



## Department of Energy

Washington, DC 20585

March 19, 2007

### MEMORANDUM FOR DISTRIBUTION

FROM: GEORGE J. MALOSH  
CHIEF OPERATING OFFICER  
OFFICE OF SCIENCE

SUBJECT: Injury Data Reporting Into the Computerized  
Accident/Incident Reporting System and Site Quarterly  
Safety Reports

The purpose of this memorandum is to provide guidance on field inputs to the Office of Science (SC) quarterly safety briefings for the Under Secretary of Science.

Beginning with the quarter that ends on March 31, 2007, SC laboratory injury data that is submitted to the Department's Computerized Accident/Incident Reporting System (CAIRS) will be downloaded as final on the 15<sup>th</sup> of the month following the end of each quarter. Please have my expectations from Attachment 1 reviewed with the appropriate personnel at your laboratory to ensure the accuracy and availability of your laboratory's injury data. Attachment 2 provides updated guidance for your site quarterly safety reports. This report is due on the 21<sup>st</sup> of the month following the end of the quarter. The report for the second quarter fiscal year 2007, due April 21<sup>st</sup>, should include information from the first quarter fiscal year 2007.

If you have questions, please contact Jay Larson of my staff at 301-903-9869 or [jay.larson@science.doe.gov](mailto:jay.larson@science.doe.gov).

#### Attachments

#### Distribution

M. Triassi, Acting Manager, Ames Site Office  
R. Lutha, Manager, Argonne Site Office  
B. Savnik, Acting Manager, Berkeley Site Office  
M. Holland, Manager, Brookhaven Site Office  
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## **Attachment 1: Guidance on Laboratory Injury Data Reporting**

The Department's reporting manual (DOE Manual 231.1-1A, "Environment, Safety and Health Reporting Manual") requires the laboratories to:

- (1) Report new injuries to the Department's Computerized Accident/Incident Reporting System (CAIRS) twice per month on or before the 15<sup>th</sup> and the last working day of the month,
- (2) Report quarterly work hours by the 10<sup>th</sup> of the month following the quarter, and
- (3) Perform periodic (at least quarterly) quality checks of the recordkeeping and reporting program to verify that the information is thorough and accurate.

The Office of Science (SC) needs to improve the timeliness and quality of the SC complex injury data, and we will report the results much sooner. Beginning with the quarter that ends on March 31, 2007, SC will download CAIRS data on the 15<sup>th</sup> of the month following the end of each quarter. The data will be used for quarterly briefings to the Under Secretary for Science. We will rely on the quality assurance actions of the site offices and laboratories to ensure data accuracy. Science Headquarters will curtail correspondence efforts that double check the accuracy of the laboratories' data in order to decrease the amount of time it takes to develop injury reports.

## **Attachment 2: Guidance for Quarter Safety Report Submittals by the Site Offices**

The scope of the Site Office report will continue to be on topics related to safety performance, and should also address major issues or events related to environment or health. The report should be reviewed and approved by the Site Office Manager and provided to the Director, Environment, Safety and Health Division, SC-31.1. The report is due the 21<sup>st</sup> of the month following the end of the quarter. The report should be no longer than two pages (with attachments if additional details are needed) and contain the following information:

(Note: The report due April 21, 2007, will cover the first and second quarters FY 2007. Future reports will only cover a single quarter.)

1. **Site Office Manager Perspective:** Site Office Manager should provide a short statement on their perspective of the laboratory's safety performance over the quarter, the laboratory's initiatives to improve performance, as well as, any major issues or concerns related to safety performance.
2. **Trends:** Identify any meaningful trends related to safety performance including TRC/DART and ORPS occurrences for the quarter. As appropriate, include the previous quarter's data to indicate the trend. If there are increases in injuries or events, provide an explanation of what contributed to the trend and what type of injuries or events occurred. Follow-up actions or corrective actions, if any, should also be discussed.
3. **ES&H issues:**
  - Identify major ES&H issues that have had a negative or positive impact on the operation of the laboratory or in the conduct of science over the period. Provide a description of the impacts to facility operations and the conduct of science. Corrective Actions or plans to address the issue should be described along with any schedules for resolution.
  - Identify any reports submitted by the site to the Noncompliance Tracking System during the quarter, and note if the report was event or assessment driven. Also, provide a brief description of the issue, proposed resolution and anticipated completion date.
  - Identify ES&H related findings of Inspector General Reports (published that quarter) that raise a specific concern or issue related to the laboratory (if named in the report).
4. **Initiatives to Enhance Safety Performance:** Identify new or existing initiatives that have been developed or implemented for the quarter designed to improve ES&H performance. This should include initiatives at the laboratory, as well as at the Site Office level (e.g., meetings with Senior Laboratory Officials, Board of Regents, etc.). Activities planned for the next quarter should also be provided.

## **Attachment 2: Guidance for Quarter Safety Report Submittals by the Site Offices**

5. **Summary of Oversight Activities:** Provide a summary of the types and scope (e.g., number and types of assessments by functional areas) of oversight activities that were conducted by the Laboratory or Site Office during this time frame. Major issues that were identified should be described and schedules for developing corrective action plans, if required, should be provided.