
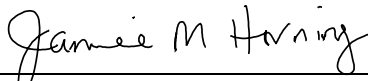




UPF Event Management and Investigation



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<i>UPF Event Management and Investigation</i>

REVISION LOG

Revision 25	<input checked="" type="checkbox"/> Intent <input type="checkbox"/> Non-Intent
<ul style="list-style-type: none"> • This revision was prepared under Y15-95-235, <i>UPF Command Media</i>, Rev. 11. • This revision incorporates the changes identified in and supersedes: <ul style="list-style-type: none"> ◦ PRCN-UPF-CP-108-R24-01 (corrected the use of Tools for Opportunities - Performance Improvement through Communication [TOPIC] from the Incident Event Notification system per CR 025774-000-GCA-GAM-02020) ◦ PRCN-UPF-CP-108-R24-02 • Forms: <ul style="list-style-type: none"> ◦ UCN-23470, <i>UPF Subcontractor Event Investigation Report–New</i> ◦ 0-60, <i>0-60 Initial Notification Form–Obsolete</i> • An evaluation determination has been performed confirming that this Procedure does implement requirements tracked in the Programmatic Requirements Management System (PRMS) • Other changes include: <ul style="list-style-type: none"> ◦ OT-SH-801768-A002, <i>UPF Event Reporting Incident and Notification Matrix</i>, was obsoleted with this revision ◦ Global change of all instances of Initial Event Notification to Event Notification ◦ Updated Appendix B, <i>Event Reporting Incident and Notification Matrix</i> ◦ Deleted Appendix C, <i>Bechtel Core Process 108 Information</i> ◦ Updated Section 5.0, <i>Records</i> ◦ Updated acronyms ◦ Updated references ◦ Editorial changes and template updates • This revision is a total rewrite; due to the extent of changes, revision bars are not shown 	
Revision 24	<input checked="" type="checkbox"/> Intent <input type="checkbox"/> Non-Intent
<ul style="list-style-type: none"> • Revised Section 3.1, <i>Event Response and Notification</i>, to address 25774-000-GCA-01556 and to include CNS and UPF Designated Personnel as well as Company-specific Off-Project Notifications. • Minor technical edits as noted by rev bars. • An evaluation determination has been performed confirming that this Command Media implements no Quality requirements, as tracked in PRMS. 	
Previous revisions on record	

CONTENTS

1.0 INTRODUCTION.....	5
1.1 Purpose.....	5
1.2 Scope.....	5
1.3 Applicability.....	5
2.0 RESPONSIBILITIES.....	5
2.1 UPF Project Director.....	5
2.2 Responsible Manager.....	5
2.3 Supervisor.....	6
2.4 BNI ES&H Manager.....	6
2.5 Issues Management Representative.....	6
2.6 Event Investigator.....	6
2.7 Subcontractors.....	7
2.8 UPF Personnel.....	7
3.0 EVENT CLASSIFICATION.....	7
3.1 Class 1 Events.....	7
3.2 Class 2 Events.....	8
3.3 Class 3 Events.....	8
4.0 EVENT RESPONSE.....	9
4.1 Event Response and Notification.....	9
4.2 Event Response (Non-Emergency).....	9
4.3 Event Response (Emergency).....	10
4.4 Evidence Collection/Processing.....	11
4.5 Investigation Process.....	12
4.6 Investigation Process (Motor Vehicle Incidents).....	13
4.7 Event Analysis.....	14
4.8 Immediate/Compensatory Measures.....	14
4.9 Records Submittal.....	15
5.0 RECORDS.....	15
6.0 REFERENCES.....	16
6.1 Source References.....	16
6.2 Interfacing References.....	16
7.0 SUPPLEMENTAL INFORMATION.....	17
APPENDIX A Acronyms and Definitions.....	18

UPF Event Management and Investigation

APPENDIX B Event Reporting and Notification Matrix.....20

1.0 INTRODUCTION

1.1 Purpose

This document establishes the process by which events, including occupational injury/illness, near-misses, vehicle and/or property damage, and Project-related environmental events, are reported and investigated.

