

DOE OPERATING EXPERIENCE PROGRAM LESSONS LEARNED TEMPLATE

Title: _____

Identifier: _____

Originator: _____

Date: _____

Contact: _____

Authorized Derivative Classifier: _____

Reviewing Official: _____

Statement of the Lesson Learned from Operating Experience: _____

Discussion of Activities: _____

Analysis (may be incorporated into the discussion): _____

Recommended Actions: _____

Estimated Savings/Cost Avoidance (if applicable): _____

Priority Descriptor: _____

Work/Functions: _____

User-Defined Category: _____

Hazards: _____

ISM Core Functions: _____

Keywords: _____

References: _____

LESSONS LEARNED TEMPLATE—FIELD DESCRIPTIONS

Title:	Title of the operating experience document.
Identifier:	Unique identification number to assist in referencing a lesson learned that includes calendar year, operations office identifier, organization or field/area office/contractor identifier, and a sequential number (e.g., 1995-CH-BNL-0019; 1995-ID-LITCO-0118)
Originator:	Name of the originating organization or contractor.
Date:	Date the operating experience document was issued.
Contact:	Name and phone number of individual to contact for additional information.
Derivative Classifier:	Name of individual who determined that the lesson learned does not contain classified information. (Not required for lessons submitted by unclassified facilities.)
Name of Reviewing Official:	Name of reviewing official who determined that the lesson learned did not contain unclassified controlled nuclear information (UCNI). (Not required for facilities that have no UCNI.)
Statement of the Lessons Learned from the Operating Experience:	Lessons learned statements are executive summaries that focus on the knowledge gained from the operational experience. Sufficient detail should be provided to allow a reader to understand what the problem is, how it was identified, and what steps have been or will be taken to correct the problem and prevent a recurrence. Information regarding the consequences, actual or worst case, associated with the event should also be provided to allow recipients to take a graded approach to applying the lessons learned.
Discussion of Activities:	This section should be as brief as possible and focused on the facts that resulted in the initiation of the operating experience evaluation. Provide situation-specific details that establish the context of the event. Avoid organizational, personnel, and facility description details that merely locate the event in time and space.
Analysis:	Results of any analysis that was performed, if available.
Recommended Actions :	Includes a description of management approved actions that were taken or will be taken to promote implementation of work enhancements or to prevent the recurrence of undesirable events. This field should focus on actionable recommendations (i.e., the change resulting from the lesson) rather than reminders. Additionally, this field can include a description of activities the event/lessons learned may impact other than the event during which it was identified.
Estimated Savings/Cost Avoidance:	If the lesson learned is implemented, an estimate of the savings from the application of a good work practice or the costs avoided from the prevention of a similar event.
Priority Descriptor:	A descriptive code that assigns a level of significance to the lesson. Options include Red/Urgent, Yellow/Caution, Blue/Information, Green/Good Work Practice.
Work/Functions:	The work or functions to which the lesson applies. Enter all that apply. See listing.
User-Defined Category:	Space for organizations to include categories for internal use.
Hazards:	Hazards this lesson applies to or that were present in the original situation. See listing.
ISM Core Functions:	Identifies the core function or functions in which a failure occurred that contributed to the event and/or the core functions impacted by the recommended actions. See listing.

CATEGORIES OF LESSONS LEARNED FROM OPERATING EXPERIENCE

These bin categories are intended to help lesson authors assign specific searchable subjects to their lessons so users can find information focused on their needs. The three sets of bins (Work/Function, Hazard, and ISM Core Function) provide several avenues for zeroing in on applicable lessons. Some of these bins are narrow (Hoisting and Rigging, Mechanical Injury) and some are broader conceptual areas (Authorization Basis, Energy Conservation, Environmental Release). This division is meant to help work planners looking for specific items, to help foremen looking for training anecdotes, and to help managers looking for big-picture lessons. The Work/Function and Hazard bins are open for further improvement and extension.

Lessons Learned Hazards

Confined Space	Personal Injury/Exposure	Personal Injury/Exposure (cont'd)
Electrical/NEC	Airborne Materials	Radiation/Contamination
Elevated Work/Falling Objects	Ambient Temperature	Slips and Tripping
Environmental Release	Extremes	Toxic Material
Ergonomics/Lifting	Asbestos	Plants/Animals/Insects
Excavation and Trenching	Beryllium	Power Tools
Fire/Smoke/NFPA	Hazardous Material (General)	Pressurized Systems
Firearms and Explosives	Infectious Agents	Radiological Release
Lasers	Mechanical Injury	Suspect/Counterfeit or Defective
Natural Phenomena	(Striking/Crushing)	Items
Other	Noise	Traffic
	Other	Weather Related
		Not Identified

ISM Core Functions

Define Work	Develop/Implement Controls	Feedback and Improvement
Analyze Hazards and Risks	Perform Work	

