

LETTER TO HEAD

- 1 -

SEP 9 1985

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Mr. Charles R. Head
RW-43
7F-089/FORS
U.S. Department of Energy
Washington, DC 20585

Dear Mr. Head:

In accordance with your request I am enclosing a draft copy of "Issue Management and Tracking Procedures" prepared by my staff. I am also enclosing a draft copy of "System Design for an Issue Management and Tracking System for Nuclear Waste" prepared by our contractor, Aerospace Corporation. Please note that these documents were prepared for internal review by the Division of Waste Management staff and are not used by or agreed to by the Division. There may, however, be information that could be useful to you.

We are still planning the Pilot Project status update meeting on September 18, 1985, 9:00 a.m., room 130 in our Silver Spring office. I look forward to seeing you then.

Sincerely,

/s/

Philip M. Altomare, Section Leader
Program Planning Section
Policy and Program Control Branch
Division of Waste Management

Enclosures:
As Stated

WM Record File

403

WM Project

1

Docket No.

PDR

LP

Distribution:

GORN

(Return to WM, 623-SS)

23

8509300124 850909
PDR WASTE PDR
WM-1

OFC	: WMPC	PRM	: WMPC	B	:	:	:	:	:	:
NAME	: PAltomare:dh		: JOBunting		:	:	:	:	:	:
DATE	: 85/09/04		: 9/04		:	:	:	:	:	:

PILOT PROGRAM PROCEDURES FOR
DWM ISSUE MANAGEMENT AND TRACKING SYSTEM (IMTS)

1.0 PURPOSE

The Division of Waste Management (WM) is establishing interim policy and procedures for the identification and resolution of issues affecting the licensing of a high-level waste (HLW) repository and procedures by which the receipt, status, and disposition of issues are documented, thereby ensuring that:

- o All issues raised by DWM staff and sources external to DWM such as States and Tribes are given prompt and adequate consideration and their handling and disposition are recorded.
- o All issues are screened to determine their significance to public health and safety.
- o All issues are assigned appropriate priority and actions required for resolution.
- o All issue-related activities are monitored throughout the process from issue identification to issue resolution.
- o The activities of DWM staff and the milestones established for their accomplishments are in concert with the requirements for issue tracking and resolution.
- o All data and documents that demonstrate and validate the progress achieved in the resolution of each issue are identified and accessible.
- o The licensee, Department of Energy, is fully informed of potential issues and provided adequate regulatory guidance concerning their resolution.
- o All data and documents that demonstrate and validate the progress achieved in the resolution of each issue are identified and accessible.

1.1 BACKGROUND

As the people responsible for reviewing license applications and making licensing recommendations to the Nuclear Regulatory Commission, the NRC staff keenly recognize its responsibility to assure that the DOE high-level waste (HLW) repositories are constructed and operated without unreasonable risk to public health and safety. Consistent with the NWPA, NRC intends to work to ensure that, beginning as early as possible in the site selection process,

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potential licensing issues are identified, DOE is informed of every potential licensing issues, and that it has complete, well-validated documentation for each part of the license application that will eventually be submitted for NRC review.

To accomplish this goal and to meet the stringent NWPA schedule, NRC has adopted a strategy of actively identifying potential licensing issues as early as possible. Furthermore, NRC intends to ensure that each issue is addressed in a scientific and technically correct manner that can be demonstrated in the open forum of a licensing proceeding. To facilitate this strategy, the NRC has determined that it is in its interest to establish an Issue Management and Tracking System and to integrate such a system into its strategic planning process.

1.2 Pilot Project Demonstration

The purpose of conducting a pilot project is to test the IMTS using site specific NNWSI issues. This approach shall enable the DWM to incrementally build a complete system while minimizing potential burden on the staff. Building the data base of issues to be tracked for the pilot program shall be a multibranch effort coordinated by WMPC. Once demonstrated successfully, the data base of issues will be expanded to include the remaining HLW and LLW/UR issues. Selection of the issue test sample is based on the need to use a manageable file size within current schedule and costs constraints.

2.0 DEFINITIONS

The following definitions apply to the Issue Management and Tracking System.

2.1 Issue

A situation, condition, or concern that if left unresolved could present undue risk to public health and safety.

2.2 Information Need

Information required to resolve an issue.

2.3 Work Plan

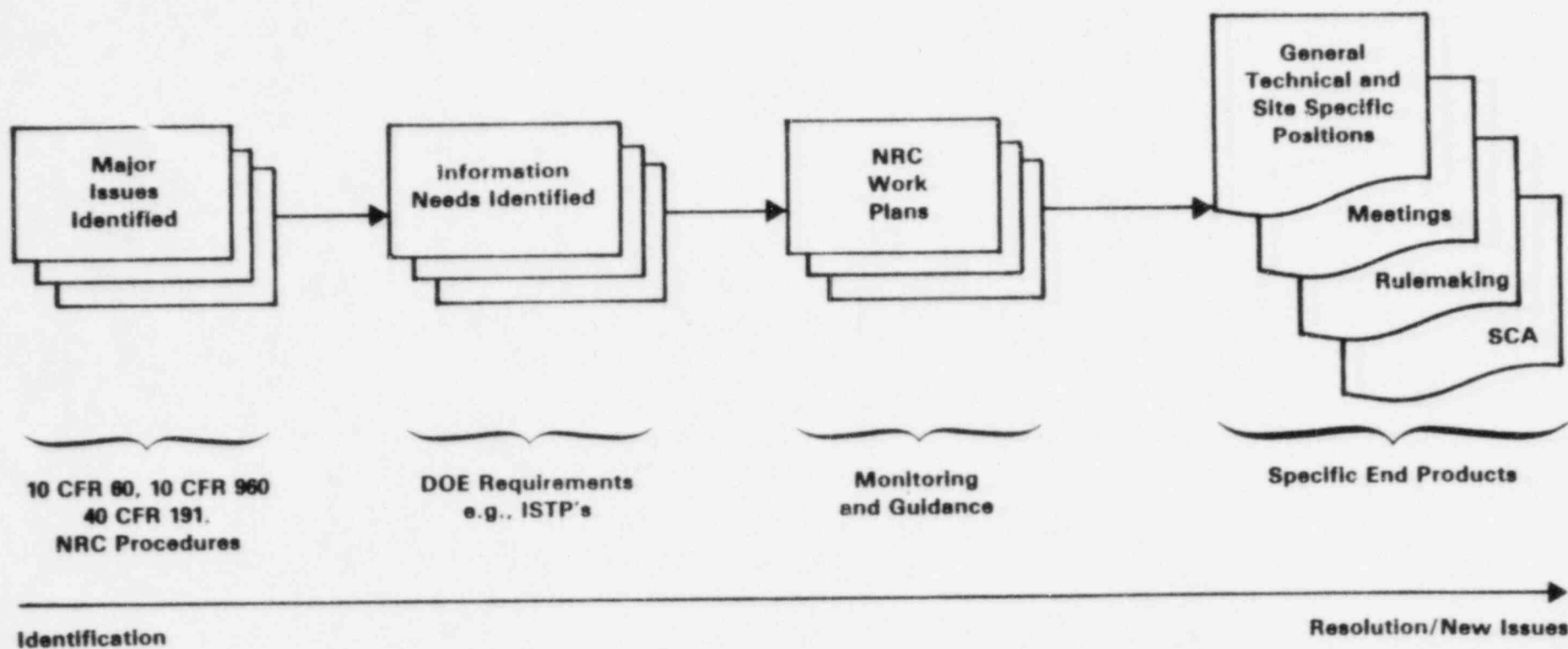
The series of milestones and activities required to gather information needs to resolve an issue or to monitor DOE's issue resolution activities.

