paragraphs must contain the background and description of the event at a sufficient level of detail for the reader to understand what happened and the resulting consequences and actions. Spell out all acronyms on first use; avoid use of jargon; and use active voice when possible for a more accurate and clear description.
  - Once the text is entered, click the **Spell Check** button and make corrections as needed. Then click the **Return** button. Then click the **Save** button at the bottom of the main page.
  - **Note:** Some versions of WORD contain characters ("',# or etc.) that do not work in the ORPS database. Once you have saved text go to the **Print** button at the bottom of the main page and look at the document. If text is missing or appears altered, go back to the text box and replace the character with the ORPS version, or delete the characters if possible. Usually the text right after the "bad" character will let you know where the problem is.

Reporting Level: <input checked="" type="radio"/> H <input type="radio"/> L <input type="radio"/> I	
RC	Group
2D(1)	Hazardous Energy
*Subcontractors involved? <input checked="" type="radio"/> No <input type="radio"/> Yes	
If so, subcontractor's name: <input type="text"/>	

Description of Occurrence
<p>On June 9, 2017, the Facility Shift Manager (FSM) was notified that an electrician had sustained a shock when attempting to attach a grounding cluster to the ground bus in a 13.8kV transformer. Initial investigation revealed that incoming electrical power had been removed, feeds to the transformer had been properly locked and tagged out and the absence of power checks had been performed. Grounding sticks were then applied to each incoming power lead to discharge any residual/stored electrical energy within the circuitry and cabling. After these hazardous energy control processes were complete, the electrician removed his electrical Personal Protective Equipment (PPE) and donned leather gloves. When he attempted to attach the grounding cluster to the ground bus he felt a shock in his thumb and dropped the grounding cluster. Work was stopped and FSM was notified. The electrician was taken to site medical for evaluation. No burns or injuries were observed and the employee was released.</p>
<div>Spell Check   RETURN</div>





# Creating a New Notification Report (continued)

- Enter **Other Notification**, using the drop-down under **Notification Type**. include the date, time, and person notified, (e.g., Department of Energy (DOE)/National Nuclear Security Administration (NNSA) Facility Representative or Designated DOE Representative, Other Contacts, i.e., Federal Counterparts, State or Local Authorities, etc.)
- If the nature of the operational events has broader implications, enter when the **DOE HQ Operations Center** was notified.

A screenshot of a web-based form titled "Notifications". It contains a table with columns: No, Notification Type, Date, Time, Person Notified, and Organization. The "Notification Type" dropdown is set to "Other Notification". Below the table are buttons for "Add", "Update", "Clear the Input Boxes", and "Delete". At the bottom, there is a section for "Immediate Actions Taken" with a text input field and buttons for "SpellCheck" and "Full Screen Edit".

No	Notification Type	Date	Time	Person Notified	Organization
1	Other Notification DOE HQ OC Other Notification				

Buttons: Add, Update, Clear the Input Boxes, Delete

\*Immediate Actions Taken:

Buttons: SpellCheck, Full Screen Edit

- Enter the **Immediate Actions Taken**. Click the **Full Screen Edit** button and type the text, click the **Return** button when finished. Describe 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. These may include temporary measures to keep the facility in a safe standby condition or to permit continued operation of the facility without compromising safety until a more thorough investigation or permanent solution can be implemented.

A screenshot of a text entry window titled "Immediate Actions Taken And Results". It contains a large text area with the following text: "Work was stopped. Employee that received shock was taken to site medical personnel for evaluation. No injury was observed and the employee was released. Area and equipment was preserved for further investigation. Required notifications were made, and a fact-finding meeting was scheduled." and "Engineering, Operations and Safety personnel initiated the investigation process (continuing)". At the bottom are buttons for "Spell Check" and "RETURN".

**Immediate Actions Taken And Results**

Work was stopped. Employee that received shock was taken to site medical personnel for evaluation. No injury was observed and the employee was released. Area and equipment was preserved for further investigation. Required notifications were made, and a fact-finding meeting was scheduled.

Engineering, Operations and Safety personnel initiated the investigation process (continuing).

Buttons: Spell Check, RETURN



# Creating a New Notification Report (continued)

- After you have completed the steps above, click the **Save** button at the bottom of the main page.
- Click the **Print** button and review the entire report for mistakes (missed causes, corrective actions, grammar, etc.). If mistakes are found, close the **Print screen**, go the applicable section and make the correction(s). Click the **Save** button again.
- If the data in the report is accurate, click the **Validate Notification** button at the bottom of the main page. If the report contains the required information, you will see a note at the very top of the main page “Input successfully Validated.” If you have missed an item, you will see notes at the top left of the main page that describes what is needed before submitting the report (e.g., Corrective Actions are needed, Reviewed for Public Release is required, etc.). Make the corrections to the associated block(s) using the process described above. **Save** and click **Validate Notification** button again until the successful message appears at the top of the page, then click on **Submit Notification**.