Work/Function

Alternate Fuels	Construction	Environmental Protection
Authorization Basis	Contract Administration	General
Business and Support Services	Criticality	Environmental Sampling
Chemical Management	Decontamination and	Releases
Conduct of Operations	Decommissioning	RCRA Management
General	Demolition	Underground Storage Tanks
Configuration Management	Driving	NEPA Management
Lockout/Tagout	Emergency Management	TSCA Management
Procedure Development	Energy Conservation	Environmental Restoration
Procedure Adherence	Engineering and Design	Excavation
Work Planning	Nuclear	
Work Control	Non-Nuclear	

Work/Function (continued)

Excess Property and Equipment Management	Power Distribution and Utilities	Operations
Fire Protection	Roads and Grounds	Facility
Hoisting and Rigging	Structural	Heavy Equipment
Human Factors	Safety Systems	Other
Human Resources	Heavy Equipment	Packaging and Transportation
Information Technology	Vehicle	Procurement
Inspection and Testing	Machining and Fabrication	Protective Force Related
Laboratory Experimentation	Management	Quality
Maintenance	Material	Radiation Protection
Electrical	Handling	Research and Development
Facility	Storage	Safeguards and Security
HVAC	Nuclear Safety	Safety Design
Instrumentation and Control	Occupational Safety and Health	Training and Qualifications
Mechanical	General	Waste Management
Other	Personnel Protective Equipment	Waste Remediation
		Welding, Burning, Hot work
		Well Drilling
		Not Identified

Priority Descriptors

These priority descriptors were developed by the Lessons Learned Process Improvement Team. The examples are intended to help lessons learned authors assign significance codes to their operating experience lessons. Authors should use their judgment and extend these examples to situations as they arise.

- Red/Urgent:** A lesson from an actual event with significant adverse outcome
- Yellow/Caution:** A lesson from an event or condition with potentially adverse outcome
- Blue/Information:** A fact or discovery of benefit to others
- Green/Good Work Practice:** A success story; a practice that results in a positive outcome

Table 1. Priority Descriptors

GENERAL SUBJECT AREA	RED/ URGENT	YELLOW/ CAUTION	BLUE/ INFORMATION	GREEN/ GOOD WORK PRACTICE
<i>Public Safety</i>	Event related to site operation that has affected public safety and health or threatened public safety and health	Potential event related to site operation which may have affected public safety and health	Information to protect public safety and health including, but not limited to, cumulative findings from trending	Action, activity, or practice which improves public safety and health
<i>Worker Safety</i>	Fatality, near fatality, serious injury, or permanent/ total disability	Conditions which resulted in <ul style="list-style-type: none"> ▪ injury ▪ temporary/ partial disability or ▪ significant loss of work time or productivity 	Information to protect worker health and safety including, but not limited to, cumulative findings from trending	Action, activity, or practice which promotes: safe work practices or healthful work practices
<i>Environmental Protection</i>	Unconfined hazardous release beyond the site boundary. Significant unconfined on-site hazardous release requiring cleanup	Condition which may have resulted in an uncontrolled release to the environment or a moderate on-site hazardous release	Information to protect the environment including: measurable, but minor, hazardous releases or cumulative findings from trending	Action, activity, or practice which: prevents on or off-site environmental degradation or will limit or reduce on or off-site releases to the environment
<i>Compliance</i>	Violations of Federal or State law with significant penalties	Violations of Federal or State law with minor penalties. Significant non-compliance with the technical requirements of DOE Orders or regulations	Information which may improve compliance performance	Action, activity, or practice which improves the compliance performance of the site

Table 1. Priority Descriptors (continued)

GENERAL SUBJECT AREA	RED/ URGENT	YELLOW/ CAUTION	BLUE/ INFORMATION	GREEN/ GOOD WORK PRACTICE
<i>Management/ Administration</i>	Significant management violations including fraud, abuse, and discrimination	Identified actions reflecting failure to operate within DOE management imperatives	Information which may improve DOE management performance	Action, activity, or practice which improves DOE management performance
<i>Investment and Investment Protection</i>	Significant loss or damage of major equipment, property or facility	Potential for major equipment, property or facility to become— <ul style="list-style-type: none"> ▪ lost or damaged ▪ degraded ▪ unreliable 	Information which may improve— <ul style="list-style-type: none"> ▪ value ▪ efficiency ▪ cost 	Action, activity, or practice which improves— <ul style="list-style-type: none"> ▪ specifications, reliability ▪ efficiency ▪ credibility
<i>Public Interest</i>	On-site event that is perceived by the public to— <ul style="list-style-type: none"> ▪ have an effect on public safety and health or ▪ threaten public safety and health. 	A potential site operations event which may have affected the public, excluding safety and health, had the event occurred	Information beneficial to public relations	Action, activity, or practice that promotes benefits to the public