DOE F1325.8
(08-89)
EFG (07-90)

United States Government | Department of Energy

Memorandum

QA: QA

DATE: MAR 20 2002

REPLY TO
ATTN OF: RW-3 (Ram Murthy/4-1460)

SUBJECT: VERIFICATION OF CORRECTIVE ACTION AND CLOSURE OF DEFICIENCY REPORT (DR) YMSCO(V)-02-D-005 RESULTING FROM THE OFFICE OF QUALITY ASSURANCE (OQA) AUDIT OQA-SA-02-001

TO: YMSCO/OPE (E. T. Smistad)

The OQA staff has evaluated the corrective action of DR YMSCO(V)-02-D-005 and determined the results to be satisfactory. As a result, the DR is considered closed.

If you have any questions, please contact either James Blaylock at (702) 794-1420 or John R. Doyle at (702) 794-5021.

James Blaylock for
Ram Murthy, Acting Director
Office of Quality Assurance

OQA:JB-0817

Enclosure:
DR YMSCO(V)-02-D-005

NMSS07
WM-11

cc w/encl:
N. K. Stablein, NRC, Rockville, MD
Robert Latta, NRC, Las Vegas, NV
S. W. Lynch, State of Nevada, Carson City, NV
Engelbrecht von Tiesenhausen, Clark County, Las Vegas, NV
Rich Hamon, Whiteshell Laboratories, Canada
Tjalle Vandergraaf, Whiteshell Laboratories, Canada
S. H. Horton, BSC, Las Vegas, NV
R. P. Keele, BSC, Las Vegas, NV, M/S 280
D. T. Krisha, BSC, Las Vegas, NV
D. M. Kunihiro, BSC, Las Vegas, NV
J. R. Doyle, NQS, Las Vegas, NV
W. J. Glasser, NQS, Las Vegas, NV
D. G. Opielowski, NQS, Las Vegas, NV
Bill Seddon, YMSCO/AECL, Las Vegas, NV
J. R. Dyer, DOE/YMSCO, Las Vegas, NV
C. E. Hampton, DOE/YMSCO, Las Vegas, NV
D. G. Horton, DOE/YMSCO, Las Vegas, NV
S. P. Mellington, DOE/YMSCO, Las Vegas, NV
J. M. Replogle, DOE/YMSCO, Las Vegas, NV
B. M. Terrell, DOE/YMSCO, Las Vegas, NV
R. N. Wells, DOE/YMSCO (RW-60), Las Vegas, NV

NMSSO7
WM-11

ORIGINAL
THIS IS A REC STAMP

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
U.S. DEPARTMENT OF ENERGY
WASHINGTON, D.C.

DRC 10/18/01

8. ☒ DEFICIENCY REPORT
☐ CORRECTIVE ACTION REPORT
NO. YMSCO(V)-~~YMSCO~~-02-D-005
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DEFICIENCY/CORRECTIVE ACTION REPORT

1. Controlling Document:	2. Related Report No.:
AP-6.1Q "Controlled Documents" Rev 6 /ICN 0	OQA-SA-02-001
3. Responsible Organization: Yucca Mountain Site Characterization Office (YMSCO)	4. Discussed With: Eric Smistad, Tjalle Vandergraaf, Bill Seddon, Pat Auer

5. Requirement:

AP-6.1Q Para. 1.0 states in part: "This procedure establishes the responsibilities and processes for identification, submittal, acceptance, distribution, use, transfer, decontrol, and cancellation of controlled documents. This process ensures that controlled documents and maintained in current status and are made available for use . . . ."

Paras 3.16 and 3.17 state:

" 3.16 *Electronic Controlled Copy* - The online version of any approved controlled document maintained in the OCRWM Program Document Database (OPDD), with access control measures to prevent unauthorized modifications to the document."

" 3.17 *OPDD* - A computer database or web site that contains electronically controlled copies of select OCRWM and other Affected Organizations' document (e.g., procedures, plans, and other documents, including the QARD)."

(Continued on page 2)

6. Description of Condition:

Contrary to the above requirements, it was discovered during OQA Supplier Audit OQA-SA-02-001 of Atomic Energy of Canada, Limited (AECL) Whiteshell Laboratory located in Pinawa, Manitoba, Canada, that electronically controlled copies of Yucca Mountain Project Procedures called out in contract DOE-AC08-00NV12137 for Busted Butte Radionuclide Transport Studies have not been available. Investigation during the audit revealed that from 2/12/01 through 10/03/01, updated controlled copies of implementing documents were not available to AECL personnel.

