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## WSRC Lessons Learned Program

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### Purpose

This procedure establishes the responsibilities and actions required for implementing the Westinghouse Savannah River Company (WSRC) Lessons Learned Program. This program promotes safe, effective operation of Savannah River Site (SRS) facilities and enhances the safety and health of SRS employees and the public by applying the lessons learned from the systematic review of operating experience at SRS facilities, and of similar Department of Energy (DOE) complex and commercial nuclear industry facilities.

This procedure also establishes a mechanism for WSRC to meet the applicable requirements in support of WSRC contractual obligations. For a current list of Source Document references, go to the Standards/Requirements Identification Document (S/RID) webpage accessible through ShRINE.

### Scope

The provisions of this procedure apply to members of the Performing Entity for management and operations at Savannah River Site (SRS), and to subcontractors performing work for any member of the Performing Entity when required by subcontract or applicable law.

The procedure administers the WSRC Lessons Learned Program in the areas of quality, process safety, and personnel safety and health. Process safety not only includes conditions causing degradation of operations and equipment, but also those conditions capable of negative impact on the environment and public confidence.

### Terms and Definitions

See Procedure Manual 1B, *Management Requirements and Procedures*, Appendix A, "[Glossary](#)", for definitions of the following terms:

- lessons learned
- WSRC Lessons Learned Program
- off-site lessons learned
- on-site lessons learned sources
- screening

### Responsibilities

#### Organization Lessons Learned Coordinators (OLLC)

The Organization Lessons Learned Coordinators are responsible for:

- ensuring implementation of the site-level and organization-level Lessons Learned Programs in the business unit,

- screening organization/project level information for potential Lessons Learned applicability to other WSRC business units,
- transmitting selected lessons learned information with potential site-wide applicability to the Site Lessons Learned Coordinator for final determination and possible site-wide dissemination,
- serving as members of the WSRC Lessons Learned Working Group,
- serving as designated points of contact for their organization for the lessons learned information formally transmitted by the Site Lessons Learned Coordinator,
- determining which sections in their organizations need to evaluate and respond to transmittals from the Site Lessons Learned Coordinator,
- ensuring the problem and corrective action controls from Policy Manual 1-01, *Management Policies*, MP 5.35, "Corrective Action Program," are applied to Lessons Learned Directives, Bulletins, and Product Information Notifications,
- ensuring that the corrective actions resulting from Lessons Learned transmittals are documented and categorized,
- tracking organization responses and corrective action activities for transmittals from the Site Lessons Learned Coordinator
- reporting to the Site Lessons Learned Coordinator on a matrixed basis,
- serving as liaison between the WSRC Lessons Learned Program and the Facility Operations Safety Committee,
- maintaining a file of material disseminated and closure documentation,
- updating organizational entries in the Lessons Learned Corrective Actions database.

### Business Unit Managers

Business Unit Managers are responsible for:

- establishing a Business Unit Lessons Learned Program,
- evaluating potential site-wide lessons learned concerns referred to them by the Site Lessons Learned Coordinator and providing the necessary resources to address appropriate corrective actions,
- designating an Organization Lessons Learned Coordinator(s) who will report in a matrixed capacity to the Site Lessons Learned Coordinator.

### Functional Program Manager (FPM)/Subject Matter Expert or designee

The Functional Program Manager/Subject Matter Expert, or designee, is responsible for interacting with the Site Lessons Learned Group to evaluate lessons learned items and ensure the accuracy of Lessons Learned transmittals in the respective functional program

### Operation Evaluation Department Manager within Internal Oversight

The Operations Evaluation Department Manager, is responsible for assessing the adequacy of Organization Lessons Learned Programs in terms of timely implementation of corrective actions, effectiveness or corrective actions and communication of Lessons Learned information throughout the organization.

### Regulatory Services (RS) Manager within Technical and Quality Services (T&QS)

The Regulatory Services Manager is responsible for:

- ensuring implementation of this procedure,

- providing staffing and procedures for initial screening of lessons learned information and disseminating significant applicable items to appropriate WSRC organizations,
- providing guidance to and oversight of WSRC Organization and Staff-level Department lessons learned programs and procedures,
- providing the Operations Evaluation Department with information on Lessons Learned transmittals for use during Facility Evaluation Board assessments.

