

Unleashing the Power of ORPS

A Desk Guide to the Occurrence Reporting and Processing System (ORPS) and How to Get the Information You Need

US DEPARTMENT OF ENERGY

OFFICE OF ESH REPORTING AND ANALYSIS (AU-23)



Introduction to ORPS

The Occurrence Reporting and Processing System (ORPS) is a system designed to assist users to submit, collect, transmit, update, and sign the occurrence reports required by DOE O 232.2 Admin Chg 1, *Occurrence Reporting and Processing of Operations Information*. In addition, ORPS provides the DOE community with a readily accessible database that contains information about occurrences at DOE facilities, causes of those occurrences, and corrective actions.

This guide serves as a quick reference to be able to assist users with navigating the ORPS website, identifying & narrowing search fields, and providing an overview of the different report templates that are available to present the data collected.





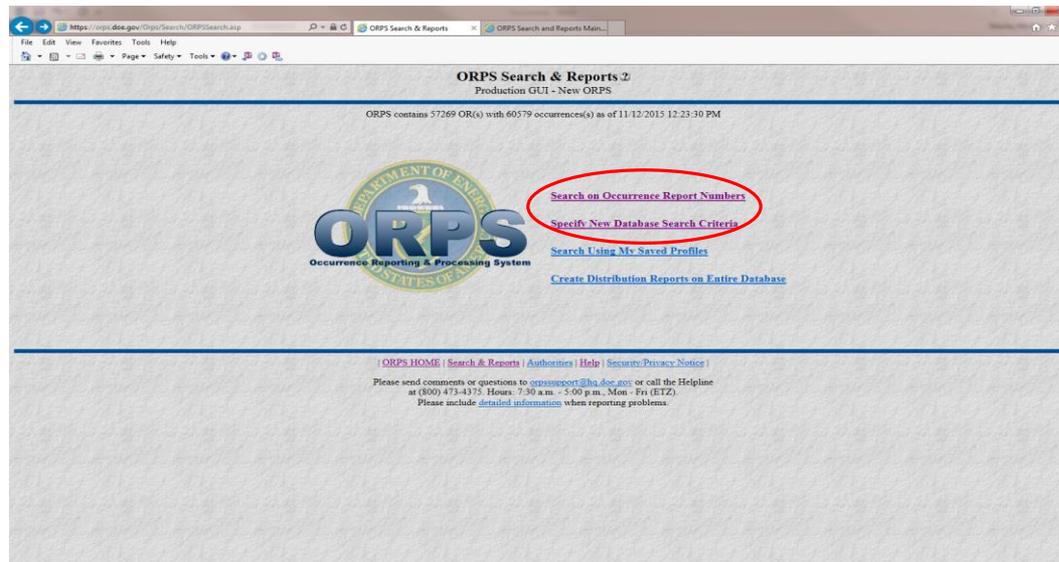
Getting Started: Searching the Data within ORPS

After clicking **“Search & Reports”** on the main page, the two primary means of searching the ORPS system are the following links:

- **Search on Occurrence Report Numbers**
- **Specify New Database search Criteria**

The **“Search the Occurrence Report Numbers”** link is used when you already know the report number you are looking for.

The **“Specify the Occurrence Report Numbers”** link is where you can search multiple aspects of the reports to create and identify certain lists of reports or gather numeric information regarding the reports in the system.





Search Criteria: Identification

Contains general report identification fields, including OR Number, Report Type, Report Year, Facility, etc. Select one or more by clicking with the left mouse button. To select more than one, press the Ctrl. key as you click.