Input successfully validated

## ORPS Data Entry

\*Denotes required fields

### DRAFT ORPS Notification Report

\*Report Number: EM-RL--CPRC-PFP-2017-TEMP

#### Facility/Personnel Information

\*Facility Name: PFP - Plutonium Finishing Plant

\*Facility Function Code: 01 - Plutonium Processing and Handling

\*Site Name: Hanford Site

\*Manager/Designee: Millward, Greg E Alternative Manager

\*Manager Phone: (509) 373-0784

\*Originator/Transmitter: JOY, DONNA L

\*Originator Phone: (240) 686-3059

\*Division/Project: PFP Closure Project

\*Secretarial Office: EM - Environmental Management

\*System/Building/Equipment: 234-5Z

\*Authorized Classifier/Reviewing Official: Donna Joy

\*Classification Date: 06/12/2017 (mm/dd/yyyy)

\*Classified information or Controlled Unclassified Information (CUI): ☒ N ☐ Y

Reviewed for Public Release: (Required for Final reports only) ☐ N ☐ Y

\*Plant Area: 200 West Area

\*Discovered Date/Time: 06/08/2017 (mm/dd/yyyy) 1324 (hhmm)

\*Categorized Date/Time: 06/09/2017 (mm/dd/yyyy) 1030 (hhmm)

#### Occurrence Description

\*Subject/Title of Occurrence: Failure to Follow Hazardous Energy Control Procedures

\*Reporting Criteria:

Delete Spelling Save Print **Validate Notification** Submit Notification

Delete Spelling Save Print **Validate Notification** **Submit Notification**

HOME | Data Entry Home | EM Functions | Search & Reports | Authorities | Help | Security | B



# Updating and Finalizing Reports

**ORPS Data Entry**

**ORPS Occurrence Input**

Facility: No Selection New help

Report: No Selection Edit help

List Non-Fin: (ARUOCCO) EM-RL--CPRC-PFP-2016-TEMP - (no subject)  
 (ARUOCCO) EM-RL--CPRC-PFP-2016-TEMP - (no subject)  
 (ARUOCCO) EM-RL--CPRC-PFP-2017-TEMP - (no subject)  
 (DLN) EM-RL--CPRC-PFP-2017-0001 - Failure to Follow Hazardous  
 (PARRISH) MA-HQ--GOHQ-DOEHQ-2014-0002 - Employee fell resul  
 (PARRISH) SC-HQ--GOHQ-DOEHQ-2013-0002 - Employee tripped, fe  
 (PKS) MA-HQ--GOHQ-DOEHQ-2006-0001 - Employee falls in Forres  
 (PKS) MA-HQ--GOHQ-DOEHQ-2007-0001 - Employee falls and break

**Tools**

Status help

## To update or finalize a report:

- Select **DATA ENTRY** from the **ORPS MAIN MENU** screen.
- Select the report number you want to update/finalize from the **REPORT** dropdown menu. Click the **EDIT** button on the right.
  - NOTE: From this point on, make a habit of saving information frequently using the Save button at the bottom of the screen.**
- Enter the **Cause Codes. Required for H Report Levels**, optional for Low and Informational Report Levels
  - Using [DOE STD 1197 2011, Occurrence Reporting Causal Analysis](#), select all applicable cause codes that best represent the cause(s) of the event. To select cause codes, use either the cause code lookup table or the cause code scrolling lists provided on the ORPS data entry screen. If no cause is available, use cause code A7B4C02 - A Causal Analysis was not performed. Click the **Select** button to add the causes to the report.

**Cause: ( Required for final H level reports )**  
 For H Level Reports, applicable causal codes must be selected.

Enter Cause Code(e.g. A1B1C01) Enter Cause Code Lookup Table

Group	Subgroup	Category	
None Selected	None Selected	None Selected	Select
CC	Group	Subgroup	Category
Select Couplets		Delete CC	

**Note: The primary cause code is the first row on the list. Couplets are indented under their corresponding A3 code.**

**Description of Cause: ( Required for final H level reports )**  
 For H Level Reports, any identified causes must be included as text or included as an attachment.

A7B4C02	No Cause is Available
Select	A Causal Analysis was not performed.

**Cause Code Lookup Table**

**A1 - Design/Engineering Problem**  
 An event or condition that can be traced to a defect in design or other factors related to configuration, engineering, layout, tolerances, calculations, etc. Note: even though Engineering is explicitly only in the branch title, its use throughout this branch is implicit. Also, it is Engineering as a function or process, not as a job title.

**A1B1 - Design input Less Than Adequate (LTA).**  
 Input to a design was lacking adequate information that was necessary for the design.

