



## Environmental Management Consolidated Business Center (EMCBC)

### Subject: Corporate Operating Experience / Lessons Learned

Implementing Procedure

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

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#### 1.0 PURPOSE

The purpose of the document is to institute a Corporate Operating Experience / Lessons Learned (COE/LL) procedure as required by DOE O 210.2 for the Department of Energy (DOE) at the Environmental Management Consolidate Business Center (EMCBC) and applicable Environmental Management Consolidated Business Center /Service Level Agreement (EMCBC/SLA) sites. The document provides information for the management of corporate operating experience to prevent adverse operating incidents and to expand the sharing of good work practices, the systematic review, identification, collection, screening, evaluation, and dissemination of operating experience from U.S. and foreign government agencies and industry, professional societies, trade associations, national academies, universities, and DOE and its contractors and to reinforce the core functions and guiding principles of DOE's Integrated Safety Management System (ISMS) to enhance mission safety and reliability. The document further provides mutual integration with the lessons learned requirements in other DOE directives by using the EMCBC form IP-230-1-F1, listed in Attachment A.

#### 2.0 SCOPE

- 2.1 This procedure describes the process used by the EMCBC and supported sites to identify, validate, document, and distribute COE information which could effect the work at the respective sites, the EMCBC, and/or the COE complex as a whole.
- 2.2 This procedure shall be used to help prevent the recurrence of significant adverse events/trends by sharing performance information, lessons learned and good practices.
- 2.3 This procedure shall share lessons learned by using the EMCBC form IP-230-1-F1, listed in Attachment A, and distributed through EMCBC Controlled Correspondence Tracking System (CCTS) for tracking and trending.
- 2.4 Attachment A represents a streamlined process by which Corporate Operating Experience (COE) / Lessons Learned (LL) will be used to enhance the sharing and use of information to: 1) promote the recurrence of desirable events, or 2) prevent the recurrence of undesirable events which could affect the work at the EMCBC, and/or EMCBC/SLA sites.

- 2.4.1 Attachment A provides a mechanism for EMCBC and EMCBC/SLA Sites to submit Corporate Operating Experience (COE) / Lessons Learned (LL) information on site events and tracking of those events within the EMCBC Controlled Correspondence Tracking System (CCTS).
  - 2.4.2 EMCBC and EMCBC/SLA Sites shall use Attachment A to submit COE and LL event data via the EMCBC Controlled Correspondence Tracking System (CCTS).
  - 2.4.3 The EMCBC and EMCBC/SLA sites shall use the EMCBC form IP-230-1-F1, listed in Attachment A to collect the various pieces of COE and LL data under different DOE directives and distributed through the EMCBC Controlled Correspondence Tracking System (CCTS) database for tracking and trending as needed.
- 2.5 Some DOE directives require information to be sent to DOE HQs. This data will be shared internally and externally, as appropriate with the EMCBC, SLA supported sites, and/or across the DOE complex using the EMCBC form IP-230-1-F1, listed in Attachment A

### 3.0 APPLICABILITY

This procedure applies to all federal activities supported by the EMCBC and EMCBC/SLA sites. Those who choose not to adopt this procedure must demonstrate and document compliance with DOE O 210.2 by developing site specific stand alone processes.

### 4.0 REQUIREMENTS and REFERENCES

#### 4.1 Requirements

- 4.1.1 DOE O 210.2, DOE Corporate Operating Experience Program

#### 4.2 References

- 4.2.1 DOE O 226.1A, Implementation of Department of Energy Oversight Policy
- 4.2.2 DOE O 231.1A, Environmental, Safety and Health Reporting
- 4.2.3 DOE M 231.1-1, Occurrence Reporting and Processing of Operations Information
- 4.2.4 DOE O 151.1C, Comprehensive Emergency Management
- 4.2.5 DOE O 225.1A, Accident Investigations
- 4.2.6 DOE P 450.4 Safety Management Systems Policy

- 4.2.7 EMCBC IP-410-01, Correspondence and Commitment Control and Tracking
- 4.2.8 EMCBC IP-243-03, Identifying, Filing, and Maintaining Records
- 4.2.9 DOE-STD-7501-99, The DOE Corporate Lessons Learned Program

