**Best Practice Title:** Electronic Training Forms System

**Facility:** East Tennessee Technology Park (ETTP) at Oak Ridge/UCOR

**Points of Contact:**

Terry Rahm (865) 241-8343 email: Terry.Rahm@ettp.doe.gov

Matt White (865) 241-7484 email: Matt.White@ettp.doe.gov

**Brief description of best practice:** The UCOR Training Forms system is a fully electronic system used to make timely changes to and receive approval of the following training forms; individual and positional training requirements, grant extensions and exceptions to training courses, submit training material for review, and request new training module numbers. It was created in 2007 by the IT department using Microsoft Visual Studio and runs on Internet Information Server (IIS) with Microsoft SQL Server as the back end database.

**Why the best practice was used:** This electronic training forms system was developed to reduce the time and effort needed for routing, review, and approval of the training forms that originally existed as hard copy only. This electronic training forms system eliminated the possibility of the forms being lost in transit and also provides the ability to check the status of a training form in a timely manner. These capabilities are very beneficial when organizations are spread over multiple sites and facilities.

**What are the benefits of the best practice:** The electronic training forms system saves a significant amount of time over hard copy routing and processing. There is also less paper involved so that equates to cost savings and less damage to the environment. Each and every employee has access to the system and has the capability to submit training forms. The electronic training forms retained in this system are deemed official training records. This provides the ability to perform prompt searches of all historical training forms maintained within this system. This is an extremely valuable and efficient training forms retrieval capability for assessments and audits. Maintaining accurate and auditable training records are a fundamental aspect of Competence Commensurate with Responsibility (CCR).

**What problems/issues were associated with the best practice:** Prior to this system being implemented every change was initiated via paper hard copy form, including any pertinent attachments. These forms were often lost in transit which added to the time it took for processing. The only current problem identified with the use of this system is maintaining the tables of reviewers and approvers up to date.

**How will success of the best practice be measured:** The success of an electronic training forms system has been measured through the results of internal and external assessments and audits that are focused on project training programs. These typically include a review and determination of the effectiveness of the Training Forms System. Results and feedback from assessments and audits regarding the training forms system have consistently been pointed out as a very positive and highly effective practice. It has been very well received by all training customers who use it.

**Attachments:** See the next two pages for screenshots of example forms in the system.
**Review Request for Training Position Description (TPD) Change (505a)**

**Part 1:**

- **Date Requested:** 10/19/2015 3:01:38 PM
- **Requestor:** Chavassa Roberto
- **Requestor UIC:** BCI
- **Training Position Description Title:** SM-Building 3038 Supervisor/Task Lead
- **TPD Change Status:** Revision
- **TPD Owner:** SM
- **Function/Project Assigned:** SM-Surveillance & Maintenance

**Reason for Request:**
The roles and responsibilities assigned to this position have been expanded to include the supervision of ALL the S&M Chemical Operators. As such, the individual assigned to this position will be responsible for the S&M Chemical Operator operations in Building 3038, 2917, and all of the facilities that fall under the scope of PROC-CF-9.6.7, Conducting Repetitive SAM Inspections, For D&D Facilities at ORNL.

**TPD Change Request:**
For this TPD, change the Position Title to read: SM – S&M Chemical Operator Supervisor. Change the Roles and Responsibilities opening statement to read: Responsible for S&M Chemical Operator operations at Building 3038, 2917, and all of the facilities that fall within the scope of PROC-CF-9.6.7, Conducting Repetitive SAM Inspections, For D&D Facilities at ORNL. Ensures that the S&M Chemical Operator operations are conducted in a safe and reliable manner and in compliance with DOE and UCCR requirements. Change the second Roles and Responsibilities statement to read: The S&M Chemical Operator Supervisor shall be responsible for: Delete the Building 3038 reference in bullet number 1. Add the identified training module and Required Reading assignments to this TPD.

**Individual Required Training Changes:**

<table>
<thead>
<tr>
<th>Module Number</th>
<th>Module Title</th>
<th>Completion Time</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>2420</td>
<td>Asbestos Awareness</td>
<td>90 Days</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>2522</td>
<td>PCB Awareness</td>
<td>90 Days</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>2823</td>
<td>Temperature Extremes</td>
<td>90 Days</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>2824</td>
<td>Procedure Briefing/ Walkdown - PROC-CF-9.6.7, Conducting Repetitive SAM Inspections, For D&amp;D Facilities</td>
<td>90 Days</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>51429</td>
<td>Intermodal Roll-Off Containers - Closure Instructions/Briefing</td>
<td>90 Days</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

**Individual Required Reading Changes:**

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Number</th>
<th>Completion Time</th>
<th>Frequency</th>
<th>Add</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cold Weather and Freeze Protection Program</td>
<td>PROC-CF-1057</td>
<td>10 Days</td>
<td>0 One Time Every Time</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Temperature Extremes</td>
<td>PROC-CH-5134</td>
<td>10 Days</td>
<td>0 One Time Every Time</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Conducting Repetitive Surveillance and Maintenance Activities for Decommission</td>
<td>PROC-CF-9.6.7</td>
<td>10 Days</td>
<td>0 One Time Every Time</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>STI Storage Facility General Operations Procedure</td>
<td>PROC-CF-9.6.7</td>
<td>10 Days</td>
<td>0 One Time Every Time</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>System Description of the 3042 Reactor Pool Bleed and Feed System Oak Ridge, Tennessee</td>
<td>UCCR-4125</td>
<td>10 Days</td>
<td>0 One Time Every Time</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

**Part 2:**

- **Manager:** Billy Stages
- **Select to Reassign:**
- **Date:** 10/02/2015 3:46:21 PM
- **Badge Number:** 032720
- **Phone Number:** (865) 241-4717

**Part 3:**

- **Manager:** Jack Millsap
- **Select to Reassign:**
- **Date:** 11/01/2015 8:22:58 AM
- **Badge Number:** 307213
- **Phone Number:** (865) 528-5481

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**For Training Department Use Only:**

- **Comments:**

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**Indicates Required Field**