### Suspect Parts Program Manager

The Suspect Parts Program Manager is responsible for:

- evaluating suspect/counterfeit items transmitted by the Site Lessons Learned Coordinator for site applicability,
- reporting the results of the evaluation and recommending actions for appropriate items to the Site Lessons Learned Coordinator.

### Site Lessons Learned Coordinator (SLLC)

The Site Lessons Learned Coordinator is responsible for:

- assuring the overall WSRC Lessons Learned Program is conducted effectively per the intent of this procedure,
- utilizing performance indicator data to improve facility, program, and organizational performance, to verify accurate measurements of performance that are resulting in improvements, and to establish a historical reference,
- reviewing, or assigning for review, information that might be appropriate for dissemination through the WSRC Lessons Learned Program,
- assigning preparation of and approving Site Lessons Learned documents,
- implementing a feedback mechanism for the identification and communication of lessons learned, good practices, and corrective actions,
- concurring on any items deemed potentially applicable and any recommendations which are generated by the document reviewers during the review process,
- recommending the appropriate problem and correction action controls from Policy Manual 1-01, MP 5.35, for Lessons Learned transmittals,
- chairing the WSRC Lessons Learned Working Group,
- disseminating lessons learned documents to the appropriate WSRC organizations,
- notifying management of potential significant lessons learned items and requesting them formally to review items determined by the Site Lessons Learned Coordinator to be significant and candidates for uniform site-wide corrective actions,
- providing coordination of the site-level and organization-level Lessons Learned screening, material dissemination, and corrective action tracking,
- ensuring that the Organization Lessons Learned Programs adequately support the WSRC Lessons Learned Program, by providing oversight and direction to the Organizational Lessons Learned Coordinators.
- transmitting appropriate lessons learned items to the DOE complex via the DOE List Server.

## Site Lessons Learned Group (SLLG)

The Site Lessons Learned Group is responsible for:

- identifying unfavorable SRS trends in the areas of quality, process safety, personnel safety, and health (using various information sources, such as, Site Item Reportability and Issue Management (SIRIM)/Occurrence Reporting and Processing System (ORPS), Performance Analysis, Site Tracking, Analysis, and Reporting (STAR), etc.),
- identifying significant lessons learned issues and notifying the Site Lessons Learned Coordinator for possible dissemination,
- screening event reports/operating experiences for suspect/counterfeit item information,
- sending potential suspect/counterfeit item information to the Suspect Parts Program Manager for evaluation,
- obtaining the Suspect Parts Program Manager's confirmation and technical evaluation of the suspected parts information,
- developing and maintaining the WSRC Lessons Learned Program procedure,
- coordinating receipt of information and assigning their distribution for screening,
- ensuring proper distribution of lessons learned transmittals,
- tracking the status of lessons learned items transmitted for evaluation to the Organizations Lessons Learned Coordinator, ensuring items requiring a response are entered into the Lessons Learned Corrective Action database, and that tracking continues until all identified actions have been completed,
- interacting with Organizations Lessons Learned Coordinator as appropriate to discuss possible improvements to the efficiency and effectiveness of the lessons learned effort and to resolve any problems,
- screening in a timely manner assigned on-site and off-site documents for possible applicability to WSRC facilities,
- serving as members of the WSRC Lessons Learned Working Group,
- preparing appropriate lessons learned transmittals for review by the Site Lessons Learned Coordinator,
- tracking and maintaining computer databases as directed by the Site Lessons Learned Coordinator,
- maintaining Lessons Learned transmittal records,
- tracking items reviewed and tracking the status of incoming documents for evaluation,
- incorporating and maintaining current information on Controlled Products List (CPL) for products identified from lessons learned as having manufacturing defects or as being substandard.

## Field Support Services Business Unit Director

The Field Support Services Business Unit Director is responsible for designating the Site Lessons Learned Coordinator for the WSRC Lessons Learned Program.

## WSRC Lessons Learned Working Group (LLWG)

The WSRC Lessons Learned Working Group is responsible for assisting the Site Lessons Learned Coordinator in guiding the overall functioning of the WSRC Lessons Learned Program by:

- identifying positive and negative trends in the areas of occupational safety, personnel safety, and health,
- identifying significant lessons learned issues and recommending communications for possible dissemination,

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- identifying lessons learned issues of high potential or site-wide application and making recommendations to present them to organizational safety committees and/or Senior Management,
  - involving WSRC Senior Management in the determination and distribution of lessons learned information and associated corrective actions for directives.