## 5.0 DEFINITIONS

See DOE O 210.2, DOE Corporate Operating Experience Program

## 6.0 RESPONSIBILITIES

- 6.1 EMCBC Director - Responsible for the following:
  - 6.1.1 Ensuring the implementation of the EMCBC COE Program.
  - 6.1.2 Designating the EMCBC COE Coordinator (COEC).
- 6.2 Assistant Directors and/or Federal Project Director - Responsible for the following:
  - 6.2.1 Ensure that field element processes incorporate lessons learned into training, maintenance and work planning, work processes, operations, and design and construction. (DOE O 210.2, Section 5(e)(1))
  - 6.2.2 Designate operating experience program coordinators to fulfill the responsibilities assigned by this Order. (DOE O 210.2, Section 5(e)(2))
  - 6.2.3 Ensure that quarterly analyses of reportable and non-reportable events submitted by contractors and program field elements in accordance with Section 5.8 of DOE M 231.1-2, *Occurrence Reporting and Processing of Operations Information*, dated 8-19-03, are reviewed to identify operating experience trends and lessons learned. (DOE O 210.2, Section 5(e)(3))
  - 6.2.4 Ensure that operating experience reports are implemented by the field element and contractor organizations through line management oversight. (DOE O 210.2, Section 5(e)(4))
  - 6.2.5 As a part of self-assessments conducted to evaluate organizational performance in Integrated Safety Management (ISM), include an assessment of the effectiveness of the organization's operating experience program. (DOE O 210.2, Section 5(e)(5))
  - 6.2.6 Review contractor implementation of local operating experience programs. (DOE O 210.2, Section 5(e)(6))
  - 6.2.7 Screen contractor-developed operating experience information to ensure operational awareness. (DOE O 210.2, Section 5(e)(7))

- 6.2.8 Monitor contractor performance and sharing of lessons learned. (DOE O 210.2, Section 5(e)(8))
  - 6.2.9 Share contractor performance information with the Program Secretarial Officer (PSO). (DOE O 210.2, Section 5(e)(9)).
  - 6.2.10 Recommend locally developed lessons learned for inclusion in the DOE Corporate Lessons Learned Database (URL: <http://www.eh.doe.gov/DOEll/index.asp>). (DOE O 210.2, Section 5(e)(10))
  - 6.2.11 Forward lessons learned applicable to specific missions or programs to the appropriate PSO for consideration. (DOE O 210.2, Section 5(e)(11))
  - 6.2.12 Ensure that senior contractor management is held accountable for recurrence of significant adverse events. (DOE O 210.2, Section 5(e)(12))
  - 6.2.13 Ensure that operating experiences and lessons learned from departing contractors are shared with new contractors following awarding of major contracts. (DOE O 210.2, Section 5(e)(13))
  - 6.2.14 Share operating experience lessons learned with the DOE complex through the DOE Corporate Lessons Learned Database (URL: <http://www.eh.doe.gov/DOEll/index.asp>). (DOE O 210.2, Section 5(e)(14))
  - 6.2.15 Provide to the appropriate PSO feedback concerning reviews conducted and actions taken for Safety Operating Reports (SOR) and Safety Alerts (SA) operating experience documents. (DOE O 210.2, Section 5(e)(15))
  - 6.2.16 Supporting the incorporation of COE into programmatic guidance documents and new and existing training programs.
- 6.3 EMCBC Office of Logistics Management - Responsible for the following:
- 6.3.1 Operation of EMCBC Administrative functions as it pertains to the COE procedure.
  - 6.3.2 Ensuring that records generated by this procedure are stored and retained in accordance with EMCBC Records Management Policies and Procedures.
- 6.4 EMCBC Corporate Operating Experience Coordinator - Responsible for the following:
- 6.4.1 Developing and maintaining the EMCBC COE Program and associated EMCBC procedures.
  - 6.4.2 Responds as required to Health, Safety, and Security (HSS) concerning actions taken in response to DOE COE documents.

