




## Department of Energy

Washington, DC 20585

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### MEMORANDUM FOR DISTRIBUTION

FROM: WILLIAM H. ROEGE  
DIRECTOR   
OFFICE OF CORPORATE SAFETY ANALYSIS

SUBJECT: Clarification to Reporting Safety Performance  
Information for American Recovery and Reinvestment  
Act Funded Work Memorandum (July 7, 2009)

The intent of the subject memorandum and attachment was to describe the desired methods for reporting American Recovery and Reinvestment Act (ARRA) specific Occurrence Reporting and Processing System (ORPS) and Computerized Accident/Incident Reporting System (CAIRS) events if a site or program desires.

Regretfully, the term “guidance” used in the memorandum and attachment has caused confusion. The Office of Corporate Safety Analysis within the Office of Health, Safety and Security is unaware of a legal or policy requirement to track ARRA safety-related events separately. Indeed, the ability to consistently make ARRA vs. non-ARRA distinctions is uncertain. However, the Office of Environmental Management has directed its sites to make the distinction. In response, the Office of Corporate Safety Analysis developed the attached guidelines to facilitate capturing ARRA data while maintaining the ability to roll the data up in meaningful and useful ways. The Office of Corporate Safety Analysis is providing these guidelines complex-wide in case other programs or sites wish to explicitly track ARRA safety performance.

Please use the revised attachment to capture ARRA ORPS and CAIRS data if desired or directed by a line authority.

Attachment: Guidelines for Tracking and Reporting the American Recovery and Reinvestment Act Safety Performance Information

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## **ARRA Reporting Safety Performance Information**

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## Attachment

# Guidelines for Tracking and Reporting American Recovery and Reinvestment Act Safety Performance Information

## **1.0 Guidelines for Tracking American Recovery and Reinvestment Act (ARRA) Safety Performance in DOE Corporate Data Systems**

These guidelines are provided to assist Department of Energy (DOE) organizations in tracking and reporting safety performance for ARRA funded work if desired or directed to do so by line management authorities. For reporting in DOE corporate safety and operating experience databases, please use the following guidelines.

### **1.1 Computerized Accident/Incident Reporting System (CAIRS) ARRA Reporting Guidelines**

Field Elements/Contractors should establish CAIRS organization or sub-level codes for work performed by their employees and their subcontractors to distinguish between ARRA funded and non-ARRA funded work. This includes Indefinite Delivery/Indefinite Quantity contract/task work. Organization codes should be established in accordance with DOE M 231.1-1A. To initiate a change in organization code or establish a sub-level code, Field Elements/Contractors should notify the HS-32 CAIRS Program Manager. Organization codes and sub-level codes will be used to distinguish between ARRA work and non-ARRA work. These codes should be used by reporting organizations to account for both recordable occupational injuries/illnesses and all workhours. Contractors may estimate workhours for ARRA funded work if some of the workforce moves frequently between program funded work and ARRA funded work.

### **1.2 Occurrence Reporting and Processing System (ORPS) ARRA Reporting Guidelines**

For reportable ORPS events related to ARRA funded work, contractors should include “(ARRA)” at the end of the Subject/Title field in the ORPS report. The Headquarters (HQ), Office of Corporate Analysis (HS-32) will assign the HQ Keyword code “13H” for ARRA work. This will allow ARRA events to be filtered and accounted for without interfering with normal analysis features (e.g., filtering by facility).

## **2.0 Points of Contact**

HS-32 CAIRS Program Manager: [Janct.Macon@hq.doe.gov](mailto:Janct.Macon@hq.doe.gov), (301)903-6096

HS-32 ORPS Program Manager: [Eugenia.Boyle@hq.doe.gov](mailto:Eugenia.Boyle@hq.doe.gov), (301)903-3393