

NATIONAL TRU PROGRAM LESSONS LEARNED PLAN



Revision 0
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**U.S. DEPARTMENT OF ENERGY
CARLSBAD FIELD OFFICE**

NATIONAL TRU PROGRAM LESSONS LEARNED PLAN

Revision 0
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Table of Contents

1.0	INTRODUCTION.....	4
2.0	PURPOSE.....	4
3.0	SCOPE.....	4
4.0	RESPONSIBILITIES.....	5
4.1	Carlsbad Field Office.....	5
4.2	Los Alamos National Laboratory – Carlsbad Operations	5
4.3	TRU Waste Management Lessons Learned Database Administrator	6
4.4	TRU Waste Generator Sites.....	6
5.0	PROCESS.....	6
6.0	LESSONS LEARNED AND INFORMATION INPUT	7
7.0	DISTRIBUTION OF THE BULLETIN.....	7
	Attachment 1: Lessons Learned Bulletin	7
	Attachment 2: Lessons Learned Glossary	8

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1.0 INTRODUCTION

The U.S. Department of Energy (DOE) National TRU Program (NTP) implements and manages the national system that safely and cost-effectively provides for the safe transportation and disposal of defense-generated transuranic (TRU) waste from generator sites across the country at Waste Isolation Pilot Plant (WIPP).

One of the actions in the Corrective Action Plan addressing the Accident Investigation Report for the February 5, 2014 Fire Event, and the February 14, 2014 Radiological Release Event is for the NTP to provide periodic routine lessons learned communications, including waste generation and certification requirements, to the waste generator sites. This plan describes the methods used to provide these communications.

This NTP Lessons Learned Plan provides management expectations and a framework for the NTP Lessons Learned Program. The framework is intended to support development and implementation of a NTP-wide lessons learned process that supports and promotes the identification and communication of not only lessons learned, but also of WIPP requirements and other useful information provided by DOE and contractor personnel in the performance of their duties for the NTP.

2.0 PURPOSE

The purpose of this plan is to establish the process for periodic routine communications between the NTP and the waste generator sites to communicate lessons learned, WIPP requirements, and other useful information. The intention of lessons learned is to share and apply knowledge derived from experience to: 1) communicate examples of positive responses to various workplace events, and 2) preclude the recurrence of undesirable outcomes.

3.0 SCOPE

The Carlsbad Field Office (CBFO), with the assistance of the Los Alamos National Laboratory – Carlsbad Operations (LANL-CO) office, will provide periodic routine communications in the form of the TRU Waste Management Lessons Learned Bulletin between the NTP and the waste generator sites. The bulletin will be distributed to the participants of the TRU Waste Corporate Board for sharing and/or use at their respective sites. The information will also be available to other programs that manage TRU waste.

The NTP Lessons Learned program will interface with the DOE Corporate Operating Experience Program (OE), as required by DOE Order 210.2A to share lessons learned with the DOE Complex. DOE Order 210.2A requires submission of lessons learned to the DOE Corporate Lessons Learned Database when 1) the operating experience has relevance to other DOE facilities, sites, or programs and 2) the information has the

potential to help avoid adverse operating incidents, for performance improvements, or for cost savings.

The NTP Lessons Learned program will also interface with the WIPP Operating Experience/Lessons Learned Program (WP 15-PA.01) to share lessons learned that are applicable to WIPP operations.

4.0 RESPONSIBILITIES

4.1 Carlsbad Field Office

The National TRU Waste Corporate Board Chairman (Chair) has the lead responsibility for routine lessons-learned communications. The Chair (or delegate):

- Determines the timing of distribution of the bulletin.
- Prioritizes lessons learned, WIPP requirements and other useful information.
- Selects lessons learned to include as agenda items for Corporate Board meetings.
- Approves the Lessons Learned Bulletin.
- Determines if a lesson learned will include a mandatory response from the TRU waste sites.
- Determines what information is included in the bulletin.

4.2 Los Alamos National Laboratory – Carlsbad Operations

The TRU Waste Corporate Board Secretary is the point of contact (POC) for the NTP Lessons Learned Program process. The POC:

- Develops the TRU Waste Management Lessons Learned Bulletin, which will be the instrument for distribution of lessons learned, WIPP requirements, and other useful information.
- Seeks lessons learned and other useful information from the waste generator sites.
- Provides the lessons learned, WIPP requirements and other information to the Chair for prioritization
 - Lessons learned with the highest priority will be the main focus of the bulletin, which will be distributed to the participants of the TRU Waste Corporate Board and other programs that manage TRU waste on a periodic basis.
- Prepares and distributes the bulletin.
- Maintains a list of bulletins that can be retrieved from the database for use by waste generator sites.
- Performs follow up and tracks the use of lessons learned.

