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**Date:** August 28, 2019  
**To:** Kate Gregory, Chief Operating Officer  
**From:** Amber Kenney  
**Re:** QAM 12010 – Fermilab Lessons Learned Program and Procedures

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This chapter has been updated as detailed below and sent for labwide review:

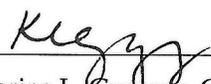
QAM 12010 – Fermilab Lessons Learned Program and Procedures:

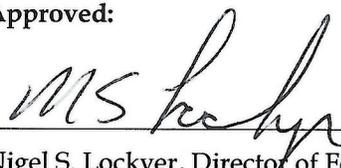
- Revised chapter to reflect the integration of OPEXShare Lessons Learned (LL) and Best Practices (BP) Database System.
- Modified the Roles and Responsibilities to have topic area Subject Matter Experts (SMEs) collect, review and disseminate LL and BP specific to their area of expertise.
- Standardizes the lessons learned program across laboratory operations and projects.
- Added LL/BP Flow Diagram
- Added reference to iTrack as the repository for lessons learned.

All comments received during the review period have been addressed by Subject Matter Experts and the updated chapter is ready for approval and release.

The chapter has been sent to you and Lisa Vega electronically. If a paper copy is required, you may either print one out or contact Lisa and she will provide one to you. After Directorate approval, please return this approval page to Kristy Gibson at MS119 for posting.

**Recommended for Approval:**

  
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Katherine L. Gregory, Chief Operating Officer      8/29/19  
Date

Approved:  
  
\_\_\_\_\_  
Nigel S. Lockyer, Director of Fermilab      8/30/19  
Date