

Guidance on Correctly Completing the ORPS Registration Form

Each Occurrence Reporting and Processing System (ORPS) registration form receives a thorough review by the Office of ES&H Reporting and Analysis staff for completeness and to verify that the requestor is a DOE or DOE contractor employee. Items to note:

1. The applicant's email address must be a DOE or DOE contractor e-mail address. **The user is notified via e-mail when the user's registration request has been approved.**
2. The applicant must provide the DOE or DOE prime contractor manager's information for whom they are performing the work.
3. All registrations require that one user role be selected. There are four user role types within the ORPS Database. Information regarding each user role is provided below:
 - General User: Read access only, Searching the Database, Viewing, printing and saving reports from the Database.
 - Facility Manager Administrator: Prepares or transmits an occurrence report for a Facility Manager, Viewing, printing and saving reports from the Database. Reports transmitted by a Facility Manager Administrator must be signed in hard copy by the appropriate Facility Manager (or designee).
 - Preparer: Data Entry, Searching the Database, Viewing, printing and saving reports from the Database. Can prepare but can not transmit any occurrence reports. The reports must be transmitted by a Facility Manager or a Facility Manager Designee
 - Facility Manager or Facility Manager Designee: Data Entry, Approval/Editing of ORPS reports, Searching the Database, Viewing, printing and saving reports from the Database. The applicant will need to select the ORPS facility names for which they are responsible.
 - DOE Facility Representative or Designated DOE Representative: Approval/Rejection of High Level Reports, Searching the Database, Viewing and printing reports from the Database. The applicant will need to select the ORPS facility names for which they are responsible.