



Occurrence Reporting and Processing System (ORPS)

Reporting Process: ORPS Database Data Entry

Module 2

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August 23, 2018





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-2018-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

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

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

- * Reviewed for Public Release
- * Plant Area
- * Discovered Date/Time
- * Categorized Date/Time
- * Subject/Title of Occurrence
- * Reporting Criteria
- * Subcontractors involved
- * Description of Occurrence
- * Notifications

Optional for all Reports

- Integrated Safety Management
- Update Report Information
- Similar Occurrence Reports
- File Uploads

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



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.

ORPS
Occurrence Reporting & Processing System

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Occurrence Reporting & Processing System

The Department of Energy's Occurrence Reporting Program provides timely notification to the DOE complex of events that could adversely affect: public or DOE worker health and safety, the environment, national security, DOE's safeguards and security interests, functioning of DOE facilities, or the Department's reputation.

DOE analyzes aggregate occurrence information for generic implications and operational improvements. The Occurrence Reporting Program directives are DOE Order 232.2A, *Occurrence Reporting and Processing of Operations Information*, and DOE Standard DOE-STD-1197-2011, *Occurrence Reporting Causal Analysis*. Contact Ashley Ruocco (Ashley.Ruocco@hq.doe.gov) for information and assistance on policy and requirements concerning Occurrence Reporting and Processing of Operations Information.



U.S. DEPARTMENT OF ENERGY



Creating a New Notification Report

- 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.
 - **Help text will be provided in the window on the left hand side.**
- Select the **NEW** button, the title, "**DRAFT ORPS Notification Report**": will be displayed across the top of the screen.
 - **NOTE:** To view help on any field, click the **? help** corresponding to a particular field. Online help explanations will appear in the frame to the right.
 - **BEST PRACTICE:** When working on an ORPS Report in the ORPS Database, please make a habit of saving the information frequently by clicking the **Save Button** at the bottom of the screen.

Welcome to ORPS Data Entry...

- Create new draft notification reports
- Edit previously saved reports
- Validate data without submitting
- Submit notification, update, and final reports
- View all non-Final reports under your jurisdiction, sorted by Number, Title, Discovery Date or Status
- Make editorial changes to Update/Final or Final reports.
- Back Stage a Report: Make changes that affect the significance category of an Update/Final or Final report, or correct a Rejected report.

If you need help with an item, click on the colored text for the item in question.



Creating a New Notification Report (continued)

- Select a **Facility Function Code** from the dropdown menu.

Data Entry

*Denotes required fields ? Click icon to see Help

DRAFT ORPS Notification Report

? Report Number: EM-RL-CPRC-PFP-2018-TEMP

Facility/Personnel Information

? *Facility Name: PFP - Plutonium Finishing Plant

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

? Site Name: Hanford Site

? *Manager/Designee: No Selection Alternative Manager

? *Manager Phone:

? *Originator/Transmitter: Fac Mgr

? *Originator Phone: (800) 473-4374

? *Division/Project:

? *Secretarial Office: EM - Environmental Management

- No Selection
- 01 - Plutonium Processing and Handling
- 02 - Special Nuclear Materials Storage
- 03 - Explosive
- 04 - Uranium Enrichment
- 05 - Uranium Conversion/Processing and Handling
- 06 - Irradiated Fissile Material Storage
- 07 - Reprocessing
- 08 - Nuclear Waste Operations/Disposal
- 09 - Tritium Activities
- 10 - Fusion Activities
- 11 - Environmental Restoration Operations
- 12 - Category "A" Reactors
- 13 - Category "B" Reactors
- 14 - Solar Activities
- 15 - Fossil and Petroleum Reserves
- 16 - Accelerators
- 17A - Laboratory - Analytical
- 17B - Laboratory - Research & Development
- 18 - Power Marketing Administration
- 99A - Balance-of-Plant - Offices
- 99B - Balance-of-Plant - Machine shops
- 99C - Balance-of-Plant - Site/outside utilities
- 99D - Balance-of-Plant - Safeguards/security
- 99E - Balance-of-Plant - Storage (except SNM)
- 99F - Balance-of-Plant - Laundries
- 99G - Balance of Plant - Infrastructure (Other Functions not specifically listed in this Category)

Creating a New Notification Report (continued)



- 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 **Derivative Classifier (DC)/Reviewing Official** and **Classification Date**.
- **Select Yes or No** for Classified Information or Controlled Unclassified Information (CUI).
- Enter the **Plant Area**.

