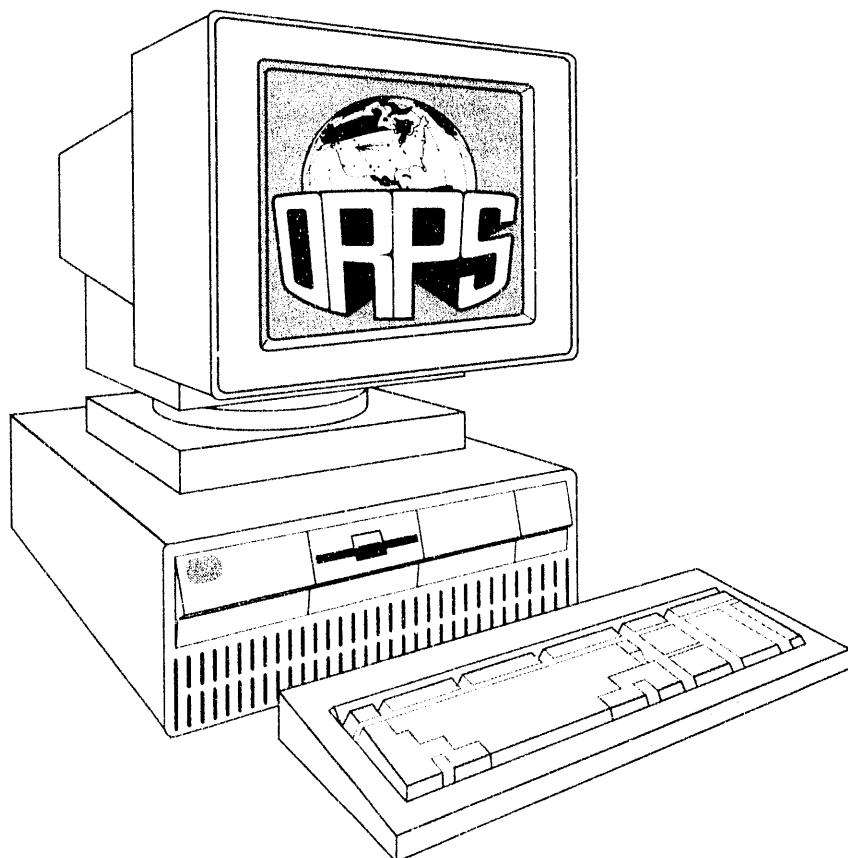


ME 9.21187-4

Searching the Occurrence Reporting and Processing System (ORPS) Database

16th Annual TRADE Conference
November 1992



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Work supported by the U. S. Department of Energy
Assistant Secretary for Nuclear Energy
Office of Nuclear Safety Policy and Standards
Under DOE Contract No. DE-AC07-76ID01570

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EGG-M--92365

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Overview of ORPS

The Occurrence Reporting and Processing System (ORPS) is a computerized method to submit, collect, update, and sign occurrence reports required by U.S. Department of Energy (DOE) Order 5000.3B, Occurrence Reporting and Processing of Operations Information. The basic reason for investigating and reporting the causes of occurrences is to enable the identification of corrective actions to prevent recurrence and, thereby, protect the health and safety of the public, the workers, and the environment.

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 information can, therefore, be used to identify and analyze trends in occurrences.

The ORPS database resides on a host computer located at the Idaho National Engineering Laboratory (INEL) in Idaho Falls, Idaho. The database can be accessed from any DOE site via computer terminals or personal computers (PCs) that are set up to access ORPS.

Individuals who want to access ORPS must be registered users of the system. All users must complete the following forms:

- Computer Registration Form for HP-3000/SPMS/ORPS (Form EG&G-112)
- Request to Register User-ID at INEL (Form EG&G-1722)
- Authority File Information Form (Form EG&G-162)

To obtain these forms, write or call:

Management Information Systems
EG&G Idaho, Inc.
P.O. Box 1625
Idaho Falls, ID 83415-3405
Telephone: (208) 526-8900

Search Techniques

By using search options in successive combination with each other, you can select the desired occurrence reports from the database. You can speed up the search process by combining various elements of your search as described below:

- **Range or "THRU" Searches.** A colon (:) or the word "thru" can be used to search for a range of words or numbers. For example, when used with "contractor" either "EGG thru F" or "EGG:F" will select those contractors that begin with "EGG" through all contractors beginning with the letter F.
- **"OR" Searches.** A plus sign (+) or the word "or" can be used to search for one element or another simultaneously. For example, "computer+room" or "computer or room" selects all records containing either of the words computer or room.
- **"AND" Searches.** A comma (,) or the word "and" can be used to search for records having two or more common elements. For example, "computer,room" or "computer and room" selects only records containing both the words computer and room.
- **All-Possible-Word-Ending Searches.** A @ symbol is a wildcard and can be used to select all possible endings of a word. For example, if the word "train@" is entered, all records containing the word train, trained, training, etc., will be selected. The use of a dictionary may be a good method of determining precisely where to place the @ symbol. This will often prevent word selections that are not applicable.
- **One-Item-But-Not-Another Searches.** A comma and a minus sign (,-) or the words "and not" can be used to exclude undesired elements from a search. For example, "A@,-A9" or "A@ and not A9" selects all records beginning with A but will exclude those records containing A9.