2.4 Issue Management and Tracking System (IMTS)

A systematic and proactive process that governs the disposition of an issue from initiation through resolution. It includes both Issue Management functions and Issue Tracking functions. The relationship between NRC work plans and issues is shown in Figure 1.

Fig. 1

TRACKING PROCESS



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2.5 Issue Management

All functional requirements to effectively implement the IMTS, including processes and procedures of issue identification and resolution.

2.6 Issue Tracking

That portion of the IMTS concerned directly with the design, maintenance, and use of an automated data base that will facilitate storage retrieval and reporting of all requisite information concerning issues.

2.7 Strategic Planning

The formulation, implementation, and evaluation of the DWM mission, strategy, and plans.

2.8 Issue Review Board (IRB)

An interdisciplinary administrative peer review body, nominally consisting of the five DWM Branch Chiefs or their designees and a representative from ELD, chaired by an appointee of the Director, NMSS, and supported, as required, by other disciplines from within and without the DWM. The IRE shall be responsible for review and approval of staff recommended issues to be tracked by the system and for concurrence on all issues considered to be resolved at the staff level. There are several options for conducting the IRB meeting. To achieve the greatest accountability the chairman shall make all final decisions with the remaining members acting in an advisory role. Lesser accountability would be achieved by all members having veto power.

2.9 Issue Administrator (IA)

The individual responsible for the operation and maintenance of the Information Management and Tracking System. This person shall be appointed from the staff of the Policy and Program Control Branch. The Issue Administrator shall function as an executive secretary at each IRB meeting but shall not be involved in the IRB decisions other than to answer questions on procedure.

2.10 Issue Data Form (IDF)

The form into which the staff shall enter information on individual candidate issues for subsequent entry into the automated Issue Tracking System, if approved by the IRB.

3.0 Issue Management and Tracking Process (IMTP)

The IMTS issue handling process is shown in Figure 2. The basic steps in the IMTS process are: issue identification; staff evaluation; peer review; report publication, updating, and resolution all of which are closely linked to the DWM work plan system.

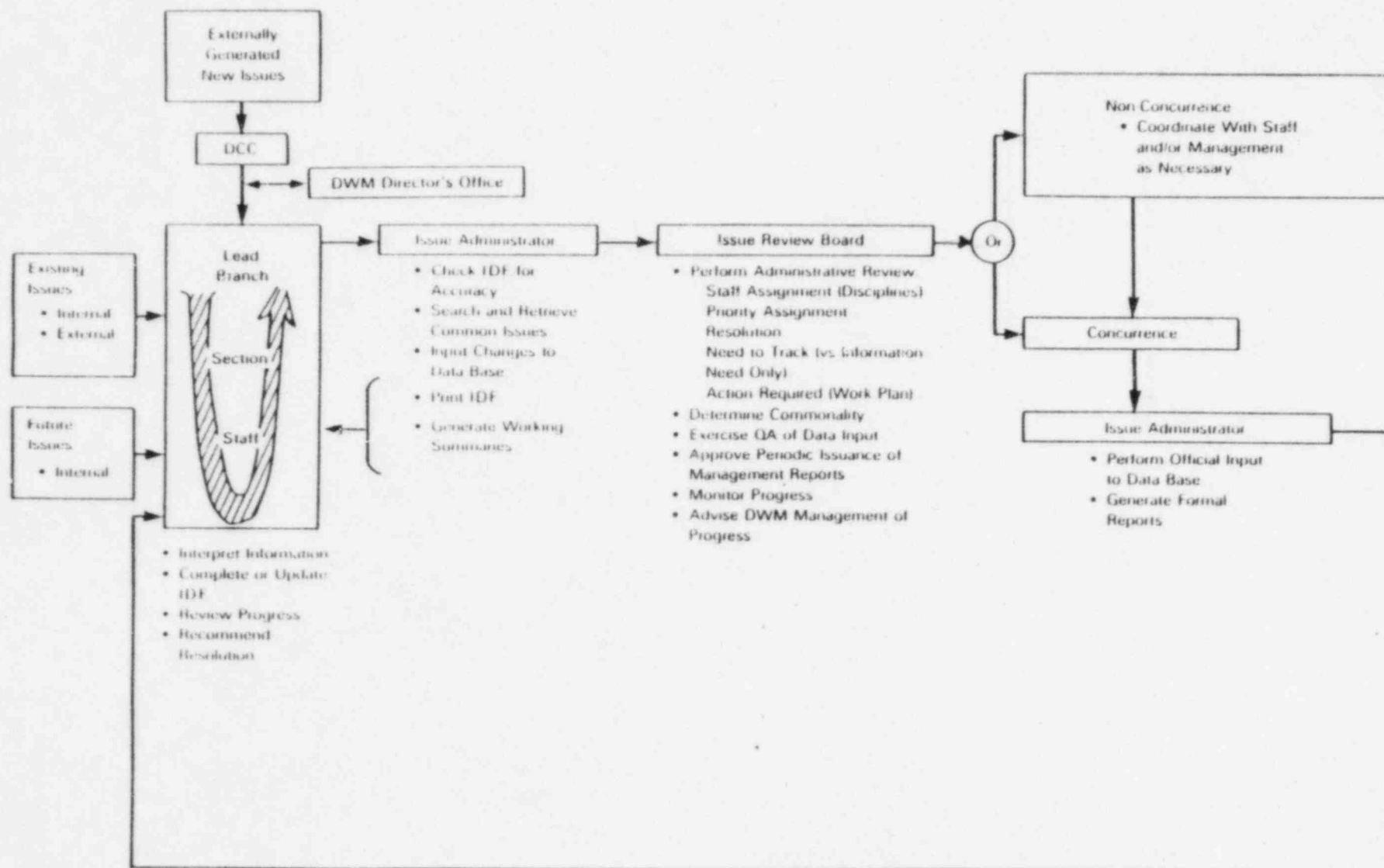


Figure 2. Issue Management and Tracking System Process

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3.1 Issue Identification

Issues shall be identified by WM staff from numerous sources both internal and external to WM, including but not limited to the following:

- o State and Tribal participation
- o Document review;
- o Technical positions;
- o Correspondence;
- o Meetings and workshops;
- o Regulations and legislation; or
- o Public media.

3.1.1 Externally Generated Issues

The Docket Control Center (DCC) presently receives and logs in all incoming mail and documents, identifies staff to receive ticketed action items, and makes distribution to the WM staff. As an extension of their normal duties, the DCC staff will note potential issue items for ticketed action and forward a copy to the appropriate technical staff with information copy to the Issue Administrator. The DCC staff will, however, only perform their normal review of incoming documents and will not make a special effort to identify issues. The identification of licensing issues is primarily the responsibility of the technical and policy staff. It is incumbent upon staff to seriously consider and evaluate all incoming correspondence. Every question or concern received from a source external to WM such as State and Indian Tribal organizations shall be treated as a candidate issue. Every document that comes into WM must be considered as a potential set of issues, whether or not so intended by the originator. Although all questions, concerns, and other correspondence coming into DWM are to be treated as candidate issues, not every item requires storage in the IMTS. It is likely that many will be requests for information and others will be questions and concerns that are entirely trivial or totally irrelevant to the licensing process. However, any potential issue/concern that requires a formal NRC reply, or those deemed by the staff to be significant to the licensing process, shall be documented in a disposition file (See section 3.2).