7. Initiator: John R. Doyle Date 10/11/01	9. Does a stop work condition exist? (Not required for a DR) ☐ Yes ☒ No If Yes, Check One: ☐ A ☐ B ☐ C ☐ D

10. Recommended Actions:

1) Determine impact of procedures not being available to implement quality-affecting work for the interval noted above.

2) Ensure that at all remote locations have current up-to-date documents made available to be utilized for both Department of Energy and Bechtel SAIC Company organizations.

11. QA Review: QAR John R. Doyle Date 10/11/01.	12. Response Due Date: 10 Working Days From Issuance
13. DOQA Issuance Approval: Printed Name Robert D. Davis Signature James B Blaylock for Date 10/22/01	
22. Corrective Actions Verified: QAR John R Doyle Date 3/19/02.	23. Closure Approved by: DOQA James B Blaylock for Date 3/20/02

Exhibit AP-16.1Q.1 Rev. 12/20/1999

5. REQUIREMENT (Continued):

Para. 5.4 Controlled Document Distribution, 5.4.1 Electronic Distribution, states in part

"DC:

a) Post, update, or cancel a controlled document in OPDD using Attachment 6, OCRWM Program Management Database (OPDD) Checklist. ... "

Para. 5.5, Controlled Document Use, 5.5.1, Document User, states in part:

Use the correct version of a controlled document in one of the following ways:

1) Use a controlled copy distributed in accordance with Subsection 5.4. ... "

TYPE RESPONSE:
☒ Initial
☐ Complete
☐ Amended

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DEFICIENCY/CORRECTIVE ACTION REPORT (RESPONSE)

14a. Immediate Actions:

None other than remedial.

Compliance Date:

14. Remedial Actions:

Contacted DOE computer support during Supplier Audit, OQA-SA-02-01, to open access to OCRWM procedure database. Access gained on October 3, 2001.

15. Extent of Condition:

Review of OCRWM Qualified Suppliers List indicates AECL is only DOE supplier working to OCRWM Program.

No impact on work performed at AECL Whiteshell Laboratories (see continuation page for evaluation).

Determination of impact, if any, on other BSC and DOE sites will be provided in the complete response.

(See continuation page)

16. Cause: (Attach results of root cause determination prepared in accordance with AP-16.4Q for a significant deficiency.)

BSC/DOE computer support transition inadvertently restricted access to OCRWM procedure database by outside internet users.

17. Action to Preclude Recurrence:

To be provided in the complete response.

18. Due Date: 11/29/01
☒ For submittal of complete response
☐ For completion of corrective action

19. Response by: Irene A Columna for
E. Smistad Date 11/06/01 Phone 702-794-5537

20. Evaluation: ■ Accept ☐ Partially Accept ☐ Reject
QAR [signature] Date 11/8/01

21. Concurrence:
DOQA James Blaylock for Date 11/16/01

Exhibit AP-16.1Q.1 Rev. 12/20/1999

DEFICIENCY/CORRECTIVE ACTION REPORT/STOP WORK ORDER CONTINUATION PAGE

Block 15. Extent of Condition (continued)

Review by AECL Principal Investigator and Navarro Quality Services quality representative of the following list of procedures for Busted Butte work at AECL Whiteshell Laboratories contained in DOE Contract, DE-AC08-00NV12137, for dates of 2/12/01 through 10/03/01:

