



## Guidance for Event Reporting

The Physics Division Operations Manager ( Sandra Kennedy ) and the Facility Operations Manager ( Gerald Mills ) should be notified of any abnormal event occurring in Physics Division controlled areas.

1) The ORNL Assessment and Commitment Tracking System (ACTS) is a web-based tracking system ( <https://acts.ornl.gov> ) specific to ORNL for all types of events and assessments. The Physics Division Assessment Coordinator (Sandra Kennedy) maintains the ACTS information for the Division.

2) If an event is categorized "Non Routine" for Occurrence Reporting, the ACTS file is all that is required. No reviewer from outside the Physics Division is required for closure of these types of events. If an event meets the categories of "Off Normal" or "Unusual Occurrence" for Occurrence Reporting, notify Elaine Patterson (576-4645) who enters information into the Occurrence Reporting and Processing System (ORPS). Closure of these event reports requires review and approval by ORNL personnel outside the Physics Division.

3) If an event involves radioactivity, the event will be deemed P-AAA applicable and a P-AAA screening will be done and recorded in ACTS. If the event is determined to be P-AAA reportable, it is noted in the ACTS report and is automatically distributed to the ORNL P-AAA Program Office. Closure of corrective actions for P-AAA reportable events requires DOE approval.

### Event Response sequence:

- 1) Event recognized
- 2) Immediate "emergency" response appropriate to the event
- 3) Collect initial information
- 4) Evaluation for Occurrence and P-AAA applicability
- 5) Notify LSS if intent to file Occurrence and/or P-AAA report
- 6) Notify Elaine Patterson for intent to file Occurrence
- 7) Notify ORNL P-AAA Program Office for guidance with P-AAA report
- 8) Enter event information into ACTS

Evaluation for Occurrence and P-AAA categorization will be performed within two hours of event recognition and included in the ACTS report to be filed the same day as event recognition when possible.