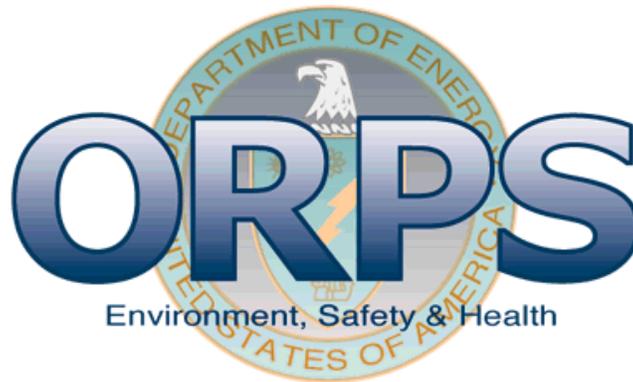


# Using the ORPS GUI Data Entry Program





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# Introduction

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## Purpose of the Course

The new ORPS GUI Data Entry program will replace the existing PC ORPS applications (both DOS and Windows versions). This course will prepare data entry personnel to create a new occurrence report, modify or print an existing report, view Non-Final Reports, and navigate back and forth between the Data Entry program and the ORPS database.

### NOTE



Data entry personnel can only create and modify reports (i.e., Notification, Update, and Final) for the facility(s) for which they have designated data entry responsibility as per the ORPS Authority File.

## Objectives

Upon completion of this class, you will be able to perform the following activities:

- ▶ Log on and exit the ORPS GUI Data Entry system
- ▶ Create, modify, delete, save, print, validate, and transmit occurrence reports
- ▶ Add, modify, and delete corrective actions
- ▶ Hyperlink between the ORPS GUI Data Entry system and the ORPS GUI database
- ▶ Utilize the On-line Help contained within the ORPS GUI Data Entry system

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## Advantages and System Requirements

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### Advantages

The enhanced ORPS Data Entry program was developed to take advantage of the modern browser technology currently being used to navigate the World Wide Web. Since this new system is Internet-based, its development makes creating, modifying, and transmitting occurrence reports more convenient. Using the new data entry tool offers the following:

- Better connectivity. Similar to using PC ORPS, you can access the ORPS GUI Data Entry program with toll-free modem dial-up or with an Ethernet connection from the DOE Business Network. In addition, you can now access the data entry tool with a direct Internet connection or through an Internet Service Provider (ISP).
- Platform independence. It will run on PC, Mac, UNIX, or any operating system that supports current browser technology.
- No proprietary client software (i.e., Reflection) requirements. You can use various readily-available browsers, such as Netscape or Internet Explorer.
- Ease of use. The ORPS GUI Data Entry program is not only easy to use, but it also offers extensive and convenient context-sensitive on-line help.
- Geographically convenient. ORPS reports are now stored on a remote server, not on your local workstation. Therefore, you can access them from any workstation that has access to the server.

### System Requirements

System requirements for using the enhanced ORPS GUI Data Entry program are listed below:

- You must have an Internet connection (either direct or via an ISP), or a modem capable of communicating at speeds of 14,400 bps or faster.
- PC users must have a 386 or faster CPU with sufficient memory to support a Web browser such as Netscape, Internet Explorer, and others. (As with all Windows applications, a faster PC and/or additional memory will greatly enhance system performance.)

- You must have Internet browser software. It is recommended that you use Netscape 3.04 or higher in order to support features such as tables, Secure Socket Layer (SSL-2) protocol, and Active Server Pages (ASP).

NOTE



If you choose to use Internet Explorer (the non-preferred browser), you should use Internet Explorer 4.0 or higher.

- With Windows 3.1 or Windows 3.11, you must have a protocol stack that supports Transmission Control Protocol/Internet Protocol (TCP/IP) and, if using dial-in access, Point-to-Point Protocol (PPP).
- Macintosh users should have a Motorola 68030 or faster CPU or a Power PC CPU. Web browsers are generally available that run under Apple's system 7.0 or later, now called MacOS. The system extension MacTCP, or TCP/IP for MacOS 7.5 or later, is also required, as is PPP if using dial-in access.



If your current browser does not support tables or other necessary features, check with your computer support organization to see if they provide upgrades to the browser software. The latest versions of both Netscape and Internet Explorer are available free of charge.

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# Accessing the ORPS GUI Data Entry Program

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## Ways to Access the ORPS GUI Data Entry Program

You can connect to the **ORPS GUI** home page in a couple of ways: 1) with an Internet connection, either direct or via an Internet Service Provider (ISP); or 2) with a modem dial-up. (Your user classification will determine the contents of your **ORPS GUI** home page.) Facility Managers, Designees, and Administrators will have an **ORPS Data Entry** hyperlink on their **ORPS GUI** home page for accessing the Data Entry program.

### Connecting via Internet

Whether you are accessing ORPS through a direct Internet connection or via an Internet Service Provider, the process is nearly the same. The only difference in the two is when you log on to the Internet via an Internet Service Provider, you will be required to enter the user-id and password supplied by the ISP.

Once you have reached your Internet home page, you can access the ORPS GUI by entering the ORPS GUI URL (Internet address), which is:

**<https://orps.tis.eh.doe.gov/>**

NOTE



For this training, use the following URL:

**<https://orpsbeta.tis.eh.doe.gov/cgi-bin/orpstrain/train/>**

### Connecting via Modem Dial-up

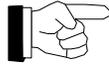
There are two toll-free phone numbers which provide dial-up access to the ORPS GUI Data Entry program. If you are east of the Mississippi, dial (800) 556-5415; if you are west of the Mississippi, dial (800) 359-7863. These numbers dial into a modem pool provided by DOE Technical Information Services (TIS).

When accessing the Internet through the toll-free 800 phone numbers, you will be required to provide a TIS network access user-id and password. This will connect you to the modem pool. The TIS user-id and password can be obtained from the ES&H Helpline at (800) 473-4375.

Once you have reached your Internet home page, you can access the ORPS GUI program with the same URL as with a direct Internet connection by entering:

<https://orps.tis.eh.doe.gov/>

NOTE



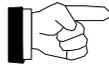
For this training, use the following URL:

<https://orpsbeta.tis.eh.doe.gov/cgi-bin/orpstrain/train/>



The TIS user-id and password are not to be confused with your ORPS user-id and password. They are separate and only necessary if connecting via modem dial-up through the above-mentioned toll-free phone numbers.

NOTE



If you need further assistance with connecting and logging on to ORPS, please direct your questions to the ES&H Helpline at (800) 473-4375 or send an e-mail message to [support@tis.eh.doe.gov](mailto:support@tis.eh.doe.gov).

## Connection is Established

After requesting access to the ORPS GUI by entering the appropriate URL, you will be presented with the **USERNAME AND PASSWORD REQUIRED** log-on box shown in **Figure 1**. You will need to log on to the ORPS system from there.

A screenshot of a Windows-style dialog box titled "Username and Password Required". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is white and contains the text "Enter username for / at tis-web-input.eh.doe.gov:". Below this text are two input fields. The first is labeled "User Name:" and contains the text "hkn". The second is labeled "Password:" and contains a series of asterisks "\*\*\*\*\*". At the bottom of the dialog box are two buttons: "OK" and "Cancel".

**Figure 1 - USERNAME AND PASSWORD REQUIRED** log-on box.

In the **USER NAME** edit box, you will enter your ORPS user-id. In the **PASSWORD** edit box, enter your assigned ORPS password. (For security reasons, your password will appear as asterisks as you type it into the box.) Then, click on the **OK** command button.

NOTE



Depending upon your browser configuration, you may see a Security Information box prior to loading the **ORPS GUI** home page. Just click on the **CONTINUE** command button to clear the message box and access your **ORPS GUI** home page.

NOTE



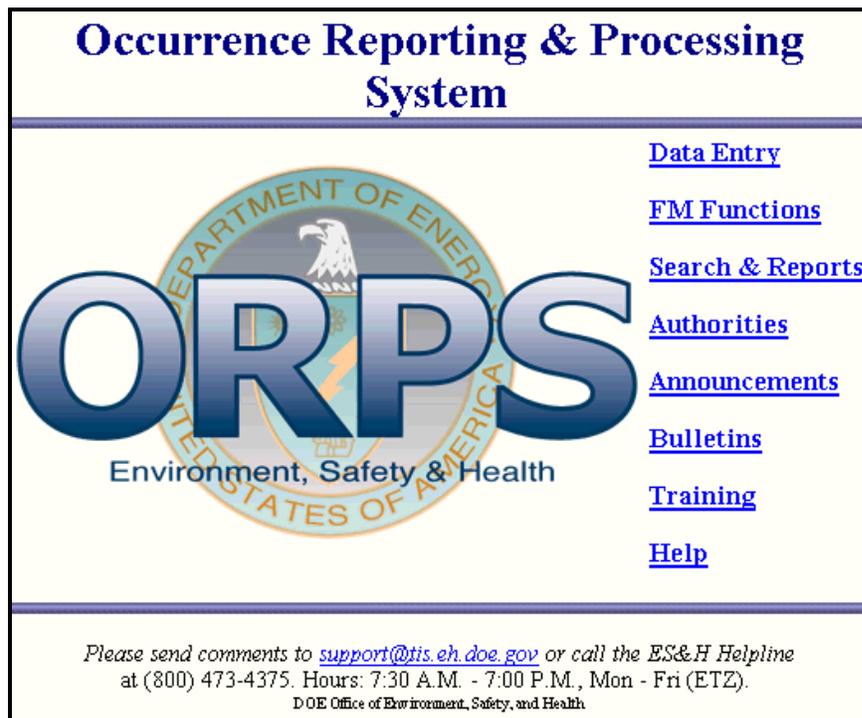
For this training, if you used the suggested training URL supplied above, you will be presented with the **ORPS TRAINING** page. From the **TRAINING AUTHORITY** section of the page, click on the **FACILITY MANAGER** radio button (to make yourself a Facility Manager), and then click on the **TRAIN** command button. You will be presented with the **ORPS GUI** home page that contains the **Data Entry** hyperlink. Proceed with the rest of this document.

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## The ORPS GUI Home Page

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Once you have logged on to the ORPS GUI, the home page will be displayed. Your user classification (e.g., Facility Manager, Facility Representative, Program Manager, General User, etc.) will determine what hyperlinks will be included on the home page. **Figure 2** represents the home page which contains the **Data Entry** and the **FM Functions** hyperlinks. A General User will not see these two hyperlinks; they will see only the last six links.



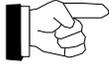
**Figure 2** - The ORPS GUI home page.

- **Data Entry** - (Found only for Facility Managers/Designees/Administrators.) This hyperlink temporarily exits the ORPS GUI database and directly accesses the ORPS Data Entry system. You will be presented with another “log-on” box and will be required to log on with your ORPS Data Entry user-id and password. Once you have logged on, the **ORPS OCCURRENCE INPUT SELECTION** page appears, which includes a link back to the **ORPS GUI**.