## Procedure

This procedure contains the following Sections:

1. Overview of the WSRC Lessons Learned Program
2. Screening for Applicability
3. Dissemination to WSRC Organizations and Management
4. Lessons Learned Transmittals
5. Site Lessons Learned Group Response Requirements
6. Corrective Action Tracking
7. WSRC Lessons Learned Working Group
8. Webpage

### 1. Overview of the WSRC Lessons Learned Program

The WSRC Lessons Learned Program implements a systematic review of the operating experiences at SRS facilities, similar DOE complex facilities, and commercial nuclear industry facilities for the purpose of applying the lessons from those experiences. The program has also been referred to as the Operating Experience Review Program in the past.

The program is defined by this procedure, and is the responsibility of Regulatory Services of Technical and Quality Services. The program is administered by the Site Lessons Learned Coordinator. A staff of technical reviewers assists in the screening and dissemination of lessons learned information. Lessons Learned Coordinators from each business unit/organization, matrixed to the Site Lessons Learned Coordinator, have the responsibility for implementing and directing their own Organization Lessons Learned Programs. These programs effectively evaluate issues disseminated by the Site Lessons Learned Coordinator and implement appropriate corrective actions.

The Site Lessons Learned Group technical reviewers, who report to the Site Lessons Learned Coordinator, obtain and screen information from several sources for applicability.

Items with potential lessons learned value to SRS facilities are forwarded to the appropriate FPM/SME, or designee, for further evaluation or information. The FPM/SME, or designee uses the criteria presented in Attachment 1 of this procedure is provided to assist in making an applicability determination.

Applicable lessons learned documents are then prepared and distributed to the Organization Lesson Learned Coordinators.

The Organization Lesson Learned Coordinators determine which departments in their organizations may need to take action on the lessons learned documents they receive from the Site Lessons Learned Group. They monitor progress of the departmental evaluation, corrective actions, and report the status to the Site Lessons Learned Coordinator. In addition, these coordinators screen their organization occurrences/events for lessons learned that may apply to other WSRC business units/organizations and forward to the Site Lessons Learned Coordinator, if applicable.

The Site Lessons Learned Coordinator administers the program and tracks the progress of required lessons learned item evaluations and corrective actions. The Site Lessons Learned Coordinator makes the

final decision on whether an issue should be brought to the attention of organizational safety committees or WSRC Senior Managers. A hierarchy of lessons learned documents has been established to help identify the relative significance of the items and assist in the development of appropriate corrective actions.

Corrective actions are overdue when evaluation and/or corrective actions have not been completed by the stated due date.

The Site Lessons Learned Group issues an Overdue Corrective Action Report quarterly. At the end of each quarter, overdue Corrective Action information will be compiled into a report. The report will be distributed to the Organization Lesson Learned Coordinators and their management to inform them of Corrective Action status.

## 2. Screening for Applicability

The Site Lessons Learned Group routinely screens potential lessons learned information from numerous source documents and determines potential applicability to WSRC facilities. If the item is deemed applicable to WSRC facilities, it is forwarded to the Functional Manager, or designee, for confirmation. (The FPM/designee uses the screening guidelines provided in Attachment 1 to provide specific feedback to the Site Lessons Learned Group).

The screening process is also used to identify suspect/counterfeit items and product information items.

## 3. Dissemination to WSRC Organizations and Management

The Site Lessons Learned Coordinator has the final authority for dissemination of lessons learned material. If the Site Lessons Learned Coordinator concurs that a lessons learned item has potential applicability and sufficient significance for any of the WSRC facilities, the Site Lessons Learned Coordinator sends the lessons learned, utilizing the transmittal hierarchy of Section 4, requesting the appropriate organization to:

- perform an applicability evaluation of the item for all departments within the organization.
- determine appropriate needed corrective actions (if specific Corrective Actions are not identified in the transmittal).
- report the results of the evaluation to the Site Lessons Learned Coordinator (when required by type of transmittal).

## 4. Lessons Learned Transmittals

The following are the six types of transmittals currently utilized to notify organization and Senior Management of lessons learned and product information items. They are listed in order of highest to lowest significance. Items transmitted via Site Lessons Learned Directive, SRS Lessons Learned Bulletin and Product Information Notification require a documented response to the Site Lessons Learned Coordinator.

