

Technical Appendix 3010-2 PROMPT NOTIFICATION REPORT

- 1) The Facility Manager must e-mail the **prompt notification** of the reportable occurrence to the DOE and follow up transmission with a phone call to the DOE HQ OC to ensure receipt of the e-mail.
- 2) The Prompt Notification must clearly state/ select the Significance Category (1, R, 2, 3, or 4) and identify the specific reporting criteria associated with the occurrence.
- 3) Prompt Notification to the DOE HQ OC must include all information listed on the attached 2-page form.
- 4) All information should be clear and succinct. Avoid jargon. Uncommon or site/ facility-specific abbreviations and acronyms should be fully described.
- 5) DOE Notification E-mail address is: doehqeoc@bem.doe.gov
(backup e-mail is: wtchofc2oem.doe.gov);
- 6) Phone number to verify receipt of e-mail notification is: (202)586-8100. HQ EOC FAX number is still: (202)586-8485;

Name of Facility: ***FERMI NATIONAL ACCELERATOR LABORATORY***

Facility Manager or Designee ***Bruce Chrisman***
Title: ***Chief Operating Officer***
Telephone Number: ***(630) 840-2359***

Originator/ Transmitter: (usually head of division/ section issuing report)

Name: _____ Phone: (630) 840- _____
Title: _____

Significance Category: 1 () R () 2 () 3 () 4 ()

LOCATION and DESCRIPTION OF EVENT:

DISCOVERY DATE _____ **TIME** _____

DAMAGE and CASUALITIES:

IMPACT of EVENT ON OTHER ACTIVITIES AND OPERATIONS:

FERMI NATIONAL ACCELERATOR LABORATORY

PROTECTIVE ACTIONS TAKEN OR RECOMMENDED:

WEATHER CONDITIONS AT THE SCENE:

LEVEL OF MEDIA INTEREST AT SCENE/FACILITY/SITE:

OTHER NOTIFICATIONS MADE:

Time	Number	Agency
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signatures

Facility Manager/ Designee

Signed by: _____ Date: _____
Typed Name: _____

DOE Facility Representative/ Designee

Signed by: _____ Date: _____
Typed Name: _____

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NOTIFICATION, SHORT FORM, UPDATE AND FINAL REPORT FORMAT

NOTIFICATION REPORT

Items 1 through 13, 16 through 20, 22, 23, 26 through 28, and 32 of the Occurrence Report are required fields for the Notification Report. Items 1-12 will be either computer generated or completed by the Facility Manager during data entry. In the Notification Report, additional fields may be required depending on the circumstances (e.g., Items 14 and 15). For all reports, data may be entered in the remaining fields when known.

SHORT FORM REPORT

Short Form Reports require all of the Notification Report (Items 1 through 13, 16 through 20, 22, 23, 26 through 28, and 32) required fields plus Item 35. In both the Notification Report and the Short Form Report, additional fields may be required depending on the circumstances (e.g., Items 14 and 15).

UPDATE AND FINAL REPORT

For the Update and Final Reports, information on the Notification Report should be retained and updated as better and additional information becomes available. The Facility Representative and Program Manager may provide comments in Items 38 and 39, respectively, for all reports, except reports that have already been finalized (which include Short Form Reports).