1.2 Scope

This procedure is used to assist Uranium Processing Facility (UPF) Project Management in identifying, reporting, and correcting workplace hazards and system deficiencies.

This procedure shall be utilized in conjunction with company-specific (e.g., owner, client, contractor, subcontractor) policies, plans, procedures specific (but not limited) to off-Project notifications, legal reviews, and input of event information in respective company-specific databases.

1.3 Applicability

This procedure applies to events at the UPF construction site and supporting offices and facilities (e.g., Commerce Park, off-site warehouses). E-PROC-0007, *Enterprise Event Recovery and Notification Program*, is applicable to the UPF Project for Event Notification; however, Fact Finding and Critiques are not applicable to the UPF Project. Events may also be subject to the requirements of Y14-192, *Occurrence Notification and Reporting*.

2.0 RESPONSIBILITIES

2.1 UPF Project Director

The UPF Project Director is responsible for ensuring that all events occurring on the UPF construction site and at supporting facilities are investigated to the proper extent, and are dispositioned appropriately.

2.2 Responsible Manager

The Responsible Manager (e.g., Site Manager, Startup Manager) is responsible for:

- Allocating resources to support event investigations and event reporting
- Coordinating with the Bechtel National, Inc. (BNI) Environmental, Safety and Health (ES&H) Manager to determine the level or extent of event investigation
- Participating in the event investigation as required
- As applicable, developing immediate, remedial, compensatory, and/or corrective actions, as appropriate
- As appropriate, develop corrective actions in accordance with Y15-95-816, *UPF Issues Management Process*

2.3 Supervisor

The Supervisor (e.g., Superintendent, Subcontract Technical Representative) is responsible for:

- Reporting events to the appropriate Responsible Manager to initiate event management and investigation processes
- Ensuring that affected personnel under their direction are provided the appropriate level of medical attention when the event includes an injury/illness
- Participating in the event investigation

2.4 BNI ES&H Manager

The BNI ES&H Manager is responsible for:

- Designating event investigators
- Collaborating with the Event Investigator and Responsible Manager to develop lines-of-inquiry and direct focus of an event investigation, as needed
- Completing Bechtel corporate notifications
- Determining the appropriate level of investigation based on the outcome and/or potential of an event
- Determining the level of investigation to be completed for events
- Prescreening applicable events for entry into the Issues Management Process

2.5 Issues Management Representative

The Issues Management Representative is responsible for:

- Performing required Occurrence Reporting and Processing System notifications
- Sending out the Event Notification (Consolidated Nuclear Security [CNS] Notification) in accordance with E-PROC-0007
- Completing the requirements outlined in Y15-95-816 and Y14-192, as applicable

2.6 Event Investigator

The Event Investigator is responsible for:

- Coordinating and completing required event notifications with the Responsible Manager and Issues Management Representative (as applicable)
- Performing the event investigation
- Keeping the Responsible Manager informed throughout the process of the investigation
- Assisting the Responsible Manager with the development of corrective actions
- Ensuring the collection of all evidence (e.g., human, physical, objective) related to the investigation

2.7 Subcontractors

Subcontractors are responsible for:

- Promptly and properly submitting a notification about event(s), securing the event scene, initiating the event investigation, completing the necessary documentation, and correcting open issues/actions in accordance with this procedure
- Completing and submitting, in a timely and quality manner, the required forms when an event occurs, including UCN-23470, *UPF Subcontractor Event Investigation Report*, and applicable UCN-23256, *UPF Employee/Witness Statement*

NOTE 1: *Where cited throughout this document UCN-23470, UPF Subcontractor Event Investigation Report, is the subcontractor equivalent form for UCN-23257, UPF Event Investigation Report.*

NOTE 2: *Subcontractors shall complete UCN-23470 for Class 1 events.*

2.8 UPF Personnel

All UPF personnel, including subcontractors, are responsible for immediately notifying their supervisors if an event is observed that has, or could have, an adverse effect on the safety and health of personnel, property, or the environment. UPF Personnel will participate as necessary in incident investigations.