You can also string the above search processes together to further speed the search process. For example, "laser,eye@+retina@" could be used to find all reports that contain the word laser and any words that start with eye or retina. Because the @ symbol is used, words like eyes, eyed, retinas, and retinal also qualify for the search. The precedence of operators from highest to lowest is "or," "and not," "and" or the equivalent symbols.

Using the Search and Reports Menu Option

The Search and Reports Menu option lets you search the database and select those occurrence reports that meet your search criteria. You can search on facilities, causes, types of occurrences, time periods, report numbers, or narrative text words. Once you complete your search, you can view, print, or save to disk the information in various ways, including complete reports, summaries, subject listings, lag time, and status reports.

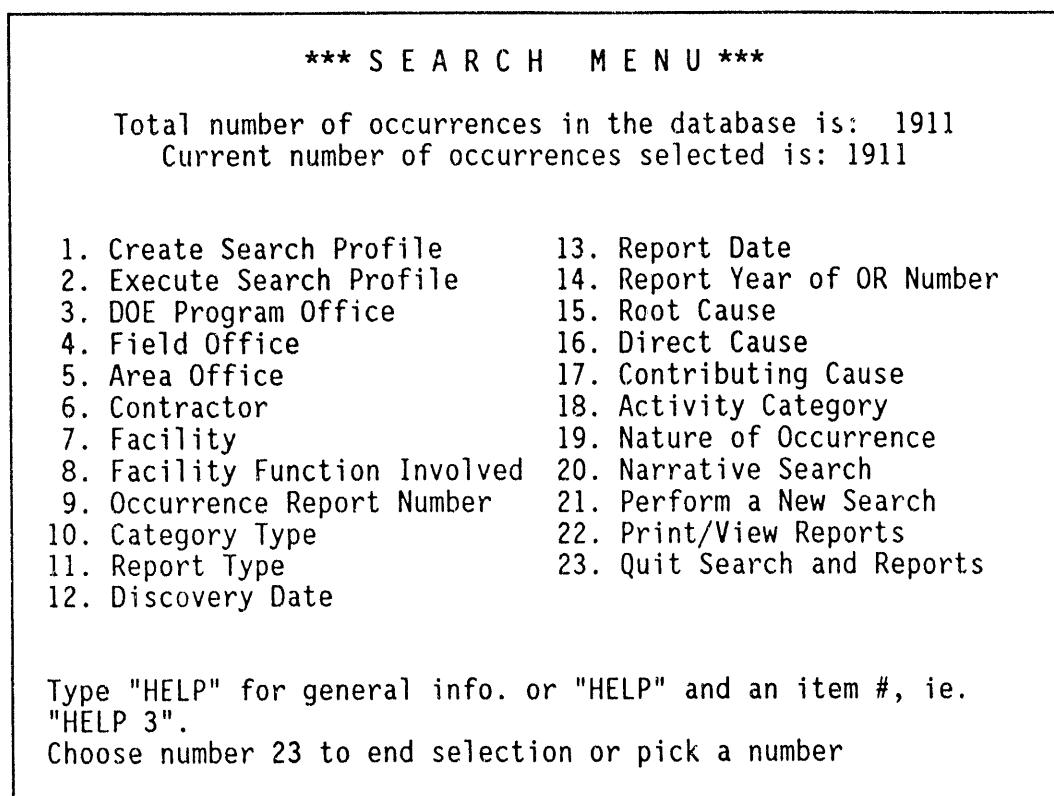
While the options on the ORPS Menu may vary based on user type, all users have the capabilities that follow. Use the Search and Reports option as follows:

1. Log onto the system and select the ORPS Menu.

OCCURRENCE REPORTING AND PROCESSING SYSTEM (ORPS) MENU		
NO	TYPE	DESCRIPTION
01	(TASK)	ORPS Search and Reports
02	(TASK)	Authority File Report
03	(TASK)	Status Reports
04	(TASK)	ORPS PC Software Download
05	(MENU)	ORPS Training
06	(TASK)	Enter Your Remarks about this Menu/Task

