

**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: _____

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

Title:	Title of the operating experience document.
Identifier:	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)
Originator:	Name of the originating organization or contractor.
Date:	Date the operating experience document was issued.
Contact:	Name and phone number of individual to contact for additional information.
Derivative Classifier:	Name of individual who determined that the lesson learned does not contain classified information. (Not required for lessons submitted by unclassified facilities.)
Name of Reviewing Official:	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.)
Statement of the Lessons Learned from the Operating Experience:	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.
Discussion of Activities:	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.
Analysis:	Results of any analysis that was performed, if available.
Recommended Actions :	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.
Estimated Savings/Cost Avoidance:	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.
Priority Descriptor:	A descriptive code that assigns a level of significance to the lesson. Options include Red/Urgent, Yellow/Caution, Blue/Information, Green/Good Work Practice.
Work/Functions:	The work or functions to which the lesson applies. Enter all that apply. See listing.
User-Defined Category:	Space for organizations to include categories for internal use.
Hazards:	Hazards this lesson applies to or that were present in the original situation. See listing.
ISM Core Functions:	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.

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"> • Injury • Temporary/partial disability or • Significant loss of work time or productivity 	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"> • Lost or damaged • Degraded • Unreliable 	Information which may improve: <ul style="list-style-type: none"> • Value • Efficiency • Cost 	Action, activity, or practices which improves: <ul style="list-style-type: none"> • Specifications, reliability • Efficiency • Credibility
<i>Public Interest</i>	On-site event that is perceived by the public to: <ul style="list-style-type: none"> • Have an effect on public safety and health or • Threaten public safety and health 	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