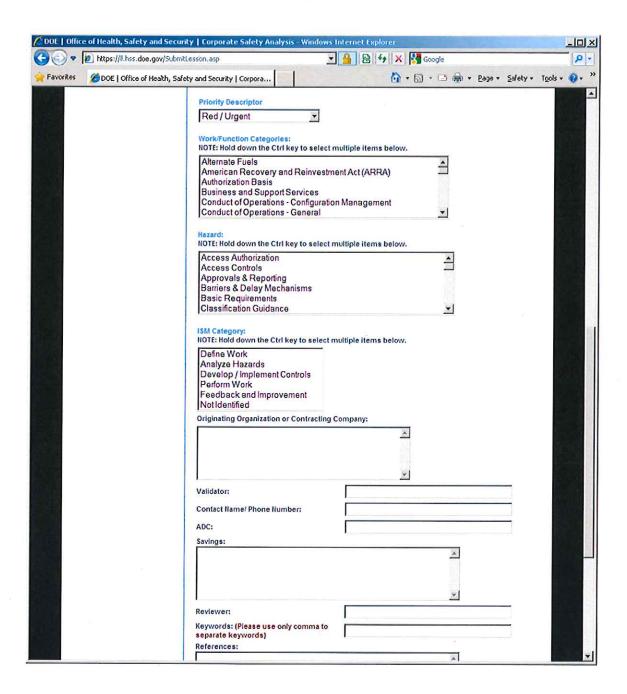
DOE Corporate Lessons Learned (LL)

Safety & Health Lesson Data Entry - Page 1

E Office of Health, Safety and Secur	nty Corporate Safety Analysis - Windows Interne	t Explorer	0
		Mary A Mary Google Mary No. 1 Mary Page v Safety v	Y1- 6
OFFICE OF HEALTH, SAFETY		LESSONS LEARNED DATABLE	
			THE SE
Lessons Learned Database	Text size: Smaller - Normal - Larger - Largest	You are Here: DOE > HSS > CSA > Analy	/3/3
Home:	Submit Safety & Health Lesson		
Defense Nuclear Security Lessons Learned Center	the same of the same of		
Logout	The second secon		
Establish Profile			BU
Search Database	The same of the sa		
About This Site			
Submit Lesson			347.5
Change Password			
Contact Us Help	Please fill in all items below to submit a lesson		
Gatekeeper	* Date: 2/2	1/2013 (mm²dd/yyyy)	100
Populate Outgoing Emails Tables	* Identifier:		15.74
Related Links	* Title:		b. 4
Corporate Operating	* Lesson Learned Statement:		100 10
Experience Review Program		_	
Corporate Safety Analysis			100
40	[] <u> </u>	<u></u>	
CHGG	Discussion:	200	
		_	
Office of Health, Safety and Security			
pr.			
			ELLE
	I de la constante de la consta	<u>×</u>	
l l	Analysis:	_	
		f	
		20	
	Recommended Actions:	<u>v</u>	1000
	Recommended Actions:	<u> </u>	
		Ä	#KHi
			100
			8,14
		<u>v</u>	8

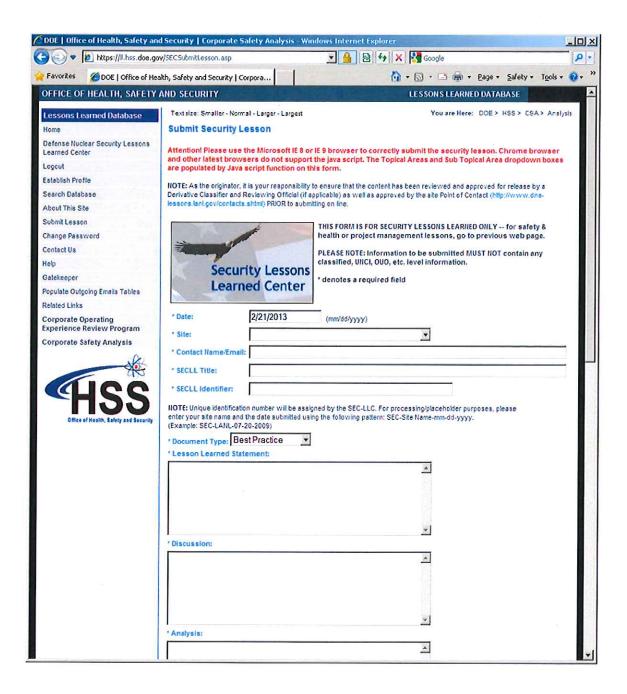
Safety & Health Lesson Data Entry - Page 2



