DOE Corporate Lessons Learned (LL)

Safety & Health Lesson Data Entry – Page 1

Browser window contents:

DOE | Office of Health, Safety and Security | Corporate Safety Analysis - Windows Internet Explorer

Address: https://ll.hss.doe.gov/SubmitLesson.asp

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OFFICE OF HEALTH, SAFETY AND SECURITY   **LESSONS LEARNED DATABASE**

Lessons Learned Database

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HSS
Office of Health, Safety and Security

Text size: Smaller - Normal - Larger - Largest

You are Here: DOE > HSS > CSA > Analysis

Submit Safety & Health Lesson

Please fill in all items below to submit a lesson:

* Date: 2/21/2013   (mm/dd/yyyy)

* Identifier:

* Title:

* Lesson Learned Statement:

Discussion:

Analysis:

Recommended Actions:

Safety & Health Lesson Data Entry – Page 2

Priority Descriptor

Red / Urgent

Work/Function Categories:
NOTE: Hold down the Ctrl key to select multiple items below.

Alternate Fuels
American Recovery and Reinvestment Act (ARRA)
Authorization Basis
Business and Support Services
Conduct of Operations - Configuration Management
Conduct of Operations - General

Hazard:
NOTE: Hold down the Ctrl key to select multiple items below.

Access Authorization
Access Controls
Approvals & Reporting
Barriers & Delay Mechanisms
Basic Requirements
Classification Guidance

ISM Category:
NOTE: 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:

Validator:

Contact Name/ Phone Number:

ADC:

Savings:

Reviewer:

Keywords: (Please use only comma to separate keywords)

References:

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ISM Category:
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Define Work
Analyze Hazards
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References:

Files:

File 1:   Browse...

File 2:   Browse...

File 3:   Browse...

File 4:   Browse...

File 5:   Browse...

Submit New Lesson   Reset

Security & Privacy Notice • HSS Organization

Last updated May 22, 2012
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Technical questions? E-mail us at: HSSUserSupport@hq.doe.gov
or call HSS InfoCenter at 800-473-4375

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OFFICE OF HEALTH, SAFETY AND SECURITY — **LESSONS LEARNED DATABASE**

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HSS
Office of Health, Safety and Security

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Submit Security Lesson

Attention! Please use the Microsoft IE 8 or IE 9 browser to correctly submit the security lesson. Chrome browser and other latest browsers do not support the java script. The Topical Areas and Sub Topical Area dropdown boxes are populated by Java script function on this form.

NOTE: As the originator, it is your responsibility to ensure that the content has been reviewed and approved for release by a Derivative Classifier and Reviewing Official (if applicable) as well as approved by the site Point of Contact (http://www.dna-lessons.lanl.gov/contacts.shtml) PRIOR to submitting on line.

Security Lessons Learned Center

THIS FORM IS FOR SECURITY LESSONS LEARNED ONLY -- for safety & health or project management lessons, go to previous web page.

PLEASE NOTE: Information to be submitted MUST NOT contain any classified, UNCI, OUO, etc. level information.

* denotes a required field

* Date: [2/21/2013] (mm/dd/yyyy)

* Site: [▼]

* Contact Name/Email: [   ]

* SECLL Title: [   ]

* SECLL Identifier: [   ]

NOTE: Unique identification number will be assigned by the SEC-LLC. For processing/placeholder purposes, please enter your site name and the date submitted using the following pattern: SEC-Site Name-mm-dd-yyyy. (Example: SEC-LANL-07-20-2009)

* Document Type: [Best Practice ▼]

* Lesson Learned Statement:
[   ]

* Discussion:
[   ]

* Analysis:
[   ]

Security Lesson Data Entry – Page 2

* Analysis:

* Recommended Actions:

* Priority Descriptor:
Routine

* Topical Area:
Program Management & Support

* Sub Topical Area:
PROTECTION PROGRAM MANAGEMENT

Estimated Savings:

Keywords: (Please use only comma to separate keywords)

* Reviewing Official:

* Derivative Classifier:

Publish Anonymously: ○ Yes ● No

Files:
File 1:   Browse...
File 2:   Browse...
File 3:   Browse...
File 4:   Browse...
File 5:   Browse...

