



**Environment, Health, & Safety
Training Program**

EHS 800 ~ Occurrence Reporting & Processing Training

Course Syllabus

Subject Category:	Emergency Management	Course Prerequisite:	No
Course Length:	2.0 hours	Medical Approval:	No
Delivery Mode:	Class		
Schedule:	Quarterly		
Location/Time:	Bldg. 48-109, 9-11 a.m.		

Course Purpose: EHS-800 is designed for Lab employees assigned as Facility Managers (FMs) and FM Designees for Occurrence Reporting (ORPS), and also serves various Berkeley Lab managers, EH&S staff, ES&H Coordinators and others with safety responsibilities. Training course offers familiarization with DOE Order & Manual 232.1, and the Lab's site-specific implementation manual. Training orients attendees to recognize their reporting responsibilities to DOE for events outlined in the manual.

Course Objectives:

- To provide detailed policies, procedures and information found in DOE Order 232.1; Occurrence Reporting and Processing (ORPS), and the Berkeley Lab's site-specific manual, LBID-1694; Occurrence Reporting and Processing.
- To present and interpret reportable criteria and site-specific examples of events deemed worthy of reporting to DOE through ORPS.
- To familiarize FMs and Designees with DOE's ORPS notification requirements, to include event identification, phoned and written notification reports, investigations, updates, final reports, and report closure responsibilities.

Course Instructional Materials:

- Occurrence Reporting Manual
- Transparencies

Instructor: Mark Turner, x6554

Training Compliance Requirements: DOE Order 232.1A

Course Hand-outs: LBNL Occurrence Reporting Manual, LBID-1694

Participant Evaluation: Written evaluations regarding the effectiveness of the trainer, the training and the visual aids.

Written or Practical Exam: No.

Retraining/Recertification: Required for attendees of EHS-800 prior to 1/1/97.

Web Resource: Guidance documents available on Emergency Services web page: http://www-ehs.lbl.gov/html/emergency_svc_.htm