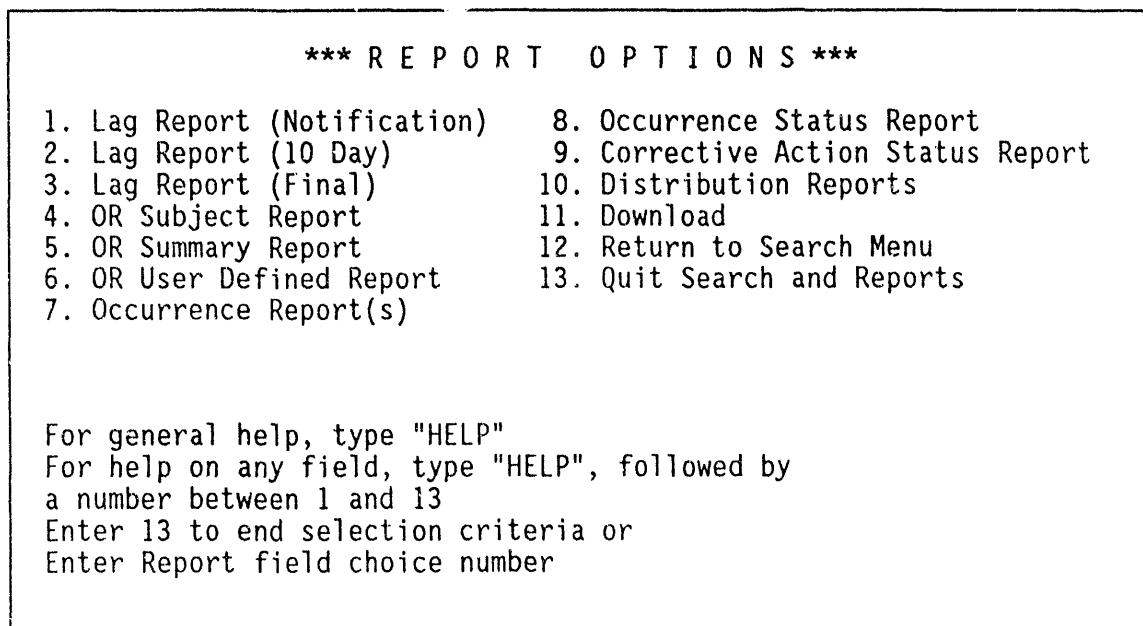
E - End ? - Help
ENTER STEP

2. From the ORPS Menu, type the number associated with "ORPS Search and Reports" and press ENTER. The Search Menu appears.



3. The Search Menu lists the options you can use to search the database. Type the number of the desired option, press ENTER, and respond to screen prompts. Repeat this process to isolate occurrence reports with the exact criteria you need. The screen displays the total number of occurrence reports in the system and the number your search has selected. For help, type "help" and the number of the option and press ENTER.

4. Type 22 and press ENTER after completing the search process to view, print, or save to disk the reports. The Report Options screen appears.



5. The Report Options screen lets you access information on occurrence reports that you selected in step 3. Type the number of the desired report, press ENTER, and respond to option prompts.
6. The following prompt appears:

Send output to (S)creen, (P)rinter, (D)isk, or (C)ancel? [S]

Type an S, P, D, or C and press ENTER to determine where the output is sent. ("Screen" is the default you select by simply pressing ENTER.) Respond to the screen prompts that appear based on the desired destination.
7. The information appears on the screen if you selected "(S)creen" in the previous step. If you want to stop viewing in the middle of the process, press the CTRL (control) and Y keys together. The display will ask if you want to continue. Type Y or N and press ENTER.
8. After printing, viewing, or saving reports to disk, the Report Options screen appears and you can select another report.

Report Options

The following describes each of the options in the Report Options screen.

1. **Lag Report (Notification).** This report shows how much time elapsed between categorization and transmission of the notification report to the ORPS database.
2. **Lag Report (10 Day).** This report shows how much time elapsed between categorization and transmission of the 10-day report to the ORPS database.
3. **Lag Report (Final).** This report shows how much time elapsed between categorization and sign off of the final report by the Program Manager.
4. **OR Subject Report.** This report provides the occurrence report subject/title, report date, report number, report type, and occurrence category. In addition, this report provides the date of discovery listed on the occurrence report and the name of the facility involved in the occurrence.
5. **OR Summary Report.** This report provides the name of the facility involved in the occurrence and the occurrence report subject/title, discovery date, report date, report number, report type, and occurrence category. In addition, the summary report provides the first 10 lines of the description of the occurrence and description of cause.
6. **OR User Defined Report.** This report allows users to select fields of data for inclusion in custom reports. There are no restrictions on the data fields or the number of items within the report.
7. **Occurrence Report(s).** This output report provides the latest version of the occurrence report. The hard copy is in the basic format identified in DOE Order 5000.3B. You may print either the latest version of the occurrence report or its entire historical record, which could consist of the notification report, 10-day report or 10-day update report, and final report. A final report that has been signed by the Program Manager can only be changed by adding corrective action completion dates and changing targeted completion dates.
8. **Occurrence Status Report.** Except for signed final reports, this report provides a list of occurrence reports and identifies the status of each report. If the report has been submitted but not signed off by the Facility Representative or Program Manager, it also indicates who needs to sign the occurrence report or if it was rejected. The report lists the occurrence report number, facility name, category, subject/title, discovery date, report date, report type, and sign-off status.