*Denotes required fields ? Click icon to see Help

DRAFT ORPS Notification Report

? Report Number: EM-RL-CPRC-PFP-2018-TEMP

Facility/Personnel Information

? *Facility Name: PFP - Plutonium Finishing Plant

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

? Site Name: Hanford Site

? *Manager/Designee: Fac Mgr Alternative Manager

? *Manager Phone: (800) 473-4374

? *Originator/Transmitter: Fac Mgr

? *Originator Phone: (800) 473-4374

? *Division/Project: PFP Closure

? *Secretarial Office: EM - Environmental Management

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

? *Derivative Classifier (DC)/Reviewing Official: Donna Joy

? *Classification Date: 05/08/2018

? *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



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:	<input type="text" value="05/04/2018"/>	<input type="text" value="0900"/>
? *Categorized Date/Time:	<input type="text" value="05/04/2018"/>	<input type="text" value="1100"/>
Occurrence Description		
? *Subject/Title of Occurrence:	<input type="text"/>	
? *Reporting Criteria:	Enter RC (e.g. 4A(1) or 10(1)) <input type="text"/> <input type="button" value="Enter"/> <input type="button" value="RC Lookup Table"/>	
Group		
<input type="text" value="-----"/> <input type="button" value="v"/>		<input type="button" value="None"/> <input type="button" value="v"/>
		<input type="button" value="Select"/>



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.

Occurrence Description

? *Subject/Title of Occurrence:

? *Reporting Criteria:

Enter RC (e.g. 4A(1) or 10(1))

Group	Sequence
<input type="text" value="-----"/> <input type="button" value="v"/>	<input type="text" value="None"/> <input type="button" value="v"/>

(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: H L O

RC	Group	Sequence
<input type="text" value="2D(1)"/>	<input type="text" value="Hazardous Energy"/>	<input type="text" value="(1) H"/>

? *Subcontractors involved? No Yes

If so, subcontractor's name:

? *Description of 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	
<input type="text" value="1(1)"/> <input type="button" value="H"/>	An Operational Emergency, Alert, Site Area Emergency, or General Emergency as defined in DOE 151.1D. <input type="button" value="Select"/>
<input type="text" value="2A(1)"/> <input type="button" value="H"/>	Any occurrence due to DOE operations resulting in a fatality or terminal injury/illness. <input type="button" value="Select"/>
<input type="text" value="2A(2)"/> <input type="button" value="H"/>	Any single occurrence, injury, or exposure requiring in-patient hospitalization of three or more personnel. <input type="button" value="Select"/>
<input type="text" value="2A(3)"/> <input type="button" value="H"/>	Any single occurrence, injury, or exposure resulting in an occupational injury that requires in-patient hospitalization for five or more days, commencing within seven days from the date the injury. <input type="button" value="Select"/>
<input type="text" value="2A(4)"/> <input type="button" value="L"/>	Any single occurrence, injury, or exposure resulting in three or more personnel having Days Away, Restricted or Transferred (DART) cases per 29 CFR Section 1904.7, Recordkeeping Forms and Recording Criteria. <input type="button" value="Select"/>



Creating a New Notification Report (continued)

- **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.
- **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.

? Reporting Level: H L I

RC	Group	
2D(1)	Hazardous Energy	(1) H

? *Subcontractors involved? No Yes

If so, subcontractor's name:



Creating a New Notification Report (continued)

- 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 a 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.