3.0 EVENT CLASSIFICATION

Initial event classification is used to assure that appropriate organizational levels and individuals are notified within the Project/facility and corporate organizations when an event occurs. It also is used to establish a timely and appropriate level of response and investigation consistent with severity based on Bechtel definitions and circumstances.

The BNI ES&H Manager, or designee, will classify the event. Event classification may involve consultation with the appropriate corporate organizations.

3.1 Class 1 Events

A Class 1 event has limited potential impact for employee, public, or environmental exposure. It may be resolved quickly by the observer or other personnel in the immediate area. Class 1 events include, but are not limited to:

- Injury or health events that could be handled by first aid treatment
- Environmental events readily corrected or cleaned up and not warranting government notification
- Minor property damage or theft less than \$25,000 (estimated)
- Utility hits that result in minor damage but no service interruption
- Small contained fires
- Tickets or minor fines from an authority having jurisdiction (AHJ) (e.g., less than \$250)
- Near miss incidents that could have resulted in any of the outcomes described as a Class 1 event

3.2 Class 2 Events

A Class 2 event is not life threatening to people, and does not pose major risk to the environment. It may require mobilization of limited personnel or equipment in coordination with, and with support from, relevant Project departments. Class 2 events include, but are not limited to:

- Injury or illness events requiring medical treatment that exceed first aid
- Any injury/illness to a third party
- Government inquiries or responses related to impacts or allegations of impact, or a minimal fine from an AHJ (e.g., greater than \$250)
- Equipment/property damage or theft less than \$500,000 and greater than \$25,000
- Substantial chemical and hazardous spill or release requiring mobilization of a spill response team
- Utility hits that result in service interruption and/or are deemed to be a Management Concern in accordance with Y14-192
- Demonstrated impacts to public health or public safety
- Events with the potential for significant local media coverage
- Required reporting of environmental or health monitoring exceedances to the AHJ
- Suppressed limited fire
- Near miss events that could have resulted in any of the outcomes described as a Class 2 event

3.3 Class 3 Events

A Class 3 event could, or has, disrupted the Project site or surrounding area, or caused major harm to individuals, property, or the environment. It may require response by external emergency responders and reporting to regulatory agencies. Class 3 events include, but are not limited to:

- Fatalities
- Occupational injuries/illnesses resulting in serious physical harm. Serious physical harm means a body part is made functionally useless or substantially reduced in efficiency. Injuries involving impairment that requires treatment by a medical doctor and extensive rehabilitation (e.g., major bone fracture, deep burn, amputation, significant avulsion)
- Hospitalization of one or more employees
- Significant property damage greater than \$500,000 (e.g., fires, spills, explosions)
- Significant environmental events with major acute or widespread impacts to the environment or communities
- Events giving rise to government investigations, regulatory notices of violation, or substantive fines
- Law enforcement actions, criminal charges, or other similar actions
- Events with the potential for significant regional or national/international media coverage
- Major events having the potential for significant liability or charges including, but not limited to, personal injury lawsuits, business interruption claims, consequential damages, and impact on the general public or environment beyond the jobsite

<i>UPF Event Management and Investigation</i>

- Sabotage, explosion, significant threat, weather, fire, or rescue situations
- Significant near miss events that could have resulted in any of the outcomes described as a Class 3 event

4.0 EVENT RESPONSE

4.1 Event Response and Notification

When an event occurs, the Responsible Manager's immediate and short-term response activities are to preserve life, property, the environment, and UPF assets. **Appendix B, Event Reporting and Notification Matrix**, is a guide for assisting users with the correct contacts and notification methods. Refer to E-PROC-0007, Section 8, for the CNS Event Notification process.