Procedure	Rev/ICN	Date	Impact on Work
AP-2.1Q	R2, ICN 0	9/14/01	none
AP-2.2Q	R1, ICN 0	7/23/01	none
AP-2.14Q	R2, ICN 0	8/1/01	none
AP-2.21Q	R1, BSCN 1	2/12/01	none
AP-3.10Q	R2, ICN 4	8/22/01	none
AP-6.1Q	R6, ICN 0	6/01/01	none
AP-12.1Q	R0, ICN 1	3/27/01	none, procedures used for calibration updated as necessary by LANL and entered into hard copy controlled distribution
AP-15.2Q	R0, ICN 1	5/29/01	none
AP-16.1Q	R4, ICN 1	12/20/99	none
AP-17.1Q	R2, ICN 1	7/19/01	none
AP-SI,1Q	R3, ICN 1, ECN 1	6/29/01	none
AP-SIII.1Q	R1, ICN 1	9/5/01	none
AP-SIII.3Q	R1, ICN 0	8/1/91	none, no data submitted since revision
YAP-SII.2Q	R4	10/23/98	none
YAP-SII.4Q	R2, ICN 1, BSCN 1	2/12/01	none
AP-SV.1Q	R0, ICN 2	8/31/00	none

Access to LANL procedures specified in contract is through hard copy distribution. LANL procedures were available.

TYPE RESPONSE:
☐ Initial
☒ Complete
☐ Amended

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DEFICIENCY/CORRECTIVE ACTION REPORT (RESPONSE)

14a. Immediate Actions:

See initial response.

Compliance Date:

14. Remedial Actions:

See initial response.

15. Extent of Condition:

Access to OCRWM Program Documents Database (OPDD) on Web Notes is limited to the following organizations:

AECL impact: See initial response.
NRC impact: None, NRC does not perform work to OCRWM procedures.
DOE impact: One internal user (Harris Greenberg, MTS). The internal user had access for use at home. One attempt to access was unsuccessful. User normally uses Lotus Notes in the office.

The Web Notes document server is the only server that wasn't updated after 2/12/01.

16. Cause: (Attach results of root cause determination prepared in accordance with AP-16.4Q for a significant deficiency.)

See initial response.

17. Action to Preclude Recurrence:

The controlled source will no longer be replicated, instead, the AECL and NRC will be provided access to the controlled source in a similar fashion to the National Laboratories using an authentication server. This allows for centralized control over the controlled source of information by BSC while providing the required access to the AECL and NRC. Access to the controlled source by the AECL and NRC will be provided through the RSIS authentication server that in turn will point to the controlled source. A BSC "Q" line procedure will be developed to ensure that updates to the controlled source are verified and that all information contained in the controlled source is up-to-date and accurate.

18. Due Date: 01/30/02
☐ For submittal of complete response
☒ For completion of corrective action

19. Response by: Glenn A. Ahlman for
E. Smistad Date 12/20/01 Phone 702-567-5537

20. Evaluation: ■ Accept ☐ Partially Accept ☐ Reject
QAR John M Doyle Date 12/27/01

21. Concurrence:
DOQA James B Blaylock for Date 1/3/02

TYPE RESPONSE:
- ☐ Initial
- ☐ Complete
- ☒ Amended

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DEFICIENCY/CORRECTIVE ACTION REPORT (RESPONSE)

14a. Immediate Actions:

See Complete Response dated 12/20/01

Compliance Date:

14. Remedial Actions:

See Complete Response dated 12/20/01

15. Extent of Condition:

See Complete Response dated 12/20/01

16. Cause: (Attach results of root cause detemination prepared in accordance with AP-16.4Q for a significant deficiency.)

See Complete Response dated 12/20/01

17. Action to Preclude Recurrence:
The fundamental problem that resulted in DR YMSCO(V)-02-005 was the lack of currency between the controlled data source and the replicated copy. The only way to effectively resolve this problem is to discontinue replication and re-direct users to the controlled source of information. The proposed solution to address the DR is to modify AP 6.1Q to specify the controlled sources (hardcopy and electronic). Access to the controlled source by external parties (ie. AECL, National Labs, NRC, etc) will be through the RSIS Proxy/Authentication server that will then proxy to the controlled source.

Steps that need to be taken to effectuate the above, include the following:

(See Continuation Page)

(See Addendum 1)

18. Due Date: 3/15/02
- ☐ For submittal of complete response
- ☒ For completion of corrective action

19. Response by: Suzy Mellington Date 2/1/02 Phone 794-1384

20. Evaluation: ☒ Accept ☐ Partially Accept ☐ Reject
QAR [signature] Date 02/1/02

21. Concurrence:
DOQA [signature] Date 2/7/02

OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT U.S. DEPARTMENT OF ENERGY WASHINGTON, D.C.	8. ☒ DR/CAR ☐ Stop Work Order NO. YMSCO(V)-02-D-005 PAGE 2 OF 2 QA: L

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17. Action to Preclude Recurrence: (continued)

1. Create new accounts on the RSIS Proxy Server for the displaced users on BSC external domino server.

2. Coordinate with RSIS staff to change current proxy from their web notes server to BSC's YMLN1 server.

3. Inform external lab users of the RSIS Proxy Server URL.

4. Notify all internal project personal of the single controlled source on YMLN1 and that all replicated copies will no longer be accessible.