Safety & Health Lesson Data Entry – Page 3

3 (3) ▼	🍘 https://li.hss.doe.gov/SubmitLesson.asp	م
Favorites	Ø DOE Office of Health, Safety and Security Corpora	s + 0 +
	ISM Category: INOTE: Hold down the Ctrl key to select multiple items below. Define Work Analyze Hazards Develop / Implement Controls Perform Work Feedback and Improvement Not Identified Originating Organization or Contracting Company:	
	<u></u>	
	Validator: Contact Hame/ Phone Humber: ADC:	
	Savings:	
	Reviewer:	
	Keywords: (Please use only comma to separate keywords) References:	
	Files:	
	File 1: Browse File 2: Browse	
	File 4: Browse File 5: Browse	
	Submit New Lesson Reset	

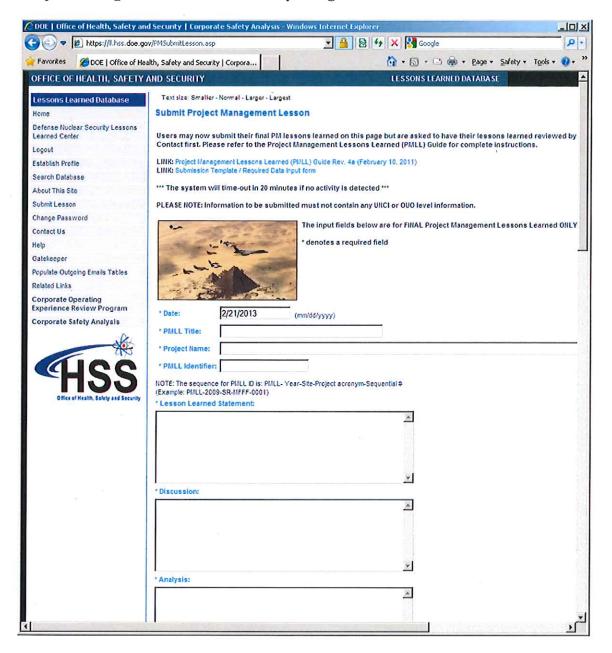
Security Lesson Data Entry - Page 1



Security Lesson Data Entry - Page 2

(a) -	https://ll.hss.doe.gov/SECSubmitLesson.asp	- Windows Internet Explorer
avorites	Ø DOE Office of Health, Safety and Security Corpora	🐧 v 🕤 v 🖸 🦣 v Page v Safety v Tools v 🕡
	* Analysis:	23
		<u>×</u>
	-	
	* Recommended Actions:	
		<u>×</u>
		¥
		_
	* Priority Descriptor:	
		,
	* Topical Area: Program Management & Support	×
		_
	* Sub Topical Area: PROTECTION PROGRAM MANA	GEMENT ▼
	Estimated Savings:	
	Keywords: (Please use only comma t	o separate keywords)
	* Reviewing Official:	
	* Derivative Classifier:	
	Publish Anonymously: C Yes C N	
	A STATE OF THE PARTY OF THE PAR	0
	Files:	Browse
**	File 2:	Browse
	File 3:	Browse
	File 4:	Browse
	File 5:	Browse

Project Management Lesson Data Entry - Page 1



Project Management Lesson Data Entry - Page 2

(3(a) +	https://ll.hss.doe.g	ov/PMSubmittesson.asp	▼ 🔒 🗟 6y 🗶 🚰 Google	<u>×ات</u>
* Favorites		ealth, Safety and Security Corpora	↑ N · □ ♣ · Page ·	
Tarences	Stoc Once or he	* Recommended Actions:	(a) . (b) . (c)	A
			2	
		H		
		 	y	
		Critical Decision Level: IIOTE: Hold down the Ctrl key to select multi CD-0 A CD-1	iple items below.	
		CD-2 CD-3 CD-4 Non-CD		
		* Facility Type: NOTE: Hold down the Ctrl key to select multi	iple items below.	
		Administrative D&D - NonNuclear D&D - Nuclear Infrastructure Other		
		Production - NonNuclear * Priority Descriptor: NOTE: Select item below.		
		Blue = Information Green = good work practice Red = Critical Yellow = Caution		
931.		* Work/Function Categories: IIOTE: Hold down the Ctrl key to select multi	- Committee of the comm	1
		Budget/Finance Business and Support Services Communication Construction		
		Crosscutting/Multiple Design/Engineering	<u>•</u>	
		Technical Discipline Categories: I/OTE: Hold down the Ctrl key to select multi	ple items below.	
		Biological Chemistry/Chemical Civil/Structural		
		Electrical Energy		
		Estimated Savings:		Ž

