

# TEMPORARY CHANGE REQUEST

TCR NO. **TCR-P-083, R4-001**

(e.g., TCR-ENG-021,R0-001)

The Temporary Change Request (TCR) Form is to be used to process urgent or minor changes for PPPL Policies, Organization/Mission Statements and Procedures. The TCR should be used when changes are:  
1) urgent, and can not wait the 2-4 week period for Department Head review/comment, or  
2) minor, and do not warrant Department Head review.

Person Requesting Change: Jerry Levine Phone Ext: 3439

Department Name: ES&H

Document Number: P-083 Revision No.: 4

Document Title: Lessons Learned and Their Promulgation

## Reason for change:

Changes reflect current organizational responsibilities.

## Change description: (Summarize and attach changed pages, with changes clearly indicated)

Change ESH&S to ES&H, and incorporate current responsibilities of the Planning Office and the Chief Planning Officer.

1. Does this TCR significantly alter the intent or scope of the document? YES:  NO:

2. Does this TCR significantly impact ES&H? YES:  NO:

If 1 or 2 is YES, Explain why the changes should not be routed for Department Head review:

\_\_\_\_\_  
Department/Division Head Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Planning Officer/designee

\_\_\_\_\_  
Date

Release/Effective date of this TCR: 4/5/18

Incorporate this TCR into next revision of this document?

YES:  NO:

<b>PPPL</b>	PRINCETON PLASMA PHYSICS LABORATORY	<b>POLICY</b>		No.P-083 Rev 4 page 1 of 2
<b>Subject:</b>  <b>Lessons Learned and Their Promulgation</b>	<b>Effective Date:</b>  March 25, 2015		<b>Initiated by:</b>  Head, ES&H Department	
	<b>Supersedes:</b> Revision 3 dated 1/29/10		<b>Approved:</b>  Director	

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**Management System (Primary):** 12.00 Assurance and Improvement  
**Management System Owner:** Chief Planning Officer  
**Management Process:** 12.07 Lessons Learned/ Operating Experience  
**Process Owner:** Chief Planning Officer  
**Sub process:** 12.07.01 Administration of Lessons Learned database and sharing  
**Sub process Owner:** Head, ES&H Department  
**Subject Matter Experts (SMEs):** Chief Planning Officer, Head of ES&H, Head of Safety, Lessons Learned Administrator of the Safety Division

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The Lessons Learned Program provides the mechanism to share information from the experiences at PPPL, as well from other organizations such as the Department of Energy (DOE), other DOE Laboratories, Princeton University and other colleges and universities, and private industry. Sharing lessons learned can improve PPPL management systems and implementation of those systems. The Head of the Environment, Safety and Health (ES&H) Department is the PPPL Lessons Learned Program Coordinator. TCR-P-083,R4-001

All Laboratory Departments and Projects, management system and process owners, and Subject Matter Experts are expected to evaluate their operating experiences, and those of external organizations, to identify opportunities to share lessons learned. Sources for lessons learned may be internal or external to the Laboratory.

Lessons-learned information can be shared via staff meetings, small group meetings, e-mail, incorporation into procedures and training, or other means such as PPPL publications (e.g., PPPL Weekly, ES&H Newsletter, etc.). In addition, lessons learned information can be provided to the PPPL Lessons Learned Program Coordinator or designee, who will post it to the PPPL Lessons Learned website. When appropriate, the Lessons Learned Program Coordinator or designee will also post information to the DOE Lessons Learned Database for availability to all DOE sites. TCR-P-083,R4-001

Lessons-learned information should include, as appropriate:

- The source of the information.
- If an event, the summary of the event, causes, and corrective and preventive actions taken, if available. If not an event, the information itself (summarized, if appropriate).
- Additional guidance on the impact to PPPL, as appropriate.
- Supportive documentation and references, as appropriate.

Supervisors are expected to flow-down relevant lessons learned to their staff members. The PPPL Lessons Learned website can be utilized for this purpose.

The PPPL Lessons Learned Program Coordinator or designee will direct lessons learned reports that are provided to the Coordinator or designee, and judged by them to have relevance for the Laboratory, to

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specific managers and supervisors, and will assign action items for evaluation and/or other actions to these individuals with specific time periods for resolution. The Planning Office will track these action items to completion. **TCR-P-083,R4-001**