

[Date]

TRANSMITTAL MEMO

TO: [Appointing Manager]

FROM: Incident Analysis Committee

SUBJECT: LLNL Incident Analysis Report, Serial No. _____
[Title of Report]

The incident analysis report prepared by this committee is attached for your review. It includes the root cause(s) of the incident and the judgments-of-need to help you develop a plan of action to prevent a similar recurrence.

A list of the names of individuals mentioned in the report (stamped "In Strict Confidence") is attached to this memo. This list should also be attached to the incident analysis report that is sent to the Incident Analysis Report Archive in the Hazards Control Department. It should not be distributed with the re-port. Other documents attached to this memo may be filed at your discretion.

You shall request an action plan from other managers if some judgments-of-need are not completely under your control. When all the action plans are implemented, the risk for a similar incident will be reduced. Guidelines for the actions required are given in Chapter 4 and Supplement 4.08 of the *Health & Safety Manual*.

We encourage you to disseminate this report to anyone who may benefit from it.

[Committee

Chairperson]

Attachments

The complete incident analysis report with appendices (if any)
List of individuals involved (marked "In Strict Confidence")
[Additional information, e.g., extra photos, lab reports]