NOTE: *Events are subject to the review and reporting requirements of Y14-192. Applicable events require categorization within two hours of discovery and notifications within two hours after categorization.*

Reclassification of injuries or illnesses does not require an Event Notification; however, an email distribution shall be made. Notification contacts include (but are not limited to) CNS personnel (including UPF and Y-12 National Security Complex [Y-12] designated personnel), Uranium Processing Facility Project Office designated personnel, and company-specific off-Project personnel (e.g., BNI).

4.2 Event Response (Non-Emergency)

Follow the steps in **Table 1** to respond to non-emergency events.

Table 1. Event Response (Non-Emergency)

Appointee	Step	Action
NOTE: <i>The order of action steps may vary depending on the complexity of the event.</i>		
UPF Personnel	1	Report the event to the supervisor. IF an individual is unable to do so because of injury or illness, THEN a coworker should contact the supervisor.
Supervisor	2	IF an injury/illness is involved, THEN ensure that workers are treated for injuries/illnesses. For minor injuries, employees may be taken to UPF Medical Facility.
	3	Immediately notify the Responsible Manager.
	4	If necessary, notify Y-12 Operations Center. NOTE: <i>See Appendix B for information on what incidents require notification to the Y-12 Operations Center.</i>
Responsible Manager (or designee)	5	If necessary, pause work at the event location and make sure the area is safe.
	6	Notify the respective Event Investigator of the event.

UPF Event Management and Investigation

Appointee	Step	Action
	7	Preserve the scene. Instruct personnel to not disturb, touch, or handle any physical evidence, with the exception of making the area safe.
	8	As necessary, secure and control the scene from unauthorized personnel. Establish a perimeter around the entire scene that is large enough to include any evidence or items of interest. Use barricades, signs, and tape in accordance with UPF-CP-214, <i>Barricades and Signs</i> .
	9	Identify witnesses and instruct them to meet with the Event Investigator.
	10	Turn over the scene to the Event Investigator for event investigation, and assist as necessary.
Event Investigator	11	Complete Evidence Collection/Processing and Investigation in accordance with Sections 4.4, Evidence Collection/Processing; 4.5, Investigation Process; and 4.6, Investigation Process (Motor Vehicle Incidents) , as applicable.
Supervisor/ Responsible Manager	12	Recommend and implement immediate and/or compensatory measures to ensure the safety of personnel and security of the scene.
Issues Management Representative	13	Report applicable events in accordance with E-PROC-0007.
BNI ES&H Manager (or designee)	14	Complete and submit an event notification within the Incident Reporting and Information System (IRIS).

4.3 Event Response (Emergency)

Follow the steps in **Table 2** to respond to emergency events.

Table 2. Event Response (Emergency)

Appointee	Step	Action
NOTE: <i>The event scene will be under the control of Y-12 Emergency Services. Assist as requested, secure the scene, and preserve evidence to the extent possible.</i>		
UPF Personnel/ Witness	1	IF the event requires emergency attention for a fire or medical condition, THEN stop work immediately.
	2	Implement emergency notification procedures by contacting or having someone contact Y-12 Emergency Services or the Y-12 Operations Center. NOTE: <i>If the emergency has occurred offsite call 911 directly for Emergency Services response.</i>
	3	Notify the supervisor, if possible.

UPF Event Management and Investigation

Appointee	Step	Action
	4	Move affected personnel to a safe location, if applicable.
Supervisor/ Responsible Manager	5	Establish control of the area, and ensure access for Emergency Services.
Responsible Manager (or designee)	6	Ensure that affected personnel are treated as soon as possible.
	7	Take appropriate and immediate action to stabilize the event scene, and place equipment in a safe configuration.
	8	Notify the respective Event Investigator.
	9	Preserve the scene. Instruct personnel to not disturb, touch, or handle any physical evidence, with the exception of making the scene safe.
	10	Secure and control the scene from unauthorized personnel. Establish a perimeter around the entire scene that is large enough to include any evidence or items of interest. Use barricades, signs, and tape in accordance with UPF-CP-214.
	11	Identify witnesses and instruct them to meet with the Event Investigator.
	12	Turn over the scene to the Event Investigator for event investigation, and assist as necessary.
Event Investigator	13	Complete Evidence Collection/Processing and Investigation in accordance with Sections 4.4, 4.5, and 4.6 , as applicable.
Supervisor/ Responsible Manager	14	Recommend and implement immediate and/or compensatory measures to ensure the safety of personnel and security of the scene.
Issues Management Representative	15	Applicable events shall be reported through E-PROC-0007.
BNI ES&H Manager (or designee)	16	Complete and submit an Event Notification within the IRIS.