3.1.2 Internally Generated Issues

The primary source of licensing issues will continue to be from the staff through the normal performance of their duties. Potential issues identified by the staff shall be brought to the attention of their supervisors for purposes of planning appropriate follow-up actions and resource allocation.

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3.1.3 Allegations

An allegation is a special form of issue and is defined as a declaration, statement, or assertion of impropriety or inadequacy associated with an NRC regulated activities, the validity of which has not been established. This includes all safety concerns identified by sources such as the media, individuals or organizations outside the NRC, and technical audit efforts from federal, state, or local government offices regarding activities at a licensee's site.

Allegations received or made by the staff must be handled in accordance with NRC Manual Chapter 0517 and a completed Allegation Data Form sent to the NMSS Office Allegation Coordinator (Bob O'Connell). Copies are also to be provided to the Issue Administrator.

Allegations will be tracked in the IMTS for information and cross referenced to the NRC allegation system.

3.2 Evaluation of Issues to be Tracked

WM staff will evaluate potential issues to determine that they are not duplicative and represent a significant licensing concern that should be tracked in the IMTS. IRB approved criteria will be applied in determining whether an issue will be tracked in the IMTS. After staff has concluded that an issue should or should not be tracked in the IMTS, an Issue Data Form (IDF) will be prepared identifying the decision and submitted to the Issue Administrator for processing. The Administrator will then log in an IMTS disposition file all issues raised and monitor their status. The disposition file will contain the status of all issues including those that are not approved for tracking by the IRB.

Criteria for stating and evaluating whether issues are candidates for tracking or whether they are information needs required to resolve an issue shall be prepared during the Pilot Project Demonstration.

Staff may independently submit an IDF for consideration by the IRB when there are differing professional opinions on the significance of an issue. Differing professional opinions may also be formally expressed in accordance with the procedures of Manual Chapter 4125. It is the staff's responsibility to ensure that legitimate concerns are identified and recorded in order that they may be addressed early in the program and not result in costly delays and design modifications for the licensee at a later date.

An obvious requirement for tracking is that there may be significant delay in the licensing hearing if the issue is not resolved prior to license application. Concern has been expressed that, if the definition of an issue is broadly applied, it would include a very large number of less important technical problems or questions which would render the tracking system useless in a practical sense and expend resources in maintaining the system rather than

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resolving the critical issues. This potential problem will be evaluated during the Pilot Program and alternative approaches recommended to insure that the system is tractable and accomplishes its purpose without being overly burdensome.

3.3 Peer Review

The IRB shall perform a periodic administrative review of the status and action taken on issues which includes items identified in Section 4.3.

3.4 Reports

The Issue Tracking System will be automated to enable issue search, review, and print capability. The system will identify information needs, references, work plans, and other information pertinent to the issue and will be linked to a document storage, search, and retrieval system. Special reports and ad-hoc inquiries may be produced by the staff. However, a standard computer report suitable for internal/external distribution will be prepared by the Issue Administrator listing open issues and their status, recently resolved issues, the basis for resolution, and documentation reference. A sample report format is provided in Appendix A. During the Pilot Project the items to be tracked and their level of detail will be identified.

3.5 Issue Updates

Staff are assigned issue responsibility at the time the IDF is prepared and shall be provided a copy of the most recently updated IDF. The staff so assigned will be the primary contact point for questions related to the issue and are those individuals responsible for the appropriate NRC work plans with which the issues have been correlated and are intimately familiar with the activities that must lead to issue resolution. Because work plan activities are issue-oriented, it will be possible to identify progress towards resolution of individual issues as a part of the normal staff work effort. When new information is provided by the staff, the updated IDF is transmitted through the normal pathway of information flow through the branch to the Issue Administrator.

3.6 Issue Resolution

Determination of issue resolution shall be made by the NRC staff or through the hearing process. The basis for resolution will be documented, referenced in the IMTS and reviewed and concurred on by the IRB. Notice of resolution will be included in the IMTS reports.

3.7 Issue Data Form

For each issue identified or updated, an Issue Data Form (IDF) shall be initiated. The IDF and specifications for all of the data fields contained in the data base are presented in Appendix A. The IDF shall be completed incrementally by the staff, as information becomes available. Some fields (see Appendix A) shall be activated through software internal to the data base.

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Basic information that shall be provided during the issue initiation phase include:

- o title;
- o originator;
- o source;
- o source data;
- o site;
- o waste type;
- o licensing stage;
- o statement; and
- o descriptors.

Additional information can be provided on the IDF when available during the initial phase or during later updates including:

- o assignment;
- o resolution required by;
- o priority;
- o date initiated;
- o associated DOE work elements;
- o associated NRC work plan number(s);
- o applicable CFR citation(s);
- o common issue(s);
- o pacing issue(s);
- o issue status; and
- o action required for resolution.

When the IDF has been completed, it shall be transmitted through standard pathways of information and work flow within the Branch. The Branch Chief or his designee will forward it to the Issue Administrator who will check the IDF for completeness and accuracy. The Issue Administrator will provide staff

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assistance in preparation of the IDF or in searching the data base for common issues, using descriptors provided. This information and a print-out of the IDF following initial data entry will be returned to the issue initiator. The IA will forward IDF's to the IRB, prior to their meetings.

4.0 RESPONSIBILITIES AND AUTHORITIES

4.1 The staff shall:

- A. Identify issues significant to the licensing of a HLW repository and bring them to the attention of their supervisors or other management as appropriate.
- B. Analyze and interpret all information that can form the basis for generating an issue. This information can be from within DWM or external to the NRC and may arise from correspondence, meetings, reports, etc.
- C. Complete the IDF and recommend for IRB approval, with supporting evidence as required, the tracking or resolution of issues.
- D. Ensure that all NRC actions identified to resolve issues are adequately covered in DWM Work Plans.
- E. Monitor, review, and record progress towards issue resolution.
- F. Update the IDF as required.

4.2 The Issue Administrator shall:

- A. Have overall responsibility for the day to day operation of the issue management and tracking system.
- B. Maintain the software and hardware that comprise the automated data base.
- C. Oversee the entry of all data into the data base.
- D. Assist the staff and IRB in the writing of issues (consistent form and content) and in preparation of the IDF.
- E. Extract working summaries from the data base to support the activities of the IRB.
- F. Coordinate with staff, as required, in completing the IDF.
- G. Prepare the material for the IRB meeting.

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- H. Attend working group meetings of the IRB and support them, as required.
- I. Generate periodic status reports.
- J. Coordinate with DCC, as required, in the flow of information concerned with issues.
- K. Act as focal point for all external queries concerning contents of the data base.
- L. Inform the IRB of any system operation or issue handling problems requiring their attention.

4.3 The Issue Review Board shall:

- A. Review and approve the actions related to the identification or resolution of issues.
- B. Exercise quality control over all issues generated with particular attention devoted to eliminating duplication, ensuring a consistent level of detail, and proper attention to actions required to reach resolution.
- C. Review issue status reports.
- D. Coordinate with staff and/or management, as required, in the event of questions concerning an issue.
- E. Solicit the support of other staff members, as required, during their reviews.
- F. Direct the IA to officially enter data into the data base.
- G. Direct the IA to publish periodic summary reports for management, staff, and external organizations.

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APPENDIX A.

SAMPLE REPORT

ISSUE DATA FORM

IMTS DATA FIELD SPECIFICATIONS

As of: 26 June 1985

TASK LEADER _____, WMHG X-74540
PC ANALYST _____, WMPG X-74483

TASK REVIEWERS: _____, WMHG
_____, WMPG
_____, WMPG

PERFORMANCE ISSUE 1.13 Will Waste Package Provide Substantially Complete Containment for at Least 300 - 1000 Years?