5. Generate ICN for AP-6.1Q to specify the controlled source.

6. Eliminate all server-based replicated copies of the OPDD throughout the program (East and West), including the BSC external domino server and all RSIS copies.

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DEFICIENCY/CORRECTIVE ACTION REPORT/STOP WORK ORDER CONTINUATION PAGE

REQUEST FOR EXTENDED PROCESSING

Extended Actions: (Identify those corrective actions planned for completion beyond 100 days from issuance of the deficiency)

Consistent with the Actions to Prevent Recurrence, the extended actions consist of:

1. Create new accounts on the RSIS Proxy Server for the displaced users on BSC external domino server.
2. Coordinate with RSIS staff to change current proxy from their web notes server to BSC's YMLN1 server.
3. Inform external lab users of the RSIS Proxy Server URL.
4. Notify all internal project personal of the single controlled source on YMLN1 and that all replicated copies will no longer be accessible.
5. Generate ICN for AP-6.1Q to specify the controlled source.
6. Eliminate all server-based replicated copies of the OPDD throughout the program (East and West), including the BSC external domino server and all RSIS copies.

Expected Completion Date: 3/15/02

Justification: (Provide an explanation as to why the required actions can not be completed within 100 days)

An Amended Response to YMSCO(V)-02-D-005 was submitted on 2/1/02, which resulted in a revision to the Actions to Prevent Recurrence. The estimated time to complete these actions is March 15, 2002.

Impact: (Provide an impact statement to indicate what affect not completing within 100 days will have relative to waste isolation and safety, and impact on other work, if any)

No impact because temporary access to the OCRWM Program Documents database was restored, for AECL.

Approvals

Responsible Individual:			Senior Management:		
Catherine Hampton	Catherine Hampton	2/1/02	Suzanna Mellington		2/1/02
Printed Name	Signature	Date	Printed Name	Signature	Date
DOE Project Management:			Director, OQA:		
D.G. HORTON FOR J. RUSS DYER		2/1/02	RAM MURTHY		3/20/02
Printed Name	Signature	Date	Printed Name	Signature	Date

Director, OCRWM (required for scheduled completion dates one year or more from initial issue)

Lake Barrett (Act)	Signature	Date

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WASHINGTON, D.C.

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DEFICIENCY/CORRECTIVE ACTION REPORT/STOP WORK ORDER CONTINUATION PAGE

Verification of Committed Corrective Actions to Deficiency Report YMSCO(V)-02-D-005

Block 14a: Immediate Action: None Required

Block 14 Remedial Actions: AECL access to OCRWM procedures was corrected and verified during Audit OQA-SA-02-01, see audit report of same.

Block 15 Extent of Condition: See Complete Response

Block 16 Cause: None Required

Block 17 Action to Preclude Recurrence:

The following extended actions have been identified to prevent recurrence of deficiencies identified in Deficiency Report YMSCO(V)-02-D-005, attributes were reviewed with the General System Development Manager on 03/18/02 who provided assistance and the objective evidence listed below. Verified the following attributes of Action Item #2266 (See Attachment 1)

1. Create new accounts on the RSIS Proxy Server for the displaced users on BSC external domino server.
Verified e-mail A. Engel concerning opdd users resulting in 4 new accounts created. (See Attachment 2)

2. Coordinate with RSIS staff to change proxy from their web notes server to the BSC server identified as the single controlled source.
See Hardcopy downloads Attachment 3 and Attachment 5.

3. Inform external lab users of the RSIS Proxy Server URL
See Attachment 2 for user access,. See Attachment 4 which are hardcopy downloads from the system to notify users.

4. Notify all internal project personnel of the single controlled source server and that all replicated copies will no longer be accessible.
Verified single source notifications via downloaded hardcopy notifications. (See Attachment 5) and eliminated copies in the database (See Attachment 6).