4.4 Evidence Collection/Processing

The Event Investigator gathers evidence and facts. Factual proof is required to validate cause and applicability to the event being analyzed. The three key types of evidence are human, physical, and objective.

Follow the steps in **Table 3** to collect and process evidence.

UPF Event Management and Investigation

Table 3. Evidence Collection/Processing

Appointee	Step	Action
Event Investigator	1	Instruct affected employee(s)/witness(es) to fill out UCN-23256.
	2	Request Y-12 Photography, or an approved designee, to photograph the event scene in its original state. IF an item must be removed from the scene, THEN photograph the item prior to removal, AND make a note of the removal on the UCN-23257 photo attachment sheet.
	3	Collect Safety Task Analysis Risk Reduction Talk cards, work packages, permits, and training records, as appropriate.
	4	Attach all pertinent evidence to the completed UCN-23257 and/or IRIS entry, as applicable

4.5 Investigation Process

The investigation process focuses on determining the facts and causes of an event. The level of investigation will be based on the associated hazard, potential severity of the event, and a determination of whether BNI ES&H controls would have mitigated the event. All events will require entry into the IRIS database. Direct hire Class 1 events will be investigated and the results will be recorded in the IRIS database; they are not required to complete UCN-23257 unless specified by the BNI ES&H Manager, or designee. All subcontractor events will require UCN-23470. The Issues Management Representative will follow all requirements outlined in Y15-95-816 and Y14-192 for applicable events.

The Event Investigator will lead the investigation utilizing the following personnel (as necessary):

- Responsible Manager, or designee
- Supervisor
- Affected employee(s)
- Associated subject matter experts

Submission of recordable injury notification through U.S. Department of Energy (DOE) F 5484.3, *Individual Accident/Incident Report*, for entry into the DOE Computerized Accident/Incident Reporting and Information System (CAIRS) is required to be logged within seven calendar days from the time that the injury or illness is determined to be recordable.

Follow the steps in **Table 4** to investigate an event.

Table 4. Investigation Process

Appointee	Step	Action
NOTE: Include the completed DOE F 5484.3, Individual Accident/Incident Report, with the final UCN-23257 for required events.		

UPF Event Management and Investigation
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Appointee	Step	Action
Event Investigator	1	Using information gathered during the evidence collection/processing phase, complete an IRIS entry and UCN-23257, as required.
	2	Concurrently, for applicable events complete DOE F 5484.3. This form must be completed and submitted into the CAIRS within seven calendar days of event classification. DOE F 5484.3 is NOT required for near miss events.
	3	UCN-23257 and associated materials (package) shall be completed and submitted within five working/seven calendar days of classification of the event. The BNI ES&H Manager shall be notified when the investigation needs to be extended, and the reasons for the extension shall be explained.

4.6 Investigation Process (Motor Vehicle Incidents)

Motor vehicle incidents (e.g., collisions) shall be reported and reviewed to determine corrective measures. Only events involving a Government Service Administration (GSA) Owned Vehicle(s) are applicable to this section. Construction equipment, forklifts, cranes, non-passenger-type vehicles, and non-GSA owned vehicles will be investigated in accordance with **Section 4.5, Investigation Process**.

Follow the steps in **Table 5** to investigate motor vehicle incidents.

Table 5. Motor Vehicle Incident Investigation Process.