Description of Occurrence
<p>On March 2, 2018, 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 13.8 Kv 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 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 the FSM was notified. The electrician was taken to site medical for evaluation. No burns or injuries were observed and the employee was released.</p>
<p>Spell Check RETURN</p>



Creating a New Notification Report (continued)

- Enter **Other Notification**, 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 the **DOE HQ Operations Center** notifications using the drop-down under **Notification Type**.

Notifications					
No	Notification Type	Date	Time	Person Notified	Organization
1	Other Notification <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Add"/> <input type="button" value="Update"/> <input type="button" value="Clear the Input Boxes"/>					
No	Notification	Date	Time	Person Notified	Organization
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Delete"/>					



Creating a New Notification Report (continued)

- 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.

? *Immediate Actions Taken:

SpellCheck Full Screen Edit

A screenshot of a web form. On the left is a large, empty text input field with a blue border and a vertical scrollbar on the right. To the right of the input field are two green buttons: "SpellCheck" and "Full Screen Edit". A red arrow points from the "Full Screen Edit" button to the next screenshot.

Immediate Actions Taken And Results

Work was stopped. Electrician that received the shock was taken to site medical for evaluation. No injury was observed, and the employee was released. The work 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, which is continuing.

Spell Check RETURN

A screenshot of a text area titled "Immediate Actions Taken And Results". The text area contains two paragraphs of text. At the bottom of the text area are two buttons: "Spell Check" and "RETURN". A red arrow from the previous screenshot points to the "RETURN" button.



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. Make the corrections to the associated block(s) using the process described above.

DRAFT ORPS Notification Report	
? Report Number:	EM-RL-CPRC-PFP-2018-TEMP
Facility/Personnel Information	
? *Facility Name:	PFP - Plutonium Finishing Plant
? *Facility Function Code:	01 - Plutonium Processing and Handling
? Site Name:	Hanford Site
? *Manager/Designee:	JOY, DONNA L Alternative Manager
? *Manager/Designee:	Fac Mgr Alternative Manager
? *Manager Phone:	(800) 473-4374
? *Originator/Transmitter:	Fac Mgr
? *Division/Project:	PFP Closure
? *Secretarial Office:	EM - Environmental Management
? *System/Building/Equipment:	234-5Z
? *Authorized Classifier/Reviewing Official:	Donna Joy
? *Classification Date:	05/08/2018
? *Classified information or Controlled Unclassified Information (CUI):	<input checked="" type="radio"/> N <input type="radio"/> Y
? *Reviewed for Public Release: (Required for Final reports only)	<input type="radio"/> N <input type="radio"/> Y
? *Plant Area:	200 West Area
? *Discovered Date/Time:	05/04/2018 0900
? *Categorized Date/Time:	05/04/2018 1100
Occurrence Description	
? *Subject/Title of Occurrence:	Failure to Follow Hazardous Energy Control Procedures
? *Reporting Criteria:	Enter RC (e.g. 4A(1) or 10(1)) <input type="text"/> Enter RC Lookup Table

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

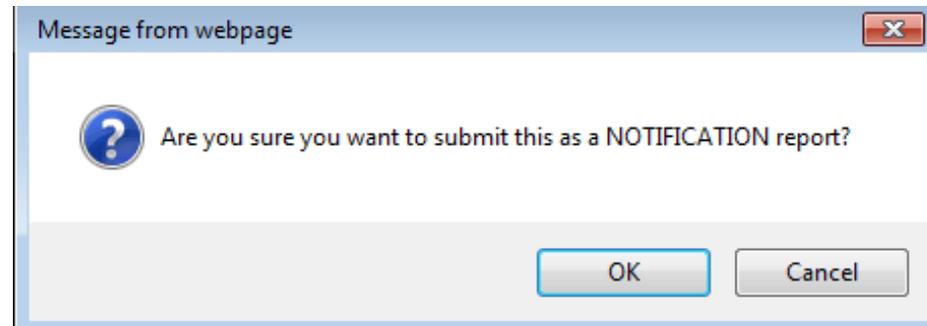


Creating a New Notification Report (continued)