PROBLEM DESCRIPTION

AT ISSUE IS THE DEVELOPMENT AND READINESS OF PERFORMANCE ASSESSMENT METHODS, ASSOCIATED PROCESS MODELS, AND DATA AVAILABILITY FOR QUANTITATIVELY PREDICTING THE WASTE PACKAGE PERFORMANCE AND RELIABILITY, SO THAT DOE COMPLIANCE WITH 10 CFR 60.113 CAN BE INDEPENDENTLY EVALUATED AND ASSESSED BY THE NRC.

REFERENCES

(ATR-85(5810-01))-IND, MAY 1985
METHODS LOGS FOR ASSESSING LONG-TERM PERFORMANCE OF HIGH-LEVEL RADIOACTIVE WASTE PACKAGES
(WMHG/CR-4134), MAY 1983
REPOSITORY ENVIRONMENTAL PARAMETERS RELEVANT TO PERFORMANCE OF HLW PACKAGES

STATUS SUMMARY (June 1985)

WASTE PACKAGE RELIABILITY DSTP PUBLISHED OCT. 1984, COMMENT PERIOD ENDED JAN. 1985

WASTE PACKAGE PERFORMANCE ASSESSMENT METHOD DEV. (FIN A-4165)

PROJECT REVIEW OF 5 CONTRACTS SCHEDULED FOR JULY 1985

TECHNICAL ACTIVITIES

- STAFF TECHNICAL POSITION OF WASTE PACKAGE RELIABILITY (532311)

- DEVELOPMENT AND DEMONSTRATION OF PERFORMANCE ASSESSMENT METHODS (53312)

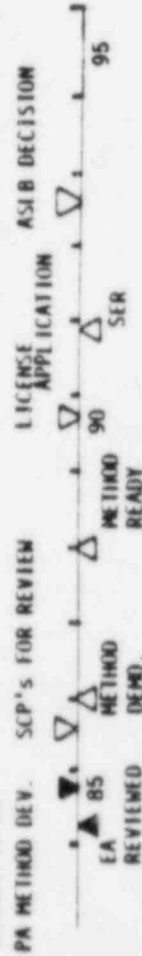
TECHNICAL ASSISTANCE CONTRACTS

FIN A-3164 REVIEW DOE W. PKG. PROGRAM - BNL
FIN A-3167 W. PKG. TEST - BNL
FIN A-4165 PERF. ASSESSMENT OF W. PKGS. - AEROS.
FIN A-4171 EVAL. OF DOE HLW PKG. - NBS
FIN B-0288 ENVIR. EFFECTS ON W. PKGS. - ORNL
FIN A-4172 ENGR. ANAL. OF W. PKGS. - (NEW)

PROBLEMS (Current)

- ARE PURELY DETERMINISTIC METHODS ACCEPTABLE OR MUST PROBABILISTIC METHODS BE USED? (staff problem)
- LACK OF A PAP IDENTIFIED TO DISCUSS IN EA COMMENTS (DOE REVISING EA)

MILESTONES:



NMWSI
WASTE PACKAGE
TECHNICAL

SAMPLE REPORT #2

<u>TECHNICAL CONCERN</u>	<u>PERTINENT REGULATION(S)</u>	<u>INITIAL IDENTIFICATION</u>	<u>ACTIVITIES IN PROGRESS TOWARD RESOLUTION</u>	<u>FORESEEABLE MILESTONES</u>
DOE may not be adequately considering non-uniform corrosion failure mechanisms for the waste package	60.113 (300 - 1000 year containment performance objective)	10/18-19/83 Workshop Summary Notes; see also NRC Yucca Mt. EA Review Comment 10 and comment 6-114 (3/20/85)	LLNL Metal-Barrier Testing (WBS 2.2.3.2.L) addresses corrosion rates and mechanisms	Corrosion mechanisms are on agenda for NMWSI/NRC workshop to be held 7/23-24/85
DOE approach to calculating dissolution of the waste form as UO ₂ monolith is simplistic and may lead to underestimate of radionuclide releases	60.113 (controlled release of radionuclides performance objective)	3/20/85 NRC Yucca Mt. EA Review Comment 10 and comment 6-118	LLNL Waste-Form Testing (WBS 2.2.3.1.L) addresses radionuclide release rates for various waste forms	Waste-form testing is on agenda for NMWSI/NRC workshops to be held 7/23-24/85
DOE use of average environmental conditions as the waste package design of a significant number of packages where actual environmental conditions exceed the design basis	60.113 (300 - 1000 year containment performance objective)	11/23/83 letter, Coplan to Vieth, transmitting 10/18-19/83 Workshop Summary Notes	LLNL Waste Package Environment (WBS 2.2.2.L) addresses determination and modeling of the actual waste package environment	
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,	,	,	,	,
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,	,	,	,	,
etc.	etc.	etc.	etc.	etc.

DRAFT

Title: _____

Source: _____
Source Date: ____/____/____

[illegible]

Descriptors: _____

Date Last Revised: System Assig.

ISSUE DATA FORM (cont)

DRAFT

Issue Related Information:

Associated DOE Work Element(s): _____

Associated NRC Work Plan No(s): _____

Applicable CFR Citations: _____

Common Issues Accession Nos: _____

Pacing Issues: _____

Issue Status:

Duplicate D

Active A

Resolved R

Action Required for Resolution:

Baseline Current Actual

_____	____/____/____	____/____/____	____/____/____
_____	____/____/____	____/____/____	____/____/____
_____	____/____/____	____/____/____	____/____/____

Current Status:

(704)

Referenced Documents

Physical
Location

Accession
Number

_____	_____	_____
_____	_____	_____
_____	_____	_____

(50)

(8)

(11)

Date Last Revised: System Assig.

IMTS DATA FIELD SPECIFICATIONS

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ACCESSION NUMBER (system-assigned)

Will provide historical record (Julian date and sequence on a day). Every issue will receive, regardless of decision to track or not track. This is the link between files.

TITLE

Brief issue title indicating the subject of the issue.

ORIGINATOR

Specifies whether individual or organization. If individual, field includes name, address, title (if any), affiliation (if any), and phone number. If organization, field includes organization name, address, chapter (if any), contact (e.g., name of person sending letter), and phone number. If NRC staff originator, field will include NRC division as name, branch and section as chapter, staff member name as contact, and phone number. All names will be provided last name first.

SOURCE

Letter, workshop, teleconference, meetings, etc.

SOURCE DATE

Date of workshop, teleconference, etc., leading to issue.

SITE

Site to which issue applies, or generic if issue applies to all sites. For BWIP, NNWSI, and SRPO, site location will be computer-provided. For "other" sites, site name, county, and state will be entered on data form.

WASTE TYPE:

Indicates HLW, LLW, or UR.

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LICENSING STAGE

Indicates stage to which issue applies—site characterization, construction, or operational.

ASSIGNMENT

Indicates the primary branch, section, and staff member responsible for resolving the issue.

RESOLUTION REQUIRED BY

Date by which resolution is required. Must take into account priority and pacing issues.

PRIORITY

Indicates priority on a scale of 1 (highest) to 5 (lowest). Priority is expected to take into account critical path consideration as well as ease of and time required for work towards resolution.

DATE INITIATED

Date data form is sent forward.

DATE ENTERED (system-assigned)

Date the issue is entered into the IMTS.

STATEMENT

Explanation of or rationale for the issue.

DESCRIPTORS

Key words or phrases (separated by semi-colons) suitable for searching.