**A1B1C01 Design input cannot be met**  
 Select The criteria and other requirements were so stringent that they could not be met. There were conflicting criteria. Not all of the necessary references were included.

**A1B1C02 Design input obsolete**  
 Select The criteria were out-of-date. An old version of a requirement or specification was used. Process requirements/conditions changed and the changes were omitted from the input.





# Updating and Finalizing Reports (continued)

- Enter the **Description of Cause. Required for H Level Reports**, optional for Low and Informational Report Levels
  - Discuss all cause codes from the Cause Codes field and include the respective corrective actions identified. Do not repeat a description of the occurrence, but discuss the results of the causal analysis. Complete the “story” and explain each of your identified causes. The cause analysis may be uploaded as an attachment.
  - Be sure to link all documented cause codes to the corrective actions identified in the corrective action field or upload as an attachment.
  - Ensure that generic implications, including the need for extent-of-condition review, is assessed and the results documented in this field.
- Only **Facility Representative or Designated DOE Representative can Enter Comments into their designated field. (Required for H Level Reports)**
  - The Facility Representative or designated DOE representative can provide evaluation of the occurrence, including an evaluation of the initial and proposed corrective actions and any follow-up by the facility personnel, and can describe any other actions that DOE has taken since the occurrence. The Facility Representative or designated DOE representative may supplement such information with subsequent additional entries, as appropriate.
  - After completing the input, the Facility Representative’s or designated DOE representative’s name and date will be automatically entered by ORPS. If a Final Report is being rejected, the Facility Representative or designated DOE representative should use this space to indicate why.

Enter Cause Code(e.g. A1B1C01)

Group	Subgroup	Category	
None Selected <input type="button" value="v"/>	None Selected <input type="button" value="v"/>	None Selected <input type="button" value="v"/>	<input type="button" value="Select"/>
A6 - Training deficiency B2 - Training Methods Less Than Adequate (LTA) C01 - Practice or "hands-on" experience LTA The on-the-job training did not provide opportunities to learn skills necessary to perform the job. There was insufficient on-the-			
CC	Group	Subgroup	Category
A3B1C01 A6B2C01 A3B2C04	A3 - Human Performan A6 - Training defici A3 - Human Performan	B1 - Skill Based Err B2 - Training Method B2 - Rule Based Erro	C01 - Check of work C01 - Practice or "h C04 - Previous succe
<input type="button" value="Select Couplets"/> <input type="button" value="Delete CC"/>		Note: The primary cause code is the first row on the list. Couplets are indented under their corresponding A3 code.	
Description of Cause: (Required for final H level reports) For H Level Reports, any identified causes must be included as text or included as an attachment.			
<input type="button" value="Spell Check"/> <input type="button" value="Full Screen Edit"/>			
A3B1C04, A4B1C01 - High voltage work requiring discharge of residual energy and installation of ground clusters is not a frequently performed task.			

https://orps-test.doe.gov/ - Edit Text Field - Internet Explorer

**Description of Cause**

A3B1C04, A4B1C01 - High voltage work requiring discharge of residual energy and installation of ground clusters is not a frequently performed task.

A3B2C04, A6B2C01 - Personnel did not fully understand when an electrically safe work condition is established while working on high voltage systems and removed the Personal Protective Equipment (PPE) prior to installing a ground cluster.

A6B2C01 - Qualified personnel did not fully understand the testing and use of the discharge stick, nor the installation of the ground cluster.

A2B2C01 - Discharge sticks were not maintained in a safe working condition.

Analysis Summary:  
Any given qualified electrical worker does not frequently perform work on higher voltage systems. Personnel are conditioned that once the absence of power verification has been completed, an electrically





# Updating and Finalizing Reports (continued)

- Enter the appropriate **Integrated Safety Management (ISM)** codes.
  - Click appropriate ISM number(s). If more than one is needed, hold down the CTRL key while making choices.
    1. **Define Scope of Work:** Missions are translated into work, expectations are set, tasks are identified and prioritized, and resources are allocated.
    2. **Analyze the Hazards:** Hazards associated with the work are identified, analyzed, and categorized.
    3. **Develop and Implement Hazard Controls:** Applicable standards and requirements are identified and agreed-upon, controls to prevent/mitigate hazards are identified, the safety envelope is established, and controls are implemented.
    4. **Perform Work Within Controls:** Readiness is confirmed and work is performed safely.
    5. **Provide Feedback and Continuous Improvement:** Feedback information on the adequacy of controls is gathered, opportunities for improving the definition and planning of work are identified and implemented, line and independent oversight is conducted, and, if necessary, regulatory enforcement actions occur.
    6. **N/A (Not applicable to ISM Core Functions as determined by management review):** Items that do not fall into the realm of ISM Core Functions, e.g., natural phenomena, wild fires, counterfeit/suspect parts, notifications of non-compliance (Federal, State, Local), legacy issues that could not have been anticipated, end-of-life equipment failures, where maintenance is not an issue, etc.