- **FM(/FR/PM) Functions** - (*Found only for Facility Managers, Facility Representatives, Program Managers and Designees/Administrators.*) This link takes you to the **ORPS MANAGER OR SEARCH & REPORTS** page. This page is customized for Manager functions to allow for search, report, and update capabilities for reports from facilities under the user's jurisdiction.
- **Search & Reports** - This hyperlink takes you to the **ORPS OR SEARCH & REPORTS** page. The ORPS GUI search and report functions for the ORPS database are initiated from this page.
- **Authorities** - This hyperlink takes you to the **ORPS AUTHORITY SEARCH & REPORTS** page. Searches and report generation for submittal authority and sign-off authority information are initiated from this page.
- **Announcements** - This hyperlink takes you to the **ORPS ANNOUNCEMENTS** page, from which you can read the announcements relative to the ORPS GUI and the Occurrence Reporting and Processing Program.
- **Bulletins** - This hyperlink takes you to the **ORPS BULLETINS/PUBLICATIONS** page, from which you can search the ORPS Bulletins or hyperlink to the individual issues.
- **Training** - This hyperlink takes you to the **TRAINING** page where you can choose a user classification with which you would like to experiment. Once you select a user classification from the **TRAINING AUTHORITY** section of the page, click on the **TRAIN** command button to proceed. This selection will enable you to access a training database with which to practice.
- **Help** - This hyperlink takes you to the **TABLE OF CONTENTS** page for the ORPS GUI help files and resources. From this page, you can access reference materials, instructional resources, context sensitive help, and troubleshooting information. The help feature is discussed in detail in the ***ORPS GUI Help Features and ORPS Authorities Options*** section of the ORPS GUI Reference Manual.

The **ORPS OCCURRENCE INPUT SELECTION** page can be accessed from the **ORPS GUI** home page for Facility Managers/Designees/Administrators by clicking on the **Data Entry** hyperlink. When you click on the **Data Entry** hyperlink, you will be presented with another **USERNAME AND PASSWORD REQUIRED** log-on box. From here, you will need to log on to the ORPS Data Entry system by entering your assigned data entry user-id into the **USER NAME** edit box. In the **PASSWORD** edit box, enter your assigned data entry password. Then click on the **OK** command button.

NOTE



Once the new data entry system goes into production, your ORPS user-id and password may or may not be the same as your assigned data entry user-id and password. You will still be required to log on to both systems whether they are the same or not.

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## The ORPS Occurrence Input Selection Page

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The ORPS OCCURRENCE INPUT SELECTION page is displayed in **Figure 3**.

The screenshot shows a web application window titled "ORPS Data Entry". The main content area is divided into several sections:

- Header:** "ORPS Data Entry" in a large, bold, black font.
- Sub-Header:** "ORPS Occurrence Input" in a red box with white text.
- Selection Area:** Two rows of input fields. The first row has a "New Report:" label and a dropdown menu. The second row has an "Edit Report:" label and a dropdown menu.
- Buttons:** "New" and "Edit" buttons are positioned below the selection area.
- View Non-Final reports:** A blue hyperlink labeled "View Non-Final reports:" is followed by four buttons: "Number", "Title", "Date", and "Status".
- Help Section:** A right-hand panel titled "Welcome to ORPS Data Entry..." contains a bulleted list of actions: "Create new draft notification reports", "Edit previously saved reports", "Validate data without submitting", "Submit notification, update, and final reports", and "View all non-Final reports under your jurisdiction". Below the list is a paragraph: "If you need help with an item, click on the colored text for the item in question."
- Footer:** A blue hyperlink labeled "ORPS GUI" is centered at the bottom of the page.

**Figure 3** - The ORPS OCCURRENCE INPUT SELECTION page.

This page is essentially divided into four frames. The top frame contains the header with the title of the page while the bottom frame contains the footer with a hyperlink back to the ORPS GUI application. The **ORPS GUI** hyperlink temporarily exits the Data Entry program and directly accesses the ORPS GUI database.

The two frames in the middle are for selections and help. The selection frame on the left enables you to create, edit, and view non-final occurrence reports. The help frame on the right presents on-line help descriptions. If you require help on an item, click on the colored, underlined topic (a "hypertext" link). The help frame will be updated to display help for that topic.

In the selection frame, there are six command buttons. Each is briefly explained in the following table.

Command Button	Function
	After selecting a facility from the <b>NEW REPORT</b> drop-down menu, this command button opens a blank occurrence report form that you can fill in to create a new Notification Report. Once the report is created, it can be submitted to the ORPS database or saved for future modification and submittal.
	After selecting a report from the <b>EDIT REPORT</b> drop-down menu, this command button enables you to edit pending reports that you have started but have not yet submitted, and reports that have been previously submitted and are available for updating or finalizing. You can edit reports and/or submit/resubmit reports to the ORPS database.
	This command button takes you to a page listing all Non-Final Reports, sorted by report number.
	This command button takes you to a page listing all Non-Final Reports by title, sorted in alphabetical order.
	This command button takes you to a page listing all Non-Final Reports, sorted by report date.
	This command button takes you to a page listing all Non-Final Reports, sorted by report status.

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## Life Cycle of an Occurrence Report

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The life cycle of an occurrence report is as follows: Notification Report, Update Report (optional), and Final Report. The Notification Report consists of at least the first 19 data-entry fields of the occurrence report plus field 25. Other fields may be required for specific occurrence types or report types or the response to another question. The remaining fields are not required for a Notification Report; however, all data fields are available for entry during all stages of report preparation. (See *Appendix A - Data Entry Field Descriptions* for a list of all data-entry fields and the conditions under which they are required.)

A new Notification Report is assigned a temporary working number (e.g., BRS-Temp Report-001). This temporary number will remain assigned to the report until it is transmitted to the ORPS database. At that time, the report will receive an official occurrence report number.

If you transmit a Notification or Update occurrence report that requires changes, make the changes in an additional Update occurrence report. Final occurrence reports that you have transmitted cannot be modified unless they are rejected by the DOE Facility Representative or the DOE-HQ Program Manager.

### NOTE



A Final Report is referred to as "pre-final" until it is signed by both the DOE Facility Representative and the DOE-HQ Program Manager.

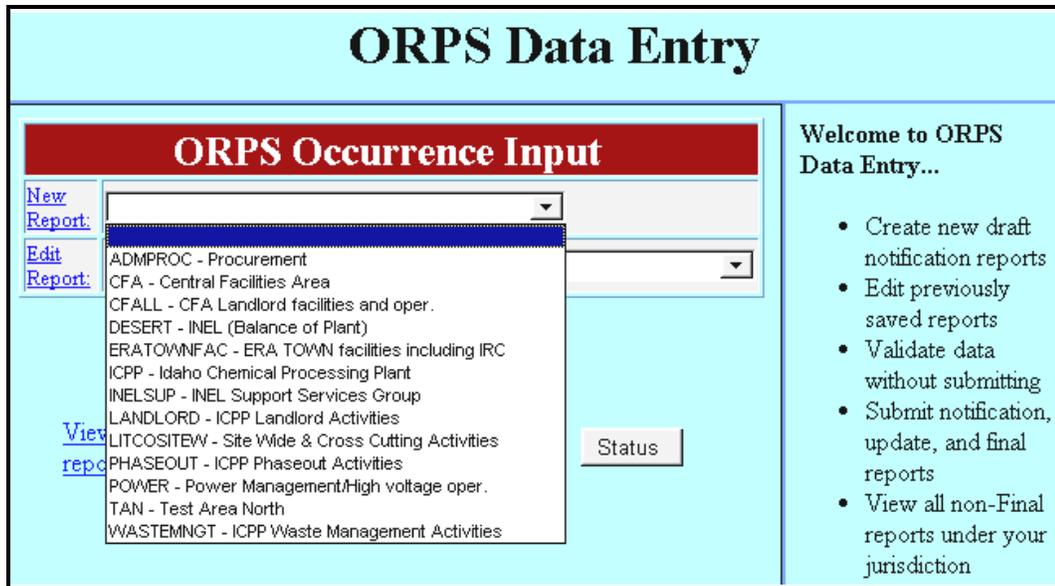
An occurrence report can be cancelled by submitting a Final Report with the occurrence category specified as "cancelled." (Cancelled is only available as a categorization type if the report is marked as Final.) Although the report is marked as a Final Report, only those fields required for a Notification Report are required for a cancelled report. The report(s) should then be transmitted and will go through the same approval process as all other occurrence reports. Once all the signatures have been obtained, the cancelled occurrence report will be removed from the active database.

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## Creating a New Notification Report

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In order to enter a new occurrence report, you must first select a facility from the **NEW REPORT FACILITY** drop-down list. (*If you do not select a facility first, you will receive an error message.*) To do this, click your mouse on the down arrow located at the right of the selection box. A drop-down list of facilities will be displayed (**Figure 4**).



**Figure 4** - The **NEW REPORT FACILITY** drop-down list used to create a new notification report.

Next, with a facility selected, click on the **NEW** command button to open a page containing a blank occurrence report form that you can fill in to create a new Notification Report (**Figure 5**). Once the report is created, it can be submitted to the ORPS database or saved for future modification and submittal.

**ORPS Data Entry**

ORPS Notification Report	
<a href="#">Report Number:</a>	ID--LITC--TEMP
Facility/Personnel Information	
<a href="#">Facility:</a>	CFA - Central Facilities Area
<a href="#">Facility Function:</a>	<input type="text"/>
<a href="#">Site Name:</a>	Idaho National Engineering Lab.
<a href="#">Manager/Designee:</a>	<input type="text"/>
<a href="#">Manager Phone:</a>	<input type="text"/>
<a href="#">Job Title:</a>	<input type="text"/>
<a href="#">Originator/Transmitter:</a>	SCOTT, BONNIE R
<a href="#">Originator Phone:</a>	2085253709
<a href="#">Originator Title:</a>	ES&H ANALYST
<a href="#">Classifier Name:</a>	<input type="text"/>
<a href="#">Classification Date:</a>	<input type="text"/>
<a href="#">Occurrence Category:</a>	<input type="text"/>
<a href="#">Number of Occurrences:</a>	1 <input type="text"/> <a href="#">Original OR:</a> <input type="text"/>
<a href="#">Division/Project:</a>	<input type="text"/>
<a href="#">Secretarial Office:</a>	<input type="text"/>

**Notification Report:**

You are creating a notification report. At any time, you may:

1. Save your input to your workspace by clicking on "Save" at the bottom of this form
2. Validate your input by clicking on "Validate" at the bottom of this form
3. Submit the report to the ORPS system as a notification report by clicking on the "Submit" button at the bottom of this form
4. Clear this form and return to the previous

[ORPS GUI](#)

**Figure 5** - The ORPS NOTIFICATION REPORT input form page (partial).

This page is also divided into four frames, three of which are the same as the previous page (i.e., the frames containing the title (header), the **ORPS GUI** hyperlink (footer), and the on-line help). The contents of the selection frame have been replaced with the ORPS Notification Report input form.

This form contains fields into which you can enter the information necessary to prepare the Notification Report. Please refer to *Appendix A - Data Entry Field Descriptions* of this document for a definition of all data fields and the conditions under which they are required.

## Navigating the Notification Report

You will notice that only a portion of the input form can be seen in the frame. The amount that is actually visible at one time will depend on the type and resolution of the monitor that you are using. In order to access different portions of the screen, simply use the scroll bar found at the right of the frame to move up and down the form.

At the bottom of the page are five command buttons that allow you to perform various actions with the report. The function of each of these buttons is described in the table below.

Command Button	Function
	Validates the draft report to ensure that all necessary fields are complete so that you can then submit it to the ORPS database. If the report is not complete, a list of missing information will be provided.
	Saves the current contents of the form. The display remains at the input form, allowing you to enter additional information. (Note that it is necessary to save a report prior to entering corrective actions.)
	Deletes the current draft Notification Report. You will receive a warning asking you, " <i>Are you sure you want to remove this record from the work area?</i> " Select <b>OK</b> to remove it and return to the previous page (the <b>ORPS OCCURRENCE INPUT SELECTION</b> page). Select <b>CANCEL</b> to remain in the input form.
	Closes the current screen without saving and returns to the previous page.
	Transmits the report to the ORPS database.