- **Site Lessons Learned Directive** - transmittal that communicates the highest level of concern for problems with site-wide implications that requires correction. The Site Lessons Learned Coordinator recommends the problem and corrective action controls from Policy Manual 1-01, MP 5.35, for Lessons Learned Directives. The Directive will have specific instructions for corrective actions as well as an identified timetable for closure. The directive, signed by the WSRC President, is addressed to business unit managers for action. The business unit managers or their designees are responsible

for reporting the results of their evaluation to the Site Lessons Learned Coordinator. The Site Lessons Learned Coordinator is responsible for tracking directives until closure. Before a directive can be considered complete, closure must be independently verified by Regulatory Services and results reported to the Site Lessons Learned Coordinator in writing.

- **Lessons Learned Bulletin** - Generally used for recurring site-wide or complex-wide events (that have not been adequately addressed), or used to identify significant issues which may affect one or more organizations. Business unit managers are requested to evaluate and initiate appropriate corrective actions. Bulletins are sent to Organization Lesson Learned Coordinators to track and coordinate implementation of appropriate corrective actions. The Organization Lesson Learned Coordinators or designees are required to apply the problem and corrective action controls from Policy Manual 1-01, MP 5.35, and report the results of the evaluation and corrective actions to the Site Lessons Learned Coordinator.
- **Product Information Notification** – used to identify product information problems/issues that may have a significant input on personal safety or safe plant operations. These are sent to Organization Lesson Learned Coordinators or designees to track and coordinate implementation of appropriate corrective actions.
- **Special Information Notice** - used to disseminate informational sources for selected activities that may not require corrective action, but represent particularly useful training resources. This information is sent to target organizations for further dissemination. Organization reviewers evaluate the need for corrective actions.
- **Alerts** – used to communicate Highly Significant event information to senior management, management, and Organization Lessons Learned Coordinators in an event-timely manner. Sources used for Alerts could be the ORPS, initial information about DOE Type A/B Investigations, or equivalent, etc.

Alerts will capture the basic event information, including preliminary precautions, causes, or lessons learned. This may be preliminary information because the full Root Cause Investigation, Event Investigation, etc., may not be complete upon dissemination.

An updated lessons learned (Bulletin, Special Information Notice, etc.) may be issued at a later date contingent upon the event investigation details. This update will include a full lessons learned, causal information, recommendations, etc.

- **Best Practices** – used to communicate practices/work evolutions with redeeming qualities and attributes that have been proven through implementation and would be beneficial for others to use.

## 5. Site Lessons Learned Group Response Requirements

Responses are required by the Site Lessons Learned Group for some of the lesson learned sources. Those sources and the minimum required responses are specified in Table I.

**Table I - Site Lessons Learned Group Response Requirements to Initiating Events**

Initiating Event	Site Lessons Learned Group Response Requirements
On-site DOE Type A or B Investigation	<ul style="list-style-type: none"> <li>• Appropriate business unit provides initial lessons learned information (as available) in accordance with DOE-STD-7501-99 to Site Lessons Learned Coordinator within five working days after declaration of the investigation</li> </ul>

	<ul style="list-style-type: none"> <li>Red Alert submitted to DOE List Server by Site Lessons Learned Coordinator within five working days of receipt of information from business unit</li> <li>Bulletin and/or Alert issued by Site Lessons Learned Coordinator within five working days of receipt of information from business unit</li> </ul>
Off-site DOE Type A or B Investigation	Evaluated by the appropriate FPM or designee. Site Lessons Learned Coordinator issues a Bulletin and/or Alert within five working days after receipt of off-site information, if deemed applicable
Off-site Red Alert on DOE List Server	Evaluated by the appropriate FPM or designee. Site Lessons Learned Coordinator issues a Bulletin and/or Alert within five working days after receipt of the Red Alert, if deemed applicable
Off-site Yellow Alert on DOE List Server	Evaluated by Site Lessons Learned Coordinator within five working days after receipt of the Yellow Alert
Off-site Blue/Green Alerts on DOE List Server	Evaluated for inclusion in the WSRC Lessons Learned Program by Site Lessons Learned Coordinator within 10 working days or receipt of off-site information
SRS Directive	Red or Yellow Alert submitted to DOE List Server by Site Lessons Learned Group within five working days
SRS Bulletin	Entry submitted to DOE List Server by Site Lessons Learned Group, as appropriate

## 6. Corrective Action Tracking

All Directives, Bulletins, and Product Information Notifications are tracked by the Site Lessons Learned Group. A computer database is utilized to track the status of these transmittals for all organizations. Information tracked includes results of the evaluation, corrective actions developed, and completion dates for corrective actions. This tracking system enhances the effectiveness of the Lessons Learned Program through increased accountability in the site and organization level activities.