5. Generate ICN for AP-6.1Q to specify the controlled source.
Verified AP-6.1Q "Controlled Distribution" Rev. 6 ICN 4, effective 03/15/2, Paras. 3.15 and 5.4.1.

6. Eliminate all server-based replicated copies of the OPDD throughout the program (East & West), including the external domino server and all RSIS copies.
Verified server-based replicaterd copies have been eliminated by accessing system and hardcopy screen printout (See Attachment 6)

The Above Committed Corrective Actions have been satisfactorily verified.

This Deficiency Report is considered closed.

QAR: John R Doyle Date: 3/19/02.

John R. Doyle

ATTACHMENT 1 TO OR YMSCO 1)-02-D-005
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Jake Wooley 03/15/2002 05:13 PM

To: John Doyle/YD/RWDOE@CRWMS
cc: Bob.Wells@rw.doe.gov, David.Warriner@ymp.gov, Marty Johnson/YM/RWDOE@CRWMS, Virgil Rochester/YM/RWDOE@CRWMS, Suzy Mellington/YD/RWDOE@CRWMS, Catherine Hampton/YD/RWDOE@CRWMS, Ray Mele/YD/RWDOE@CRWMS, Aaron Engel/YM/RWDOE@CRWMS, Aaron Engel/YM/RWDOE@CRWMS, Dave Keller/YM/RWDOE@CRWMS, Edward Jorgensen/YD/RWDOE@CRWMS

Subject: YMSCO(V)-02-D-005 DR Extended Actions Completed

QA:N/A Exclusionary

John, Please be advised that the extended actions required to prevent recurrence of deficiencies identified in YMSCO(V)-02-D-005 Deficiency Report have been completed. FYI - the action item below was used to track completion of the extended actions. OQA may now verify that all actions required to close the DR have been completed. My appreciation to the IT & RM staff that coordinated implementation of the corrective actions. v/r....Jake

---------- Forwarded by Jake Wooley/YD/RWDOE on 03/15/2002 05:01 PM ----------

Action Item

Meeting Group: OIM Staff Coordination Meeting

Action Number: 2266

Action Name: (C) YMSCO(V)-02-D-005 Deficiency Report

Description of Issue/Problem: The following extended actions have been identified to prevent recurrence of deficiencies identified in YMSCO(V)-02-D-005 Deficiency Report:
1. Create new accounts on the RSIS Proxy Server for the displaced users on BSC external domino server.
2. Coordinate with RSIS staff to change proxy from their web notes server to the BSC server identified as the single controlled source.
3. Inform external lab users of the RSIS Proxy Server URL
4. Notify all internal project personnel of the single controlled source server and that all replicated copies will no longer be accessible.
5. Generate ICN for AP-6.1Q to specify the controlled source.
6. Eliminate all server-based replicated copies of the OPDD throughout the program (East & West), including the external domino server and all RSIS copies.

Impact of Issue/Problem:

Actions Required: OIM conduct oversight of BSC & RSIS IT contractors completing extended actions for YMSCO(V)-02-D-005 Deficiency Report

Assignee: Jake Wooley **Assignor:** Jake Wooley

Assigned To Group:

Due Date: 03/15/2002 **Completed Date:**

Comments (For actions in progress)

YMSCO(V)-02-D-005 Deficiency Report -->

Document completion of subtasks required to complete the following extended actions:

1. Create new accounts on the RSIS Proxy Server for the displaced users on BSC external domino server.
03/06/02 - On-going; 5 domino users have been identified; 4 account requests forwarded to RSIS, and 4 accounts created. (ae)
03/15/02 - On-going. four of the five users identified now have access through the RSIS proxy; will be able to contact the fifth today or next monday. For the purposes of this DR, this item is completed, but we will continue to establish new user accounts as needed in the future. (ae)
03/15/02 - COMPLETED (wjw)

2. Coordinate with RSIS staff to change proxy from their web notes server to the BSC server identified as the single controlled source.
03/06/02 - On-going; Dinh working issues with RSIS staff. (ae)
03/11/02 - COMPLETED 03/08/02. (ae)