Appointee	Step	Action
NOTE: <i>If an affected employee completes SF 91, Motor Vehicle Accident Report, and/or SF 94, Statement of Witness, then they are not required to complete UCN-23256.</i>		
Supervisor	1	Instruct the driver(s) to complete SF 91, <i>Motor Vehicle Accident Report</i> in accordance with Y30-95-803, <i>Use of Motor Vehicles and Utility Vehicles on the UPF Project</i> , and submit to the Property Administrator within two working days of the date of accident.
	2	Instruct any witnesses to complete SF 94 <i>Statement of Witness</i> in accordance with Y30-95-803, and submit it to the UPF Property Administrator within two working days of the date of accident.
	3	Instruct the driver(s) to prepare a sketch or provide an equivalent map of the scene.
	4	For an off-site event, instruct the driver(s) to obtain a copy of the police report.
	5	Assemble motor vehicle incident forms and associated documentation, and forward to the Event Investigator for review.
Event Investigator	6	If the event results in a recordable injury, incorporate motor vehicle event information into UCN-23257.
Supervisor	7	Submit assembled motor vehicle incident forms to the UPF Government Property Manager as soon as practicable.

UPF Event Management and Investigation
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4.7 Event Analysis

The purpose of event analysis is to determine why an adverse event occurred so that the appropriate corrective action can be planned and implemented to prevent recurrence.

NOTE: *This is an initial analysis of the event by the Event Investigator and all formal event analysis as required by Y15-95-816 will be performed by a qualified Causal Analyst.*

Follow the steps in **Table 6** to perform an event analysis.

Table 6. Event Analysis Process

Appointee	Step	Action
NOTE: Consult Attachment 1 of DOE-STD-1197-2011, Occurrence Reporting Causal Analysis.		
Event Investigator	1	Perform basic event analysis and document findings for applicable events in the Causal Analysis section of UCN-23257.
	2	Explain the choice of event codes based on the information contained in the report.
	3	Review event codes with the Responsible Manager.

4.8 Immediate/Compensatory Measures

Follow the steps in **Table 7** to develop immediate/compensatory measures.

Table 7. Immediate/Compensatory Measures Process

Appointee	Step	Action
Responsible Manager	1	Develop immediate/compensatory measures to address the identified cause(s) of the event.
Issues Management Representative/ Event Investigator	2	Review the proposed measures/actions to ensure they address the identified cause(s). Immediate actions should be tracked in the IRIS for events that do not require formal action in accordance with Y15-95-816.
Responsible Manager	3	Implement the proposed measures/actions.

UPF Event Management and Investigation
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4.9 Records Submittal

Follow the steps in **Table 8** to submit records.

Table 8. Records Submittal Process

Appointee	Step	Action
Event Investigator	1	Obtain a document number for UCN-23257 or, as applicable, UCN-23470, from the Document Management Center (DMC). NOTE: UCN-23470 will only be submitted to DMC for records retention for Class 2 and 3 incidents.
	2	Compile all required forms, notifications, and collected evidence into an Event Investigation package.
	3	IF UCN-23257 or any other document contains Official Use Only and/or Personally Identifiable Information (i.e., previous diseases or metric information such as weight, height, blood pressure) as defined in E-PROC-3123, <i>Identification and Protection of Unclassified Controlled Nuclear Information and Official Use Only Information</i> , THEN ensure that the form is marked accordingly.
	4	Submit UCN-23257 to the DMC for records retention.
	5	When revisions are made to a previously submitted UCN-23257: <ul style="list-style-type: none"> Identify the changes in UCN-23257. Resubmit the report to the DMC. Include the revision number at the top of the first page of the form.

5.0 RECORDS

Records generated by this Procedure shall be maintained in accordance with Y15-95-800, *UPF Document Management*. Record types for documents managed by the UPF DMC in InfoWorks are identified in ML-PS-801768-A004, *Uranium Processing Facility Project Records Retention and Turnover List*, as prescribed by Y15-95-806, *UPF Records Retention and Turnover*. Quality Type is listed as Quality-Lifetime (QA-L), Quality-Nonpermanent (QA-NP), or Non-Quality (Non-QA) in accordance with E-PROC-3114, *Records Management (CNS)*.

