

PROMPT NOTIFICATION GUIDELINES

BJC PROJECT MANAGEMENT RESPONSIBILITIES:

- A. Promptly notify, **within 2 hours of the event**, the **DOE Facility Representative** of all occurrences.
- B. Provide **Required Information** below, to sections in (parenthesis) on BJCF-1045, Occurrence Reporting Template, Part A, and **adhere** to the "NOTES" following on page 2 of this document.
- C. Email completed Part A to the SS, Quality Assurance and to the DOE contacts and confirms that the SS received the email by a phone call to, **574-3282**.

INFORMATION REQUIRED ON THE PART A BEFORE SUBMITTING TO PSS OFFICE

- ❖ The Significance Category and, if appropriate, the classification ([Significance Category](#)).
- ❖ Location and description of the event ([Laboratory, Site, or Organization; System, Bldg., or Equipment; Plant Area; and Description of Occurrence](#))
- ❖ Date and time discovered ([Date and Time Discovered](#))
- ❖ Damages, casualties ([Description of Occurrence](#))
- ❖ Impact of event on other activities and operations ([Description of Occurrence](#))
- ❖ Protective action taken or recommended ([Immediate Actions Taken and Results](#))
- ❖ Weather conditions at the scene ([Operating Conditions of Facility at Time of Occurrence](#))
- ❖ Level of media interest at the scene/ site/ facility ([Description of Occurrence](#))
- ❖ Other notifications made ([Other Notifications](#))
- ❖ For emergency occurrences, include the Status of Emergency Operations Center

ETTP SHIFT SUPERINTENDENT (SS) RESPONSIBILITIES:

- D. Promptly notify, **within two hours**, the DOE Oak Ridge Operations Center (OROC), DOE Headquarters Operation Center (DOE HQ OC), and Tennessee Emergency Management Agency (TEMA) of all Significance Category 1 occurrences and any Significance Category 2, 3 or 4 occurrences identified by an asterisk in the reporting criteria as follows:

Email the prompt notification (BJCF-1045 Part A) report to:

1. OROC at oroc@oro.doe.gov
2. DOE HQ OC at doehqoc@oem.doe.gov
3. TEMA at ops_officers@tnema.org

Verbally notify and confirm receipt of email:

4. OROC (ringdown) and TEMA (ringdown).
5. OROC verbally notifies the DOE HQ OC.

- E. Promptly notify the DOE OROC and TEMA of all Significance Category 2 occurrences **without** an asterisk. Notify DOE HQ OC **ONLY** if directed by the DOE Facility Representative.

Email the prompt notification (BJCF-1045 Part A) report to:

6. OROC at oroc@oro.doe.gov
7. TEMA at ops_officers@tnema.org

Verbally notify and confirm receipt of email:

8. OROC (ringdown).
9. TEMA (ringdown).

- F. Enter the Date, Time, Name, and Organization of those contacted by the PSS Office for "Prompt Notification" in the "Other Notifications: DOE OR and BJC Management" section on BJCF-1045 Part A, **THEN** e-mail the Part A to:

10. Doris Frazier - frz@bjcllc.org, 576-0347:
11. Mildred Smith - s4k@bjcllc.org, 241-1703
12. Joanne Schutt Bradley - s6u@bjcllc.org, 574-7087
13. Kelli Schifferer - k8s@bjcllc.org, 241-1150
14. Sandra Rhodes - qy9@bjcllc.org, 574-8463

SUGGESTION: An alternative to entering the contact information on the Part A is to include the information for (F.) in the body of the e-mail when the Part A is forwarded to QA and others.

NOTES:

1. All information should be clear and succinct. Avoid jargon. Uncommon or site/facility-specific abbreviations and acronyms should be fully described.
2. Follow appropriate security procedure if the notification to DOE may contain classified or sensitive information.
3. If occurrence is **re-categorized**, occurrence must be reconsidered for prompt notification to notify the DOE-FR and DOE HQ OC as soon as practical, but within the prompt notification time requirements (within 2 hours). Provide the Occurrence Report number.
4. Make any **follow-up notifications to DOE** for any further degradation in the level of safety or impact on the environment, health, or operations of the facility or other worsening conditions subsequent to the previous notification.
5. If degradation results in upgrading the event to an OE, the DOE HQ OC must be notified. Contact the project DOE FR email@doe.gov
6. Significance Category 3 and 4 occurrences, except as noted in "A" above, do not require Prompt Notifications.