- 6.4.3 Ensure that quarterly analyses of reportable and non-reportable events submitted by EMCBC and EMCBC/SLA sites and program field elements in accordance with Section 5.8 of DOE M 231.1-2, *Occurrence Reporting and Processing of Operations Information*, dated 8-19-03, are reviewed to identify operating experience trends and lessons learned.
- 6.4.4 Developing, and after approval by the Assistant Director, Office of Logistics Management, disseminating COE Program products to the EMCBC and supported sites on an as needed basis and to other stakeholders, as appropriate.
- 6.4.5 Communicating to the Assistant Director, Office of Logistics Management, any issues, concerns, and corrective actions associated to EMCBC COE Program.
- 6.4.6 Develops and manages organization participation in the EMCBC Corporate Operating Experience Program. (DOE O 210.2, Section 5(h)(1))
- 6.4.7 Develop processes, procedures, communication methods, and documentation to implement this participation as needed. (DOE O 210.2, Section 5(h)(2))
- 6.4.8 Elevate to the appropriate EMCBC or DOE Federal Project Director for resolution and direction unresolved issues arising from actions or determinations on operating experience and lessons learned. (DOE O 210.2, Section 5(h)(3))
- 6.4.9 Assist Federal Project Directors in maintaining oversight of contractor operating experience program activities (field element operating experience program coordinators ONLY). (DOE O 210.2, Section 5(h)(4))
- 6.4.10 With the assistance of line management, ensure that site lessons learned from operating experience applicable to other DOE sites are submitted to the DOE Corporate Operating Experience Program clearinghouse. (DOE O 210.2, Section 5(h)(5))
- 6.4.11 Interact with facility personnel and field element management and oversight organizations as necessary and provide information and advice on findings to management. (DOE O 210.2, Section 5(h)(6))
- 6.4.12 Working with Project Line Management, follow up on significant actions or events to derive lessons learned. (DOE O 210.2, Section 5(h)(7))
- 6.4.13 With the help of subject matter experts, determine applicability and significance of internal and external operating experience identified as possible lessons learned. (DOE O 210.2, Section 5(h)(8))

- 6.4.14 Distribute applicable corporate and external operating experience documents to EMCBC, EMCBC/SLA, personnel for review, analysis, and routine use. (DOE O 210.2, Section 5(h)(9))
  - 6.4.15 Participate in screening, dissemination, analysis, and development of lessons learned. (DOE O 210.2, Section 5(h)(10))
  - 6.4.16 Serve as point-of-contact for the EMCBC Corporate Operating Experience Program. (DOE O 210.2, Section 5(h)(11))
  - 6.4.17 Collect information to evaluate EMCBC and EMCBC/SLA site program effectiveness and report to management. (DOE O 210.2, Section 5(h)(12))
  - 6.4.18 Evaluate implementation of the operating experience reporting and lessons learned development processes to ensure compatibility and compliance with requirements of DOE O 210.2. (DOE O 210.2, Section 5(h)(13))
  - 6.4.19 Registering for the HSS Document Notification Service to receive DOE COE and LL documents.
- 6.5 DOE Federal Staff - Responsible for the following:
- 6.5.1 Identifying experiences, activities, processes and practices that should be shared in accordance with the definition of COE (i.e., both positive and negative experiences), and operating experiences.
  - 6.5.2 Contacting Line Management and the EMCBC COEC to determine whether the identified experience qualifies for program inclusion.
  - 6.5.3 Providing information for generation of the COE products and documents.
  - 6.5.4 Reviewing COE documents for applicability and/or implementation with regards to their projects of responsibility.
  - 6.5.6 Assisting in verification of COE implementation in the field during regular oversight activities.

## 7.0 GENERAL INFORMATION

- 7.1 DOE-STD-7501-99, The DOE Corporate Lessons Learned Program contains assessment criteria for six (6) major program elements at several levels of development, from first implementation through steady-state, established functioning. This guide found in Appendix C of the Standard, may be used for evaluations of the status of the Site Contractors LL Program or may be used as an example to develop criteria to evaluate the same.

