![EHSS - Office of Environment, Health, Safety and Security]

ORPS FACILITY REGISTRATION FORM

Submit completed form to:
U.S. Department of Energy
AU User Support

EMAIL: ORPSsupport@hq.doe.gov
PHONE: 800-473-4375
FAX: 301-903-9823

Note:
- **Only one facility per form**
- **Type or print all entries**

1. TYPE OF CHANGE
☐ Add a Facility (Complete Section 1.A, then go to Section 2)
☐ Change a Facility (Complete Section 1.B, then go to Section)
☐ Delete a Facility (Complete Section 1.C, then go to Section 2)

A. Add a New Facility   Use this section if you are adding a facility that has never submitted ORPS reports. If the new facility includes any part of a previously existing facility, a re-mapping plan of previously submitted ORPS Reports **must** be provided.

DATA DESCRIPTION	DATA LENGTH	DATA INPUT
Facility Name	50 char max	
Facility Code	10 char max	
Contractor Name	50 char max	
Contractor Code	4 char max	
Site Name*	80 char max	
Site Code*	10 char max	
Regional Office Name*	50 char max	
Regional Office Code*	4 char max	
Operations/Field Office Name*	36 char max	
Operations/Field Office Code*	4 char max	
Check appropriate Program Secretarial Office(s): ☐ EE ☐ HS ☐ EM ☐ FE ☐ LM ☐ NA ☐ NE ☐ RW ☐ SC ☐ SO ☐Other_____		

Other Remarks	NA	
Remapping Plan (Attach additional sheets as necessary)	NA	

* New Site, Regional Office, and Operations/Field Office Names and Codes – Choose the applicable name and code from the attachment at the end of this Registration Form, if listed; otherwise, add the desired name and code in the proper box above.

B. Revise a Facility   Use this section if you are changing the name of a facility that has previously submitted ORPS Reports. A re-mapping plan for assignment of previously submitted ORPS Reports **must** be provided.

DATA DESCRIPTION	DATA LENGTH	DATA INPUT
Old Facility Name	NA	
Old Facility Code	NA	
Old Contractor Name	NA	
Old Contractor Code	NA	
Old Site Name	NA	
Old Site Code	NA	
Old Regional Office Name	NA	
Old Regional Office Code	NA	
Old Operations/Field Office Name	NA	
Old Operations/Field Office Code	NA	

DATA DESCRIPTION	DATA LENGTH	DATA INPUT
New Facility Name	50 char max	
New Facility Code	10 char max	
New Contractor Name	50 char max	
New Contractor Code	4 char max	
New Site Name*	80 char max	
New Site Code*	10 char max	
New Regional Office Name*	50 char max	
New Regional Office Code*	4 char max	
New Operations/Field Office Name*	36 char max	
New Operations/Field Office Code*	4 char max	
Check appropriate Program Secretarial Office(s): ☐ EE ☐ HS ☐ EM ☐ FE ☐ LM ☐ NA ☐ NE ☐ RW ☐ SC ☐ SO ☐Other_____		

Other Remarks	NA	
Remapping Plan (Attach additional sheets as necessary)	NA	

* New Site, Regional Office, and Operations/Field Office Names and Codes – Choose the applicable name and code from the attachment at the end of this Registration Form, if listed; otherwise, add the desired name and code in the proper box above.

C. Delete a Facility / Inactivate a Facility	Use this section (1) if a facility has never submitted ORPS reports and never will (Delete) or (2) if a facility will no longer submit any ORPS reports (Inactivate). All ORPS Authority File information will be removed for deleted facilities (never submitted ORPS reports). For inactivated facilities, Authority File information will be removed as appropriate, given the status of any remaining submitted reports. A facility is not truly inactivated until all Authority File information has been removed.

DATA DESCRIPTION	DATA LENGTH	DATA INPUT
Facility Name	NA	
Facility Code	NA	
Previously submitted ORPS Reports?	Yes or No	
Other Remarks	NA	

2. ADDITIONS / CHANGES TO REGISTRATION AND AUTHORITY FILE
Are additions or changes required to the Authority File Personnel (i.e., FM, FMD, FMA, Preparer, FR, FRD, PM, PMD)? Authority File Information Forms are required for new facilities.

☐ No
☐ Yes – Provide ORPS Authority File Information Form(s)

3. EFFECTIVE DATE
This change affects ORPS reporting as of (date – mm/dd/yyyy) _____

4. OTHER REMARKS
Provide any other information needed to clarify the changes requested.
_____
_____
_____

5. POINT OF CONTACT – Person to contact if there are questions concerning this change.

Name: _____   Company: _____
Site: _____   Org/Dept.: _____
Phone: _____   E-mail: _____

6. FACILITY MANAGER APPROVAL

Name _____ (print): ___   Company: _____
Site: _____   Org/Dept.: _____
Phone: _____   E-mail: _____