## Integrated Safety Management (ISM):

- 1 Define the Scope of Work
- 2 Analyze the Hazards
- 3 Develop and Implement Hazard Controls
- 4 Perform Work Within Controls
- 5 Provide Feedback and Continuous Improvement
- 6 N/A (Not applicable to ISM Core Functions as determined by management review.)

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



# Updating and Finalizing Reports (continued)


- Any lessons learned developed from the event must be entered in the **Lessons Learned** field. Click the **Full Screen Edit** button and type the text, click the **Return** button when finished.
  - Include any lessons that others might learn from the occurrence that could be of importance to other facility operators or that should be addressed in personnel training or facility procedures. Give enough detail so the lessons learned can be understood by all readers throughout the DOE complex. Avoid use of site-specific jargon and spell out all acronyms. It is recommended to include the lessons learned report number as a cross-reference.
- Enter any **Similar Occurrence Reports**
  - Click the **Report List** button and choose any ORPS reports at your site that are similar
- Updated Report Information.**
  - If a change in categorization or correction of information is needed, information must be provided in this field.



# Updating and Finalizing Reports (continued)

- Enter the **Corrective Actions (CA)**. **Required for H Level Reports**.
  - **Note: A Notification Report must first be validated and saved before a CA may be assigned.**
  - Enter the Target, Completion Date, and the Local CA Tracking Number.
  - Click **Full Screen Edit** button, type or paste action text, click on the **Spell Check** button and make corrections, click on the **Return** button and then **Add** button on main page. Enter a CA description that clearly states the actions to be taken and include all relevant details.
  - Identified corrective actions must be included in this field or may be uploaded as an attachment.

File Upload

[File Upload:](#)  
No files have been uploaded to this occurrence.  
 Upload New Attachment

Corrective Actions

[Corrective Actions:](#) ( *Required for final H level reports* )  
For H Level Reports, any identified corrective actions must be included as text or included as an attachment.  
CA Local Tracking System: Corrective Action Management

No	Completion Date		Local Tracking #	CA Description <div>Spell Check Full Screen Edit</div>
	Target	Actual (Optional)		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<div><input type="text"/></div>

Add

Update

Clear the Input Boxes




# Updating and Finalizing Reports (continued)

- Enter **Y** or **N** Reviewed for Public Release. Required for all final reports.

*Division/Project:	PFP Closure Project
*Secretarial Office:	EM - Environmental Management
*System/Building/Equipment:	234-5Z
*Authorized Classifier/Reviewing Official:	Donna Joy
*Classification Date:	06/12/2017 (mm/dd/yyyy)
*Classified information or Controlled Unclassified Information (CUI):	<input checked="" type="radio"/> N <input type="radio"/> Y
Reviewed for Public Release: <i>(Required for Final reports only)</i>	<input type="radio"/> N <input checked="" type="radio"/> Y

Message from webpage

 This report will be publicly released.

OK





## Updating and Finalizing Reports (continued)

- After you have completed all of the steps above, click the **Save** button at the bottom of main page.
- Click the Print button and review the entire report for mistakes (missed causes, corrective actions, grammar, etc.). If mistakes are found close the **Print** screen and go the applicable section to make the correction(s). Click the **Save** button again, then click the **Print** button for final check.
- If the data in the report is accurate, click the **Validate Final** button at the bottom of the main page. If the report contains the required information you will see a note at the very top of the main page "Final Input Successful". If you have missed an item, you will see notes at the top left of the main page that describes what is needed before submitting the report (e.g., Corrective Actions are needed, Description of Occurrence text needed, etc.). Make the corrections to the associated block(s) using the process described above.
- Save and click the **Validate Final** button again until the successful message appears at the top of the page.
- Submit the final report by pressing the **Submit Final** button or submit an update report by pressing the **Submit Update** button.

The screenshot shows a web-based interface for managing reports. At the top, there are three buttons: "Add", "Update", and "Clear the Input Boxes". Below these is a table with five columns: "No", "Target Date", "Actual Date", "Local Tracking #", and "CA Description". The "No" column has a small input field. The "Target Date", "Actual Date", and "Local Tracking #" columns have larger input fields. The "CA Description" column has a text area with a scroll bar. Below the table, there is an "Edit" button and a "Delete CA" button. At the bottom of the interface, there is a row of buttons: "Delete", "Spelling", "Save", "Print", "Validate Update", "Validate Final", "Submit Update", and "Submit Final". This row of buttons is circled in red.



## Questions/Comments

Ashley Ruocco  
ORPS and OE Programs Manager  
Office of Analysis (AU-23)  
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)