Project Management Lesson Data Entry - Page 3

ODE Office	e of Health, Safety and Security Corporate Safety Analysis - Windo	ws Internet Explorer	_IOIX
G •	https://ll.hss.doe.gov/PMSubmitLesson.asp	☑ 🔒 😫 💉 🔀 Google	- م
ravorites 🙀	DOE Office of Health, Safety and Security Corpora	🐧 🔻 🗟 🔻 🛅 🛊 Paga 🔻 Safety 🔻	Tools • 🕡 • »
	Estimated Savings: Validator: Contact Name/ Phone Number: Authorized Derivative Classifier: Lessons Learned Coordinator: Site: Originating Organization or Contracting Company: Subject Matter Experts: References: References: Relevancy Rating: - Select- Files: File 1: File 2:	Browse Browse	
	File 3:	Browse	
	File 5:	Browse	
2		Submit New Lesson Reset	
		Security & Privacy Notice HSS Organization	<u>.</u>
3			•

Lessons Learned (LL) Data Fields

Field Name	Description	
Lesson Learned Re	ad-only or system generated data fields:	
IngLessonID	Unique numeric identifier of a Lessons record. This field is read-only.	
strSource	The source of the data entry method. Typical value is either User Submitted or XML Uploaded.	
strUploadedBy	The name of the user submitted this lesson learned.	
ysnApproved	Flag to track if the lessons learned is approved by system manager.	
dtDateApproved	The Date lesson learned approved by the system manager.	
Sent_Daily	Flag to check the lesson learned send out in the daily notification email.	
Sent_Weekly	Flag to check the lesson learned send out in the weekly notification email.	
Sent_Monthly	Flag to check the lesson learned send out in the monthly notification email.	
ysnProprietary	Flag to check if the lessons learned is proprietary and not to be send out in email notification.	
Lessons Learned re	nort data fields entered by the user	
	port data fields entered by the user	
Lessons Learned resonate Lessons Learned resonate		
Safety & Health Les	Date the lessons learned submitted.	
Safety & Health Les Date	Date the lessons learned submitted. This is a unique identification number to assist in	
Safety & Health Les Date	Date the lessons learned submitted.	
Safety & Health Les Date	Date the lessons learned submitted. This is a unique identification number to assist in referencing a lesson learned that includes calendar year, operations office identifier, organization or field/area	
Safety & Health Les Date Identifier	Date the lessons learned submitted. This is a unique identification number to assist in referencing a lesson learned that includes calendar year,	
Safety & Health Les Date	Date the lessons learned submitted. This is a 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.,	
Safety & Health Les Date Identifier	Date the lessons learned submitted. This is a 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). Title of the Lesson entered by user; Character limited at	
Safety & Health Les Date Identifier Title	Date the lessons learned submitted. This is a 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). Title of the Lesson entered by user; Character limited at 255 in length. Statement that summarizes the lesson(s) that was learned from the activity. The data length is limited at 5000	
Safety & Health Les Date Identifier Title Statement	Date the lessons learned submitted. This is a 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). Title of the Lesson entered by user; Character limited at 255 in length. Statement that summarizes the lesson(s) that was learned from the activity. The data length is limited at 5000 characters. Discussion of Activities: Brief description of the facts	

Field Name	Description	
	were taken, or will be taken, in association with the lesson learned.	
Priority Descriptor	A descriptive code that assigns a level of significance to	
	the lesson. Options include Red/Urgent, Yellow/Caution,	
	Blue/Information, and Green/Good.	
Work function(s)	The work or function(s) to which the lesson applies.	
Hazards	Hazards this lesson applies to or that were present in the original situation.	
ISM Core Functions	ISM Core Functions this lesson applies.	
Originator	The name of the originating organization or contractor,	
Validator	The name of the organization or individual validated the lesson learned.	
Contact	The name and phone number of individual to contact for additional information.	
Authorized Derivative	The name of individual who determined that the lesson	
Classifier	learned does not contain classified information. (Not	
	required for lessons submitted by unclassified facilities.)	
Savings	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.	
Reviewer	The name of individual reviewed this lesson learned.	
Keywords	Word(s) used to convey related concepts or topics stated in the lesson.	
References	References such as DOE Orders, Programs (e.g., Standards/ Requirements Identification Document program), Standards, Occurrence Report numbers, etc.or	
Project Management Le	esson	
Date	Date the lessons learned submitted.	
Identifier	This is a 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).	
Title	Title of the Lesson entered by user; Character limited at 255 in length.	

