

Program Reporting Tools

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B&W Y-12

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Initial Event Information

- Events were being inconsistently reported to Managers, Y-12 Site Office, and the DNFSB
- Details of event were often miscommunicated
- Events that were not deemed critique necessary were not being consistently captured/reported
- Operational Performance Improvement organization created UCN form...Initial Event Information
 - Created to quickly provide preliminary information of the event
 - Ensures transmission of consistent information and allows reporting at very low level
- Began use in July 2008
 - Piloted in production organizations
 - Defined in Y12's critique procedure
- Approximately 100 persons on distribution list including
 - Senior Management
 - DNFSB
 - YSO facility representatives/senior managers

Event: A condition or incident with unintended results affecting operations, personnel safety, or requirements

Initial Event Information

For an actual or potentially adverse event:

- Report event to supervisor and/or PSS
- Responsible manager/supervisor performs immediate and compensatory actions
- The event scene is preserved
- Manager determines reportability and performs all actions as procedurally required
- **Personnel complete an Initial Event Information form and e-mail to distribution list**
- If event requires no additional documentation, no further action is needed
- If the event does require additional documentation, perform a Critique Determination
- **Reportable events will be critiqued. Exception:** Significance Category 4 occurrences will be critiqued at the responsible manager's discretion
- **Non-reportable events may be critiqued** as determined by the responsible manager. Exceptions must be documented in a Critique Determination

The Critique Determination documents the details of the event and justification for not conducting a formal critique.

Initial Event Information

- Each IEI is graded for severity and determination made as to whether event was caused by a CONOPs error which leads to further tracking and trending



Initial Event Information

This form contains preliminary information as determined by the Responsible Manager

Title:			
Date of Event/Discovery:		Location:	
Division:	Department:	Is the event a reportable occurrence? Y <input type="checkbox"/> N <input type="checkbox"/>	

SUMMARY OF EVENT

Facility Condition:

Safe: Y N Secure: Y N

Describe Operational Status:

Description of Event:

Immediate Actions Taken:

Names/Organization of Persons Notified:

Point of Contact:	Date/Time/Location of Critique:	Attachments:
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RESPONSIBLE MANAGER	NAME	DATE/TIME	TELEPHONE
DERIVATIVE CLASSIFIER	This document has been reviewed by a Y-12 DC/UCNI RO and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for public release.	DC/UCNI RO'S NAME	DATE
		SIGNATURE	

Distribute the completed form via e-mail to: distribution list "IEF", the Facility Operations Manager, and the Appropriate YSO Facility Representative(s).

Initial Event Information

This form contains preliminary information as determined by the Responsible Manager

**Reportability
Determination**

Title:	ABC		
Date of Event/Discovery: 10/5/2009		Location: Facility X	
Division:	Department:	Is the event a reportable occurrence? Y <input type="checkbox"/> N <input checked="" type="checkbox"/>	

SUMMARY OF EVENT

Facility Condition: Safe: Y N Secure: Y N

Describe Operational Status: Operational

**Safe and Secure
Determination**

Description of Event: The lock out for A furnace cubicle was removed prior to performing the post work test. A concern was raised regarding potential exposed electrical circuits.

Immediate Actions Taken: Power was isolated.

Names/Organization of Persons Notified: System Engineer, Assistant operations manager, Production Manager

**Critique
Determination**

Point of Contact:	Date/Time/Location of Critique: TBD	Attachments: NA
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RESPONSIBLE MANAGER	NAME	DATE/TIME	TELEPHONE
DERIVATIVE CLASSIFIER	This document has been reviewed by a Y-12 DC/UCNI RO and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for public release.	DC/UCNI RO'S NAME	DATE
		SIGNATURE	

Distribute the completed form via e-mail to: distribution list "IEF", the Facility Operations Manager, and the Appropriate YSO Facility Representative(s).

Initial Event Information

This form contains preliminary information as determined by the Responsible Manager

Title:	DEF		
Date of Event/Discovery:	8/31/09	Location:	Facility X
Division:	Department:	Is the event a reportable occurrence? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>	

Reportability Determination

SUMMARY OF EVENT

Facility Condition:

Safe: Y N Secure: Y N

Describe Operational Status: Facility is Operational

Safe and Secure Determination

Description of Event:

On August 31, 2009, the Operations Manager was informed of a potential inadequacy of the NCS evaluation addressing movement of safe bottles on the ABC elevator. Facility X entered the PISA (Potential Inadequacy of the Safety Analysis) process at 09:00 on that day. Further discussions with NCS have led to the conclusion that there is an inadequacy in the safety analysis. A PISA is being declared (Occurrence 3B-2 Category 3) on 9/3/09.

