

Memorandum

September 27, 2012

To: Jack W. Anderson
From: Nancy Grossman *JR for Nancy Grossman*
Subject: Revised FESHM Chapter 6013 – Facility Incident Reporting Utility System (FIRUS)

FESHM Chapter 6013, has been updated as follows:

1. Added FESHM Chapter formatting template and more complete guidance on Chapter content.
2. Clarified duties and responsibilities of all parties involved with FIRUS.
3. Added instructions for Users and experimenters for adding FIRUS contacts to experiments.
4. Outlined procedures for having messages placed into FIRUS, use of Emergency Call list.
5. Added responsibilities for installation and removal of equipment.

Forms are electronic and form process flow charts are included.

This chapter went out for lab-wide review and all comments were addressed. After Directorate approval, please return this approval page to Jody Federwitz at MS119 for posting on the web.

Encl.

Recommended for Approval:

Jack W. Anderson

Jack W. Anderson

10/1/12

Date

Approved:

Piermaria Oddone

for Piermaria Oddone

10/3/12

Date