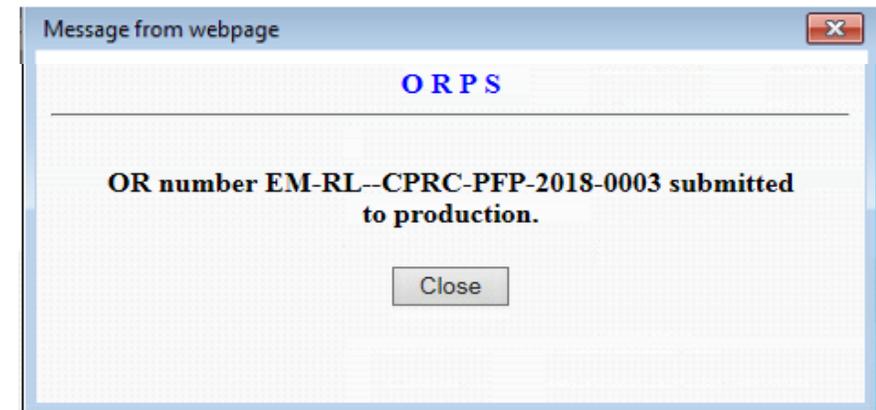
- **Save** and click **Validate Notification** button again until the successful message appears at the top of the page, then click on **Submit Notification**.



- You will receive the following pop-up.



- Once you click OK, you will receive a pop-up with the ORPS report number, and that the report has been submitted.



Finalizing Reports



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 applicable or available, use the following cause codes: A7B4C01- No cause is known for this event, or A7B4C02 - A Causal Analysis was not performed. Click the Select button to add the causes to the report.

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 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 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.

A7B4 - No Cause is Applicable	No cause is known for this event.
A7B4C01	No Cause is Applicable No cause is known for this event.
A7B4C02	No Cause is Available A causal Analysis was not performed



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.

Enter Cause Code(e.g. A1B1C01)

Group	Subgroup	Category
None Selected	None Selected	None Selected

A3 - Human Performance Less Than Adequate (LTA)
 B2 - Rule Based Error
 C04 - Previous success in use of rule reinforces continued use of rule
 If a rule for behavior has been used successfully in the past,

CC	Group	Subgroup	Category
A3B1C01	A3 - Human Performan	B1 - Skill Based Err	C01 - Check of work
A6B2C01	A6 - Training defici	B2 - Training Method	C01 - Practice or th
A3B2C04	A3 - Human Performan	B2 - Rule Based Erro	C04 - Previous succe

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.

? 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.

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



Finalizing Reports (continued)

- **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.



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



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

? **Lessons Learned:** (Required for final H level reports)

Spell Check Full Screen Edit

Lessons Learned

Having the proper crafts assigned to equipment installation and maintenance and making sure that the finished work is verified to relevant standards reduces the chances that unexpected hazards are left behind for the next person to discover.

-Ensure that the proper crafts are involved in the installation and maintenance of equipment and facilities.
 -Before working on equipment, verify that it is in a safe configuration and condition for the intended work.
 -Be alert for and control other potential sources of energy, residual or otherwise, that may be present even when the equipment is not receiving energy from an outside source.
 -Do not rely upon a secondary indicator of zero energy (e.g., cool to the touch, lack of vibration or noise) without also verifying the existence of the corresponding primary indicator of zero energy (e.g., LOTO).]

Spell Check RETURN

Similar Report Number List for Facility -- PFP

You can click on a **Select** button associated with each report on the following list to copy the report number to the "Similar Report Numbers" field.