- 7.2 LL bulletins developed under this program are distributed using various methods, mainly the EMCBC electronic mail system and the DOE Office of Health, Safety, and Security webpage ([www.hss.energy.gov/CSA/ANALYSIS](http://www.hss.energy.gov/CSA/ANALYSIS) ).
- 7.3 LL should communicate only lessons, and should not duplicate nor replace other management information functions like self assessment or event investigations and corrective action systems, however, lessons learned can be derived from these management information functions
- 7.4 LL Internal information used to generate LL may include, but are not limited to, the following:
  - 7.4.1 Personal experiences (All Personally Identifiable Information (PII) must be expunged);
  - 7.4.2 Field activities (work in progress);
  - 7.4.3 Occurrence Reports;
  - 7.4.4 Assessments, audits, self-assessments, and appraisals:
  - 7.4.5 Safety Observer Program;
  - 7.4.6 Training Department observations and evaluations;
  - 7.4.7 Quality Assurance deficiency documents(e.g., nonconformance reports, surveillance reports);
  - 7.4.8 Operational Readiness Reviews;
  - 7.4.9 Performance measurement and trending;
  - 7.4.10 Critique Minutes, causal analyses, and investigations;
  - 7.4.11 Medical reports;
  - 7.4.12 Industrial, Safety and Health reviews and reports;
  - 7.4.13 Radiation Protection deficiency reports and reviews;
  - 7.4.14 Conduct of Operations "Walk Your Spaces" Tours; and
  - 7.4.15 Positive events or practices as submitted or extracted from critiques, newsletters, etc.
  - 7.4.16 Integrated Safety Management System reviews.

- 7.5 LL External information sources for LL may include, but are not limited to the following:
- 7.5.1 LL Bulletins from other DOE sites (available from the DOE LL List Server);
  - 7.5.2 DOE Safety Notices, ES&H Alerts, DOE Safety Alerts;
  - 7.5.3 Operational Experience Weekly Summaries;
  - 7.5.4 ES&H Bulletins;
  - 7.5.5 Occurrence Reports;
  - 7.5.6 Assessments/audits/appraisals;
  - 7.5.7 Industry alerts, cautions, and warnings;
  - 7.5.8 Regulator alerts and Notices of Violation (e.g., State, Federal);
  - 7.5.9 Manufacturer and Consumer Product Safety Commission material on recalls, warnings;
  - 7.5.10 Significant events whose investigations are in progress, but situation update information is available;
  - 7.5.11 Type A and B Accident Investigation Reports;
  - 7.5.12 DNFSB trip reports and recommendations; and
  - 7.5.13 NRC documents, including daily reports, information notices, and licensee event reports.

## 8.0 PROCEDURE

- 8.1 EMCBC and EMCBC/SLA sites must share operating experience lessons learned with the DOE complex through the DOE Corporate Lessons Learned Database (URL: <http://www.eh.doe.gov/DOE11/index.asp>), (DOE O 210.2, Section 4(f)) and shall use the EMCBC form, IP-230-1-F1, listed in Attachment A – EMCBC AND EMCBC/SLA CORPORATE OPERATING EXPERIENCE/LESSONS LEARNED INPUT
- 8.2 EMCBC and EMCBC/SLA sites must apply the following criteria when assessing whether to share a lesson learned with other DOE organizations. (DOE O 210.2, Section 4(g))

- 8.2.1 Lessons learned developed for any Type A or Type B accidents, as defined by DOE O 225.1A, Accident Investigations, dated 11-26-97 must be shared.
- 8.2.2 Lessons learned must be developed for Significance Category 1 or recurring events, as defined in Section 5.2 of DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information, dated 8-19-03, and must be shared.
- 8.2.3 Other operating experience derived from other operating events, e.g., classifiable operational emergencies (i.e., General Emergencies, Site Area Emergencies, or Alert) as defined by DOE O 151.1C, Comprehensive Emergency Management System, dated 11-2-05, Significance Category 2, 3 or 4 occurrences, as defined in Section 5.2 of DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information, dated 8-19-03, Price-Anderson Amendments Act (PAAA) events reported in the Non-Compliance Tracking System (NTS), injuries or illness reported in the Computerized Accident/Illness Reporting System (CAIRS), assessment findings, etc., may provide lessons learned to be shared when the following criteria are met.
- The lesson will provide significant, new information.
  - The experience has direct relevance to other facilities, sites, or programs under the cognizance of a PSO/NNSA Deputy Administrator and is directly relevant to other PSO/NNSA Deputy Administrator's programs.
  - The information has the potential to be the basis for significant improvements or cost savings.
- 8.3 Operating experience data must be shared between DOE sites with similar programs or missions. (DOE O 210.2, Section 4(i))
- 8.4 The EMCBC COEC shall distribute in accordance with Section 8.2, EMCBC and EMCBC/SLA Lessons Learned (LL) documents via the EMCBC Controlled Correspondence Tracking System (CCTS) and PDF email transmittals to the EMCBC/SLA site Federal Project Directors and to DOE. The COEC will ensure required response actions, if any, are being taken by the appropriate Federal staff. All EMCBC and EMCBC/SLA Lessons Learned shall match the data fields in Attachment A: for distribution through the EMCBC Controlled Correspondence Tracking System (CCTS):