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ASSOCIATED DOE WORK ELEMENTS

Indicates applicable DOE work element numbers, if any. Will indicate N/A if none available or applicable. This field is for information only.

ASSOCIATED NRC WORK PLAN NUMBERS

Every issue must be associated with one or more work plans the achievements of which will result in resolution of the issue. N/A in this field will indicate that none exists initially.

APPLICABLE CFR CITATIONS

Any CFR parts addressed by the issue will be indicated, as in much detail as known, e.g., 10 CFR 60.122(c)(6).

COMMON ISSUE(S)

Accession numbers of all other known similar issues.

PACING ISSUE(S)

Accession numbers of issues that must be resolved or on which work must be accomplished before this one can be addressed.

ISSUE STATUS

Indication of broad status—D (Duplicate), A (Active), R (Resolved).

ACTION REQUIRED FOR RESOLUTION

Specific actions required to resolve this issue, including plans for workshops, data reviews, research (NRC or DOE), and position papers. Must be correlated with work plans. Baseline is initial date of expected completion. Current is present date of expected completion (action slippage or acceleration will be the difference between baseline and current). Actual is date of completion.

DRAFT

CURRENT STATUS

Brief statement of recent accomplishments and communications (including those with originator) regarding resolution of this issue. Final entry will cite the action that resolves (closes) issue.

REFERENCED DOCUMENTS

Complete citations (title (including document I.D. No.), author(s), physical location (in DWM) and accession number) for all documents used to aid in resolution of this issue. Final entry will be the document (rule, position paper) that certifies resolution.

DATE LAST REVISED (system-assigned)

Indicates date latest revision made in the IMTS. Appears on all pages.

DATA ENTRY CLERK IDENTIFICATION

Internal record for quality control. Provided each time information added to IDF.

ISSUE ADMINISTRATOR CERTIFICATION

Internal Record for quality control.

IRB CERTIFICATION

Internal record for quality control. IRB chairperson initials form signifying concurrence. The final step before data are considered official and valid for public consumption.

is a sample of the screen that would be displayed for an originator who is an individual. These screens will be different depending on the originator type.

The next block of data is the site-specific data. It consists of the site, waste type, and licensing stage. All options are presented on a screen. Figure 8

SITE:	WASTE:	LICENSING STAGE:
1> SWIP	1> High Level	1> Site Characterization
2> HNSI	2> Low Level	2> Construction
3> SRO	3> Unusual Recovery	3> Operational
4> Generic		4> Unknown
5> Other		

Input a Three Digit Number (Identifying the Site, Waste Type and Licensing Stage)
FOR EXAMPLE:
112 Means HNSI, High Level Waste and Operational 112

Site: SWIP Site Location: Hanford, WA
Waste Type: HLW Licensing Stage: Construction

Do you wish To Make Any Corrections (Y/N)?

Figure 8

is a sample display of available options. Selection from the options list is made by entering the three-digit number that indicates the applicable option.

After the site-specific data have been input, the system will present a screen to enter the issue source data. This screen,

Figure 9,

A terminal window with a rounded rectangle border. Inside, the following text is displayed:
Source Date: | / / |
Source: |
Title: |

Statement: |

Figure 9

prompts for the date on the original source document, the source of the issue, the title, and the issue statement.

To complete the issue initiation process, the data entry clerk is prompted for the descriptor phrases. The entry techniques are similar to those for entering an originator; the first prompt is for the stem of the descriptor phrase (Figure 10),

A terminal window with a rounded rectangle border. Inside, the following text is displayed:
Input Descriptor (or stem) 1987

Figure 10

the system will accept the characters that have been input and compare them with the descriptor phrases that are currently in the file. All phrases that are in the file which match the input string will then be presented on the screen along with their reference number. (Figure 11).

```
Ref. no.  Descriptor
5 HYDROCARBON
3 HYDROLOGY
5 HYDRONICS
If Descriptor is on the List Input Number (0 for new word) 0
Descriptor: hydrolysis

To Add Another Descriptor Enter <RETURN>---If Done Enter 0
```

Figure 11

The input string will be matched no matter where it appears within a phrase, for example; if the word WASTE is input all descriptor phrases containing the characters WASTE will be displayed, such as:

PACKAGED WASTE
WASTE FORM
WASTE MECHANICS
WASTE PACKAGE.

The data entry clerk then has the opportunity to select one of the phrases currently in the system, or enter the phrase if it is not in the file. Again, the intent is to use the exact spelling of phrases that are currently active (no plurals or extraneous suffixes), and not introduce redundant phrases.

On all data input screens, the data entry clerk is given the opportunity to review and make the necessary corrections to the input before the system updates the data files.

3.4.2 Update an Issue

This option allows the data entry clerk to change any of the data that have been input or add new data for an existing issue. If data exist for an issue, the current contents of the fields are displayed and the modifications to the data can be made by directing the cursor to the area to be changed and then entering the changes. Because the data reside on multiple files and there are more data in the data base than can be presented on a single screen, the system is designed to initially present a screen that enables one to edit predefined blocks of data. Figure 12

```

*-----*
*          DATA BLOCK EDIT          *
*-----*
* 1> Originator Data                 *
* 2> Site Specific Data              *
* 3> Assignment Information           *
* 4> Title and Statement              *
* 5> Descriptors                     *
* 6> Current Status                  *
* 7> Required Action                 *
* 8> Issue Related Data              *
* 9> Documentation Ref.              *
* 0> Delete an Issue                 *
*-----*
* Input Option Number or             *
* Enter 0 if Editing of this Issue is Complete

```

Figure 12

is an illustration of the menu options that can be invoked. The data base is logically partitioned into nine blocks of data, each block of data addressing a specific subset of the data base.

Originator Data: This procedure generates a series of screens that allow modification of the originator type or any of the data fields that define the originator.

Site-Specific Data: This procedure permits modification of the site, the waste type, and the licensing stage assigned to the

issue. The current values of the data are presented and the data entry clerk is prompted for changes in the same manner as in the issue initiation procedure.

Assignment Information: This procedure permits modification or initial input of all information associated with the issue assignment. The specific data included in this category are; Lead Branch, Lead Section, staff Member, the date that resolution is required, the priority, the date the assignment was made, and the date the issue was initiated by NRC.

Title and Statement: This procedure permits modification of the source data. The specific data fields included in this category are the date of the source, the source of the issue, the issue title, and the issue statement.

Descriptor Phrases: This procedure permits deletion from and/or addition to the descriptor phrases assigned to an issue. If this procedure is invoked, the data entry clerk is first presented with the phrases currently assigned to the issue and is then given the opportunity to delete any of the phrases or add new phrases to the issue.

Current Status: This procedure appends the new data to the current status file. These data do not replace the previous entries, but introduce the new record to the file. The procedure automatically assigns the accession number of the issue and the date the file was updated. Although only the most recent entry will appear on the IDF, a report can be generated that will print all the records for an issue in reverse chronological order.

Required Action: This procedure permits modification of any of the milestones assigned to an issue. All milestones are presented and the data entry clerk indicates which is to be modified. The

milestone to be edited is then presented on the screen and the data entry clerk directs the cursor to the field to be modified and effects the changes. This procedure also allows new milestones to be introduced to the issue.

Issue-Related Data: This procedure permits adding to, or modifying the following data: Associated DOE Work Elements, Associated NRC Work Plans, Applicable CFR Citations, Common Issues Accession Numbers, Pacing Issues, and Issue Status. When an issue is introduced to the system, it is automatically assigned a status of "Initial." As the issue is processed, it can be assigned a status of Active, Duplicate, or Resolved.