Discovery Date	Subject	Report Number	
05/04/2018	Failure to Follow Hazardous Energy Control Procedure	EM-RL--CPRC-PFP-2018-0002	Select
03/14/2018	Failure to Follow Hazardous Energy Control Procedures	EM-RL--CPRC-PFP-2018-0001	Select
06/08/2017	Failure to Follow Hazardous Energy Control Procedures	EM-RL--CPRC-PFP-2017-0001	Select
05/05/2015	Circular Saw Fell during Scaffold Build	EM-RL--CPRC-PFP-2015-0007	Select
04/15/2015	Electrical Discovery in Room 156 of Building 234-5Z	EM-RL--CPRC-PFP-2015-0006	Select
04/13/2015	Discovered Contamination in 242-Z Annex RBA	EM-RL--CPRC-PFP-2015-0005	Select
04/08/2015	Unexpected Discovery of Uncontrolled Electrical Energy in Panel CN	EM-RL--CPRC-PFP-2015-0004	Select

? **Similar Occurrence Reports:** (one per line):

Report List



Finalizing Reports (continued)

- **Updated Report Information.**

- If a change in categorization or correction of information is needed, information must be provided in this field.

? Updated Report Information:

- **Upload Files**

- Upload File allows you to attach 9 different types of documents to the report. The supported file types are: jpg, jpeg, png, pdf, gif, doc, docx, xls, xlsx
- Click on the Upload New Attachment to bring up the selection screen.
- After selecting files click on Upload.

File Upload

? File Upload:

No files have been uploaded to this occurrence.

Upload New Attachment

Allowed file extensions: jpg, jpeg, png, pdf, gif, doc, docx, xls, xlsx
Maximum File Size Allowed: 5MB
Select File to process:
 Browse...

Category:

Description:

Browse...



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.

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
	Target	Actual (Optional)		
<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

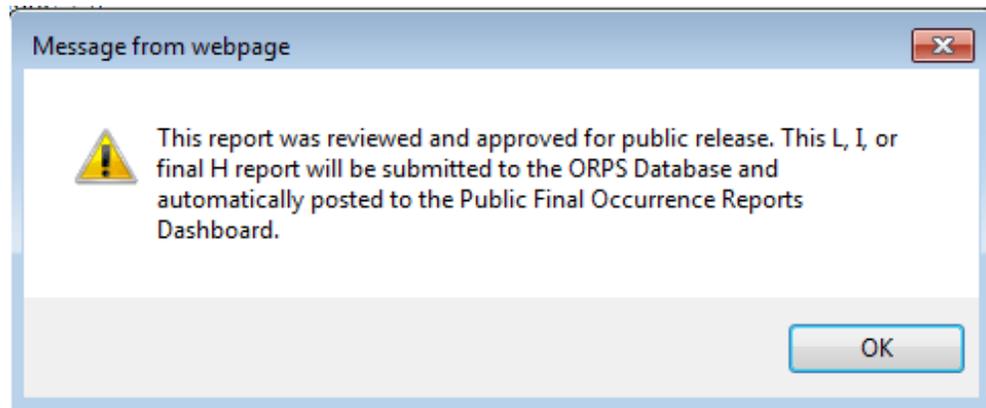
No	Target Date	Actual Date	Local Tracking #	CA Description
<input type="text" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



