

Best Practice Title: Recurring Event or Condition Worksheet

Facility: This process has been used by CH2MHILL Plateau Remediation Project (CHPRC), Mission Support Alliance (MSA), and Washington River Protection Solutions, LLC (WRPS) at the Hanford site for several years.

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Brief Description of Best Practice:

This best practice provides a tool for use by contractor personnel to assist in determining if an identified trend warrants reporting in the Occurrence Reporting and Processing System (ORPS) as a Significance Category "R", or Recurring event report. The tool is based on a worksheet currently in use by the CH2MHILL Plateau Remediation Company (CHPRC), the Mission Support Alliance (MSA), and Washington River Protection Solutions, LLC (WRPS), at the Hanford Site, and was modified by the EFCOG ORPS Task Group to better meet the needs of a broader population. The tool can be used by the contractor community to work through and document the logic for determination of a Recurring event or condition. The tool also serves as an aid to facilitate discussion between different levels of contractor management, as well as between the contractors and their respective DOE oversight organizations.

Why the Best Practice was used:

The Recurring Event and Conditions Worksheet was originally developed to supplement discussion contained in DOE M 231.1-2, Occurrence Reporting and Processing of Operations Information concerning Recurring Event report determination. When the Manual was retired and DOE O 232.2 Admin. Chg. 1 Occurrence Reporting and Processing of Operations Information was published, the requirements associated with categorizing a Recurring Event report were unchanged and the Recurring Event or Condition Worksheet was retained. However, the criteria contained in both documents contain a significant amount of room for interpretation. The worksheet was developed to provide a more consistent approach to determination of "Recurring," and to provide a tool for documenting the logic behind reporting determinations.

What are the benefits of the Best Practice:

Use of the Recurring Event & Conditions Worksheet will provide a more consistent approach for contractors to follow in making Recurring Event determinations, and should provide increased consistency in these determinations across the DOE complex.

What problems/issues were associated with the Best Practice:

The Recurring Event and Conditions Worksheet was originally designed for use by a single contractor, and was later adopted by two additional contractors under two different DOE Field Offices on the Hanford Site. DOE O 232.2 Chg. 1 is not prescriptive in the approach for determination of a recurring event or condition, and individual contractors have different philosophies when applying the recurring event criteria. Although the worksheet provides a more logical and consistent approach, the final decision on reporting recurring events or conditions is still based on the tolerance level of individuals/contractor management, which can influence how they answer the questions contained in the worksheet. This document aids in the determination of a Recurring Event and should lead to a

higher level of consistency. However, it is not prescriptive and inconsistencies will remain unless DOE O 232.2, Admin. Chg. 1 is modified to provide prescriptive reporting parameters.

How the success of the Best Practice was measured:

Success related to use of the Best Practice by CHPRC, MSA, and WRPS is primarily measured informally via regular interface with their DOE customer. Measurement of success by the contractor community at large has not been established.

Description of process experience using the Best Practice:

Historically, the use of the Recurring Event and Conditions Worksheet by CHPRC, MSA, and WRPS has resulted in improved discussion with their DOE oversight organizations. In general, the worksheet provides a logical discussion of the rationale used by the contractor to evaluate a series of events and / or issues for recurrence determination. Because the worksheet does not provide definitive answers, in some cases, the contractor and the DOE may not be in agreement on the final determination. However, use of the worksheet facilitates discussion and assists in revealing differences in how issues may be viewed. Additionally, use of the worksheet demonstrates that the contractor recognizes a potential issue and has considered reporting into ORPS. Absent changes to the reporting criteria for Recurring Events in DOE O 232.2 Admin. Chg. 1, reporting recurring events and conditions is based on subjective evaluations and significance determinations made by individuals / contractors.