Reference Documents: This procedure appends new data to the document reference file, i.e., title, location, and accession number of the document. The documents in this file are documents the staff members reviewed to make a determination of issue resolution.

Delete an Issue: If this procedure is invoked, the indicated issue will be deleted from the data base.

3.4.3 Search an Issue

The search option is intended to be used by a staff member to determine if there are issues in the system that are similar to the issue currently being worked on, one reason being to gain insight on how to resolve that current issue. When the search procedure is invoked (option 3 on the main menu) a screen will be presented that lists the search options (Figure 13).

SEARCH PARAMETERS	
1	Site
2	Descriptors
3	Title
4	Statement

Enter Option Number or 0 to return to Main Menu

Figure 13

The four search parameters, Site, Descriptors, Title, and Statement, are considered to be the minimum set of parameters. The intent is to initially choose only the most important parameters to be implemented rather than provide an indiscriminate list, which may make the system too cumbersome. However, as the system is used, other parameters may be added to the list. The options can be entered in any order and the results of a previous search are available to the next search option. The search strategy is to satisfy a single criterion at a time. The system, therefore, queries the user to determine whether to concatenate the results of the current search with a previous subset or to search within the previous subset. For example:

Case 1

The user wishes to find all issues that have either a descriptor phrase of WASTE PACKAGE or CORROSION. In this case, the user would first search the entire data base for the first phrase and the system would respond with the number of issues that satisfy that criterion. Then, the user would direct the system to search on the second descriptor. Because the system knows that there is a subset of issues that satisfy a previous search it would inquire whether the user wishes to search the main file and add to the previous subset all issues that satisfy the second criterion, or whether the user wishes to find the second phrase within the first subset. In this example, the user would select the

option to add to the subset. The system would then determine which issues satisfied the second criterion, add the accession numbers of those issues to the list, and process the list to eliminate redundant accession numbers.

Case 2

The user wishes to find all issues that have both descriptor phrases shown in Case 1. In this case, the first step would be the same, but when satisfying the second criterion the user would indicate to stay within the subset of issues that satisfied the first criterion. The system would then search within the subset and retain only the accession numbers of those issues that also satisfy the second criteria.

Site Search: This procedure presents to the user a site criteria screen that lists the site acronyms (Figure 14).



```
Indicate, by number, which site to search on
1> SWIP
2> HNSI
3> CRPO
4> GENERIC
5> OTHER
Enter number or 0 to return to Search Menu
```

Figure 14

The user indicates the site of interest and a search is performed on that site. The site criteria screen is then re-presented for additional searches on other sites.

Descriptor Search: In this procedure, the user is first prompted for the descriptor phrase (or stem). The system will then display all descriptor phrases that match the input and the user then indicates which descriptor should be used for the search criterion (Figure 15).

```

Input Descriptor (or stem) hydro

Ref. No.  Descriptor
1  HYDROCARBON
2  HYDROLOGY
3  HYDRODYNAMICS

Enter Reference Number of Desired Descriptor

```

Figure 15

After each criterion is satisfied, the system returns to prompt for another descriptor phrase. When all searches are completed, the user enters a "Q" to return to the search option screen.

Title Search: This procedure does a string search on all the words in the title field of the issues that satisfy the user input. The input need not be a full word because the search will be satisfied when the system finds a string of characters in the title field that matches the input string. The match may be found in the beginning of a word, at the end of a word, or embedded within a word. Uppercase and lowercase characteristics of data will be ignored by the system for both the input string and the contents of the title field.

Statement Search: This procedure will search the statement data fields in the same manner as a title search.

3.4.4 Extended Search Features

As each search function is completed, the system returns to the Search Parameters menu screen, which recognizes that the user has

generated a search subset. The menu screen is modified to include the number of issues that have satisfied the search and lists two additional options (Figure 16).

```

-
-
- SEARCH PARAMETERS
-
- 1> Site
- 2> Descriptors
- 3> Title
- 4> Statement
- 5> Display Issues
- 6> Initialize
-
- There are 1 records satisfying a previous search.
-
-
-
Enter Option Number or 0 to return to Main Menu

```

Figure 16

Display Issues Feature: As the user proceeds through the search options, the only thing the system retains is the accession numbers of the issues that have satisfied the search criteria. This option allows the user to print out portions of the data base for review.

As indicated, each of the data fields will be filled in according to the data content of the issue. If there is only one line in the title, for instance, only one line will be printed. If a field is blank in the issue, the system will generate dashes. Because the search options can be entered in any order, the user can perform a search and then display the issues captured so far, review them, and then return to a search function to further eliminate the issues that are not of interest. The display feature will allow display on the screen only, or on both the screen and the printer.

Reinitialize Option: This option eliminates the current subset of issues from the system in order to start a new search strategy. If a search has been initiated and the user then leaves the system, the subset remains in the system so that it can be continued. Therefore, one must either reinitialize before signing off the system or reinitialize when starting a new search.

In addition to the display feature included in this option, the subset of accession numbers are preserved and passed to the "Print an Issue" option of the main menu. Invoking this option will print the entire set of issues in the "ISSUE DATA FORMAT" discussed next.

3.4.5 Print an Issue

This option is designed to print the IDF for any issue in the system. The user has the option of entering an individual accession number or indicating that there is a list of accession numbers in the system as a result of a search. For an issue, all data currently residing in the system will be included on the IDF. If there are no data for a particular field, the system will print the field titles and supply dashes for the field length. The IDF is automatically generated when an issue is introduced to the system and should be generated after any data changes have been made to an issue.

3.4.6 Generate a Report

This option allows the user to select from a menu of specific reports that the system can produce. Each report will be preformatted and have a standard set of hierarchical sorts built in. Reports will be designed as management summary reports, staff information needs reports, and reports that are available to the public. As the system matures, format changes can be implemented and new reports can be designed and included. The preliminary formats for the initial set of reports, included as Appendix C, will include the following.

Issue Accession Report: This report will contain two main sections. The first section will be a listing of all issues in the system, sorted by their accession numbers. All information pertinent to an issue will be included. The second section will consist of a listing of the issue title and accession number indexed on Site, Branch, and Descriptors. The descriptors index will consist of an alphabetic sort of each descriptor phrase and the issues that have been assigned that descriptor phrase. It is intended that this report be used as a cursory look at the issues in the system to determine the type of issues currently defined, or as a preliminary search for redundancy without having to go to the data base system.

Site Summary Report: This report will summarize for each site the total number of issues that are duplicate, active, or resolved; the number of issues initiated in the reporting period; the number of issues resolved in this period; and the number of issues that have milestones that are overdue. Each site will be further broken down by sections or disciplines. The totals for each category also will be included.

Action Required Summary Report: This report will list, in the first section, the accession numbers and titles of all issues for which the due date of a milestone has passed. The second section will include all issues for which action is required within the next reporting period.

3.4.7 Ad Hoc Queries

This option, when invoked, will terminate the IMTS system and return to the host DBMS. At this point the users, the IA staff, have available all functions and capabilities of the host system. All data files can be accessed and special ad hoc searches and reports can be generated. This option also accommodates all maintenance functions, redefinition of data fields, and global data changes. To take full

advantage of this option, the users must be well versed in the host system and computer systems.

3.5 DATA VALIDATION

Because all normal input into the system is controlled by the system software, the system also can be developed to monitor the various data fields. All data fields that require the input to be upper case, such as the name of an organization or an individual's name, will be changed internally. All data fields can be checked for the correct format, and explicit instructions can be given to the user to input the data in the correct form. As each of the input data screens is completed, the system will present the data to the user for verification. If changes are required, the user can so indicate and recycle through the screen before it is accepted by the system to update the files. Data integrity also can be preserved by having the system present to the user data currently available, such as discussed previously under entering descriptor phrases. If a term is currently in the system, it need not be reentered, thereby avoiding input errors.