9. **Corrective Action Status Report.** For final occurrence reports, this report shows those with incomplete corrective actions. The report lists the report number, facility name, category, subject/title, report type, discovery date, report date, and information regarding original and latest target completion dates, justification for changing target completion dates, and the person who made the last revision.
10. **Distribution Reports.** This option displays a menu that lets you select from a variety of numeric and statistical distributions related to the occurrence reports found during your search. Type the number that corresponds to the desired options and press ENTER to access the information. The following distribution reports exist:
 - Direct Cause
 - Contributing Cause
 - Root Cause
 - Facility Function
 - Facility
 - Year/Quarter
 - DOE Program Office
 - Field Office
 - Contractor Organization
 - Occurrence Category
 - Activity Category
 - Nature of Occurrence
 - Report Type (Status)
11. **Download.** This option allows you to copy information in the occurrence reports found during your search from the ORPS database to a disk on your PC. The information is downloaded in the ASCII format used by PC ORPS.
12. **Return to Search Menu.** This option allows you to return to the Search Menu.
13. **Quit Search and Reports.** This option allows you to return to the ORPS Main Menu.

Demonstration 1

Objective

Search the ORPS database to find all of the occurrence reports submitted for the current month. From this subset, select the occurrence reports submitted during the previous workday. From this subset, select the notification reports.

Steps Required

1. Select Option 13, Report Date. The system will prompt "Enter the beginning date in MM/DD/YY format." Enter month and year separated by two slashes (MM//YY). Next, the system will prompt "Enter an ending date in MM/DD/YY format." Accept the default (same month and year as the beginning date) by pressing ENTER.
2. Select Option 13, Report Date, to select occurrence reports submitted during the previous workday. The system will prompt "You have already used Report Date. Using this field a second time may cause retrieval of zero records. Do you wish to continue using this field (y/n) [n]." Type Y and press ENTER. After the system prompt, type the date in MM/DD/YY format. Accept the default (same date as the beginning date) by pressing ENTER.
3. Select Option 11, Report Type. Type N for Notification and press ENTER.
4. Select Option 22 to print/view the selected reports.
5. Select Option 5, OR Summary Report. In addition to printing facility name, occurrence report title, discovery date, date of the most recent transmission report number, report type, and occurrence category, this report option prints the first 10 lines of the "Description of Occurrence" and the first 10 lines of the "Description of Cause."
6. The system will prompt "Send output to (S)creen, (P)rinter, (D)isk, or (C)ancel? [S]." Select the default [S] by pressing ENTER to view the data on the screen.
7. After viewing the summary reports, select Option 21, Perform a New Search.

Note: The search described in steps 1 and 2 could have been performed using the logic in step 2. Step 1 was performed for demonstration purposes.

Demonstration 2

Objective

Search the ORPS database to find all of the occurrences involving radioactive or hazardous materials that were shipped to offsite locations.

Steps Required

1. Select Option 21, Perform a New Search.
2. Select Option 20, Narrative Search. Type "radioact@" or "hazard@" and press ENTER. The system is searching for all words that begin with "radioact" or "hazard."
3. Select Option 20, Narrative Search, a second time. The system will prompt "Do you wish to continue using this field (Y/N) [N]?" Type Y and press ENTER.
4. Type "ship@" or "transp@" and press ENTER. The system is searching the subset for all words that begin with "ship" or "transp."
5. Select Option 20, Narrative Search, a third time. The system will prompt "Do you wish to continue using this field (Y/N) [N]?" Type Y and press ENTER.
6. Type "offsite" or "off-site" and press ENTER. The system is searching the subset for all occurrences that include the words "offsite" or "off-site."

Note: The same search described in steps 2 through 6 can be performed in one step using slightly different search logic. Select Option 20, Narrative Search. Type "(radioact@+hazard@), (ship@+transp@),(offsite+off-site)" and press ENTER.

7. Select Option 22 to print/view the selected reports.
8. Select Option 4, OR Subject Report.
9. The system will prompt "Send output to (S)creen, (P)rinter, (D)isk, or (C)ancel [S]?" Select the default [S] by pressing ENTER to view the data on the screen.
10. After viewing the subject report, select Option 10, Distribution Reports.
11. Select Option 5, by facility. After viewing the distributed totals by facility, return to the Reports Menu by selecting Option 14.

12. Quit Search and Reports by selecting Option 13.
13. Type E to return to the SPMS and ORPS System Menu.

END

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