Organization Lesson Learned Coordinators must respond to the Site Lessons Learned Coordinator within 45 days of the issuance of the transmittal, or as otherwise specified in the transmittal letter. Each response submitted by the Organization Lesson Learned Coordinators will be reviewed by the Site Lessons Learned Coordinator for:

- determination of applicability to all organization contacts
- adequate justification for non-applicability for any organization contacts
- adequate corrective actions, including expected completion dates
- adequate justification for no corrective actions being necessary

Tracking will begin with the transmission of the item to the selected Organization Lesson Learned Coordinators. All corrective actions reported by the Organization Lesson Learned Coordinators will be tracked through completion of the action. An item will be considered open at the site-level until all Organization Lesson Learned Coordinators have reported it as being complete.

## 7. WSRC Lessons Learned Working Group

The WSRC Lessons Learned Working Group is a site-level working group composed of the Site Lessons Learned Coordinator, Site Lessons Learned Group, and Organization Lesson Learned Coordinators. The WSRC Lessons Learned Working Group meets monthly, or as otherwise scheduled, for the purpose of implementing and improving the WSRC Lessons Learned Program.

## 8. Webpage

The Site Lessons Learned Group maintains a WSRC Lessons Learned Program webpage on the SRS Intranet (ShRINE Home Page). The Webpage typically includes:

- lessons learned contact information
- historical information
- search capabilities for past lessons learned transmittals
- Corrective Action database access for Organization Lesson Learned Coordinators
- DOE Lesson Learned and National Nuclear Security administration (NNSA) Lessons Learned access

## Records

Records generated as a result of implementing this procedure, are processed in accordance with Procedure Manual 1B, *Management Requirements and Procedures*, MRP 3.31, "Records Management".

## References

- For a current list of Source Document references, go to the Standards/Requirements Identification Document (S/RID) webpage accessible through ShRINE
- Department of Energy (DOE) 231.1-2, *Occurrence Reporting and Process of Operations Information*
- DOE O 231.1A, *Environment, Safety, and Health Reporting*
- DOE 5480.19, Change 1, "Conduct of Operations Requirements for DOE Facilities"
- DOE O 460.1A, *Packaging and Transportation Safety*
- DOE-STD-7501-99, *The DOE Corporate Lessons Learned Program*
- Policy Manual, 1-01, *Management Policies*, MP 5.35, "Corrective Action Program"
- Procedure Manual 1B, *Management Requirements and Procedures*:
  - MRP 3.25, "Capture, Management, and Release of Information and Software"
  - MRP 3.31, "Records Management"
  - MRP 4.19, "Requirements for Facility Operations Safety Committees"
  - MRP 4.23, "Site Tracking, Analysis, and Reporting System (STAR)"
  - MRP 4.21, "Problem Identification and Resolution Process"
  - MRP 5.19, "Suspect and Counterfeit Item Program (SC/I)"
  - MRP 5.28, "Controlled Products List"
- Procedure Manual 8B, *Compliance Assurance Manual*:
  - Procedure CAP 11, "Identifying, Reporting and Tracking Nuclear Safety Noncompliance Under the Price-Anderson Amendments"
  - Procedure CAP 13, "Statistical Trending"
- Procedure Manual 9B, *Site Item Reportability and Issue Management (SIRIM)*, Procedure 1-0, "Occurrence Reporting"
- Procedure Manual 1Q, *Quality Assurance Manual*, Procedure 1-2, "Stop Work"
- Procedure Manual 12Q, *Assessment Manual*:
  - FEB-1, "Facility Evaluation Board"
  - SA-1, "Self-Assessments by Individual Assessment Units"
- WSRC-93-0022, "Site Lessons Learned Program", Schwallie to Begley, et al, 02/08/93

## Forms

**Manual** 1B  
**Procedure:** MRP 4.14, Rev. 10  
**Effective:** Clean 4/5/04  
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Management Requirements and Procedures