3.6 SYSTEM MAINTENANCE

Essentially, all system maintenance functions are external to the IMIS. Those functions involve maintenance of the software procedures monitoring of the data files, redefining the data files (if necessary), generating new reports, etc. This capability is a function of the resident DBMS and available to the data base administrator.

APPENDIX A.

ISSUE DATA FORM

and

IMTS DATA FIELD SPECIFICATIONS

ISSUE DATA FORM

Accession Number: _____ (System Assigned)

Title: _____

(209)

\$000000: _____
 \$000000: Date: ____/____/____

Originator: Individual _____ Organization _____ NRC Staff _____ (check one)
 Name: _____ Title/Chapter: _____
 Address: _____ Affil/Contact: _____
 _____ Phone Number: _____

S. No.: (Blank) 070
 Name: _____
 Address: _____
 City: _____
 State: _____
 Country: _____ (Name, County, State)

Finance Type: (check one)

FFC _____

SFE _____

GFC _____

Financing Stage: (check one)

Site Characterization _____

Construction _____

Operations: _____

項目	単位	数量	金額
① 雑費	円	100	100
② 雑費	円	200	200
③ 雑費	円	300	300
④ 雑費	円	400	400
⑤ 雑費	円	500	500
⑥ 雑費	円	600	600
⑦ 雑費	円	700	700
⑧ 雑費	円	800	800
⑨ 雑費	円	900	900
⑩ 雑費	円	1000	1000
⑪ 雑費	円	1100	1100
⑫ 雑費	円	1200	1200
⑬ 雑費	円	1300	1300
⑭ 雑費	円	1400	1400
⑮ 雑費	円	1500	1500
⑯ 雑費	円	1600	1600
⑰ 雑費	円	1700	1700
⑱ 雑費	円	1800	1800
⑲ 雑費	円	1900	1900
⑳ 雑費	円	2000	2000
㉑ 雑費	円	2100	2100
㉒ 雑費	円	2200	2200
㉓ 雑費	円	2300	2300
㉔ 雑費	円	2400	2400
㉕ 雑費	円	2500	2500
㉖ 雑費	円	2600	2600
㉗ 雑費	円	2700	2700
㉘ 雑費	円	2800	2800
㉙ 雑費	円	2900	2900
㉚ 雑費	円	3000	3000
㉛ 雑費	円	3100	3100
㉜ 雑費	円	3200	3200
㉝ 雑費	円	3300	3300
㉞ 雑費	円	3400	3400
㉟ 雑費	円	3500	3500
㊱ 雑費	円	3600	3600
㊲ 雑費	円	3700	3700
㊳ 雑費	円	3800	3800
㊴ 雑費	円	3900	3900
㊵ 雑費	円	4000	4000
㊶ 雑費	円	4100	4100
㊷ 雑費	円	4200	4200
㊸ 雑費	円	4300	4300
㊹ 雑費	円	4400	4400
㊺ 雑費	円	4500	4500
㊻ 雑費	円	4600	4600
㊼ 雑費	円	4700	4700
㊽ 雑費	円	4800	4800
㊾ 雑費	円	4900	4900
㊿ 雑費	円	5000	5000
合計	円	50000	50000

Date Initiated: __/__/__ Date Entered: System Assigned

Statement: _____

Descriptors: _____ (100)

Date Last Revised: System Assign.

Issue Related Information:

Associated DOE Work Element(s): _____

Associated NRC Work Plan No(s): _____

Applicable CFR Citations: _____

Common Issues Accession Nos: _____

Pacing Issues: _____

Issue Status:

Duplicate D

Active A

Resolved R

Action Required for Resolution:

Baseline Current Actual

_____	____/____/____	____/____/____	____/____/____
_____	____/____/____	____/____/____	____/____/____
_____	____/____/____	____/____/____	____/____/____

Current Status:

(704)

Referenced Documents

Physical
Location

Accession
Number

_____	_____	_____
_____	_____	_____
_____	_____	_____

(50)

(8)

(11)

Date Last Revised: System Assig.

IMTS DATA FIELD SPECIFICATIONS

ACCESSION NUMBER (system assigned)

Will provide historical record (Julian date and sequence on a day). Every issue will receive, regardless of decision to track or not track. This is the link between files.

TITLE

Brief issue title indicating the subject of the issue.

ORIGINATOR

Specifies whether individual or organization. If individual, field includes name, address, title (if any), affiliation (if any), and phone number. If organization, field includes organization name, address, chapter (if any), contact (e.g., name of person sending letter), and phone number. If NRC staff originator, field will include NRC division as name, branch and section as chapter, staff member name as contact, and phone number. All names will be provided last name first.

SOURCE

Letter, workshop, teleconference, meetings, etc.

SOURCE DATE

Date of workshop, teleconference, etc., leading to issue.

SITE

Site to which issue applies, or generic if issue applies to all sites. For BWIP, NNWSI, and SRPO, site location will be computer provided. For "other" sites, site name, county, and state will be entered on data form.

WASTE TYPE

Indicates HLW, LLW, or UR.

LICENSING STAGE

Indicates stage to which issue applies--site characterization, construction, or operational.

ASSIGNMENT

Indicates the primary branch, section, and staff member responsible for resolving the issue.

RESOLUTION REQUIRED BY

Date by which resolution is required. Must take into account priority and pacing issues.

PRIORITY

Indicates priority on a scale of 1 (highest) to 5 (lowest). Priority is expected to take into account critical path consideration as well as ease of and time required for work toward resolution.

DATE INITIATED

Date Issue Data Form is sent forward.

DATE ENTERED (system assigned)

Date the issue is entered into the IMTS.

STATEMENT

Explanation of or rationale for the issue.

DESCRIPTORS

Key words or phrases (separated by semicolons) suitable for searching.

ASSOCIATED DOE WORK ELEMENTS

Indicates applicable DOE work element numbers, if any. Will indicate N/A if none available or applicable. This field is for information only.

ASSOCIATED NRC WORK PLAN NUMBERS

Every issue must be associated with one or more work plans; the achievements of which will result in resolution of the issue. N/A in this field will indicate that none exists initially.

APPLICABLE CFR CITATIONS

Any CFR parts addressed by the issue will be indicated, as in much detail as known, e.g., 10 CFR 60.122(c)(6).

COMMON ISSUE(S)

Accession numbers of all other, known similar issues.

PACING ISSUE(S)

Accession numbers of issues that must be resolved or on which work must be accomplished before this one can be addressed.

ISSUE STATUS

Indication of broad status--D (duplicate), A (active), R (resolved).

ACTION REQUIRED FOR RESOLUTION

Specific actions required to resolve this issue including plans for workshops, data reviews, research (NRC or DOE), and position papers. Must be correlated with work plans. Baseline is initial date of expected completion. Current is present date of expected completion (action slippage or acceleration will be the difference between baseline and current). Actual is date of completion.

CURRENT STATUS

Brief statement of recent accomplishments and communications (including those with originator) regarding resolution of this issue. Final entry will cite the action that resolves (closes) issue.

REFERENCED DOCUMENTS

Complete citations (title, including document I.D. No., author(s), physical location (in DWM) and accession number) for all documents used to aid in resolution of this issue. Final entry will be the document (rule, position paper) that certifies resolution.

DATE LAST REVISED (system assigned)

Indicates date latest revision made in the IMTS. Appears on all pages of the IDF.