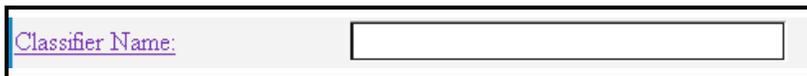
## Entering Information Into Differing Types of Data Fields

Information is entered into the form by typing the data or by making selections from lists of available values. You can move from entry field to entry field with your mouse or by pressing the **TAB** key. (You can jump backward to previous fields with *[SHIFT]+[TAB].*)

The exact method of entry will vary depending upon the type of information being entered. The various general types of inputs are described below.

### Edit Boxes

Edit boxes are used to enter free-form narrative information into a report field. Narrative data may consist of fixed-length, free-form fields; fixed-length, fixed-format fields; and extended free-form narrative fields. **Figure 11** shows a sample fixed length edit box.



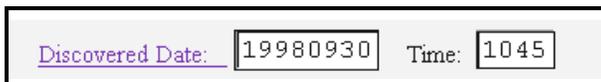
**Figure 11** - A sample “fixed-length” edit box.

To enter information into an edit box, simply click the mouse in the box to position the cursor in the box and then proceed to type the appropriate information. For fields which have relatively small lengths, all of the text will be visible in the edit box. If you try to exceed the allowable field length, the form will refuse to accept additional data.

For fields where the field lengths are longer than what can be displayed in the box, when you reach the end of the box, the form will continue to accept input and the excess data will scroll beyond the left boundary of the edit box. You can use the keyboard arrow keys or the **HOME** and **END** keys to scroll back and forth to view the entire text.

### Special Formatted Fields

Some types of data, e.g., dates and telephone numbers, require specific formatting. An example of a date input box is shown in **Figure 12**.



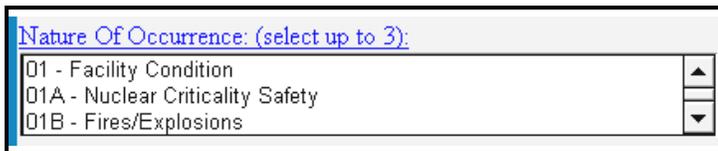
**Figure 12** - Two sample “special formatting” boxes illustrating date and time formatting.

Dates must be entered: *YYYYMMDD*  
and times must be entered as military  
time: *hhmm*

The special formatting required can be displayed in the on-line help frame by clicking on the hypertext link next to the field (e.g., **Discovered Date**, **Categorized Date**, etc.). Using the same procedure discussed above for the edit box, information should be entered in the format shown. For example, in **Figure 12**, you would be required to enter a date as **19941113** for November 13, 1994. When you leave the edit box by tabbing to the next field or moving to another field with the mouse, the system will verify that the information is in the correct format and inform you if it is not.

### **Selection Boxes (with scroll bar)**

Where data for a field is to be chosen from a list of specific choices, it is input by means of a selection box as shown in **Figure 13**. Use the scroll bar on the right to move up and down the list to view the selections. From these selection boxes (**Nature of Occurrence** and **Contributing Causes**), you may choose up to three selections.



**Figure 13** - A sample “selection” box with scroll bar.

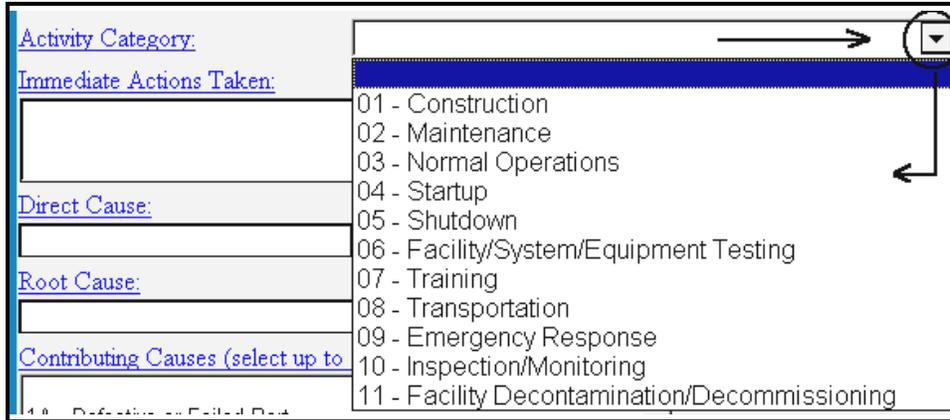
You can select the desired choice by clicking on it with the mouse. If more than one selection is required, you can make multiple sequential or multiple nonsequential selections.

You can select multiple sequential choices by holding down the left mouse button and dragging the mouse pointer over the range of choices, or by clicking on (selecting) your choice at one end of the range, moving to the other end of the range, and holding down the *[SHIFT]* key while clicking again with the left mouse button.

To select nonsequential items (or deselect an item), hold down the *[CTRL]* key while clicking on the desired choice(s) with the left mouse button.

## Selection Boxes (with drop-down lists)

Sometimes data for a field is to be chosen from a drop-down list of choices. In this case, it is input by means of a drop-down selection box as shown in **Figure 14**.



The image shows a screenshot of a data entry form. On the left side, there are several labels for data fields: 'Activity Category:', 'Immediate Actions Taken:', 'Direct Cause:', 'Root Cause:', and 'Contributing Causes (select up to...'. To the right of these labels is a large text area containing a list of 11 numbered options: '01 - Construction', '02 - Maintenance', '03 - Normal Operations', '04 - Startup', '05 - Shutdown', '06 - Facility/System/Equipment Testing', '07 - Training', '08 - Transportation', '09 - Emergency Response', '10 - Inspection/Monitoring', and '11 - Facility Decontamination/Decommissioning'. At the top right of this list area, there is a small square box containing a downward-pointing arrow, which is the drop-down selection box. A mouse cursor is shown pointing at this box, and a vertical line with arrows at both ends indicates the list of choices that appears when the box is clicked.

**Figure 14** - A sample “selection” box showing drop-down list of possible choices.

To use the selection box, click with the mouse on the down arrow at the right of the selection box. A drop-down list of possible choices will be displayed. Select the desired choice by clicking on it with the mouse (only one selection is possible). The drop-down list will be closed and the selection will be displayed in the selection box.

## Radio Buttons

Another method of entering information into the data fields is the use of radio buttons. Some of the input fields (e.g., UCNI, Further Evaluation Required) require that you select a radio button. Radio buttons are groups of buttons that allow “only one” to be selected at a time. When you select (click) one button, all the others are automatically deselected. The selected option appears with a dot in the middle of the radio button. **Figure 15** shows an example radio button group.



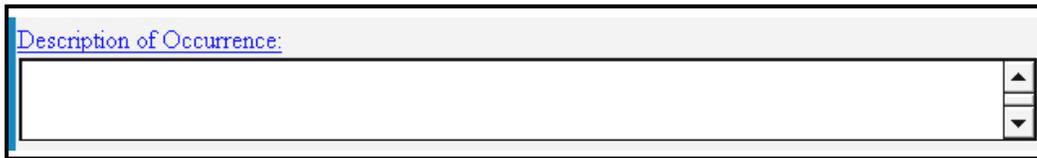
The image shows a screenshot of a radio button group. It consists of the label 'UCNI:' followed by two radio buttons. The first radio button is selected, indicated by a small black dot in its center, and is followed by the letter 'N'. The second radio button is not selected and is followed by the letter 'Y'.

**Figure 15** - A sample “radio button” group with selection.

## Extended Narrative Fields

Several of the fields allow the input of narrative text with no practical limit to the length of the text. These fields are displayed as larger, multiple-line, edit boxes (**Figure 16**).

To enter information in these fields, click anywhere in the edit box with the mouse to position the cursor in the box. Then begin typing your input. When you come to the end of a line, just continue typing and the text will automatically wrap to the next line. When you reach the bottom of the edit box, new lines will continue to be added and the previous text will scroll off of the top of the box.

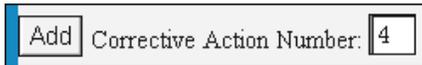


**Figure 16** - A sample “extended narrative” edit box.

You may review the text anywhere in the box by using the scroll bar on the right of the edit box.

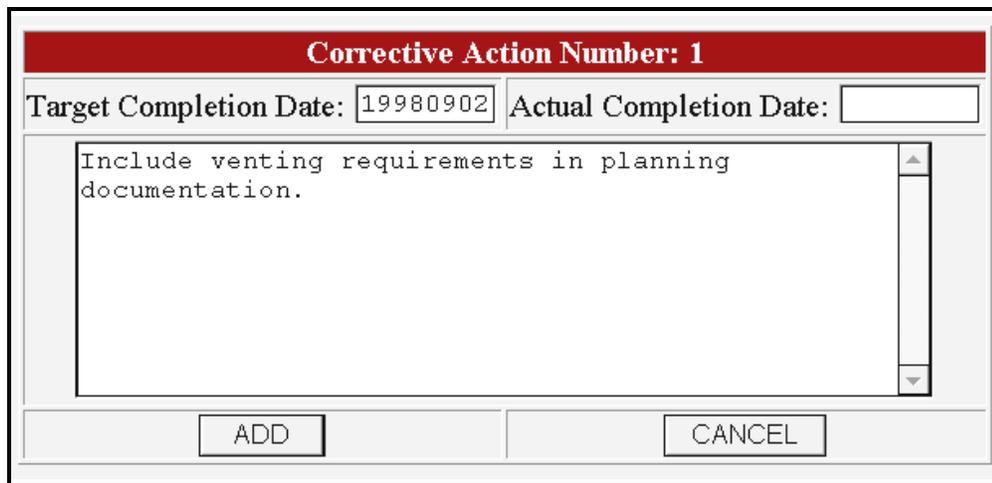
## Entering Corrective Actions

Corrective actions are entered into the report using the **CORRECTIVE ACTION INPUT** window. This window is accessed by clicking your mouse on the **ADD** Corrective Action button located near the bottom of the input form (Field 26).



A screenshot of a form element. On the left is a button labeled "Add". To its right is a text label "Corrective Action Number:" followed by a small input box containing the number "4".

This opens the **CORRECTIVE ACTION INPUT** window shown in **Figure 17**.



A screenshot of a window titled "Corrective Action Number: 1". The window has a red header bar. Below the header, there are two date fields: "Target Completion Date:" with the value "19980902" and "Actual Completion Date:" which is empty. Below these fields is a large text area containing the text "Include venting requirements in planning documentation." with a vertical scrollbar on the right. At the bottom of the window are two buttons: "ADD" and "CANCEL".

**Figure 17** - The **CORRECTIVE ACTION INPUT** window.

### NOTE



The Notification Report must be saved at least once before you can enter any corrective actions because the **ADD** Corrective Action button is not available. Once you have saved the report, the **ADD** Corrective Action button will appear. Then you may proceed to enter corrective actions.

## Adding a New Corrective Action

With the **CORRECTIVE ACTION INPUT** window opened, you may enter the **Target Completion Date** by typing it into the edit box (note that the required date format is YYYYMMDD). You may also enter an **Actual Completion Date**, if one is available. The narrative for the corrective action is entered by typing it into the large edit box.

Once you have entered the corrective action information, click on the **ADD** command button at the bottom of the input window to accept and save the corrective action and close the input window. The **CANCEL** command button closes the **CORRECTIVE ACTION INPUT** window without accepting the corrective action.