WSRC Lessons Learned Program

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None

## **Attachments**

**Attachment 1.** Functional Program Manager/Subject Matter Expert Evaluation Guidelines

**Attachment 1. Functional Program Manager/Subject Matter Expert Evaluation Guidelines**

**Evaluating Material for Lessons Learned Publication:**

A. Overview

The following questions are keyed to the steps in the evaluation process. The person(s) selected to perform the evaluation of material has been determined by the Site Lessons Learned Group (SLLG) to possess not only a broad knowledge of how the site operates in terms of the processes, equipment, products, procedures, and safety management systems in use, but also specialized knowledge of the function reflected in the incoming material. If the recipient of the evaluation request feels, for whatever reason, unable to make the necessary judgments, it is incumbent upon him/her to either put a team together to make the necessary decisions or to request that the request be directed elsewhere.

A. Does the incoming information, by its very nature, require a Site Lessons Learned transmittal to be published? A Site Lessons Learned transmittal must be issued if it meets one of the following conditions (the evaluation request from the Site Lessons Learned Group will include this information):

1. On-Site Significance Category 1 Event – usually ORPS/SIRIM
2. On-Site Type A or B Incident Investigation
3. Site-Level PAAA - usually Category 1 ORPS/SIRIM
4. Required by management discretion

B. Does the lessons learned information reference work activities similar to those performed on-site?

C. Does the lessons learned information reference hazards found on site (for example, industrial, environmental, construction, chemical, laboratory or radiological)

D. Does the lessons learned information pertain to equipment/parts used on site?

If yes, has the problem with equipment/parts already been addressed (that is, repaired, replaced, procedures/work documents revised, placed on suspect parts list, placed on Controlled Parts List, Nonconformance Report (NCR) written, etc.)?

Several groups on site can assist with this determination including procurement/asset management, breaker shop, PECMEC, Pressure Protection Committee, Senior Electrical Review Board (SERB), etc.

F. Do any subcontractors encounter any of the same hazards, work activities and/or equipment described in the lessons learned material?

- Are systems already in place to address the issue presented in the lessons learned? If systems already exist, is there value in issuing this item to reinforce existing policy, practices or procedures?
- Can the safety, efficiency, or cost-effectiveness of site activities/equipment be enhanced through the integration of lessons learned information into the activities, work planning processes, training, or equipment design/utilization?
- If deemed appropriate, distribute the document to appropriate subcontractors in addition to other applicable SRS personnel. Questions regarding subcontractors may be directed to the Procurement Policy & Administration Group within the Subcontract Support Services Section of Procurement and Materials Management (PMM).

G. Does the site have procedures in place to control the activities/hazards addressed in the incoming lessons learned information?

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- H. Can the safety, efficiency, or cost-effectiveness of site activities/equipment be enhanced through the integration of lessons learned information into the activities, work planning processes, training, or equipment design/utilization?
- Can the site's hazard controls be enhanced through the integration of the lessons learned information into procedures, work activities, or training?
  - Is the significance of this lesson sufficient to warrant using it to reinforce existing policy, practices or procedures?
- I. Does the applicability of the lessons learned information extend to more than one Business Unit? If unsure, the lessons learned should be distributed to all for evaluation.
- J. Does the lessons learned information require that corrective actions be assigned before it can be assured that similar adverse events/malfunctions/accidents will not occur or recur? If yes:
- 1) What changes to work planning practices should be required?
  - 2) What changes to supervision of work should be instituted?
  - 3) What changes to records/procedures/procurement specifications should be required?
  - 4) What inspections/equipment identifications and/or isolations should be required?
  - 5) What further maintenance and/or changes to PM's should be required?
  - 6) What changes to work practices should be required?
  - 7) What changes to facilities should be required?
  - 8) Should this be issued as required reading?
  - 9) Should each affected facility/department evaluate and determine their own corrective actions?
  - 10) Is the standard response time of 45-calendar days for completion of corrective actions adequate?
- If this document is being issued to reinforce existing policy, practice or procedures, are there specific groups/personnel should this information be shared with or should each department determine how/to whom to distribute this information?
- K. For lessons learned initiated on-site - Does the lessons learned information have potential implications at other facilities within the DOE complex? If yes, post the document on the DOE Lessons Learned server. All documents must be reviewed by the Scientific and Technical Information (STI) group prior to posting on the DOE Lessons Learned website.