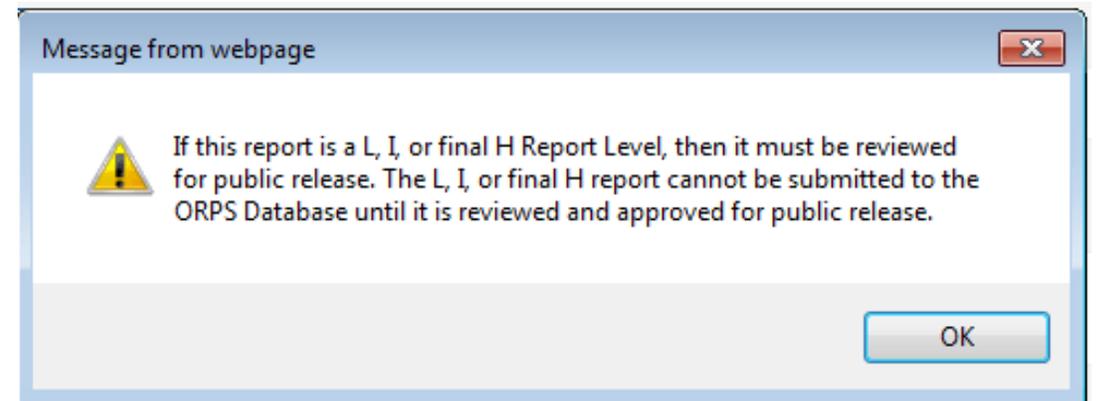
Finalizing Reports (continued)

- Enter **Y** or **N** Reviewed for Public Release. Required for all final reports.
- If **yes** is entered, you will receive this pop-up

? *Division/Project:	PFP Closure
? *Secretarial Office:	EM - Environmental Management
? *System/Building/Equipment:	234-5Z
? *Authorized Classifier/Reviewing Official:	Donna Joy
? *Classification Date:	05/04/2018
? *Classified information or Controlled Unclassified Information (CUI):	<input checked="" type="radio"/> N <input type="radio"/> Y
? *Reviewed for Public Release: (Required for Final reports only)	<input type="radio"/> N <input checked="" type="radio"/> Y



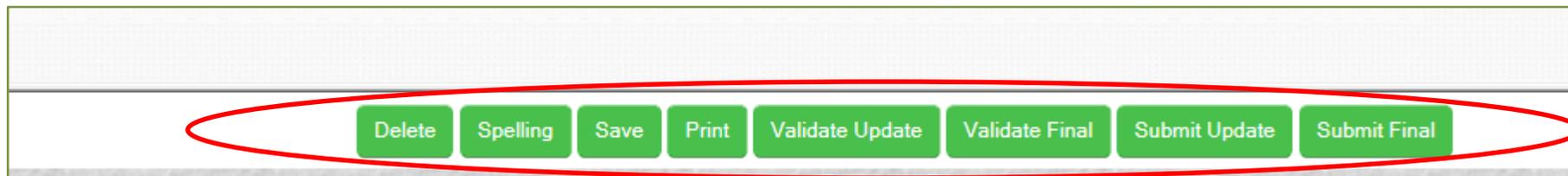
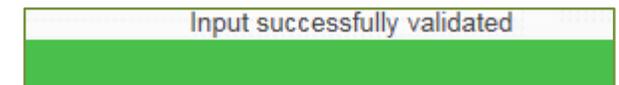
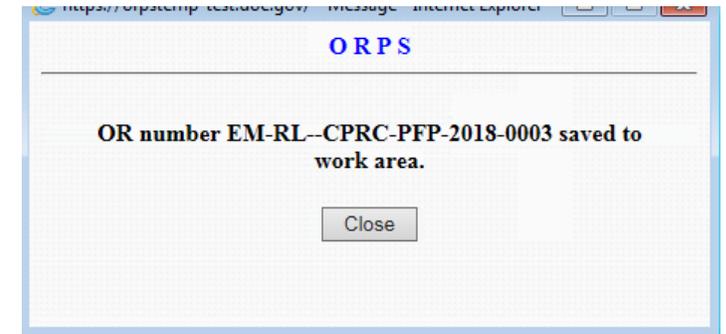
- If **No** is entered, you will receive this pop-up.