Immediate Actions Taken:

Standing Order SO-9212-09-032 put in place on 8/31/09 restricting transport of fissile safe bottles on the elevator
Management notifications made

Critique Determination

Names/Organization of Persons Notified:

Facility X Shift Manager, Facility X Operations Managers, Organization Manager, NNSA Fac Rep, PSS

Point of Contact:	Date/Time/Location of Critique: tbd	Attachments: None
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RESPONSIBLE MANAGER	NAME	DATE/TIME	TELEPHONE
DERIVATIVE CLASSIFIER	This document has been reviewed by a Y-12 DC/UCNI RO and has been determined to be UNCLASSIFIED and contains no UCNI. This review does not constitute clearance for public release.	DC/UCNI RO'S NAME	DATE
		SIGNATURE	

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Lessons Learned Utilization and Feedback

- Mature Lessons Learned program in place at Y-12 in the elements of originating, applying and communicating LL
- External and internal reviews voiced concerns with *identifying* use and application of LL
- Lessons Learned Feedback form revised to better identify use and application
 - Initiated form use in February 2009
 - Defined in Y15-331, *Lessons Learned Program*
 - 38 forms received to date
 - Forms utilized by supervisors, managers, LL coordinators

Lessons Learned Utilization and Feedback

- Sharing information via:
 - Safety meetings or other organization meetings
 - Pre-job briefings
 - Work packages
 - Subcontractor Work Package/Construction Organization
- Construction Organization identifies consistent communication of both internal and external LL to various craft employees via LL Feedback form.

Lessons Learned Feedback

Lessons Learned Identifier:		
Lessons Learned Title:		
Organization Name & Submitted By:		Date:
Lessons Learned Coordinator or Other:		

INDICATE LESSONS LEARNED ACTION(S) BY IDENTIFYING ALL THAT APPLY AND COMMENT AS REQUESTED:

<input type="checkbox"/>	1. USED IN WORK PLANNING	<i>Identify Work Plan Title/Scope/Craft</i>
<input type="checkbox"/>	2. COMMUNICATED DURING PRE-JOB/CREW BRIEF/POST JOB REVIEW OR SAFETY MEETING/SAFETY MINUTE	<i>Target Audience/Craft</i>
<input type="checkbox"/>	3. INFLUENCED MODIFICATION OF JOB HAZARD ANALYSIS	<i>Provide Brief Summary</i>
<input type="checkbox"/>	4. INCORPORATED INTO A WORK PROCESS	<i>Identify Work Process/Brief Summary (if not classified)</i>
<input type="checkbox"/>	5. INTEGRATED INTO DESIGN, CONSTRUCTION, EQUIPMENT DESIGN OR MODIFICATION	<i>Provide Brief Summary</i>
<input type="checkbox"/>	6. INCORPORATED INTO CURRENT PROJECT MANAGEMENT, OR FUTURE PROJECT PLANNING	<i>Provide Brief Summary of Influence upon Current or Future Project or Use as a Feedback Tool</i>
<input type="checkbox"/>	7. INTRODUCED MODIFICATION/ REVISION TO EXISTING PROCEDURE, INSTRUCTION/POLICY/BUSINESS PRACTICE	<i>Provide a Brief Summary/Change/Impact</i>
<input type="checkbox"/>	8. EVALUATED BY OPERATIONAL SAFETY BOARD (OSB)	<i>Identify Relevant Action(s) Taken, If Any</i>
<input type="checkbox"/>	9. ENHANCED ENVIRONMENT, SAFETY, HEALTH, SECURITY, OR EMERGENCY RESPONSE OR COMPLIANCE.	<i>Provide Brief Summary</i>
<input type="checkbox"/>	10. INITIATED COMMUNICATION (EX.: Y-12 FLEXIBLE CONTINUING TRAINING OR OTHER)	<i>Identify YFCT or Others and Describe</i>
<input type="checkbox"/>	11. REVIEWED FOR TRAINING IMPLICATIONS AND/OR INITIATED CHANGES TO PERSONNEL QUALIFICATION REQUIREMENTS	<i>Incorporated into Existing Training OR Affected Position/Description</i>
<input type="checkbox"/>	12. ESTABLISHED A COST SAVINGS OR COST AVOIDANCE	<i>Provide Brief Summary</i>
<input type="checkbox"/>	13. ACKNOWLEDGED AS OPERATIONAL READINESS TOOL	<i>Provide Brief Summary of the Review & Application against Project/Task, including Impact upon Startup/Restart</i>
<input type="checkbox"/>	14. ENHANCED QUALITY/COMPLIANCE	<i>Provide Brief Summary</i>
OTHER:		