After adding corrective actions and saving the report, the corrective actions will be displayed at the bottom of the report in the order in which you entered them as shown in **Figure 18**. As you add corrective actions, the box to the right of the **ADD** Corrective Action button increments to indicate the number of the next corrective action to be added. **Figure 18** demonstrates that there are three corrective actions entered; therefore, the next one to be entered would be number 4.

The screenshot shows a window titled "Corrective Actions" with a red header. It contains three entries, each with a text box for the narrative, a "Target" date field, an "Actual" date field, and a "Delete Item" checkbox. The entries are:

- Item: 01 Completion Dates: Target: 19981125 Actual: 19981115 Delete Item:   
Include venting requirements in planning documentation.
- Item: 02 Completion Dates: Target: 19981115 Actual:  Delete Item:   
Provide a procedure to address the neutralization activities.
- Item: 03 Completion Dates: Target: 19981112 Actual:  Delete Item:   
Update the chemical inventory list to reflect the current inventory status.

At the bottom, there is an "Add" button and a "Corrective Action Number" field containing the value "4".

**Figure 18** - A sample listing of corrective actions that have been entered.



The targeted completion date for the corrective action must be after the discovery date. The actual completion date for the corrective action must also be after the discovery date and before the current date.

## Editing an Existing Corrective Action

To edit an existing corrective action, simply click your mouse to position it into one of the edit boxes (i.e., Target Completion Date, Actual Completion Date, narrative) for the desired corrective action and modify it. When you save or submit the report, the modifications will be saved.

## Deleting an Existing Corrective Action

To delete an existing corrective action on a report, place a check mark into the **DELETE ITEM** check box for the corrective action to be deleted to mark it for deletion. When you save or submit the report, the marked corrective action(s) will be deleted.

## Saving or Closing a Report

At any point during the completion of a Notification Report, you can save your data by clicking on the **SAVE** command button at the bottom of the screen. Your report will be saved to the file server and a temporary Occurrence Report Number is automatically generated the first time (e.g., ID--LITC--TEMP).

You can save your data periodically and continue to work on the report, or you may choose to save it with the **SAVE** command button and then exit it by clicking on the **RESTART** command button at the bottom of the screen. As mentioned previously, the **RESTART** command button closes the report without saving it and without any warning message that the report is being closed without saving it.

## Validating the Data and Transmitting the Report

Once you have finished entering the required information into the form, you are now ready to validate and transmit the record to the ORPS database.

### NOTE



Remember that it is not necessary to transmit the report when it is first created. If you need to obtain further information or receive other approvals before you transmit the report, you can save the report and edit and/or transmit it at a later time. (See the *Modifying Existing Reports* section of this document.)

When you are ready to check your report, click on the **VALIDATE** command button. In order to ensure that all data is validated properly, the system will automatically save your report prior to performing the validation. Then, the report will be validated to ensure that all necessary data has been entered correctly.

If the validation is not successful, you will see the following example report at the top of the **ORPS REPORT INPUT** form indicating that you have “errors” or incomplete data items.

The screenshot shows a validation report with a light blue header area containing a list of errors: "You must specify an activity category.", "You must specify Secretarial Office.", "You must specify Operating Conditions.", and "Categorization date is required." Below this list, it states "4 errors found." The report is divided into two main sections: "ORPS Notification Report" and "Facility/Personnel Information". The "ORPS Notification Report" section shows "Report Number: ID--LITC-1998-TEMP". The "Facility/Personnel Information" section shows "Facility: CFA - Central Facilities Area" and "Facility Function: 07 - Reprocessing" (selected in a dropdown menu).

**Figure 19** - An example **ORPS VALIDATION** report indicating that the data is incomplete.

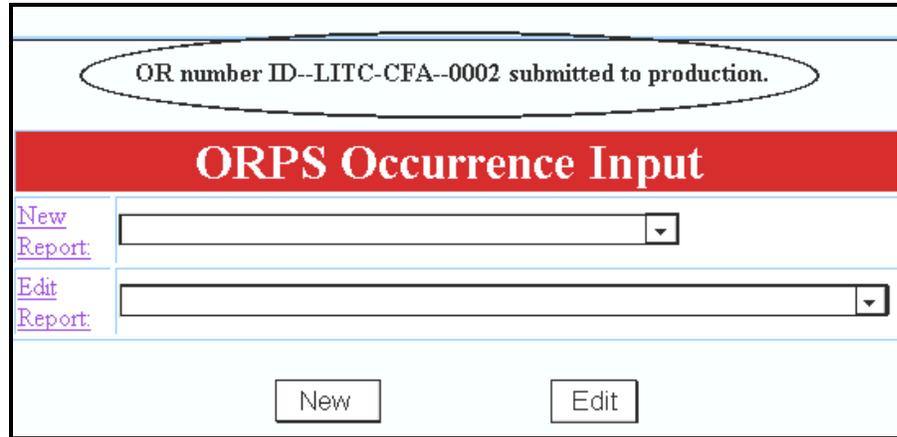
At this point, you will need to scroll down to the specified fields and complete the indicated items.

However, if the validation is successful, you will see a report indicating that all input was “successfully validated” (**Figure 20**). At that point, you can click on the **SUBMIT NOTIFICATION** command button at the bottom of the form to transmit the report to the ORPS database.

The screenshot shows a validation report with a light blue header area containing the message "Input successfully validated" circled in black. The report is divided into two main sections: "ORPS Notification Report" and "Facility/Personnel Information". The "ORPS Notification Report" section shows "Report Number: ID--LITC-1998-TEMP". The "Facility/Personnel Information" section shows "Facility: CFA - Central Facilities Area" and "Facility Function: 99 - Balance-of-Plant" (selected in a dropdown menu).

**Figure 20** - An **ORPS VALIDATION** report indicating that all data items were “successfully” validated.

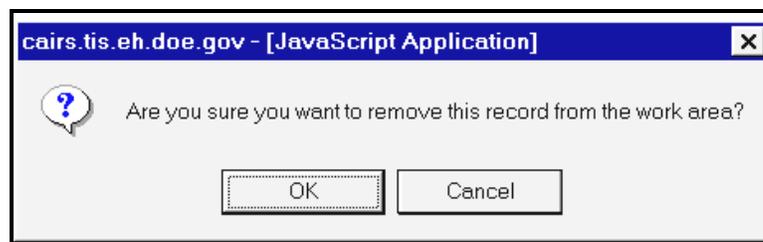
When a Notification Report is submitted, you are returned to the **ORPS OCCURRENCE INPUT SELECTION** page where a message is displayed indicating that the report was “submitted to production” (**Figure 21**). The Temp Report number previously assigned to the Notification Report is replaced with the official number.



**Figure 21** - The message displayed after submitting a report.

## Deleting the Report

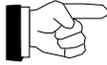
Notification Reports may be deleted prior to transmittal to the ORPS database. To delete the report currently displayed in the input form, simply click the **DELETE** command button at the bottom of the screen. You will receive a warning message (see **Figure 22**) asking you to confirm the deletion of the record.



**Figure 22** - The **QUESTION** box received to consent to the report deletion.

If you do not want to delete the report, click the **CANCEL** button to stop the deletion and return to the input form. However, to continue with the deletion, click on the **OK** command button. This will delete the record and return to the previous page, displaying a message at the top of the page saying, “*ORPS data deleted.*”

NOTE



If you click the **DELETE** button on a new report that has never been saved and assigned a temporary Occurrence Report Number and then click **OK** to consent to the deletion, the report will be deleted but the message indicating that ORPS data was deleted will not be displayed.

## Printing the Report

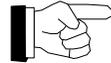
Any of your reports can be printed directly from the browser menu. Select **Print** from your browser's **FILE** menu. From the **PRINTER** dialog box that appears, select the **OK** command button to send the report to your printer. Your resulting print-out is essentially an unformatted screen shot of the fields and edit boxes. Data is truncated where there is an overflow in edit boxes.

## Creating a New Notification Report

### TUTORIAL

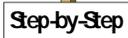
1. From the **ORPS OCCURRENCE INPUT SELECTION** page, select a facility from the **NEW REPORT FACILITY** drop-down list.
2. Click on the **NEW** command button to display the blank **ORPS REPORT INPUT** form.
3. Enter data into the appropriate fields by typing the information, or by making selections from lists of available values or buttons.

#### NOTE



Use the mouse or **TAB** key to move between fields. Required fields and their definitions are contained in *Appendix A* of this document.

4. After entering the information into the data fields, you have the following choices:
  - a. **VALIDATE** the report. Click on the **VALIDATE** command button to ensure that all necessary data is entered. (The report will be saved automatically.) If the report is complete, you can then click on the **SUBMIT NOTIFICATION** command button to transmit the report to the ORPS database. If the report is incomplete, scroll down to the specified fields and complete the indicated items.
  - b. **SAVE** the report. At any point during the completion of a Notification Report, you can save your data by clicking on the **SAVE** command button. (Your report will be saved and assigned a temporary OR number.)
  - c. **DELETE** the report. Click on the **DELETE** button to delete the currently displayed report. From the warning message box received, click on the **OK** button to proceed with the deletion or click on the **CANCEL** button to abort the deletion.
  - d. **RESTART** the report. Click on the **RESTART** command button to close the report without saving it and return to the **ORPS OCCURRENCE INPUT SELECTION** page.
  - e. **SUBMIT NOTIFICATION**. Once the required fields have been completed in the report, click on the **SUBMIT NOTIFICATION** command button to transmit the report to the ORPS database.
  - f. **PRINT** the report. Select **Print** from the browser's **FILE** menu. From the **PRINTER** dialog box, click on the **OK** command button.

A small icon consisting of a rectangular box with the text "Step-by-Step" inside, attached to a vertical post that ends in a downward-pointing arrowhead.

## TUTORIAL

### Entering Corrective Actions

1. After saving the report at least once, click your mouse on the **ADD** Corrective Action button (field 26).
2. In the **CORRECTIVE ACTION INPUT** window, enter a corrective action target date and completion date (if available). Also, enter the narrative for the corrective action into the large edit box.
3. When done, click on the **ADD** command button to save the corrective action and close the **CORRECTIVE ACTION INPUT** window.

#### NOTE



Before you can enter any corrective actions, you must have entered a discovery date, and the Notification Report must be saved at least once.

### Exercise 1

1. Make up a fictitious occurrence, and input a new Notification Report. Save, validate, and transmit the Notification Report.

*Reminder:* Fields 1 through 19, and field 25 must be completed.

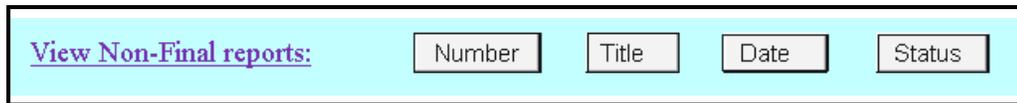


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## Viewing All Non-Final Reports

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The **VIEW NON-FINAL REPORTS** line contains four command buttons which enable you to view Non-Final Reports under your jurisdiction. The command buttons let you choose the order in which you would like the reports sorted (**Figure 23**).



**Figure 23** - The **VIEW NON-FINAL REPORTS** line containing sort command buttons.

NOTE



During initial testing and training, these links will only display newly created reports and selected Non-Final Reports that have been added specifically for training. Prior to production, the database will be populated with all Non-Final Reports, and all Non-Final Reports for your assigned facilities will be available.