FM Signature _____   Date _____

LIST OF ORGANIZATIONAL NAMES AND CODES

SITE NAME

SITE CODE	SITE NAME	SITE CODE	SITE NAME
AMES	Ames Laboratory	NREL	National Renewable Energy Laboratory
ANLE	Argonne National Laboratory East	NTS	Nevada Test Site
ASHTABULA	Ashtabula	NVOO	Nevada Operations Office
BC	Bayou Choctaw Site	OFO	Ohio Field Office
BH	Big Hill Site	ORNL	Oak Ridge National Laboratory
BM	Bryan Mound Site	ORO	Oak Ridge Operations
BNL	Brookhaven National Laboratory	OST	Office of Secure Transportations
BNLO	Bechtel Nevada, Livermore Operations	PADUCAH	Paducah Gaseous Diffusion Plant
CBFO	Carlsbad Field Office	PANTEX	Pantex Plant
CTA DOE	Central Training Academy	PNNL	Pacific Northwest National Laboratory
DOEHQ	DOE Headquarters	PORTSMOUTH	Portsmouth Gaseous Diffusion Plant
ETEC	Energy Technology Engineering Center	PPPL	Princeton Plasma Physics Laboratory
ETTP	East Tennessee Technology Park	RFETS	Rocky Flats Env. Technology Site
FEMP	Fernald Environ. Mngmnt. Project	RIHL	Rockwell International Hot Lab
FNAL	FERMI National Accelerator Lab.	SJ	St. James Terminal Site
GJO	Grand Junction Office	SLAC	Stanford Linear Accelerator Center
HANFORD	Hanford Site	SNL1	Sandia National Laboratory - AL
INL	Idaho National Laboratory	SNL2	Sandia National Lab - Livermore
ITRI	Inhalation Toxicology Research Inst	SNL3	Sandia National Lab - Tonopah
KCP	Kansas City Plant	SNL4	Sandia National Lab. - Corporate
KIRTLAND	Kirtland Office	SRS	Savannah River Site
LANL	Los Alamos National Laboratory	SSFL	Santa Susanna Field Laboratory
LASVEGAS	Las Vegas Office	SSC	Super-Conducting Supercollider Site
LBL	Lawrence Berkeley Laboratory	TJNAS	Thomas Jefferson Nat'l Accelerator Site
LLNL	Lawrence Livermore National Laboratory	UCDAVIS	University of California - Davis
LLSO	LL Site Office	UCSF	University of California - SAN
LMS	Legacy Management Site	UMTRA	UMTRA Project Office
LOSALAMOS	Los Alamos Site	WASHINGTON	Washington D.C. Office
MOAB	MOAB	WH	West Hackberry Site
MOUND	Mound Plant	WI	Weeks Island Site
NBL	New Brunswick Laboratory	WSSRAP	WSSRAP Site
NETL	National Energy Technology Laboratory	WVS	West Valley Site
NNSASC	NNSA Service Center	Y12	Oak Ridge Y-12 Site
NO	New Orleans Site	YUCCA	Yucca Mountain Project Office
NPOSRCUW	Naval Pet. Oil Shale Res. - CO,UT,WY		

LIST OF ORGANIZATIONAL NAMES AND CODES (cont'd)

<u>OPERATIONS/FIELD OFFICES</u>   <u>REGIONAL OFFICES (AREA OFFICES)</u>

OPS/FIELD OFFICE CODE	OPERATIONS/FIELD OFFICE NAME	AREA OFFICE CODE	AREA OFFICE NAME
CBFO	Carlsbad Field Office		
GO	Golden Field Office		
ID	Idaho Operations Office		
OH	Ohio Field Office		
OH	Ohio Field Office	ACP	Ashtabula Closure Project
OH	Ohio Field Office	FCP	Fernald Closure Project
OH	Ohio Field Office	MCP	Miamisburg Closure Project
OH	Ohio Field Office	WVDP	West Valley Demonstration Project
ORO	Oak Ridge Office		
RL	Richland Operations Office		
RP	Office of River Protection		
SR	Savannah River Operations Office		

<u>REGIONAL OFFICES (SITE OFFICES)</u>

SITE OFFICE CODE	SITE OFFICE NAME
AMSO	Ames Site Office
ARC	Albany Research Center
ASO	Argonne Site Office
BHSO	Brookhaven Site Office
BSO	Berkeley Site Office
FSO	Fermi Site Office
GJO	Grand Junction Office
KCSO	Kansas City Site Office
LASO	Los Alamos Site Office
LSO	Livermore Site Office
NETL	National Energy Technology Laboratory
NVSO	Nevada Site Office
OST	Office of Secure Transportation
PNSO	Pacific Northwest Site Office
PPPO	Portsmouth Paducah Project Office
PS	Pantex Site Office
PSO	Princeton Site Office
RFPO	Rocky Flats Project Office
SPRO	Strategic Petroleum Reserves Office
SRSO	Savannah River Site Office
SS	Sandia Site Office
SSO	Stanford Site Office
TJSO	TJSO-Thomas Jefferson Site Office
YMPO	Yucca Mountain Project Office
YSO	Y12 Site Office