Field Name	Description
Project Name	Name of the Project related to the Lessons Learned
Statement	Statement that summarizes the lesson(s) that was learned
	from the activity. The data length is limited at 5000
	characters.
Discussion	Discussion of Activities: Brief description of the facts
	which resulted in the initiation of the lesson learned.
Analysis	Results of any analysis that was performed, if available.
Actions	A brief description of management-approved actions which
	were taken, or will be taken, in association with the lesson
	learned.
Critical Decision Level	Stage of the project at which the lesson(s) learned was
	developed.
Facility Type	Type of facility at which the lesson(s) learned was created.
Priority Descriptor	A descriptive code that assigns a level of significance to
	the lesson
Work/Function(s)	The work or function(s) to which the lesson applies.
W 38	Multiple choice.
Technical Discipline	Specific technical discipline most closely related to the
94	lesson(s) learned.
Estimated Saving	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.
Validator	Approving official.
Contact	Name and phone number of individual to contact for
	additional information
Authorized Derivative	Name of individual who determined that the lesson learned
Classifier	does not contain classified information
Lessons Learned	Site or facility coordinator for lessons learned
Coordinator	
Site	Site at which the lesson(s) learned was generated
Originating	Specific organization responsible for creating the lesson(s)
Organization or	learned.
Contracting Company	
Subject Matter Experts	An expert in a particular area. According to Six Sigma, an
	SME "exhibits the highest level of expertise in performing
	a specialized job, task, or skill."
	· ·
D C	D.C. I. DOTO I. T.
References	References such as DOE Orders, Programs (e.g.,

Field Name	Description
	Standards/ Requirements Identification Document
	program), Standards, Occurrence Report numbers, etc.
Dolovonov Doting	Determination of about an law atoms and its 1.114 days
Relevancy Rating	Determination of short or long term applicability to other projects.
Security Lesson	projects.
Security Lesson	
Date	Date the lessons learned submitted.
Identifier	This is a 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).
Title	Title of the Lesson entered by user; Character limited at
	255 in length.
Document Type	Lesson Learned are knowledge and experience, positive or
	negative
Statement	Statement that summarizes the lesson(s) that was learned
0	from the activity. The data length is limited at 5000
n	characters.
Discussion	Discussion of Activities: Brief description of the facts
	which resulted in the initiation of the lesson learned.
Analysis	Results of any analysis that was performed, if available.
Actions	A brief description of management-approved actions which
	were taken, or will be taken, in association with the lesson
a.i. 15 11 2 1	learned.
Critical Decision Level	Stage of the project at which the lesson(s) learned was
D 111. T	developed.
Facility Type	Type of facility at which the lesson(s) learned was created.
Priority Descriptor	A descriptive code that assigns a level of significance to
m ' 1 A	the lesson
Topical Area	Reference DOE Form 470.8 (http://cio.energy.gov/470-
0.1 m . 1.1.	8.pdf).
Sub Topical Area	Reference DOE Form 470.8 (http://cio.energy.gov/470-
T. /' 10	8.pdf).
Estimated Saving	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.

Field Name	Description
Keywords	Information which helps the reader to be able to find the lesson using one or more search mechanisms
Reviewing Official	As the originator of the document, it is your responsibility to ensure that the information detailed in your template is in compliance with local and departmental regulations for the protection of classified and unclassified controlled information
Derivative Classifier	Please provide your lessons learned document to your local classification group or a DC for review before submitting it. The SEC-LLC is only accepting and publishing UNCLASSIFIED documents.
Publish Anonymously	You have the option of indicating whether or not you want to maintain anonymity. You can opt to have all descriptive information such as originator name and site name excluded from the published version of your lessons learned. Please be sure to indicate your choice by placing a checkmark in the "Anonymous" box if you want your document to be published without site-specific information. This option provides the participating sites with assurance that the originating site has no criticism or "bad press" directed at it. Files/Attachments
	Uploaded documents supporting the lesson(s) learned information.