## Viewing Reports Sorted by Occurrence Number

The first command button on the **VIEW NON-FINAL REPORTS** line is **NUMBER**. It displays a page with all Non-Final Reports listed and sorted by occurrence report number.

<b>Non-Final Reports, Sorted by Report Number</b>				
<b>Make Copy?</b>	<b>OR Number/Title</b>	<b>Report Type</b>	<b>Discovery Date</b>	<b>Report Date</b>
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Buldging Drum Found</b>	Notification	19980902	19981118
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Personnel Skin Contamination</b>	Notification	19981117	19981118
<input type="checkbox"/>	ID--LITC-LITCOSITEW-1997-0002 <b>Notice of Violation from Hazardous Waste Management Act Inspections During November 1996.</b>	Update	19970826	19970827
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0024 <b>Solvent Building (CPP-694) System Degraration</b>	Notification	19971028	19971028
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0025 <b>Criticality Control Requirements for Process Equipment Waste</b>	Notification	19971118	19971119

selected reports to work area.

to previous screen.

**Figure 24** - The View Non-Final Reports **SORTED BY REPORT NUMBER** page.

As you will see, each of these view pages will display the same five columns (i.e., **Make Copy?**, **OR Number/Title**, **Report Type**, **Discovery Date**, and **Report Date**). In addition, these pages also contain the **COPY** and the **BACK** command buttons at the bottom.

The **COPY** command button works in conjunction with the **MAKE COPY?** column. You may select one or more reports to move into your draft report area for editing. To mark a report for copying, place a check mark in the check box next to it by clicking your mouse in the box. After marking the report(s) for copying with the check mark(s), click on the **COPY** command button to return to the **ORPS OCCURRENCE INPUT SELECTION** page. The marked, copied reports will now be displayed in the **EDIT REPORT** drop-down list and are available for updating.

The **BACK** command button takes you to the previous page. (You can also use the browser's **BACK** button on the toolbar.)

## Viewing Reports Sorted by Title

The **TITLE** command button takes you to a page listing all Non-Final Reports by title, sorted in alphabetical order.

<b>Non-Final Reports, Sorted by Report Title</b>				
<b>Make Copy?</b>	<b>OR Number/Title</b>	<b>Report Type</b>	<b>Discovery Date</b>	<b>Report Date</b>
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Bulding Drum Found</b>	Notification	19980902	19981118
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0025 <b>Criticality Control Requirements for Process Equipment Waste</b>	Notification	19971118	19971119
<input type="checkbox"/>	ID--LITC-LITCOSITEW-1997-0002 <b>Notice of Violation from Hazardous Waste Management Act Inspections During November 1996.</b>	Update	19970826	19970827
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Personnel Skin Contamination</b>	Notification	19981117	19981118
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0024 <b>Solvent Building (CPP-694) System Degraration</b>	Notification	19971028	19971028

selected reports to work area.

to previous screen.

**Figure 25** - The View Non-Final Reports **SORTED BY REPORT TITLE** page.

## Viewing Reports Sorted by Occurrence Report Date

The **DATE** command button displays a page with all Non-Final Reports listed and sorted by report date.

<b>Non-Final Reports, Sorted by Report Date</b>				
<b>Make Copy?</b>	<b>OR Number/Title</b>	<b>Report Type</b>	<b>Discovery Date</b>	<b>Report Date</b>
<input type="checkbox"/>	ID--LITC-LITCOSITEW-1997-0002 <b>Notice of Violation from Hazardous Waste Management Act Inspections During November 1996.</b>	Update	19970826	19970827
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0024 <b>Solvent Building (CPP-694) System Degradation</b>	Notification	19971028	19971028
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0025 <b>Criticality Control Requirements for Process Equipment Waste</b>	Notification	19971118	19971119
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Bulding Drum Found</b>	Notification	19980902	19981118
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Personnel Skin Contamination</b>	Notification	19981117	19981118

selected reports to work area.

to previous screen.

**Figure 26** - The View Non-Final Reports **SORTED BY REPORT DATE** page.

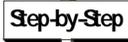
## Viewing Reports Sorted by Status

The **STATUS** command button displays all Non-Final Reports sorted by report status.

<b>Non-Final Reports, Sorted by Report Status</b>				
<b>Make Copy?</b>	<b>OR Number/Title</b>	<b>Report Type</b>	<b>Discovery Date</b>	<b>Report Date</b>
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Bulging Drum Found</b>	Notification	19980902	19981118
<input type="checkbox"/>	ID--LITC-CFA--0002 <b>Personnel Skin Contamination</b>	Notification	19981117	19981118
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0025 <b>Criticality Control Requirements for Process Equipment Waste</b>	Notification	19971118	19971119
<input type="checkbox"/>	ID--LITC-WASTEMNGT-1997-0024 <b>Solvent Building (CPP-694) System Degradation</b>	Notification	19971028	19971028
<input type="checkbox"/>	ID--LITC-LITCOSITEW-1997-0002 <b>Notice of Violation from Hazardous Waste Management Act Inspections During November 1996.</b>	Update	19970826	19970827

selected reports to work area.  
 to previous screen.

**Figure 27** - The View Non-Final Reports SORTED BY REPORT STATUS page.

A small icon consisting of a white rectangular box with the text "Step-by-Step" inside, mounted on a wooden post with a pointed top.

## TUTORIAL

### Viewing All Non-Final Reports

1. From the **ORPS OCCURRENCE INPUT SELECTION** page, select the desired viewing mode from the four command buttons located on the **VIEW NON-FINAL REPORTS** line. The options include:
  - Viewing reports by **NUMBER**
  - Viewing reports by **TITLE**
  - Viewing reports by **DATE**
  - Viewing reports by **STATUS**
2. From the viewing list that appears, you may mark reports for copying into your draft report area for editing by placing check marks in the corresponding check boxes. Click on the **COPY** command button to return to the **ORPS OCCURRENCE INPUT SELECTION** page where the marked, copied reports will be displayed in the **EDIT REPORT** drop-down list.
3. Or, click on the **BACK** command button at the bottom of the viewing page or the browser's **BACK** button to return to the **ORPS OCCURRENCE INPUT SELECTION** page.

## Modifying Existing Reports

To modify or update an occurrence report, you must first select the report from the **EDIT REPORT** drop-down list on the **ORPS OCCURRENCE INPUT SELECTION** page (**Figure 28**). This list automatically contains all previously saved and untransmitted Notification Reports. However, any previously submitted reports that are available for use in creating Update or Update/Final Reports will need to be moved into your work space in order for them to appear on this list and be accessible for updating. (Refer to the explanation on the **COPY** command button in the *Viewing Reports Sorted by Occurrence Number* section on page 30. There you will find detailed instruction on moving reports from the ORPS database area into your work space.)

After moving desired reports to your work space, the **EDIT REPORT** drop-down list should contain all reports that are available for you to modify and/or transmit. Untransmitted records are identified by the temporary report number assigned when you saved the report; previously transmitted records are identified by the occurrence report number that was assigned when the report was transmitted to the database. The report title is also provided to help you identify the record you wish to modify.

The screenshot shows the 'ORPS Data Entry' window with a red header 'ORPS Occurrence Input'. Below the header are two dropdown menus: 'New Report:' and 'Edit Report:'. The 'Edit Report:' dropdown is open, showing a list of reports with the following text:

- ID--LITC-CFA--0002 - Personnel Skin Contamination
- ID--LITC-CFA--0002 - Buldging Drum Found
- ID--LITC-CFALL--TEMP - (no subject)
- ID--LITC-ICPP--TEMP - Decon Technician Found Contaminated
- ID--LITC-LANDLORD-1997-0011 - Potential Violation of Off-Site Shipment
- ID--LITC-LANDLORD-1997-0017 - Construction Excavator Strikes an Energi
- ID--LITC-LANDLORD-1997-0018 - ICPP Security Alarm System Malfunction
- ID--LITC-LITCOSITEV--TEMP - Degradation of Fire Protection Reporting

On the left side of the dropdown list, there is a link labeled 'View Non-'. On the right side, there is a button labeled 'Status'.

**Figure 28** - The **EDIT REPORT** drop-down list.



**NOTE** Remember that it is not necessary to edit a report from the same workstation on which it was created. Since the pending report is stored on the server rather than on your local workstation, you can access it from any workstation that has access to the server. For example, you could initiate a report from the field where detailed event information is available, save the report, and

then complete it from your corporate headquarters after consultation with your management, staff, etc.

After selecting a report to edit, click on the **EDIT** command button to continue to the **ORPS REPORT INPUT** form. You can add new information to the form and/or edit information that was previously entered. From this point on, the form functions as described in the section, *Creating a New Notification Report*.

The top of the form will reflect the status of the report (i.e., ORPS Notification Report, ORPS Update Report, etc.). If the report being edited is an Update or Update/Final, three command buttons are added to the bottom of the form. Each is briefly explained in the following table.

Command Button	Function
	Submits the report to the ORPS database as an Update Report. (This command button replaces the <b>SUBMIT NOTIFICATION</b> command button on a Notification Report.)
	Submits the report to the ORPS database as a Final Report.
	Submits the report to the ORPS database as a Cancelled Report.

**NOTE**



If you attempt to edit a report that is currently being edited by another person, you will receive the following message indicating such.

**WTW-Temp Report-001**

The Requested Document is currently being Edited by: William T Walters

Opened for Edit at: 04/02/98 12:53:27

Contact Phone Number: 3014282000



NOTE



If you edit a report started by someone else and then save it, your name replaces theirs as the originator/transmitter at the time of the save. There is also an autosave feature whereby if you open a report originated by someone else and go directly to validate and transmit it, it will automatically be saved with your name.

Step-by-Step

TUTORIAL

## Modifying Existing Reports

1. From the **ORPS OCCURRENCE INPUT SELECTION** page, select a report from the **EDIT REPORT** drop-down list.
2. Click on the **EDIT** command button to display the **ORPS REPORT INPUT** form.
3. Edit the report as needed. Then, click on the appropriate command button: **VALIDATE, SAVE, DELETE, RESTART, SUBMIT NOTIFICATION/SUBMIT UPDATE, SUBMIT FINAL, or CANCEL REPORT.**

### Exercise 3

1. Modify the report entitled: **Second Degree Burn.**
2. Add the following information and corrective actions:

**Direct Cause:** 2) PROCEDURE PROBLEM  
A. Defective or Inadequate Procedure

**Contributing Cause(s):** 6) MANAGEMENT PROBLEM  
C. Inadequate Supervision  
3) PERSONNEL ERROR  
A. Communication Problem

**Root Cause:** 3) PERSONNEL ERROR  
A. Inattention to Detail

**Description of Cause:** The direct cause of the burn was the failure of the welder to follow basic practices. He was inattentive and allowed his clothing to come into contact with a hot weld. The welder should have been wearing a welding apron to avoid burning his clothing.

**Evaluation:** General housekeeping was poor. The injured employee's supervisor should have provided more direction in cleanup of the work environment and work practices.

**Corrective Actions:** #1 Target Completion Date: One week from Today's date  
Completion Date: Blank  
Meet with top-level contractor management to discuss all safety issues emphasized by this incident and enlist their cooperation in facilitating compliance and improvement.

#2 Target Completion Date: One week from Today's date  
Completion Date: Blank  
Provide documentation of and communicate this incident to the contractor's unsafe practices personnel.

