



April 11, 2005

MEMORANDUM FOR: NOAA Executive Council  
NOAA Executive Panel  
NOAA Supervisors  
FROM: *William F. Broglie*  
William F. Broglie  
SUBJECT: Web-based Incident/Illness Reporting System

#### PURPOSE

Effective May 1, 2005, supervisors (with the exception of ship-board personnel within NMAO; see below) shall ensure that all incidents and work-related illnesses for their personnel are reported via NOAA's new web-based system. This web-based incident reporting system is accessible from the NOAA Safety and Environmental Compliance Office web site at: <http://www.seco.noaa.gov/>. Users must utilize Internet Explorer to access this system, and for security reasons users are required to enter their NOAA e-mail name and e-mail password.

#### BACKGROUND

NOAA's Safety Policy requires supervisors to report serious incidents within 8 hours of occurrence and less than serious incidents within 24 hours. Serious incidents include: an employee fatality, hospitalization of three or more employees as a result of one incident, property loss in excess of one million dollars. All other incidents are considered less than serious.

The National Weather Service (NWS) developed a web-based system for reporting safety incidents and work-related illnesses. This system has been in use within NWS for some time, and has simplified the process for reporting safety incidents. The NOAA Safety Council has examined the system developed by NWS for NOAA-wide application, and based on this assessment determined that the web-based system should be adopted for NOAA-wide use. Further guidance is available on the NOAA SECO website.

This system will not replace the current NOAA Marine and Aviation Operations (NMAO) vessel incident reporting system, chiefly due to internet access limitations of vessels while at sea.

If you have any questions or comments, please share them with NOAA's Safety Manager, Mr. Tom Altvater at (301) 713-2870 or [Thomas.Altvater@noaa.gov](mailto:Thomas.Altvater@noaa.gov).