9.0 RECORDS MAINTENANCE

9.1 Records generated as a result of implementing this document are identified below, and shall be managed by the Office of Logistics Management per the approved Master File Plan.

9.1.1 IP-230-01-F1, Corporate Operating Experience/Lessons Learned Input and records generated through program reviews described in this procedure.

10.0 FORMS USED

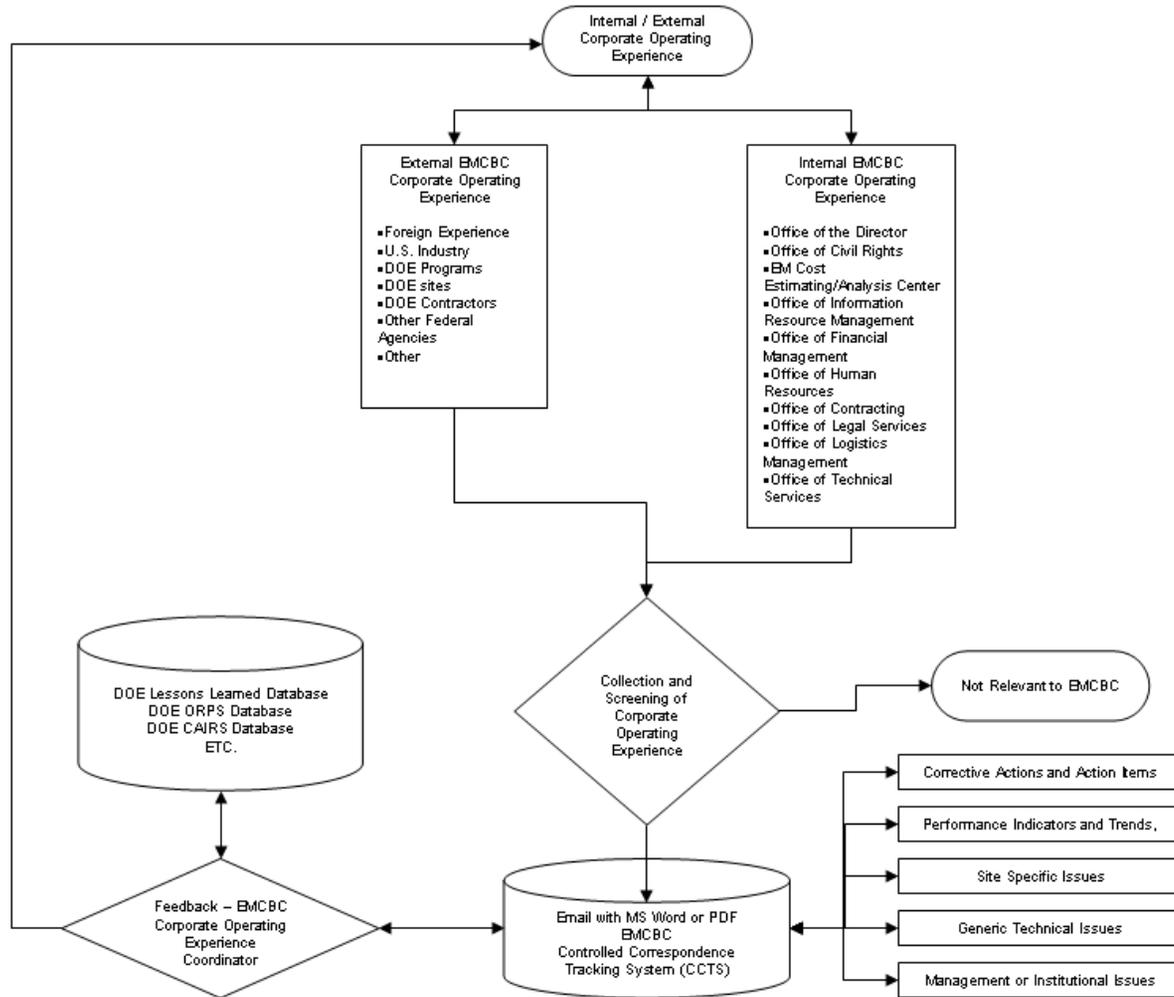
10.1 IP-230-01-F1, Corporate Operating Experience/Lessons Learned Input