3. Inform external lab users of the RSIS Proxy Server URL
03/06/02 - On-going; All external pages modified to notify users. Email notification of pending changes sent to Jerry McNeish (Duke) and forwarded to off-site employees. (ae)
03/15/02 - On-going. four of the five users identified now have access through the RSIS proxy; will be able to contact the fifth today or next monday. For the purposes of this DR, this item is completed, but we will continue to establish new user accounts as needed in the future. (ae)
03/15/02 - COMPLETED (wjw)

4. Notify all internal project personnel of the single controlled source server and that all replicated copies will no longer be accessible.
03/06/02 - All Notes administrators notified of pending changes. (ae)
03/15/02 - Eddie Lam sent out general notification, YMP Announcement placed, button on About screen will take users to single controlled source. Completed. (ae)
03/15/02 - COMPLETED (wjw)

5. Generate ICN for AP-6.1Q to specify the controlled source.
2/22/02 - ICN prepared and distributed for review; 02/27/02 review due date (DDK)
03/15/02 - COMPLETED (wjw)

6. Eliminate all server-based replicated copies of the OPDD throughout the program (East & West), including the external domino server and all RSIS copies.
03/15/02 - Tuan cleaned out all copies of the internal db's, and Aaron cleaned out the external copy. Documents deleted, Access control and launch options have been set to prevent users from getting the wrong copy of a document. Completed. (ae)
03/15/02 - COMPLETED (wjw)

Status: Open

Last Edited by: Aaron Engel/YM/RWDOE 03/15/2002 11:18:45 AM
This document has been edited by: Jake Wooley; Dave Keller; Aaron Engel; Janice Verden; Aaron Engel; Jake Wooley
OIM Staff Coordination Meeting 02/13/2002

ATTACHMENT 2 TO DR YMSCO(V)-02-0-005
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Aaron Engel
02/20/2002 01:10 PM

To:
cc:

Subject: list of opdd users

Federal Record Status Not Determined

Name/Location	Account Paperwork Sent/Rec'vd	Account Request sent to Cathy Rogers	Account Created	User Successful
Dan McGregor Duke in Austin, Texas 512-425-2076	already on file	02/20/2002		called on 03/12/2002: out of the office until 03/15/2002.
Pamela S. Bakley Technical Editor/Administrative Specialist Duke Engineering & Services One Park Square 6501 Americas Parkway NE, Suite 810 Albuquerque, NM 87110 (505) 884-6696, Ext. 200	already on file	02/26/2002		contacted 03/12/2002; walked through notes side of things. proxy username is not spelled as her name. i called cathy rogers to create a new account, and then cathy will contact her. cathy rogers got with her on 03/12/2002, and is now able to get in.
John Avis Intera javis@intera.com	queried md 02/26	req. of cr 02/28/2002 complete 03/03/2002		cathy completed 03/13/2002.
Paul E Mariner Duke pemarine@dukeengineering.com	queried md 02/26	req. of cr 02/28/2002 complete 03/03/2002		got with cathy 03/12/2002

Rick Ahlers Earth Sciences Division Lawrence Berkeley National Laboratory Rick_Ahlers@lbl.gov PH 510.486.7341 FX 510.486.6115	queried md 03/03			uses vpn, seems happy with it.

Welcome to OCRWM Program Documents

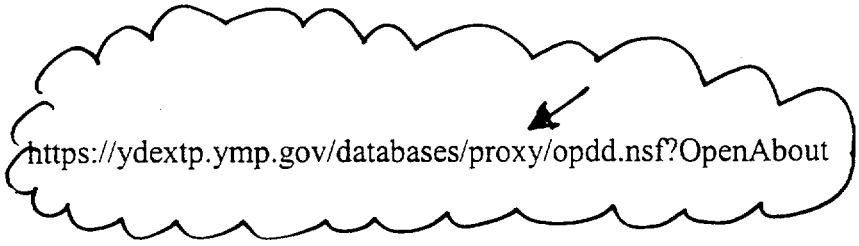
To ensure the integrity of your system, please scan any files you download from this system for virus'.

View Procedures by Number View Procedures by Title

Show All Views

ATTACHMENT 3 TO

DR YMSCO (V)-02-D-005 P1 of 1



Please Note: Access to OCRWM Program Documents has change as of March 15th, 2002. Please contact Aaron Engel (702.295.7021, aaron_engel@ymp.gov) for more information.