Submit completed form to sge@y12.doe.gov
For Assistance, contact Susan Gilliam at 576-2411

Lessons Learned Feedback

Lessons Learned Identifier:	RCCC-09-011
Lessons Learned Title:	New Training Method Enables New WCH Employees to be Qualified in Less Time
Organization Name & Submitted By:	
Lessons Learned Coordinator or Other:	

Utilization of LL

INDICATE LESSONS LEARNED ACTION(S) BY IDENTIFYING ALL THAT APPLY AND COMMENT AS REQUESTED:

<input type="checkbox"/>	1. USED IN WORK PLANNING	<i>Identify Work Plan Title/Scope/Craft</i>
<input checked="" type="checkbox"/>	2. COMMUNICATED DURING PRE-JOB/CREW BRIEF/POST JOB REVIEW OR SAFETY MEETING/SAFETY MINUTE	<i>Target Audience/Craft</i> Shared with all WM employees but emphasized to IFDP as applicable to IFDP/Recovery work. They are currently trying to identify positions and training requirements, and we have already experienced problems with large influxes of new employees who require training.
<input type="checkbox"/>	3. INFLUENCED MODIFICATION OF JOB HAZARD ANALYSIS	<i>Provide Brief Summary</i>
<input type="checkbox"/>	4. INCORPORATED INTO A WORK PROCESS	<i>Identify Work Process/Brief Summary (if not classified)</i>
<input type="checkbox"/>	5. INTEGRATED INTO DESIGN, CONSTRUCTION, EQUIPMENT DESIGN OR MODIFICATION	<i>Provide Brief Summary</i>
<input type="checkbox"/>	6. INCORPORATED INTO CURRENT PROJECT MANAGEMENT, OR FUTURE PROJECT PLANNING	<i>Provide Brief Summary of Influence upon Current or Future Project or Use as a Feedback Tool</i>
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<input type="checkbox"/>	14. ENHANCED QUALITY/COMPLIANCE	<i>Provide Brief Summary</i>
OTHER:		

News You Can Use articles

- Synopsis of events and resultant lessons learned
- Tool to increase awareness
 - Both external and internal events
 - Both business and “real life” events
- Written by Operational Performance Improvement Manager
- Began in May 2007
- Widely distributed to managers, YSO, DNFSB, critique facilitators, production personnel, others at their request
- Preliminary information in advance of formal Lessons Learned
- Reference to specific names and facilities removed to avoid “blame or shame”
- Web accessible with keyword search capability

News You Can Use -- Example

05/27/2009 Employees were working in a Radiological Buffer Area removing the wooden deck from a trailer. Some of the area around the wooden deck had been down posted from the RBA requirements. The overall area directly adjacent to the trailer remained posted as an RBA. The RADCON Techs were not at the work area when the employees exited the RBA. Therefore, the employees did not get monitored by RADCON before exiting the RBA. So here we have another example of a failure to communicate between work groups in different Divisions. Immediate actions were taken to notify the RADCON personnel and the Operations Manager. The work area was verified to be in a safe and secure condition. The employees and their supervisor were interviewed. RADCON surveyed the work area, and the workers involved and found no contamination.

News You Can Use -- Example

10/15/2009 Let's talk about expertise. What kind of keyword is that? Last weekend I tried to tackle a little self-help project at the house. My outside faucet was dripping. Can't be too hard to fix. Go to purchase a faucet replacement "kits." Man, they come in different pipe lengths. Just buy all four, one of them has to be the right size. Turn off the water at the street and tell everyone at the house just what that means. OK, undo the screws holding the faucet to the wall, unscrew the leaking fitting, and **WAIT, STOP!** Why did the end of the faucet break off in my hand like this. Ouch! I then realized that I was out of my league and called the pipe doctor. Sunday repairs are considered "emergency" repairs – “that will only cost you \$112.50 per hour.” I had no choice but to let the man come out. He had to tear into a small piece of dry-wall, cut the pipe out, and install a new pipe and faucet - took him about 45 minutes including the measuring (I still don't know how he got the length that close) and brazing of the pipe ends to fit. Other than a couple of neat tools, what did this man have that I did not? He had the experience and **EXPERTISE** to do the job right the first time. Imagine that! How does that impact us at Y-12? What if your job was, say, tearing down an old facility? You never know what kind of equipment or materials you might find in there. Sooo . . . when you come across something that you don't understand, don't "get a bigger hammer." There are people all over this site that have direct experience and knowledge dealing with that piece of equipment or that material. Why don't you take advantage of their **EXPERTISE** in this area! By talking to **EXPERTS** and learning a few things about what you are going to do or encounter, you can save a lot of time, money, aggravation, etc...