- Submits the lessons learned to the DOE Corporate Lessons Learned Database that meet the DOE Order 210.2A requirements
- Submits lessons learned to the WIPP Lessons Learned program as directed by the Chair

4.3 TRU Waste Management Lessons Learned Database Administrator

Develops and maintains a TRU Waste Management Lessons Learned Bulletin database.

4.4 TRU Waste Generator Sites

Provide a Site POC for lessons-learned communications.

5.0 PROCESS

The POC:

- Periodically (quarterly) contacts the Site POCs and NTP staff requesting lessons learned and information that may be useful to other waste generator sites.
- Provides Attachment 1 to Site POCs and NTP staff to aid in collection of lessons learned and other information.
- Collates the lessons learned and other information and presents it to the Chair, who prioritizes the lessons learned and the other information for inclusion in the bulletin and returns it to the POC with instructions.
- Prepares the bulletin on a monthly basis, in accordance with the Chair's instructions.
- Returns the completed bulletin to the Chair for approval to distribute.
- Distributes the approved bulletin to appropriate waste generator site personnel.
- The POC submits the lessons learned to the DOE Corporate Lessons Learned Database, if the lessons learned meet both of the following DOE Order 210.2A requirements:
 - the operating experience has relevance to other DOE facilities, sites, or programs; and
 - the information has the potential to help avoid adverse operating incidents, for performance improvements, or for cost savings.
- The POC submits lessons learned to the WIPP Lessons Learned program as directed by the Chair
- The POC submits the lessons learned to the NTP Lessons Learned Database for future reference and use

6.0 LESSONS LEARNED AND INFORMATION INPUT

No stigma or blame will be assigned to individuals identifying a lesson learned. The POC will apply the following guidelines in selecting lessons learned for inclusion in the bulletin:

- The lesson learned should be context driven (information defined in terms of the environment in which the lesson learned occurred, and its significance).
- The lesson learned should define potential types of work or subject matter in terms of information warranting inclusion.
- Only the lesson learned should be communicated and should not duplicate or replace other management information functions (e.g., self-assessments).
- The submitter's perspective should be emphasized when determining whether a lesson learned is positive or negative.
- Material that has been determined to contain classified information or vulnerability information will not be distributed.
- A lesson learned should contain five basic elements (see Attachment 1):
 1. A clear statement of the lesson
 2. A background summary of how the lesson was learned
 3. Applicability of the lesson learned and how it may be used in the future
 4. Contact information for additional detail
 5. Key data fields to aid in database searches

7.0 DISTRIBUTION OF THE BULLETIN

Each bulletin should be limited to one printed page and distributed as an email message (in the body of the message), and not as an attachment.



ATTACHMENT 1
Carlsbad Field Office



TRU WASTE MANAGEMENT LESSONS LEARNED BULLETIN

NTP-XXXXXX

TITLE:

Date:

Lessons Learned Statement

Discussion of Activities

Analysis (may be included in Discussion)

Recommended Actions

Estimated Savings/Cost Avoidance (if applicable)

Priority Descriptor

Work/Function

User-Defined Category

Hazards

Originator

Contact

Authorized Derivative Classifier

Reviewing Official

Keywords

References

ATTACHMENT 2 LESSONS LEARNED GLOSSARY

Analysis:

Results of any analysis that was performed, if available.

Authorized Derivative Classifier:

Name of individual who determined that the lesson learned does not contain classified information. (Not required for lessons learned submitted by unclassified facilities.)

Contact:

Name and phone number of individual to contact for additional information.

Date:

Date the lesson learned was issued.

Discussion of Activities:

Brief description of the facts which resulted in the initiation of the lesson learned.

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.

Hazard(s):

Hazards the lesson learned applies to or that were present in the original situation.

Identifier:

Unique identification number to assist in referencing a bulletin that includes calendar year, operations office identifier, organization or field/area office/contractor identifier, and the date of distribution (e.g., 2010-OR-TWPC-0019; 2012-ID-CWI-0118).

Keywords:

Word(s) used to convey related concepts or topics stated in the lesson learned.

Lessons Learned Statement:

Statement that summarizes the lesson(s) that was learned from the activity.

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.)

Originator:

Name of the originating organization or contractor.

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.

Recommended Actions:

A brief description of management-approved actions which were taken, or will be taken, in association with the lesson learned.

References:

References such as DOE Orders, Programs (e.g., Standards/Requirements Identification Document program), Standards, Occurrence Report numbers, etc.

Title:

Title of the lesson learned.

User-Defined Category:

Space for organizations to include categories for internal use.

Work/Function(s):

The work or function(s) to which the lesson applies. Enter all that apply.