11.0 ATTACHMENTS

11.1 Attachment A – IP-230-01-F1, EMCBC and EMCBC/SLA Corporate Operating Experience / Lessons Learned Input

11.2 Attachment B – IP-251-01-F1, EMCBC Record of Revision

12.0 FLOWCHART



**EMCBC AND EMCBC/SLA  
CORPORATE OPERATING EXPERIENCE/LESSONS LEARNED INPUT  
(Reformatted From: DOE O 210.2, Attachment 5)**

- 1. Title: \_\_\_\_\_
- 2. Identifier: \_\_\_\_\_
- 3. Originator: \_\_\_\_\_
- 4. Date: \_\_\_\_\_
- 5. Contact: \_\_\_\_\_
- 6. Authorized Derivative Classifier: \_\_\_\_\_
- 7. Reviewing Official: \_\_\_\_\_
- 8. Statement of the Lesson Learned from Operating Experience:  
\_\_\_\_\_  
\_\_\_\_\_

9. Discussion of Activities:  
\_\_\_\_\_  
\_\_\_\_\_

10. Analysis (may be incorporated into the discussion):  
\_\_\_\_\_  
\_\_\_\_\_

11. Recommended Actions:  
\_\_\_\_\_  
\_\_\_\_\_

12. Estimated Savings/Cost Avoidance (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

13. Priority Descriptor:  
\_\_\_\_\_  
\_\_\_\_\_

14. Work/Functions:  
\_\_\_\_\_

15. User-Defined Category:  
\_\_\_\_\_

16. Hazards:  
\_\_\_\_\_  
\_\_\_\_\_

17. ISM Core Functions: \_\_\_\_\_

18. Keywords: \_\_\_\_\_

19. References: \_\_\_\_\_

## Attachment A (continued)

**LESSONS LEARNED TEMPLATE—FIELD DESCRIPTIONS**  
**(Reformatted From: DOE O 210.2, Attachment 5)**

<b>Title:</b>	Title of the operating experience document.
<b>Identifier:</b>	Unique identification number to assist in referencing a lesson learned that includes calendar year, operations office identifier, organization or field/area office/contractor identifier, and a sequential number (e.g., 1995-CH-BNL-0019; 1995-ID-LITCO-0118)
<b>Originator:</b>	Name of the originating organization or contractor.
<b>Date:</b>	Date the operating experience document was issued.
<b>Contact:</b>	Name and phone number of individual to contact for additional information.
<b>Derivative Classifier:</b>	Name of individual who determined that the lesson learned does not contain classified information. (Not required for lessons submitted by unclassified facilities.)
<b>Name of Reviewing Official:</b>	Name of reviewing official who determined that the lesson learned did not contain unclassified controlled nuclear information (UCNI). (Not required for facilities that have no UCNI.)
<b>Statement of the Lessons Learned from the Operating Experience:</b>	Lessons learned statements are executive summaries that focus on the knowledge gained from the operational experience. Sufficient detail should be provided to allow a reader to understand what the problem is, how it was identified, and what steps have been or will be taken to correct the problem and prevent a recurrence. Information regarding the consequences, actual or worst case, associated with the event should also be provided to allow recipients to take a graded approach to applying the lessons learned.
<b>Discussion of Activities:</b>	This section should be as brief as possible and focused on the facts that resulted in the initiation of the operating experience evaluation. Provide situation-specific details that establish the context of the event. Avoid organizational, personnel, and facility description details that merely locate the event in time and space.
<b>Analysis:</b>	Results of any analysis that was performed, if available.
<b>Recommended Actions :</b>	Includes a description of management approved actions that were taken or will be taken to promote implementation of work enhancements or to prevent the recurrence of undesirable events. This field should focus on actionable recommendations (i.e., the change resulting from the lesson) rather than reminders. Additionally, this field can include a description of activities the event/lessons learned may impact other than the event during which it was identified.
<b>Estimated Savings/Cost Avoidance:</b>	If the lesson learned is implemented, an estimate of the savings from the application of a good work practice or the costs avoided from the prevention of a similar event.