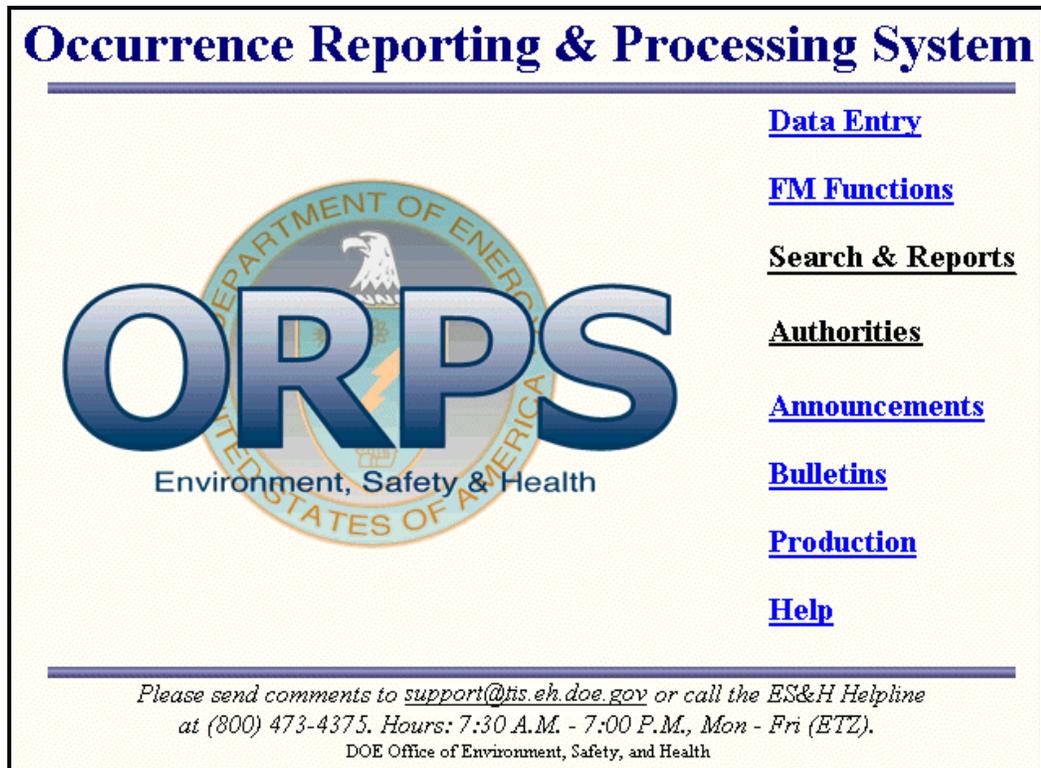
3. Submit the occurrence report.

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## Accessing the ORPS GUI Database

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When you select the **ORPS GUI** link from the bottom frame of the **ORPS OCCURRENCE INPUT SELECTION** page, you will temporarily exit the Data Entry program to directly access the ORPS GUI database. (You will be presented with a “log-on” box and will be required to log on with your ORPS GUI user-id and password, if you have not previously done so.) The **OCCURRENCE REPORTING & PROCESSING SYSTEM** home page appears (**Figure 32**).



**Figure 32** - The ORPS GUI home page (with Manager Functions link).

From this page, you can access ORPS data to perform manager functions, searches, data distributions, data analyses, generate reports, access ORPS bulletins, etc. The **ORPS Data Entry** link on this page returns you to the ORPS Data Entry program.

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## Using On-line Help

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The ORPS Data Entry program contains extensive on-line help information. The on-line help documentation contains a much greater level of detail than can be included in this document; therefore, you are encouraged to refer to the on-line help frame on the Data Entry pages in order to become familiar with the features of the input tool. As you are aware, the development of the ORPS GUI Data Entry system is ongoing. Therefore, the on-line help documentation will be continually updated to reflect any new or revised features that are placed into production; while this manual will only be updated periodically.

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## Exiting the ORPS GUI Data Entry Program

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Since the ORPS GUI Data Entry program is now an Internet-based application, there is no official “log-off” process. To exit the Data Entry program, you will need to close your browser by selecting **Close** from the browser’s **FILE** menu.



For security reasons, it is important to understand this. Even though you may have hyperlinked or navigated to other Internet sites and your ORPS Data Entry program is no longer visible in your current browser window, you are still connected. The only way to exit is to close your browser.



## Appendix A - Data Entry Field Descriptions

The following instructions apply to the reporting of occurrences into the Occurrence Reporting and Processing System (ORPS). All reports containing classified information or Unclassified Controlled Nuclear Information (UCNI) shall be submitted in hard copy in accordance with established security requirements. An unclassified, nonsensitive version shall be submitted to ORPS for entry into the database.

Fields 1 through 19 and field 25 of the occurrence report are required for the Notification Report. Data shall be entered in all other fields when known. For the Update Report and Final Reports, information on the Notification Report shall be retained and updated as better information becomes available. The data entry fields for Notification, Update, and Final Reports include the following:

#	Field Title	Field Description
1.	Occurrence Report Number	The system automatically generates this number once a Notification Report has been transmitted. It is an alphanumeric designation that identifies the DOE Field Office, Area Office (if applicable), DOE contractor or laboratory involved, facility, the calendar year of the occurrence report, and sequential number of the occurrence by facility. Examples are SR--WSRC-MED-1995-0005 and AL-AO-MHSM-PANTEX-1995-0003. Prior to transmitting the Notification Report, a notification temporary occurrence report number occupies this field (e.g., BRS-Temp Report-001).
2.	Occurrence Report Type	Required entry for all occurrence reports. The system automatically inserts the Occurrence Report type upon entering the occurrence input form. The system automatically inserts the date and time (Mountain Time Zone) once a Notification Report is transmitted.  (NOTE: An Update or Final Report cannot be created if a Notification Report has not been transmitted.)

#	Field Title	Field Description
	Facility Name	<p>Required entry for all occurrence reports. From the drop-down list on the <b>ORPS OCCURRENCE INPUT SELECTION</b> page, select the name of the facility where the occurrence took place before selecting the <b>NEW</b> command button.</p> <p>Information from this field is used by the system to automatically fill in the site name.</p>
	Facility Function	<p>Required entry for all reports. From the drop-down list, select the code for the type of facility or the activity/function performed by the facility. Only one function can be selected. Possible entries are listed below:</p> <ul style="list-style-type: none"> <li>01 Plutonium Processing and Handling</li> <li>02 Special Nuclear Materials Storage</li> <li>03 Explosive</li> <li>04 Uranium Enrichment</li> <li>05 Uranium Conversion/Processing and Handling</li> <li>06 Irradiated Fissile Material Storage</li> <li>07 Reprocessing</li> <li>08 Nuclear Waste Operations/Disposal</li> <li>09 Tritium Activities</li> <li>10 Fusion Activities</li> <li>11 Environmental Restoration Operations</li> <li>12 Category "A" Reactors</li> <li>13 Category "B" Reactors</li> <li>14 Solar Activities</li> <li>15 Fossil and Petroleum Reserves</li> <li>16 Accelerators</li> <li>99 Balance-of-Plant (e.g., offices, machine shops, site/outside utilities, safeguards/security, and transportation)</li> </ul>
	Site Name	<p>Required entry for all reports. The name of the laboratory, site, or organization is automatically provided by the computer from the Facility Name field.</p>

#	Field Title	Field Description
	Manager/Designee & Job Title	Required entry for all reports. From the drop-down list, select the name of the responsible Facility Manager or designee who approved the report, either by personally transmitting the electronic report or by signing a hard copy report. By selecting a Facility Manager name from the drop-down list, the title and phone number fields will be filled in automatically, but may be overwritten, if necessary. (NOTE: These fields will be blanked out after transmittal and must be reentered on subsequent reports.)
	Originator/ Transmitter & Originator Title	Required entry for all reports. The name, title, and telephone number of the transmitter (the person who originated the report) will automatically be entered by the computer. This is the person who gathers the information and is most knowledgeable about the event. (NOTE: If there is not a signed, hard copy Final Report on file, the report must be transmitted by the Facility Manager or designee.)
	Authorized Classifier	For facilities where classified operations are conducted and classified information is generated, enter the name of the Authorized Classifier who determined that the report was unclassified and the date of the determination. (NOTE: These fields will be blanked out after transmittal of the report and must be reentered on subsequent reports.)
3.	Occurrence Category	Required entry for all reports. From the drop-down list, select the occurrence category. The choices are as follows:  Off-Normal Unusual Emergency Cancelled (only available on Final Reports)
4a.	Number of Occurrences	Required entry for all reports. Enter the number of occurrences included in this report. You can either type in the number or click your mouse on the drop-down list and select a number. The number defaults and will always be one unless the occurrences meet the specific criteria for roll-up reports for Off-Normal Occurrences, as discussed in Section 5.7 of DOE Manual 232.1-1A. If the occurrences meet those criteria, be sure to change this field each time additional occurrences are added.

#	Field Title	Field Description
4b.	Original Occurrence Report	For roll-up reports with an approved Final Report, enter the occurrence report number for the original occurrence that is in the ORPS database as an approved Final Report.
5.	Division/Project	Required entry for all reports. Identify the division, project, or contractor organization responsible for the facility at which the occurrence took place.
6.	Secretarial Office	<p>Required entry for all reports. From the drop-down list, select the DOE Secretarial Office to which this facility is operationally responsible. Only one Secretarial Office can be selected. If the facility is operationally responsible to more than one Secretarial Office, enter the Secretarial Office that is most directly involved in the specific work activity during which the occurrence took place. Possible entries are listed below:</p> <p>DP - Defense Programs  EE - Energy Efficiency and Renewable Energy  EH - Environment, Safety and Health  EI - Energy Information Administration  EM - Environmental Management  ER - Energy Research  FE - Fossil Energy  HR - Human Resources and Administration  NE - Nuclear Energy, Science and Technology  NN - Nonproliferation and National Security  NP - New Production Reactor  RW - Civilian Radioactive Waste Management  UE - Uranium Enrichment</p>
7.	System/Building/Equipment	Required entry for all reports. Identify all systems, equipment, or structural items involved in the occurrence, as applicable. In addition, in the case of component failures or defective parts or materials, provide such information as the manufacturer, model number, and size. The most significant item(s) should be listed here. Additional information can be provided in the Description of Occurrence (field 16).

#	Field Title	Field Description
8.	UCNI?	Required entry for all reports. Click on the <b>YES</b> radio button or the <b>NO</b> radio button to indicate whether the occurrence report contains unclassified controlled nuclear information (UCNI). A reviewing official shall make a final determination that the report contains or does not contain UCNI. Reports containing UCNI shall not be entered into the ORPS database. A nonsensitive version shall be entered into the ORPS database within the required time frames.
9.	Plant Area	Required entry for all reports. Enter the name of the site-specific plant area (e.g., F-Area, M-Area) where the occurrence took place.
10	Discovered Date and Time	Required entry for all reports. Enter the date and time when the facility staff discovered the event or condition being reported. The date format should be: <b>YYYYMMDD</b> and the time format should be: <b>HHMM</b> (using a 24-hour clock).
11	Categorized Date and Time	Required entry for all reports. Enter the date and time the Facility Manager determined that the event or condition constituted a reportable occurrence and determined its category (Emergency, Unusual, or Off-Normal). The date format should be: <b>YYYYMMDD</b> and the time format should be: <b>HHMM</b> (using a 24-hour clock).
12	DOE HQ EOC Notification	Required entry for all reports with a code <b>E</b> (Emergency) or <b>U</b> (Unusual) entered in the Category field. Enter the name and organization of the DOE HQ EOC Coordinator and the date and time when this person was notified. The date format should be: <b>YYYYMMDD</b> and the time format should be: <b>HHMM</b> (using a 24-hour clock).  (NOTE: This field is not required for occurrences that are categorized as Off-Normal.)
13	Other Notifications	Optional entry for all reports. Enter the name(s), organization(s), notification date(s), and notification time(s) of state and local officials or other agencies. The date format should be: <b>YYYYMMDD</b> and the time format should be: <b>HHMM</b> (using a 24-hour clock). Space is provided for up to five persons. If additional notifications are required, you can enter the information in the Immediate Actions Taken and Results field (field 19).

