



Occurrence Reporting Program Guidance Document

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ACRONYMS AND ABBREVIATIONS

ADC	Authorized Derivative Classifier	ON	Off-Normal
CAIRS	Computerized Accident Incident Reporting System	OR	Occurrence Report
CAM	Continuous Air Monitor	ORPS	Occurrence Reporting and Processing System
CRP	Common Relatable Problem	OR SIG	Occurrence Reporting Special Interest Group
DOE	U.S. Department of Energy	OSHA	Occupational Safety and Health Administration
DOE-HQ	U.S. Department of Energy Headquarters	PC	Personal Computer
E	Emergency Occurrence	PPG	Priority Planning Grid
EAL	Emergency Action Level	PSO	Program Secretarial Officer
EOC	Emergency Operations Center	QA	Quality Assurance
ES&H	Environment, Safety, and Health	RD	Restricted Data
FRD	Formerly Restricted Data	RISC	Reduced Instruction Set Computer
INEL	Idaho National Engineering Laboratory	RQ	Reportable Quantity
LAN	Local Area Network	SEN	Secretary of Energy Notice
LER	Licensee Event Report	SEPC	Site Environmental Point of Contact
MC&A	Material Control and Accountability	SNM	Special Nuclear Material
NE-1	DOE Office of Nuclear Energy	TBD	To Be Determined
NOUE	Notification of Unusual Events	TRADE	Training Resources and Data Exchange
NRC	Nuclear Regulatory Commission	UCNI	Unclassified Controlled Nuclear Information
NS	Nuclear Safety	UO	Unusual Occurrence
NSI	National Security Information		



Preface

This guidance document has been created to share guidelines, good practices, and lessons learned about occurrence reporting and operations information.

This guide was created by the Occurrence Reporting Special Interest Group (OR SIG) Guidance Document Task Team, as part of the Training Resources and Data Exchange (TRADE) activities. The task team's goal was to standardize occurrence reporting practices to ensure that U.S. Department of Energy (DOE) requirements for occurrence reporting are met efficiently and effectively. This "savings-through-sharing" initiative will make the expertise developed at each site available to others.

While the goal of this guide is to help sites develop consistent approaches to occurrence reporting, it is recognized that each site will have unique, mission-dependent requirements. The good practices in this guide are not intended to interfere with how each site and/or facility fulfills those requirements, but are intended to serve as guidance in the implementation of a set of basic good practices that will improve the quality and usefulness of occurrence reports (OR) throughout the DOE Complex. This guidance falls into two main categories: (1) guidance to the personnel who prepare reports, and (2) clarification of DOE O 232.1 and DOE Manual 232.1-1, *Occurrence Reporting and Processing of Operations Information* to help ensure consistent interpretation.

The OR SIG issues and maintains this guide. Any comments, suggestions, and requests for changes are welcome and should be submitted to the task team members listed in Appendix E, OR SIG Guidance Document Task Team Members.

Scope

This guide includes information on occurrence reporting program administration, first-line supervisors' responsibilities, categorization matrices for reporting criteria, report writing, determining the significance of occurrences, root cause analysis, trending and statistical data analysis, lessons learned, training, and standard terminology. It is intended to assist DOE and contractors throughout the DOE Complex.

NOTE

At this time, it is anticipated that DOE O 232.1 will be replaced by 10 CFR 830.350. Any references in this document to the order may be superseded by the rule.

