

*Berkeley Lab Occurrence Reporting Process Flow*

1. An occurrence is discovered either on site or off site. It is reported per division requirements, as well as to the EH&S Division.
2. A preliminary fact-finding review is conducted to determine if the occurrence is DOE reportable.
3. If so, the occurrence is categorized per DOE O 232.2 criteria (*within 2 hours or as soon thereafter as reasonably possible following discovery*).
4. DOE is notified of the occurrence (*within 2 hours of categorization*).
5. Divisions, with EH&S and OCA assistance as required, complete the investigation and causal analysis and identify corrective actions.
6. EH&S submits the Notification, Update, and Final Reports to DOE.
7. The responsible division director approves the Final Report, including corrective actions.
8. The responsible division implements the corrective actions to remedy the problem and prevent recurrence.