          Submit New Lesson   Reset

Project Management Lesson Data Entry – Page 1

OFFICE OF HEALTH, SAFETY AND SECURITY　　　　　　　　**LESSONS LEARNED DATABASE**

| **Lessons Learned Database** | Text size: Smaller - Normal - Larger - Largest |
| Home | |

Defense Nuclear Security Lessons Learned Center

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Related Links

Corporate Operating Experience Review Program

Corporate Safety Analysis

Submit Project Management Lesson

Users may now submit their final PM lessons learned on this page but are asked to have their lessons learned reviewed by Contact first. Please refer to the Project Management Lessons Learned (PMLL) Guide for complete instructions.

LINK: Project Management Lessons Learned (PMLL) Guide Rev. 4a (February 10, 2011)
LINK: Submission Template / Required Data Input form

*** The system will time-out in 20 minutes if no activity is detected ***

PLEASE NOTE: Information to be submitted must not contain any UNCI or OUO level information.

The input fields below are for FINAL Project Management Lessons Learned ONLY

* denotes a required field

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Office of Health, Safety and Security

* Date: `2/21/2013`　(mm/dd/yyyy)

* PMLL Title:

* Project Name:

* PMLL Identifier:

NOTE: The sequence for PMLL ID is: PMLL- Year-Site-Project acronym-Sequential #
(Example: PMLL-2009-SR-MFFF-0001)

* Lesson Learned Statement:

* Discussion:

* Analysis:

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* Recommended Actions:

* Critical Decision Level:
NOTE: Hold down the Ctrl key to select multiple items below.

CD-0
CD-1
CD-2
CD-3
CD-4
Non-CD

* Facility Type:
NOTE: Hold down the Ctrl key to select multiple 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

* Work/Function Categories:
NOTE: Hold down the Ctrl key to select multiple items below.

Budget/Finance
Business and Support Services
Communication
Construction
Crosscutting/Multiple
Design/Engineering

Technical Discipline Categories:
NOTE: Hold down the Ctrl key to select multiple items below.

Architectural
Biological
Chemistry/Chemical
Civil/Structural
Electrical
Energy

Estimated Savings:

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Estimated Savings:

* **Validator:**

* **Contact Name/ Phone Number:**

* **Authorized Derivative Classifier:**

* **Lessons Learned Coordinator:**

* **Site:**

* **Originating Organization or Contracting Company:**

Subject Matter Experts:

References:

Relevancy Rating:

- Select -

Files:

File 1:   Browse...

File 2:   Browse...

File 3:   Browse...

File 4:   Browse...

File 5:   Browse...

Submit New Lesson   Reset

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Lessons Learned (LL) Data Fields

Field Name	Description
Lesson Learned Read-only or system generated data fields:	
lngLessonID	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 report data fields entered by the user	
Safety & Health 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.
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

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 Classifier	The name of individual who determined that the lesson 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 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.

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. Multiple choice.
Technical Discipline	Specific technical discipline most closely related to the 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 Classifier	Name of individual who determined that the lesson learned does not contain classified information
Lessons Learned Coordinator	Site or facility coordinator for lessons learned
Site	Site at which the lesson(s) learned was generated
Originating Organization or Contracting Company	Specific organization responsible for creating the lesson(s) learned.
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."
References	References such as DOE Orders, Programs (e.g.,

Field Name	Description
	Standards/ Requirements Identification Document program), Standards, Occurrence Report numbers, etc.
Relevancy Rating	Determination of short or long term applicability to other 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 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
Topical Area	Reference DOE Form 470.8 (http://cio.energy.gov/470-8.pdf).
Sub Topical Area	Reference DOE Form 470.8 (http://cio.energy.gov/470-8.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.