<b>Priority Descriptor:</b>	A descriptive code that assigns a level of significance to the lesson. Options include Red/Urgent, Yellow/Caution, Blue/Information, Green/Good Work Practice.
<b>Work/Functions:</b>	The work or functions to which the lesson applies. Enter all that apply. See listing.
<b>User-Defined Category:</b>	Space for organizations to include categories for internal use.
<b>Hazards:</b>	Hazards this lesson applies to or that were present in the original situation. See listing.
<b>ISM Core Functions:</b>	Identifies the core function or functions in which a failure occurred that contributed to the event and/or the core functions impacted by the recommended actions. See listing.

**Attachment A (continued)**

**CATEGORIES OF LESSONS LEARNED FROM OPERATING EXPERIENCE  
(Reformatted From: DOE O 210.2, Attachment 5)**

These bin categories are intended to help lesson authors assign specific searchable subjects to their lessons so users can find information focused on their needs. The three sets of bins (Work/Function, Hazard, and ISM Core Function) provide several avenues for zeroing in on applicable lessons. Some of these bins are narrow (Hoisting and Rigging, Mechanical Injury) and some are broader conceptual areas (Authorization Basis, Energy Conservation, Environmental Release). This division is meant to help work planners looking for specific items, to help foremen looking for training anecdotes, and to help managers looking for big-picture lessons. The Work/Function and Hazard bins are open for further improvement and extension.

**Lessons Learned Hazards  
(Reformatted From: DOE O 210.2, Attachment 5)**

Confined Space	Personal Injury/Exposure	Plants/Animals/Insects
Electrical/NEC	Airborne Materials	Power Tools
Elevated Work/Falling Objects	Ambient Temperature Extremes	Pressurized Systems
Environmental Release	Asbestos	Radiological Release
Ergonomics/Lifting	Beryllium	Suspect/Counterfeit or Defective Items
Excavation and Trenching	Hazardous Material (General)	Traffic
Fire/Smoke/NFPA	Infectious Agents	Weather Related
Firearms and Explosives	Mechanical Injury (Striking/Crushing)	Not Identified
Lasers	Noise	
Natural Phenomena	Other	
Other	Radiation/Contamination	
	Slips and Tripping	
	Toxic Material	

**ISM Core Functions  
(Reformatted From: DOE O 210.2, Attachment 5)**

Define Work  
Analyze Hazards  
Develop/Implement Controls  
Perform Work  
Feedback and Improvement

**Work/Function**  
**(Reformatted From: DOE O 210.2, Attachment 5)**

Alternate Fuels	Laboratory Experimentation
Authorization Basis	Maintenance
Business and Support Services	Electrical
Chemical Management	Facility
Conduct of Operations	HVAC
General	Instrumentation and Control
Configuration Management	Mechanical
Lockout/Tagout	Other
Procedure Adherence	Power Distribution and Utilities
Procedure Development	Roads and Grounds
Work Control	Structural
Work Planning	Safety Systems
Construction	Heavy Equipment
Contract Administration	Vehicle
Criticality	Machining and Fabrication
Decontamination& Decommissioning	Management
Demolition	Material
Driving	Handling
Emergency Management	Storage
Energy Conservation	Nuclear Safety
Engineering and Design	Occupational Safety & Health
Nuclear	General
Non-Nuclear	Personnel Protective Equipment
Environmental Protection	Operations
General	Facility
Environmental Sampling	Heavy Equipment
Releases	Other
RCRA Management	Packaging and Transportation
Underground Storage Tanks	Procurement
NEPA Management	Protective Force Related
TSCA Management	Quality
Environmental Restoration	Radiation Protection
Excavation	Research and Development
Excess Property & Equipment Mgmt	Safeguards and Security
Fire Protection	Safety Design
Hoisting and Rigging	Training and Qualifications
Human Factors	Waste Management
Human Resources	Waste Remediation
Information Technology	Welding, Burning, Hot work
Inspection and Testing	Well Drilling
	Not Identified