Records generated during the performance of this Procedure include:

Record or Form Number	Record Title	Record Holder	System/ Location	Document Type	Quality Type
UCN-23257	UPF Event Investigation Report, which may include: <ul style="list-style-type: none"> DOE F 5484.3, <i>Individual Accident/Incident Report</i> SF 91, <i>Motor Vehicle Accident Report</i> SF 94, <i>Statement of Witness</i> 	UPF DMC	InfoWorks	EVR	Non-QA

<i>UPF Event Management and Investigation</i>

Record or Form Number	Record Title	Record Holder	System/ Location	Document Type	Quality Type
	<ul style="list-style-type: none"> • UCN-23256, <i>UPF Employee/Witness Statement</i> 				
UCN-23470	<i>UPF Subcontractor Event Investigation Report</i> , which may include: <ul style="list-style-type: none"> • DOE F 5484.3, <i>Individual Accident/Incident Report</i> • SF 91, <i>Motor Vehicle Accident Report</i> • SF 94, <i>Statement of Witness</i> • UCN-23256, <i>UPF Employee/Witness Statement</i> 	UPF DMC	InfoWorks	SEVR	Non-QA

6.0 REFERENCES

6.1 Source References

10 CFR 851, *Worker Safety and Health Program, Subpart C, Section 851.26*

2HC-E0A0-00104-000, *Core Process 104, Injury and Illness Reporting and Recordkeeping*

2HC-E0A0-00108-000, *Core Process 108, Incident Notification and Investigation*

DI-QA-801768-A004, *UPF Causal Analysis*

DOE O 225.1B, *Accident Investigations*

DOE O 231.1B, *Environment, Safety and Health Reporting*

E-SD-2009, *Integrated Safety Management Program - Incorporating Worker Safety and Health Program Requirements*

PL-SH-801768-A009, *UPF Construction Environmental Control Plan*

6.2 Interfacing References

DOE F 5484.3, *Individual Accident/Incident Report*

DOE-STD-1197-2011, *Occurrence Reporting Causal Analysis*

E-PROC-0007, *Enterprise Event Recovery and Notification Program*

E-PROC-3114, *Records Management*

E-PROC-3123, *Identification and Protection of Unclassified Controlled Nuclear Information and Official Use Only Information*

ML-PS-801768-A004, *Uranium Processing Facility Project Records Retention and Turnover List*

UPF-CP-214, *Barricades and Signs*

Y14-192, *Occurrence Notification and Reporting*

<i>UPF Event Management and Investigation</i>

Y15-95-800, *UPF Document Management*

Y15-95-806, *UPF Records Retention and Turnover*

Y15-95-816, *UPF Issues Management Process*

Y30-95-803, *Use of Motor Vehicles and Utility Vehicles on the UPF Project*

7.0 SUPPLEMENTAL INFORMATION

Appendix A, *Acronyms and Definitions*

Appendix B, *Event Reporting and Notification Matrix*

APPENDIX A Acronyms and Definitions

(Page 1 of 2)

Acronyms

AHJ	Authority Having Jurisdiction
BNI	Bechtel National, Inc.
CAIRS	Computerized Accident/Incident Reporting and Information System
CNS	Consolidated Nuclear Security
DMC	Document Management Center
DOE	U.S. Department of Energy
ES&H	Environmental, Safety and Health
GSA	Government Service Administration
IRIS	Incident Reporting and Information System
Non-QA	Non-Quality
ORPS	Occurrence Reporting and Processing System
QA-L	Quality-Lifetime
QA-NP	Quality-Nonpermanent
TOPIC	Tools for Opportunities - Performance Improvement through Communication
UPF	Uranium Processing Facility
Y-12	Y-12 National Security Complex

