**(**Preliminary/Final) **LLE Incident Report Number \_\_###\_\_\_**

|  |  |
| --- | --- |
| **Area: (**OMEGA, OMEGA EP, C&TF, student lab, LLE General, etc.) | |
| **Key Words:** |  |
| **Category:** (Safety orOperational) |  |
| **Injury:** (Yes orNo) |  |
| **Date of Incident:** dd/mm/yyyy |  |

1. **DESCRIPTION of INCIDENT:** (describe what happened including indications)
2. **IDENTIFICATION OF APPARENT CAUSE: (describe cause and events leading up to the incident)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Personnel** |  | **Procedure** |  | **Equipment** |  | **Material** |

**3. CORRECTIVE ACTIONS**

1. **IMMEDIATE ACTIONS** (actions taken at the time of the incident to establish stable conditions)

**b. TEMPORARY CORRECTIVE ACTIONS** (actions taken to assure safe and effective operations in advance of completion of permanent actions, identify specific actions, persons responsible, and completion due date)

1. **PERMANENT CORRECTIVE ACTIONS** (permanent corrective actions to prevent recurrence; identify specific actions (including training requirements), person responsible, and completion due date)

**4. Approvals: (Approval through Teamcenter by the following)**

|  |  |
| --- | --- |
| **Submitted by:** |  |
|  | **Person Investigating the Incident** |
| **Reviewed by:** |  |
|  | **Applicable Group Leader(s)** |
|  |  |
|  | **Applicable Safety Officer(s)** |
|  |  |
|  | **Applicable Laser Facility Manager(s)** |
| **Approved by:** |  |
|  | **Operations Manager** |
|  |  |
|  | **Laboratory Safety Officer** |
|  |  |
|  | **Applicable Division Director(s)** |

**Distribution:**

1. **Key members of LLE management, Safety Team, and Group Leaders:**

C. Deeney, C. Sangster, S. Loucks, S. Morse, V. Goncharov, J. Zuegel, S. Stagnitto, C. Sorce, S. Regan, D. Froula, S. Householder, K. Cera, T. Buczek, K. Marshall, N. Urban, J. Sawyer, W. Shmayda, J. Puth, A. Consentino, D. Jacobs-Perkins, R. Janezic, D. Canning, M. Labuzeta, C. Taylor, M. Shoup, G. Brent, D. Harding, T. Agliata, G. Pien, M. Scipione, J. Kwiatkowski, S. Ivancic, A. Rigatti, B. Cronkite, J. Hayes, J. Steve, L. Morgan, R. Ghosh

1. **Include personnel involved with investigation, corrective actions, and draft review (if not listed above):**