**Priority Descriptors**  
**(Reformatted From: DOE O 210.2, Attachment 5)**

These priority descriptors were developed by the Lessons Learned Process Improvement Team. The examples are intended to help lessons learned authors assign significance codes to their operating experience lessons. Authors should use their judgment and extend these examples to situations as they arise.

- Red/Urgent:** A lesson from an actual event with significant adverse outcome  
**Yellow/Caution:** A lesson from an event or condition with potentially adverse outcome  
**Blue/Information:** A fact or discovery of benefit to others  
**Green/Good Work Practice:** A success story; a practice that results in a positive outcome

GENERAL SUBJECT AREA	RED/ URGENT	YELLOW/ CAUTION	BLUE/ INFORMATION	GREEN/ GOOD WORK PRACTICE
<i>Public Safety</i>	Event related to site operation that has affected public safety and health or threatened public safety and health	Potential event related to site operation which may have affected public safety and health	Information to protect public safety and health including, but not limited to, cumulative findings from trending	Action, activity, or practice which improves public safety and health
<i>Worker Safety</i>	Fatality, near fatality, serious injury, or permanent/total disability	Conditions which resulted in: <ul style="list-style-type: none"> <li>• Injury</li> <li>• Temporary/partial disability or</li> <li>• Significant loss of work time or productivity</li> </ul>	Information to protect worker health and safety including, but not limited to cumulative findings from trending	Action, activity, or practice which promotes: safe work practices or healthful work practices
<i>Environmental Protection</i>	Unconfined hazardous release beyond the site boundary. Significant unconfined on-site hazardous release requiring cleanup	Condition which may have resulted in an uncontrolled release to the environment or a moderate on-site hazardous release	Information to protect the environment including: Measurable, but minor, hazardous releases of cumulative findings from trending	Action activity or practice which: Prevents on or off-site environmental degradation or will limit or reduce on or off-site releases to the environment
<i>Compliance</i>	Violations of Federal or State law with significant penalties	Violations of Federal or State law with minor penalties. Significant non-compliance with the technical requirements of DOE Orders or regulations	Information which may improve compliance performance	Action, activity, or practices which improves the compliance performance of the site
<i>Management/ Administration</i>	Significant management violations including fraud, abuse, and discrimination	Identified actions reflecting failure to operate within DOE management imperatives	Information which may improve DOE management performance	Action, activity, or practices which improves DOE management performance
<i>Investment and Investment Protection</i>	Significant loss or damage of major equipment, property or facility	Potential for major equipment, property or facility to become: <ul style="list-style-type: none"> <li>• Lost or damaged</li> <li>• Degraded</li> <li>• Unreliable</li> </ul>	Information which may improve: <ul style="list-style-type: none"> <li>• Value</li> <li>• Efficiency</li> <li>• Cost</li> </ul>	Action, activity, or practices which improves: <ul style="list-style-type: none"> <li>• Specifications, reliability</li> <li>• Efficiency</li> <li>• Credibility</li> </ul>
<i>Public Interest</i>	On-site event that is perceived by the public to: <ul style="list-style-type: none"> <li>• Have an effect on public safety and health or</li> <li>• Threaten public safety and health</li> </ul>	A potential site operations event which may have affected the public, excluding safety and health, had the event occurred	Information beneficial to public relations	Action, activity, or practice that promotes benefits to the public

**EMCBC RECORD OF REVISION**

**DOCUMENT**

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
1	Original Procedure	All	11/19/07
2	Re-write of entire procedure IP-230-01	All	07/13/09