ATTACHMENT 4 TO DR YMSCO(V)-02-D-005
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Office of Civilian Radioactive Waste Management
Yucca Mountain Project

Welcome to the Yucca Mountain Project's Proxy Server

Authorized Computer Use Notice

Access to this computer system or information contained on it shall be for authorized purposes and by authorized users only.
Activities conducted on this computer system may be monitored and recorded.
Anyone accessing or using this system without authority, in excess of granted authority, or in violation of RSIS and/or DOE policy, is advised that systems personnel may provide evidence from such monitoring to company authorities and/or law enforcement officials as deemed appropriate.

- YMP DOE EMAIL SYSTEM
- PASSWORD CHANGE
- ENTER DOE EMAIL WORKGROUP

- OCRWM Program Documents Database
- NQS Qualified Supplier Database
- CRWMS Contact Directory Database
- DR CAR Database
- NCR Log Database
- Audit Recommendations
- Waste Package Performance Peer Review

ATTACHMENT 4 TO OR YMSCO (V)-02-D-005
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ATTACHMENT 5 to DR YMSCO(V)-02- -005

p 1 of 2

Author: Aaron Engel
Composed: 03/15/2002 02:47 PM

Subject: Single controlled source for electronic OCRWM Program Documents
Category: YMP Community Bulletins

Expires on: 04/19/2002

Effective today, March 15 2002, the Lotus Notes OCRWM Program Documents Database (OPDD) has been moved to a single server.

You can get to the new location in the following ways:

Using Lotus Notes

1. Open the database as you always have, and then press the button that says *Open OPDD at new location*. Be sure to press the *Yes* button if prompted - this may happen twice.
2. Alternately, you can follow this link . Be sure to press the *Yes* button if prompted.

Using a Web Browser and on the Project's Intranet

1. http://ymlnweb1.ymp.gov/databases/proxy/opdd.nsf

Using a Web Browser and NOT on the Project's Intranet

1. please contact the below

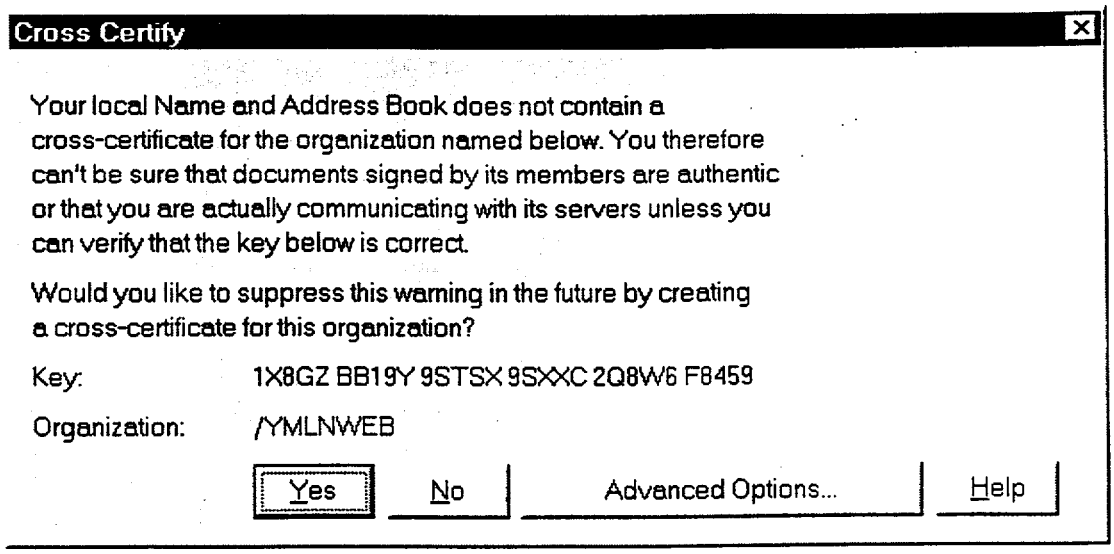
If you have any questions, or have web pages that link to OPDD, please call Computer Support Center @4-1335.

The OPDD Database has been moved to the new location. Please click on the button below to redirect the OPDD icon on your desktop to the single source database.