- 1.Occurrence Report No.
- 2.Operations / Field Office
- 3.Regional Office
- 4.Contractor
- 5.Facility
- 6.Report Year
- 7.Sequence Number
- 8.Report Type
- 9.Secretarial Office
- 10.Lab / Site / Org
- 11.Facility Function
- 12.Activity Category
- 13.Significance Category (after ORPS redesign) or Occurrence Category (prior to redesign)
- 14.Nature of Occurrence (before ORPS redesign) or Reporting Criteria (after ORPS Redesign)
- 15.Cause Codes (after ORPS redesign) or [Direct Cause, Contributing Cause(s), Root Cause] (before ORPS redesign)
- 16.ISM Codes
- 17.HQ Keywords
- 18.Number of Occurrences
- 19.FM Telephone
- 20.Originator Telephone
- 21.Further Evaluation
- 22.Before Operation
- 23.CA Revision Count
- 24.Rejection Count
- 25.Subcontractor Event

ORPS Search Criteria

Production GUI - New ORPS

ORPS contains 57269 OR(s) with 60579 occurrences(s) as of 11/12/2015 12:23:30 PM

SEARCH CRITERIA		
Identification ?	Chronology ?	Narrative ?
No Selection	No Selection	No Selection
01. Occurrence Report No.	26. Current Report	43. All Narrative
02. Operations/Field Office	27. Last Modification	44. Subject/Title
03. Regional Office	28. Discovery	45. Originator Title
04. Contractor	29. Categorization	46. FM Title
05. Facility	30. HQ EOC Notification	47. Plant Area
06. Report Year	31. Other Notifications	48. Division or Project

* Hold down the "CTRL" key to select multiple values

Legend	
(B)	Before 2003 Redesign
(A)	On/After 2003 Redesign
(B/A)	Before/After 2003 Redesign

Boolean logic specification:

The search excludes: Cancelled UCNI USEC

Refine search and specify values	Finished searching - go to report options
Review individual records from result set	Save this search criteria as a profile
Display search criteria textually	Select new search profile
Specify new database search criteria	

[ORPS HOME](#) | [Search & Reports](#) | [Authorities](#) | [Help](#) | [Security/Privacy Notice](#)

Please send comments or questions to orpssupport@hq.doe.gov or call the Helpline at (800) 473-4375. Hours: 7:30 a.m. - 5:00 p.m., Mon - Fri (ETZ).

Please include [detailed information](#) when reporting problems.



Search Criteria: Chronology

Contains report date and time fields, including Last Modification, Discovery, Notifications, etc. Select one or more by clicking with the left mouse button. To select more than one, press the Ctrl key as you click.

- 26.Current Report Date/Time
- 27.Last Modification Date
- 28.Discovery Date/Time
- 29.Categorization Date/Time
- 30.HQ EOC Notification Date/Time
- 31.Other Notifications Date/Time
- 32.Notification Report Date/Time
- 33.Initial Update Report Date/Time
- 34.Latest Update Report Date/Time
- 35.Final Report Date/Time
- 36.Rejected Date
- 37.Further Evaluation Date
- 38.FM Approval (Sign-off Date)
- 39.FR Approval (Sign-off Date)
- 40.PM Approval (Sign-off Date)
- 41.CA Target Completion Date
- 42.CA Actual Completion Date



ORPS Search Criteria

Production GUI - New ORPS

ORPS contains 57269 OR(s) with 60579 occurrences(s) as of 11/12/2015 12:23:30 PM

SEARCH CRITERIA		
Identification ?	Chronology ?	Narrative ?
No Selection	No Selection	No Selection
01. Occurrence Report No.	26. Current Report	43. All Narrative
02. Operations/Field Office	27. Last Modification	44. Subject/Title
03. Regional Office	28. Discovery	45. Originator Title
04. Contractor	29. Categorization	46. FM Title
05. Facility	30. HQ EOC Notification	47. Plant Area
06. Report Year	31. Other Notifications	48. Division or Project

* Hold down the "CTRL" key to select multiple values

Legend	
(B)	Before 2003 Redesign
(A)	On/After 2003 Redesign
(B/A)	Before/After 2003 Redesign

Boolean logic specification:

The search excludes: Cancelled UCNI USEC

Refine search and specify values	Finished searching - go to report options
Review individual records from result set	Save this search criteria as a profile
Display search criteria textually	Select new search profile
Specify new database search criteria	

[ORPS HOME](#) | [Search & Reports](#) | [Authorities](#) | [Help](#) | [Security/Privacy Notice](#)

Please send comments or questions to orpssupport@hq.doe.gov or call the Helpline at (800) 473-4375. Hours: 7:30 a.m. - 5:00 p.m., Mon - Fri (ETZ).