Finalizing Reports (continued)

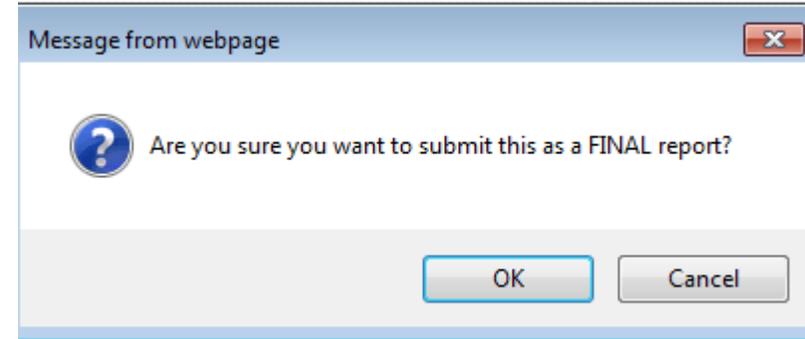
- After you have completed all of the steps above, click the **Save** button at the bottom of main page. You will receive a pop-up that the report has been saved to the work area.
- Click the Print button and review the entire report for mistakes (missed causes, corrective actions, grammar, etc.). If 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 “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, Cause Codes are needed, Lessons Learned 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.



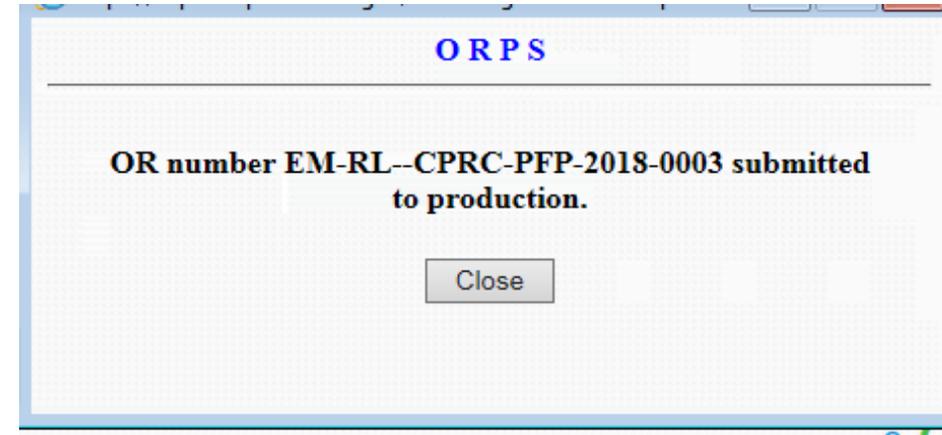


Finalizing Reports (continued)

- You will receive the following pop-up.



- Once you click OK, you will receive a pop-up with the ORPS report number, and that the report has been submitted.





Updating Reports

- Any report that has been issued as final can still be updated to add corrective actions, updated report information or attach files.
- See the Online help explanations that appear in the frame to the right of the screen for more information

Update Report:

You are editing an update report. At any time, you may:

Complete the 'Updated Report Information' field at a minimum.

Save your changes to your workspace by clicking on "Save" at the bottom of this form.

Validate your input by clicking on "Validate" at the bottom of this form.

Delete your saved copy of this report by clicking on "Delete" at the bottom of this form (you will be asked to confirm this choice).

Submit the report to the ORPS system as an update report by clicking on the "Submit Update" button at the bottom of this form. NOTE: If you are registered as a preparer, you will not be given the option of submitting the report - the button will not appear.

Clear this form and return to the previous screen by clicking on "Restart" at the bottom of this form.

A printed copy may be produced by clicking on the "Print" button at the bottom of the screen and using the browser print command on the "File" menu to send the copy to your local printer or using "Save As" to save the file to disk.

The TAB key may be used to move between the fields when entering data. When using the TAB key, be careful to confirm that the cursor has stopped in the intended field. There are many items on the screens that can be tabbed to that are not input fields (e.g., hyperlinks to help).

Note that your changes are not saved until you either submit, save, validate, or enter corrective actions

? Updated Report Information:

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
	Target	Actual (Optional)		
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No	Target Date	Actual Date	Local Tracking #	CA Description
-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Questions/Comments

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