Open OPDD at new location

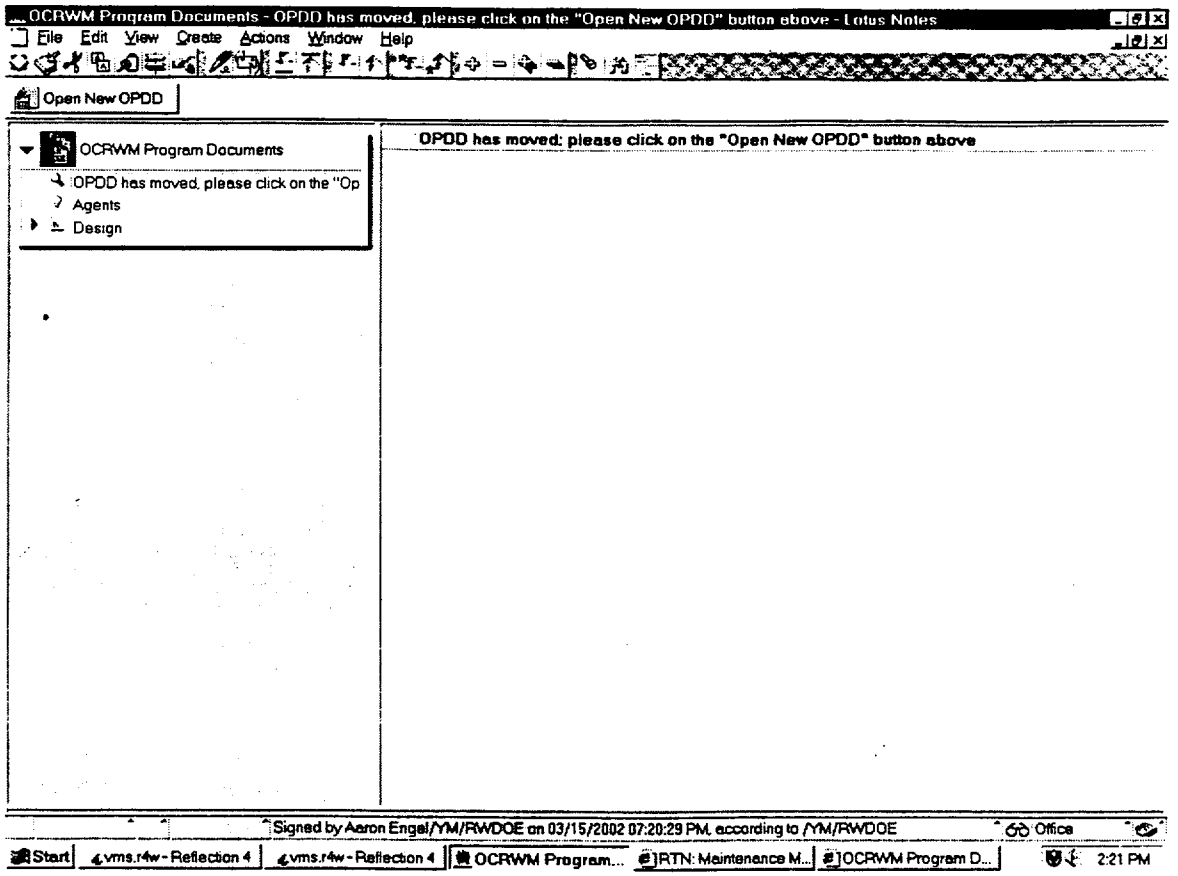
Please answer 'Yes' when prompt to remove the old icon from your desktop.

Click 'Yes' when you receive the following message so a cross certificate can be established. You will receive this prompt only once when you access this database from the new location.



When a document is launched for reading purposes or detached, the text appearing in "red" indicates revisions from the previous revision level of the document. When printed, a change bar appears in the left margin of the printed uncontrolled copy.

Important Note: To read a document, first double click on the selected document in the index of documents. Next double click on the icon on the OCRWM Document page. You may launch a document for reading purposes. If you experience a problem reading the graphics or text, check the configuration settings on your personal computer.

To be placed on distribution for a document listed in the OPDD, please contact the Las Vegas Document Control, M/S 423, (702) 295-0722 or (702) 295-7162.

ATTACHMENT 6 TO DR YMSCO(V)-02-D-005 p1of1