Definitions

Affected Employee	An individual directly involved in the sequence of an event or directly affected by the event.
Critique	A formal process involving a facilitated meeting to establish a detailed history, sequence, and condition of facts of significant events. Critique participants include personnel directly associated with an event and others as appropriate (e.g., subject matter experts, responders, managers with direct oversight/responsibility).
Event	For the purposes of this procedure, an event is defined as an unwanted, undesirable change in the state of Project structures, systems, or components, or in the human/organizational conditions (e.g., health, behavior, administrative controls, environment), including any undesirable consequence, any system that does not achieve its goals, or any actions that involve serious degradation or termination of a system's ability to perform its required function.
Event Investigation	A process in which persons directly involved in an event (i.e., affected employees and observers) and any other designated individual(s) participate to document the facts of the event for the purposes of determining causes, error precursors, and corrective actions.
Event Investigator	A designated person (or other competent person) with expertise to conduct the event investigation based on their experience and knowledge with respect to an application, scope, interpretation, and/or implementation of certain codes, standards, or regulations that directly relate to the type of event or condition.

APPENDIX A

Acronyms and Definitions

(Page 2 of 2)

Responsible Manager	A member of the management team who has primary accountability over the area, personnel involved, or activity where an event occurred. Examples include: Project Field Engineer, Site Manager, Construction Subcontracts Manager, and Start-Up Manager.
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UPF Event Management and Investigation

APPENDIX B

Event Reporting and Notification Matrix

(Page 1 of 2)

Event Reporting and Notification Matrix				
<i>Events may be subject to the Y14-192, Occurrence Notification and Reporting Process. In some cases, categorization is required within 2 hours of discovery and notifications within timeframes as soon as 2 hours of categorization.</i>				
Type of Event	Timeframe for Initial Contact	Point-of-Contact	Contact Method	Responsible Person(s)
Class 1	Immediate	1. Supervisor/STR, ES&H	Phone/Radio	Affected Employee or Witness
	2 hours (or less) for all environmental, theft, fire, or minor fine incidents.	2. Y-12 Operations Center	Phone/Radio	Supervisor
	End of Shift (if required)	3. 0-60/Initial Incident Notification	IRIS	Event Investigator
Class 2 (non Occurrence Reporting and Processing System [ORPS] triggering)	Immediate	1. Supervisor/STR, ES&H	Phone/Radio	Affected Employee or Witness
	2 hours (or less)	2. Y-12 Operations Center, Project Director/Project Manager	Phone/Radio	Supervisor
	End of Shift	3. 0-60 Initial Incident Notification	IRIS	Event Investigator
Class 2 (ORPS triggering)	Immediate	1. Supervisor/STR, ES&H	Phone/Radio	Affected Employee or Witness
	2 hours (or less)	2. Y-12 Operations Center, Project Director/Project Manager	Phone/Radio	Supervisor
	End of Shift	3. Event Notification (CNS Notification)	TOPIC	Issues Management Representative
	End of Shift	4. 0-60/Initial incident Notification	IRIS	Event Investigator
Class 3	Immediate	1. Supervisor/STR, ES&H	Phone/Radio	Affected Employee or Witness
	2 hours (or less)	2. Y-12 Operations Center, Project Director/Project Manager	Phone/Radio	Supervisor
	End of Shift	3. Event Notification (CNS Notification)	TOPIC	Issues Management Representative
	End of Shift	4. 0-60/Initial incident Notification	IRIS	Event Investigator

APPENDIX B
Event Reporting and Notification Matrix
 (Page 2 of 2)

Type of Event	Timeframe for Initial Contact	Point-of-Contact	Contact Method	Responsible Person(s)
Injury/Illness Requiring Ambulance Transport (Non Work Related)	Immediate	1. Supervisor/ STR, ES&H	Phone/Radio	Affected Employee or Witness
	2 hours (or less) from time of discovery as applicable	2. Limited Management Distribution	Text/Email	BNI ES&H Manager (or designee)/ Responsible Manager