Please include [detailed information](#) when reporting problems.



Search Criteria: Narrative

Contains narrative fields, including descriptions, evaluations, etc. Select one or more by clicking with the left mouse button. To select more than one, press the Ctrl key as you click.

- 43.All Narrative
- 44.Subject / Title
- 45.Originator Title
- 46.FM Title
- 47.Plant Area
- 48.Division or Project
- 49.System / Bldg / Equip
- 50.Operating Condition(s)
- 51.Occurrence Description
- 52.Immediate Action(s)
- 53.Cause Description
- 54.FM Evaluation
- 55.Corrective Action(s)
- 56.CA Date Justification
- 57.ES&H Impact
- 58.Programmatic Impact
- 59.Codes / Stds Impact
- 60.Lesson(s) Learned
- 61.Similar Occurrence(s)
- 62.User Field #1
- 63.User Field #2
- 64.FR Input
- 65.PM Input
- 66.Subcontractor Name



ORPS Search Criteria

Production GUI - New ORPS

ORPS contains 57269 OR(s) with 60579 occurrences(s) as of 11/12/2015 12:23:30 PM

SEARCH CRITERIA		
Identification	Chronology	Narrative
No Selection	No Selection	No Selection
01. Occurrence Report No.	26. Current Report	43. All Narrative
02. Operations/Field Office	27. Last Modification	44. Subject/Title
03. Regional Office	28. Discovery	45. Originator Title
04. Contractor	29. Categorization	46. FM Title
05. Facility	30. HQ EOC Notification	47. Plant Area
06. Report Year	31. Other Notifications	48. Division or Project

* Hold down the "CTRL" key to select multiple values

Legend
(B) Before 2003 Redesign
(A) On After 2003 Redesign
(B/A) Before After 2003 Redesign

Boolean logic specification:

The search excludes: Cancelled UCNI USEC

Refine search and specify values	Finished searching - go to report options
Review individual records from result set	Save this search criteria as a profile
Display search criteria textually	Select new search profile
Specify new database search criteria	

[ORPS HOME](#) | [Search & Reports](#) | [Authorities](#) | [Help](#) | [Security/Privacy Notice](#)

Please send comments or questions to orpssupport@hq.doe.gov or call the Helpline at (800) 473-4375. Hours: 7:30 a.m. - 5:00 p.m., Mon - Fri (ETZ).

Please include [detailed information](#) when reporting problems.



Using Boolean Logic to Search the System

In the context of database searching, Boolean logic refers to the logical relationships among search terms.

- Using the "AND" operator between terms retrieves documents containing both terms. "OR" retrieves documents containing either term. "NOT" excludes the retrieval of terms from your search. Use "NOT" with caution. Additional Searching types include:

<u>Searching Type</u>	<u>Description and Examples</u>
Quotation Marks ""	Narrows to find exact word/phrase: "fall protection" "unsafe" "struck by"
Common Words Usually Ignored +	Removes common words in the phrase: "OSHA +certified trainer"
Excluding -	Looks for field that does not contain word: -"employee error"
OR	expands the data you are looking for: chemicals OR respirator
AND	narrows to find instances of similar situations: Management Concern AND Maintenance
AND NOT	Excludes documents containing whatever follows it: Conduct of Ops AND NOT personnel error
NEAR	Requires the term following it to occur within a certain proximity, within 16 characters: "exothermic reaction" NEAR " evacuation"
Parentheses ()	Requires the terms and operations that occur inside them to be searched first: "exothermic reaction" NEAR " evacuation" AND ("alarm activation")





Key Search Criteria Used By AU-23

Here are a list of Boolean logic strings that AU-23 to look into ORPS and find data:

- Daily Reports used in Summary Email
 - **32 and 32**
- Final Reports used in Summary Email
 - **35 and 35 and 13**
- Breakdown of reports by for a Program office by Causal Codes in a given time period
 - **09 and 15 and 35 and 35**
- Breakdown of reports for a Site by ISM codes in a given time period for each Significance Category
 - **10 and 16 and 32 and 32 and 13**
- Comparing the correlation between Causal Codes and Reporting Criteria within a program office over in a 2 year period
 - **09 and 15 and 14 and 35 and 35**
- Search of text to find a type of work activity that occurred in the last 2 weeks
 - **43 and 32 and 32**
- Comparing HQ Keywords to find a select group of reports that specifically have one Keyword without another
 - **09 and 17 and not 17 and 32 and 32**
- Number of reports a subcontractor has had over several sites within a program office in the last year
 - **66 and 09 and 32 and 32**



Refining Your Search and Specifying Values

After making your search field selections, either by selecting from the list or using the Boolean logic field, click “Refine Search and Specify Values”.

- The webpage will refresh and the search fields will be displayed in the order you selected, or wrote out in the Boolean logic section.

After you make the selections, click “Finished Searching – Go to Report Options”.

ORPS Search Criteria 2

Production GUI - New ORPS

ORPS contains 57272 OR(s) with 60582 occurrences(s) as of 11/13/2015 9:11:55 AM

SEARCH CRITERIA		
Identification ?	Chronology ?	Narrative ?
No Selection	No Selection	No Selection
01. Occurrence Report No.	26. Current Report	43. All Narrative
02. Operations/Field Office	27. Last Modification	44. Subject/Title
03. Regional Office	28. Discovery	45. Originator Title
04. Contractor	29. Categorization	46. FM Title
05. Facility	30. HQ EOC Notification	47. Plant Area
06. Report Year	31. Other Notifications	48. Division or Project

* Hold down the "CTRL" key to select multiple values

Legend	
(B) Before 2003 Redesign	
(A) On/After 2003 Redesign	
(B/A) Before/After 2003 Redesign	

Boolean logic specification:

The search excludes: Cancelled UCNI USEC

Refine search and specify values	Finished searching - go to report options
Review individual records from result set	Save this search criteria as a profile
Display search criteria textually	Select new search profile
Specify new database search criteria	

[ORPS HOME](#) | [Search & Reports](#) | [Authorities](#) | [Help](#) | [Security/Privacy Notice](#)

Please send comments or questions to orpssupport@hq.doe.gov or call the Helpline at (800) 473-4375. Hours: 7:30 a.m. - 5:00 p.m., Mon - Fri (ETZ). Please include [detailed information](#) when reporting problems.

ORPS Search Criteria ?

ORPS contains 57272 OR(s) with 60582 occurrences(s) as of 11/12/2015 4:42:14 PM

SEARCH CRITERIA		
Identification ?	Chronology ?	Narrative ?
No Selection	No Selection	No Selection
01. Occurrence Report No.	26. Current Report	43. All Narrative
02. Operations/Field Office	27. Last Modification	44. Subject/Title
03. Regional Office	28. Discovery	45. Originator Title
04. Contractor	29. Categorization	46. FM Title
05. Facility	30. HQ EOC Notification	47. Plant Area
06. Report Year	31. Other Notifications	48. Division or Project

* Hold down the "CTRL" key to select multiple values

Legend

(B) Before 2003 Redesign

(A) On/After 2003 Redesign

(B/A) Before/After 2003 Redesign

Boolean logic specification:

The search excludes: Cancelled UCNI USEC

32. Notification Report

Compare	Year	Month	Day	Hour	Minute
<input type="checkbox"/> <	Any	9	9	02	02
<input checked="" type="checkbox"/> =	2015	10	10	03	03
<input checked="" type="checkbox"/> >	2014	11	11	04	04
	2013	12	12	05	05

32. Notification Report

Compare	Year	Month	Day	Hour	Minute
<input checked="" type="checkbox"/> <	Any	9	12	02	Any
<input type="checkbox"/> =	2015	10	13	03	00
<input type="checkbox"/> >	2014	11	14	04	01
	2013	12	15	05	02

Refine search and specify values	Finished searching - go to report options
Review individual records from result set	Save this search criteria as a profile
Display search criteria textually	Select new search profile
Specify new database search criteria	



End Result – Types of Reports and Where to Find Relevant Data

Once you are on the Reports screen you will be able to see the number of Reports found within your search parameters.