#	Field Title	Field Description
14	Subject or Title of Occurrence	Required entry for all reports. Enter a brief title or description (140 characters or less) of the nature, cause, and result of the occurrence. If the occurrence involved an Unreviewed Safety Question, the acronym "USQ" shall be placed at the end of the Subject or Title of Occurrence. If the report is a roll-up report, include "roll-up" in the title.

#	Field Title	Field Description
15	Nature of Occurrence	<p>Required entry for all reports. Enter up to three nature of occurrence codes. To do this, make your selection(s) from the list in the selection box. The possible entries are listed below:</p> <p><u>Group 1. Facility Condition</u></p> <p>01A Nuclear Criticality Safety  01B Fires/Explosions  01C Safety Status Degradation  01D Loss of Control of Radioactive Material/Spread Contamination  01E Safety Structure/System/Component Degradation  01F Violation/Inadequate Procedures  01G Oversight Activities  01H Operations</p> <p><u>Group 2. Environmental</u></p> <p>02A Radionuclide Releases  02B Release of Hazardous Substances/Regulated Pollutants/Oil  02C Hazardous Material Contamination  02D Ecological Resources  02E Environmental Agreement/Compliance Activities</p> <p><u>Group 3. Personnel Safety</u></p> <p>03A Occupational Illness/Injuries  03B Vehicular Incidents  03C Safety Concerns</p> <p><u>Group 4. Personnel Radiological Protection</u></p> <p>04A Radiation Exposure  04B Personnel Contamination</p> <p><u>Group 5. Safeguards and Security</u></p> <p>05A Criminal Acts  05B Unaccounted for Classified Matter/Compromised Information  05C Substance Abuse  05D Intelligence Activities  05E Physical Security System Computer  05F Unplanned/Unscheduled Outage of Site Security System  05G Demonstrations/Protests  05H Firearms  05I Other Security Concerns  05J Material Control and Accountability</p> <p><u>Group 6. Transportation</u></p>

#	Field Title	Field Description
		<p><u>Group 7. Value Basis Reporting</u>            07A Cost Based Occurrences            07B Defective Item, Material, or Service</p> <p><u>Group 8. Facility Status</u>            08A Facility/Process/Activity Unscheduled Shutdown            08B Existing Facility/Process/Activity Shutdown Extension            08C New Facility/Process/Activity Start-Up Delay</p> <p><u>Group 9. Nuclear Explosive Safety</u></p> <p><u>Group 10. Cross-Category Items</u>            10A Collectively Significant Related Occurrences            10B Near Miss Occurrences            10C Potential Concerns/Issues</p>
16	Description of Occurrence	<p>Required entry for all reports. Enter a clear, concise, objective description of what happened and what was observed. To the maximum extent possible, a sequence of events should be provided. The type of information to be provided in the description should include at least the following:</p> <ul style="list-style-type: none"> <li>• The method of discovery.</li> <li>• Any component failures and the failure modes.</li> <li>• Any personnel errors involved, including the type and result of the error.</li> <li>• Any procedure problem encountered.</li> <li>• The response of any automatic or manual safety systems and the signals which initiated and terminated their operation.</li> <li>• The duration of any failures.</li> <li>• Operator actions that affected the course of events.</li> <li>• The loss of any safety equipment.</li> <li>• For contamination events, the information described in Sections 10.3.1.a and 10.3.2.a of DOE M 232.1-1A.</li> </ul>
17	Operating Conditions	<p>Required entry for all reports. Enter text describing the operational status of the facility or equipment at the time of the occurrence including, for example, pertinent temperatures, pressures, or other parameters necessary for evaluation of the occurrence and its consequences. If this information is not applicable, enter "<b>Does not apply.</b>"</p>

#	Field Title	Field Description
18	Activity Category	<p>Required entry for all reports. From the drop-down list, select the activity category code that best describes the ongoing activity at the time of the occurrence. The possibilities are as follows:</p> <ul style="list-style-type: none"> <li>01 Construction</li> <li>02 Maintenance</li> <li>03 Normal Operations</li> <li>04 Start-up</li> <li>05 Shutdown</li> <li>06 Facility/System/Equipment Testing</li> <li>07 Training</li> <li>08 Transportation</li> <li>09 Emergency Response</li> <li>10 Inspection/Monitoring</li> <li>11 Facility Decontamination/Decommissioning</li> </ul>
19	Immediate Actions Taken and Results	<p>Required entry for all reports. 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 effected.</p>
20	Direct Cause	<p>Required entry for Final Reports. Enter the cause that directly resulted in the occurrence. To do this, make your selection from the drop-down list. One direct cause is required for Final Reports. (See <i>Appendix C</i> for a complete list of cause codes.)</p>
21	Contributing Causes	<p>Enter the cause(s) that contributed to the occurrence but, by itself, would not have caused the occurrence. To do this, make your selection from the list in the selection box. Up to three contributing causes are allowed, but are optional. (See <i>Appendix C</i> for a complete list of cause codes.)</p>

#	Field Title	Field Description
22	Root Cause	<p>Required entry for Final and roll-up reports. Enter the cause that, if corrected, would prevent recurrence of this and similar occurrences. To do this, make your selection from the drop-down list. One root cause is required for each Final Report. Root cause is also required for any roll-up report, including Notification and Update Reports. (See <i>Appendix C</i> for a complete list of cause codes.)</p> <p>(NOTE: The identified root cause may be applicable to more than the occurrence being reported; it can have generic implications for a broad range of possible occurrences. Corrective actions should address these possible occurrences as well.)</p>
23	Description of Cause	<p>Required entry for Final Reports. Discuss the cause of the occurrence to include root, direct, and contributing cause(s) and the corrective action(s) identified. Do not repeat a description of the occurrence, but discuss the results of the causal analysis. Include sufficient details concerning the corrective action(s) to demonstrate that the identified actions will adequately address the cause(s) of the occurrence.</p>
24	Evaluation by Manager	<p>Required entry for all Update and Final Reports. Required entry for Notification Reports if both responses are “Yes” to Item 25, is “<i>Further Evaluation Required?</i>” and is the evaluation required “<i>Before Further Operation?</i>” Enter the Facility Manager’s evaluation of the occurrence and its effect (or possible effect) on the plant, system, program, or project.</p>

#	Field Title	Field Description
25	Further Evaluation Required?	<p>Required entry for all reports. Check <b>YES</b> or <b>NO</b> to indicate whether further evaluation is required. The <b>FURTHER EVALUATION REQUIRED</b> field must be <b>No</b> on all Final Reports.</p> <p>If further evaluation is required, then <b>Yes</b> or <b>No</b> must be checked in the <b>BEFORE FURTHER OPERATION</b> field.</p> <p>If further evaluation is required before further operation (i.e., both <b>YES</b> radio buttons are checked), then you must also provide who will take the action and the date when the action will be taken in the <b>BY WHOM?</b> and <b>BY WHEN?</b> fields.</p> <p>(NOTE: Evaluation by Manager (field 24) must also be completed if both <b>YES</b> radio buttons are selected.)</p>
26	Corrective Actions	<p>Required entry for Final Reports. Click on the <b>ADD Corrective Action</b> button to display the <b>CORRECTIVE ACTION INPUT</b> window. Enter all actions identified to correct the problem that, when completed, will prevent recurrence. In addition, provide actual or target completion dates for all of the corrective actions listed. (For further instruction on corrective actions, refer to the <i>Entering Corrective Actions</i> section of this document.)</p>
27	Impact on Environment, Safety & Health	<p>Required entry for Final Reports. Provide an assessment of the environment, safety, and health consequences and implications of the occurrence. Describe the impact of the occurrence on the environment, safety, and health of workers, the public, and onsite/offsite environs. This should include amounts and types of hazardous or radioactive materials released, levels and types of contamination, exposure levels of workers and the public, and known or projected environmental, safety, and health impacts.</p>
28	Programmatic Impact	<p>Required entry for Final Reports. Describe the impact of the occurrence on the program or project affected. This could be a loss of data, loss of plant availability for a specified period, additional costs, schedule delays, or other measurable consequences of the occurrence.</p>

#	Field Title	Field Description
29 .	Impact on Codes and Standards	Required entry for Final Reports. If the occurrence affects the requirements of national codes and standards, program standards, or DOE Orders, a statement regarding the adequacy of the codes or standards should be provided, along with any recommended changes.
30 .	Lessons Learned	Required entry for Final Reports. Include any lessons learned from the occurrence that could be of importance to other facility operators or that should be addressed in personnel training or facility procedures.
31 .	Similar Report Numbers	Required entry for Final Reports. List any similar occurrences (by report number) of which you are aware for this or other facilities. The purpose of this item is to identify, if recognized, occurrences that might suggest a generic problem (i.e., cause) that may result in single or common lessons learned.
32 .	User Field #1	This optional field can be used by the Facility Manager to store facility-specific information (e.g., a cross reference to performance indicator data).
33 .	User Field #2	This optional field can be used by the Facility Manager to store facility-specific information (e.g., a cross reference to a site-specific number or name).

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## Appendix B - Validation of Data

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The ORPS Data Entry program has a number of built-in features designed to aid the user in entering complete and valid data. Through the use of logic checks, help and error messages, and limited field access, the potential for invalid input on the part of the user has been minimized. The following is a list of the data validation features built into the ORPS Data Entry program:

- Report type
  - New report can only be a Notification Report
  - Roll-up reports must be final after 90 days from categorization
  
- Facility
  - Can only be entered on the Notification Report
  - Entries can only be selected from the list for which the user has authority
  
- Facility Function
  - Allows entries from list of facility functions only
  
- Facility Manager/Designee Name
  - No validation check on the entry
  - Must be reentered each time
  
- Facility Manager/Designee Phone
  - Allows numeric entries only
  - Must be reentered each time
  
- Facility Manager/Designee Title
  - No validation check on the entry
  - Must be reentered each time
  
- Authorized Classifier Name
  - No validation check on the entry
  - Must be reentered each time
  
- Authorized Classifier Date
  - Must be  $\leq$  Current Date
  - Must be  $\geq$  Discovered Date
  - Must be reentered each time

- Occurrence Category
  - Allows entries from list of categories only
  - Must be Off-Normal for roll-up reports
- Category
  - Allows entries from list of categories only
  - Must be Off-Normal for roll-up reports
  - Cancelled only available for Final Reports
- Number of Occurrences
  - Must be between 1 and 30
- Original OR Number
  - Must be OR number format
- Division or Project
  - No validation check on the entry
- Secretarial Office
  - Allows entries from list of program offices only
- System, Building, or Equipment
  - No validation check on the entry
- Plant Area
  - No validation check on the entry
- Unclassified Controlled Nuclear Information
  - Must be No prior to report transmittal
- Discovered Date
  - Must be  $\leq$  Current Date
  - Must be  $\leq$  Categorized Date
  - Must be  $\leq$  DOE Notification Date (if it exists)
  - Must be  $\leq$  Other Notification Date (if it exists)
  - Must be  $\leq$  FER Date (if it exists)
  - Must be  $\leq$  AC Date (if it exists)
  - Must be a valid date

