

## **Event Significance Screening Guidance**

The Event Significance Screening Guidance is used as part of the decision-making process in determining whether or not an event should be considered for WSRC Lessons Learned dissemination.

The first step in evaluating information for potential lessons learned applicability is to determine the event's significance by using the following criteria:

**Significance Category 1:** A non-emergency event that has a significant impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interest.

**Significance Category 2:** A non-emergency event that has a moderate impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interest.

**Significance Category 2R:** A non-emergency event that has been determined to be recurring, as determined by a periodic performance analysis of events across a Site or Complex.

**Significance Category 3:** A non-emergency event that has a minor impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interest.

**Significance Category 4:** A non-emergency event that has a some impact on safe facility operations, worker or public safety and health, regulatory compliance, or public/business interest.

Generally, Significance Category 1, 2, and 2R events should be sent to the Functional Program Manager/Subject Matter Expert for further lessons learned evaluation. There will be some instances, also, where Significance Category 3 and 4 events will be sent to FPM/SME for further lessons learned evaluation. Several factors are involved in these decisions, some of which are:

Suspect/Counterfeit Parts are Significance Category 4. However, the Site Lessons Learned Program is responsible for forwarding suspect/counterfeit issues to the Suspect Parts Program Manager for evaluation. The SPPM evaluation may result in the Site Lessons Learned Program issuing a Notification to ensure the identified part is abstracted from the site.

Other considerations for applicability include pertinent business items or current WSRC Work Scope (e.g., demolition, closure, decontamination & decommissioning, etc.) or interest area (shipping, transportation, etc.). These items may be Significance Category 3 or 4, but may warrant a further evaluation by the FPM/SME due to current missions at the site.

## Event Significance Screening Guidance, continued

For tracking purposes, events screened by the Site Lessons Learned Group will be assigned one of the following categories:

Significant (S) – event(s) that caused or had the potential to cause significant consequences such as severe plant equipment damage, loss of a safety function, personnel injury, radiation overexposure, excessive radioactivity release, etc.

Significant by Others (SO) – a significant event where lessons learned have been identified and reported by an organization outside of the Site Lessons Learned Group.

Significant Repeat Report (SR) – a significant event very similar to one previously reported which contains no new information.

Significant to Business Unit (SBU) – a significant event applicable only to the Business Unit/Project at which it occurred.

Not Significant (NS) – an event that is not significant.

Noteworthy (N) – a non-significant event that may be valuable for applicable SME(s)/personnel.

The decision point for the categories, however, may involve several different considerations that are not as easily defined. Below are some guidance items used for determining the significance of an event.

### **Lessons Learned Evaluation Rating ‘Significant’ Guidelines**

The following events should be categorized as Significant and sent to appropriate Functional Program Manager/Subject Matter Expert (or designee) for evaluation and possible Lessons Learned Publication, if deemed applicable by the Site Lessons Learned Coordinator.

- Onsite Significance Category 1 Event (Usually ORPS)\*
- Onsite Type A or B Investigation#
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- Offsite DOE Red Alert+
- Onsite PAAA Event (Usually ORPS Category 1)\*
- Final ORPS Reports from the Complex with a Category 1 and/or 2 determination
- Final WSRC ORPS Category 2 Reports (if not already in PAAA space)
- DOE Yellow, Blue, and/or Green Alerts
- Suspect/Counterfeit Items as defined by ORPS Reporting Criteria
- Information from any other source that, **WHEN FIRST EVALUATED BY THE SITE LESSONS LEARNED GROUP/SITE LESSONS LEARNED COORDINATOR**, is determined to be the equivalent of a Category 1 and/or Category 2 determination using ORPS criteria for reportable events.

## **Event Significance Screening Guidance, continued**

- As required or requested by Business Unit and/or Project Management

\*PAAA events are typically captured in Special Information Notices as Roll-Ups  
#Red Alert to DOE List Server within 5 working days of receiving information from Business Unit  
#Bulletin issued within 5 working days of receiving information from Business Unit  
@Bulletin issued within 5 working days of receipt of offsite information  
+Bulletin within 5 working days of receipt of Red Alert, if deemed applicable by FPM/SME

### **Lessons Learned Evaluation Rating ‘Significant by Others’ Guidelines**

The following items should be categorized as Significant by Others and sent to appropriate Functional Program Manager/Subject Matter Expert (or designee) for evaluation and possible Lessons Learned Publication, if deemed applicable by the Site Lessons Learned Coordinator.

- Applicable Recall Information
- Applicable 10 CFR Part 21 Information
- As required or requested by Business Unit and/or Project Management

### **Lessons Learned Evaluation Rating ‘Significant Repeat Report’ Guidelines**

The Significant Repeat Report category should be used when a significant event is very similar to one previously reported and contains no new information. No Lessons Learned publication needed.

### **Lessons Learned Evaluation Rating ‘Significant to Business Unit’ Guidelines**

The Significant to Business Unit category should be used when an event is significant to a business unit only. This information can be shared by the Project Lessons Learned Coordinator or Site Lessons Learned Group, but doesn’t have to be an official Site Lessons Learned document.

### **Lessons Learned Evaluation Rating ‘Not Significant’ Guidelines**

The Not Significant Event category should be used when an event is not significant.

### **Lessons Learned Evaluation Rating ‘Noteworthy’ Guidelines**

The Noteworthy category should be used when a non-significant event will not be issued as a WSRC Lessons Learned document, but is forwarded to the appropriate SME(s)/personnel for information only as a means of sharing information with those directly involved with the subject area. If an event is screened as Noteworthy, the date and who it was forwarded to is added into the WSRC Lessons Learned web database for tracking purposes.

## Suspect/Counterfeit Part Screening Guidelines

### Suspect/Counterfeit Parts

**All incoming items need to be screened for Suspect/Counterfeit Parts. Guidance for this screen can be found in the definition of ORPS Nature of Occurrence 4C.**

B. Suspect/Counterfeit and Defective Items or Material

Off-Normal

4C(1) Discovery of any suspect/counterfeit item or material found in a Safety Class or Safety Significant Structure, System, or Component (SSC).

4C(2) Discovery of any suspect/counterfeit item or material other than office supplies, office equipment, or household products.

4C(3) Discovery of any defective item or material, other than a suspect/counterfeit item or material, in any application whose failure could result in a loss of safety function, or present a hazard to public or worker health and safety.

If an item is screened positive for Suspect/Counterfeit Parts, the Site Lessons Learned Group should indicate "Yes" in the appropriate Suspect Parts block on the Lessons Learned Screening Database and enter the date that the information was sent to the SSPM for evaluation, if applicable.

The Site Lessons Learned Group sends the information to the SSPM for evaluation. Based on the review from the SSPM, the Site Lessons Learned Group may be requested by the SSPM to prepare a transmittal concerning the item for sitewide publication.