- This will be located at the top of the screen.

You will also be able to select the report that best suits your needs.

Here is a brief description of the types of reports:

Report Type	Description
OR List	<i>Organized by the ORPS Report Number</i>
Subject	<i>Organized by the subject heading in the report</i>
Summary	<i>Shows each report with the first few sentences from the description section</i>
History	<i>Gives chronology of each report as it went through the approval process</i>
User Defined	<i>Specialty report where the user can select which information is put in the report</i>
Distributions	<i>Allows the user to group report by categories (e.g. Sig Cat, Area Office Facility, ISM)</i>
Generic Lag	<i>Shows amount of time that has passed from the different stages of the report</i>
Operating Experience	<i>Gives complete overview of the event</i>
OR Status	<i>This report contains information about the status of selected reports, excluding signed Finals</i>
CA Status	<i>This report provides information about the status of selected Update/Final or Final Reports that have open corrective actions</i>
OR Download	<i>Gives the reports selected in text format</i>



Once you have the report selected, click “Prepare Report”

ORPS Report Options ?

STRACKA, MICHAEL J - PROGRAM MANAGER

ORPS contains 57272 OR(s) with 60582 occurrences(s) as of 11/12/2015 4:42:14 PM

Query selected 3 OR(s) with 3 occurrences(s) as of 11/12/2015 4:46:04 PM

REPORT OPTIONS ?

Select Report Type, options and then "Prepare Report"

Report Type: Order by: OR Num Date EM Sort: Asc Desc Number displayed per page:

-
-
-
-

| [ORPS HOME](#) | [Search & Reports](#) | [Authorities](#) | [Help](#) | [Security/Privacy Notice](#) |

Please send comments or questions to orpssupport@hq.doe.gov or call the Helpline at (800) 473-4375. Hours: 7:30 a.m. - 5:00 p.m., Mon - Fri (ETZ). Please include [detailed information](#) when reporting problems.

ORPS OR List Report

ORPS contains 57272 OR(s) with 60582 occurrences(s) as of 11/13/2015 10:07:02 AM
Query selected 3 OR(s) with 3 occurrences(s) as of 11/13/2015 10:46:54 AM

Report Number

- 1) EM--PPPO-FBP-PORTSDD-2015-0027
- 2) EM-SR--SRNS-MOGEN-2015-0011
- 3) NA--LSO-LLNL-LLNL-2015-0037

Subject/Title

- [Contract Services Employee Fractures Ankle While Walking in Parking Lot](#)
- [DOT-SP 13187 Marking Inadequacy](#)
- [NOV received from the San Joaquin County for routine inspections performed at Site 300](#)

[Return to report options](#)

[ORPS HOME](#) | [Search & Reports](#) | [Authorities](#) | [Help](#) | [Security/Privacy Notice](#)

Please send comments or questions to orpssupport@hq.doe.gov or call the Helpline at (800) 473-4375. Hours: 7:30 a.m. - 5:00 p.m., Mon - Fri (ETZ).
Please include [detailed information](#) when reporting problems.



For Information or Any Additional Questions

Ashley Ruocco

ORPS Program Manager

Office of ESH Reporting and Analysis (AU-23)

GTN C-157

301-903-7010

Ashley.Ruocco@hq.doe.gov

Michael Stracka, CSP

Safety and Occupational Health Manager

Office of ESH Reporting and Analysis (AU-23)

GTN C-161

301-903-8085

Michael.Stracka@hq.doe.gov

