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Environment, Health, & Safety  
Training Program

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**EHS 804 ~ Occurrence Reporting & Processing System for Senior Management**

**Course Syllabus**

<b>Subject Category:</b>	EHS Occurrence Reporting	<b>Course Prerequisite:</b>	None
<b>Course Length:</b>	10 minutes	<b>Medical Approval:</b>	None
<b>Delivery Mode:</b>	online		

**Course Purpose:** This briefing is designed to provide LBNL Senior Management with a high level understanding of the Occurrence reporting Processing System reporting responsibilities to DOE. It explains their responsibilities and the responsibilities of others involved in the process. It also provides an example of the ORPS process based on

**Course Objectives:**

Upon successful completion of this training, the participant will be able to:

- Identify the roles and responsibilities of those involved in the ORPS process
- Explain the importance and value of Occurrence reporting process
- Identify the basic steps of the ORPS process

**Course Instructional Materials:**

- Online training with resources
- Flowchart poster

**Instructor:** Online

**Training Compliance Requirements:** DOE Order 232.2

**Exam:** No exam

**Participant Evaluation:** Written evaluations regarding the effectiveness of the training

**Written or Practical Exam:** None

**Retraining/Recertification:** None

**WEB Resource:** Guidance documents and reporting tools available at ORPS web page: <http://www.lbl.gov/ehs/orps>.