- Discovered Time
  - Must be <= Current Time (if Discovered Date = Current Date)
  - Must be <= Categorized Time (if Discovered Date = Categorized Date)
  - Must be <= DOE Notification Time (if Discovered Date = DOE Notification Date)
  - Must be <= Other Notification Time (if Discovered Date = Other Notification Date)
  - Must be a valid time
  
- Categorized Date
  - Must be <= Current Date
  - Must be >= Discovered Date
  - Must be <= Other Notification Date (if it exists)
  - Must be <= FER Date (if it exists)
  - Must be <= AC Date (if it exists)
  - Must be a valid date
  
- Categorized Time
  - Must be <= Current Time (if Categorized Date = Current Date)
  - Must be >= Discovered Time (if Categorized Date = Discovered Date)
  - Must be <= DOE Notification Time (if Categorized Date = DOE Notification Date)
  - Must be a valid time
  
- DOE HQ EOC Notification Date
  - Must be <= Current Date
  - Must be >= Discovered Date
  - Must be a valid date
  
- DOE HQ EOC Notification Time
  - Must be <= Current Time (if DOE Notification Date = Current Date)
  - Must be >= Discovered Time (if DOE Notification Date = Discovered Date)
  - Must be a valid time
  
- DOE HQ Person Notified
  - No validation checks on entry
  
- DOE HQ Organization Notified
  - No validation checks on entry

- Other Notification Date
  - Must be  $\leq$  Current Date
  - Must be  $\geq$  Discovered Date
  - Must be a valid date
  
- Other Notification Time
  - Must be  $\leq$  Current Time (if Other Notification Date = Current Date)
  - Must be  $\geq$  Discovered Date (if Other Notification Date = Discovered Date)
  - Must be a valid time
  
- Other Person Notified
  - No validation checks on entry
  
- Other Organization Notified
  - No validation checks on entry
  
- Subject or Title of Occurrence
  - No validation checks on entry
  
- Nature of Occurrence
  - Allows entries from the Nature of Occurrence List only
  - No duplicate entries allowed
  
- Description of Occurrence
  - No validation checks on entry
  
- Operating Conditions at Time of Occurrence
  - No validation checks on entry
  
- Activity Category
  - Allows entries from the Activity Category List only
  
- Immediate Actions
  - No validation checks on entry
  
- Direct Cause
  - Allows entry from the list of causes only
  
- Contributing Causes
  - Allows entry from the list of causes only
  - No duplicate entries allowed

- Root Cause
  - Allows entry from the list of causes only
- Description of Cause
  - No validation checks on entry
- Evaluation by Facility Manager
  - No validation checks on entry
- Further Evaluation Required
  - Allow only Y or N entry
  - Must be N on final
- Evaluation Required before Further Operation
  - Allow only Y or N entry
  - Must be N or empty on final
- Further Evaluation Required by Whom
  - No validation checks on entry
- Further Evaluation Required by When
  - Must be  $\geq$  Current Date
  - Must be a valid date
- Corrective Action Target Date
  - Must be a valid date
  - Must be  $\geq$  Discovered Date
- Corrective Action Completion Date
  - Must be a valid date
  - Must be  $\leq$  Current Date
  - Must be  $\geq$  Discovered Date
- Impact on Environment, Safety, and Health
  - No validation checks on entry
- Programmatic Impact
  - No validation checks on entry
- Impact Upon Codes and Standards
  - No validation checks on entry

- Lessons Learned
  - No validation checks on entry
- Similar Occurrence Report Numbers
  - No validation checks on entry
- User Field #1
  - No validation checks on entry
- User Field #2
  - No validation checks on entry

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## Appendix C - Cause Codes

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The direct, contributing, and root causes of reportable occurrences are classified into eight broad categories and various subcategories. The eight categories of causes and their associated subcategories are as follows:

**1 - EQUIPMENT/MATERIAL PROBLEM.** An event or condition resulting from the failure, malfunction, or deterioration of equipment or parts, including instruments or material.

**1A - Defective or Failed Part** — A part/instrument that lacks something essential to perform its intended function.

**1B - Defective or Failed Material** — A material defect or failure.

**1C - Defective Weld, Braze, or Soldered Joint** — A specific weld/joint defect or failure.

**1D - Error by Manufacturer in Shipping or Marking** — An error by the manufacturer or supplier in the shipping or marking of equipment.

**1E - Electrical or Instrument Noise** — An unwanted signal or disturbance that interferes with the operation of equipment.

**1F - Contaminant** — Failure or degradation due to radiation damage or foreign material such as dirt, crud, or impurities.

**1G - End of Life Failure** — A failure where the equipment or material is run to failure and has reached its end of design life.

**2 - PROCEDURE PROBLEM.** An event or condition that can be traced to the lack of a procedure, an error in a procedure, or a procedural deficiency or inadequacy.

**2A - Defective or Inadequate Procedure** — A procedure that either contains an error or lacks something essential to the successful performance of the activity.

**2B - Lack of Procedure** — No written procedure was in place to perform the activity.

**3 - PERSONNEL ERROR.** An event or condition due to an error, mistake, or oversight.

**3A - Inattention to Detail** — Inadequate attention to the specific details of the task.

**3B - Procedure Not Used or Used Incorrectly** — The failure to use or the inappropriate use of written instructions, procedures, or other documentation.

**3C - Communication Problem** — Inadequate presentation or exchange of information.

**3D - Other Human Error** — Human error other than those described above.

**4 - DESIGN 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.

**4A - Inadequate Work Environment** — Inadequate design of equipment used to communicate information from the facility to a person (e.g., displays, labels) as well as inadequate work environment, such as inadequate lighting, working space, or other human factor considerations.

**4B - Inadequate or Defective Design** — A design in which something essential was lacking (defective) or when a detail was included but was not adequate for the requirement (inadequate).

**4C - Error in Equipment or Material Selection** — A mistake in the equipment or material selection only, not to include a procurement error (see 3D - Personnel Error - Other Human Error) or a specification error (see 4D - Design Problem - Drawing, Specification, or Data Errors).

**4D - Drawing, Specification, or Data Errors** — An error in the calculation, information, or specification of a design.

**5 - TRAINING DEFICIENCY.** An event or condition that can be traced to a lack of training or insufficient training to enable a person to perform a desired task adequately.

**5A - No Training Provided** — A lack of appropriate training.

**5B - Insufficient Practice or Hands-On Experience** — An inadequate amount of preparation before performing the activity.

**5C - Inadequate Content** — The knowledge and skills required to perform the task or job were not identified.

**5D - Insufficient Refresher Training** — The frequency of refresher training was not sufficient to maintain the required knowledge and skills.

**5E - Inadequate Presentation or Materials** — The training presentation or materials were insufficient to provide adequate instruction.

**6 - MANAGEMENT PROBLEM.** An event or condition that can be directly traced to managerial actions or methods.

**6A - Inadequate Administrative Control** — A deficiency in the controls in place to administer and direct activities.

**6B - Work Organization/Planning Deficiency** — A deficiency in the planning, scoping, assignment, or scheduling of work.

**6C - Inadequate Supervision** — Inadequate techniques used to direct workers in the accomplishment of tasks.

**6D - Improper Resource Allocation** — Improper personnel or material allocation resulting in the inability to successfully perform assigned tasks.

**6E - Policy Not Adequately Defined, Disseminated, or Enforced** — Inadequate description, distribution, or enforcement of policies and expectations.

**6F - Other Management Problem** — A management problem other than those defined above.

**7 - EXTERNAL PHENOMENA.** An event or condition caused by factors that are not under the control of the reporting organization or the suppliers of the failed equipment or service.

**7A - Weather or Ambient Condition** — Unusual weather or ambient conditions, including hurricanes, tornadoes, flooding, earthquake, and lightning.

**7B - Power Failure or Transient** — Special cases of power loss that are attributable to outside supplied power.

**7C - External Fire or Explosion** — An external fire, explosion, or implosion.

**7D - Theft, Tampering, Sabotage, or Vandalism** — Theft, tampering, sabotage, or vandalism that could not have been prevented by the reporting organization.

**8 - RADIOLOGICAL/HAZARDOUS MATERIAL PROBLEMS.** An event related to radiological or hazardous material contamination that cannot be attributed to any of the other causes.

**8A - Legacy Contamination** — Radiological or hazardous material contamination attributed to past practices.

**8B - Source Unknown** — Radiological or hazardous material contamination where the source cannot be reasonably determined.

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## Exercise Solutions

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### Exercise 1

1. Make up a fictitious occurrence, and input a new Notification Report. Save, validate, and transmit the Notification Report.
  - a. From the **ORPS DATA ENTRY** home page, select the **Create New Notification Report** hyperlink.
  - b. Complete fields 1 through 19, and field 25, using fictitious data.
  - c. Click on the **VALIDATE** button to validate the report.
  - d. If all required fields are “complete,” click on the **TRANSMIT** button to transmit the report. If there are any “incomplete” fields, click on the **CLOSE** button to return to the report. Complete all incomplete fields. **VALIDATE** again and **TRANSMIT**.



## **Exercise 2**

*(Continued)*

- a. From the **ORPS DATA ENTRY** home page, select the **Create New Notification Report** hyperlink.
- b. Complete the fields using the suggested data in the exercise.
- c. Click on the **VALIDATE** button to validate the report.
- d. If all required fields are “complete,” click on the **TRANSMIT** button to transmit the report. If there are any “incomplete” fields, click on the **CLOSE** button to return to the report. Complete all incomplete fields. **VALIDATE** again and **TRANSMIT**.

### Exercise 3

1. Modify the report entitled: **Second Degree Burn**.
  - a. From the **ORPS DATA ENTRY** home page, click on the **Modify Existing Reports** link.
  - b. From the **MODIFY EXISTING REPORTS** selection page, click on the hyperlink for the report named **“Second Degree Burn.”**
  - c. You are now “viewing” the report. From the bottom of the “viewing” page, click on the **EDIT** button to open the report.
  
2. Add the information and corrective actions as stated in the exercise.
  - a. Add the information into the **DIRECT CAUSE, CONTRIBUTING CAUSES, and ROOT CAUSE** fields as suggested in the exercise by clicking on the “selection” buttons and making your selections from the drop-down lists.
  - b. Add the corrective action information suggested in the exercise using the following procedure for each one:
    - 1) Click your mouse on the **CORRECTIVE ACTIONS** button.
    - 2) From the **CORRECTIVE ACTION DISPLAY** window, click on the **ADD** button to add a new corrective action.
    - 3) In the **CORRECTIVE ACTION INPUT** window, enter the target date and the narrative as suggested.
    - 4) Click on the **SAVE** command button to save each corrective action.
    - 5) Click on the **CLOSE** command button and click on **OK** in answer to the prompt *“Do you wish to continue?”* to return to the **CORRECTIVE ACTION DISPLAY** window.
    - 6) Click on the **CLOSE** button to return to the input form.
  
3. Submit the occurrence report.
  - a. Click on the **VALIDATE** button to validate the report.
  - b. If all required fields are “complete,” click on the **TRANSMIT** button to transmit the report. (If there are any “incomplete” fields, click on the **CLOSE** button to return to the report. Complete all incomplete fields. **VALIDATE** again and **TRANSMIT**.)

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