DATA ENTRY CLERK IDENTIFICATION

Internal record for quality control. Provided at initial entry and each time information is added to IDF.

ISSUE ADMINISTRATOR CERTIFICATION

Internal record for quality control.

IRB CERTIFICATION

Internal record for quality control. IRB chairperson initials form signifying concurrence. The final step before data are considered official and valid for public consumption.

APPENDIX B.

DETAILED FILE STRUCTURE

Structure for database : ISSUE.DBF

Field	Field name	Type	Width	Description
1	ACCESSION	Numeric	6	Unique number assigned to each issue.
2	ORGANCD	Character	10	Code number to interface with the names and address of an Organization.
3	INDCD	Character	10	Code number to interface with the names and address of an Individual.
4	NRCCD	Character	10	Code number to interface with the NRC Staff Member as Originator.
5	ENT_DATE	Date	8	Date issue entered into the system.
6	INT_DATE	Date	8	Date issue was originated.
7	REVSDATE	Date	8	Date of last revision to an issue.
8	SITE	Character	10	Site Acronym.
9	SITE_LOC	Character	20	Site location - County, State.
10	WSTE_TYPE	Character	6	Type of waste - High Level, Low Level or Uranium Recovery
11	NRC_BRANCH	Character	17	Lead branch responsible for resolution.
12	SECTION	Character	17	Lead section of responsibility.
13	TSTMBR	Character	17	Lead staff member of responsibility.
14	ASSIGDTE	Date	8	Date issue assigned to staff member.
15	STATUS	Character	1	Issue status flag: I = Initial A = Active (tracked) D = Duplicate R = Resolved.
16	REQ_RES_DT	Date	8	Date that resolution is required by.
17	PRIORITY	Character	9	Priority rating 1-5 highest to lowest.
18	LIC_STGE	Character	21	Licensing stage: Site Characterization, Construction or Operational.
19	DOE_WE	Character	25	DOE work elements.
20	NRC_WP	Character	25	NRC work plan.
21	PACISS	Character	25	Pacing issue. An issue that must be resolved before this issue can be addressed.
22	CFR_CIT	Character	25	Applicable CFR citation.
23	COM_ISS	Character	25	Accession Number of the issue that is being tracked which when resolved will resolve this issue.
24	ENTERID	Character	3	Data clerk's initials.
** Total **			323	

Structure for database : TEXT.DBF

Field	Field name	Type	Width	Description
1	ACC	Character	6	Accession Number common to main file.
2	ORG DATE	Date	8	Date of the original source.
3	SOURCE	Character	64	Source of issue, letter EA etc
4	TITL1	Character	64	Three lines for the issue title
5	TITL2	Character	72	(209 characters).
6	TITL3	Character	72	
7	STMT1	Character	60	Fifteen lines for issue statement
8	STMT2	Character	72	(1069 characters).
9	STMT3	Character	72	
10	STMT4	Character	72	
11	STMT5	Character	72	
12	STMT6	Character	72	
13	STMT7	Character	72	
14	STMT8	Character	72	
15	STMT9	Character	72	
16	STMT10	Character	72	
17	STMT11	Character	72	
18	STMT12	Character	72	
19	STMT13	Character	72	
20	STMT14	Character	72	
21	STMT15	Character	72	
** Total **			1355	

Structure for database : CSTS.DBF

Field	Field name	Type	Width	Description
1	ACC	Character	6	Accession Number common to main file.
2	RCDTE	Date	8	Date of entry.
3	LNE1	Character	56	Ten lines to record current status.
4	LNE2	Character	72	(704 characters)
5	LNE3	Character	72	
6	LNE4	Character	72	
7	LNE5	Character	72	
8	LNE6	Character	72	
9	LNE7	Character	72	
10	LNE8	Character	72	
11	LNE9	Character	72	
12	LNE10	Character	72	
** Total **			719	

Structure for database : NAMES.DBF

Field	Field name	Type	Width	Description
1	NAME	Character	25	Name of the originator, last, first mi.
2	LINE1	Character	25	Title of the originator (optional).
3	LINE2	Character	25	Street address
4	LINE3	Character	25	City, State, zip code
5	LINE4	Character	25	extra line for address
6	LINE5	Character	25	Affiliation
7	LINE6	Character	25	Phone number
** Total **			176	

Structure for database : ORGAN.DBF

Field	Field name	Type	Width	Description
1	NAME	Character	25	Name of the Organization
2	LINE1	Character	25	Chapter or branch.
3	LINE2	Character	25	Street address
4	LINE3	Character	25	City, State zip code
5	LINE4	Character	25	Extra line for address
6	LINE5	Character	25	Point of contact
7	LINE6	Character	25	Phone number
** Total **			176	

Structure for database : NRCST.DBF

Field	Field name	Type	Width	Description
1	NAME	Character	25	Name of the NRC staff member initiating the issue.
2	BRNCH	Character	4	Branch of the staff member (4 letter acronym)
3	PHONE	Character	14	Phone number of the staff member
** Total **			44	

Structure for database : DSCR.DBF

Field	Field name	Type	Width	Description
1	REF	Numeric	10	Reference number for descriptor phrase.
2	WORD	Character	50	Descriptor phrase.
** Total **			61	

Structure for database : XREF.DBF

Field	Field name	Type	Width	Description
1	REF	Numeric	4	Reference number of descriptor phrase in DSCR.DBF.
2	ACCNO	Character	6	Accession Number of issue for the descriptor phrase.
** Total **			11	

Structure for database : MLST.DBF

Field	Field name	Type	Width	Description
1	ACC	Character	6	Accession Number common to main file.
2	BASELINE	Date	8	Base line date of expected completion.
3	CURRENT	Date	8	Current date of expected completion.
4	ACTUAL	Date	8	Actual date of completion.
5	LNE1	Character	43	Two lines to define milestone.
6	LNE2	Character	40	
** Total **			114	

Structure for database : DCMT.DBF

Field	Field name	Type	Width	Description
1	ACC	Character	6	Accession Number common to main file.
2	TITLE	Character	50	Document title
3	LOC	Character	8	Location of document.
4	DACCN	Character	11	Document accession number at location.
** Total **			79	

APPENDIX C.

PRELIMINARY REPORT FORMATS

ISSUE ACCESSION REPORT

SECTION I: ISSUE LIST

Accession Number: _____

Title: _____

Statement: _____

Lead Section: _____
Staff Member: _____
Revs. Date: __/__/__

Site: _____
NRC Work Plan: _____
Status: _____

Action Required for Resolution	Baseline	Current	Actual
_____	__/__/__	__/__/__	__/__/__

Current Status: _____

ISSUE ACCESSION REPORT
SECTION II: INDEXES

Partial Sample of Index Format

Site Index

BWIP

Title of every issue that has a site designation of BWIP.....503701

NNWSI

Title of every issue that has a site designation of NNWSI.....503702

SRPO

Title of every issue that has a site designation of SRPO504103

GENERIC

Title of every generic issue 510201

The format for each of the index subsections will be the same. A break will occur when the index changes. In the Descriptor Phrase index, a break will occur for each descriptor phrase.

SITE SUMMARY REPORT

Categories	Total to Date			Initiated this Period	Resolved this Period	Overdue
	Duplicate	Active	Resolved			
BWIP						
WMPC						
WMGT						
WMRP						
WMEG						
WMLU						
NNWSI						
WMPC						
WMGT						
WMRP						
WMEG						
WMLU						
SPRO						
WMPC						
WMGT						
WMRP						
WMEG						
WMLU						
GENERIC						
WMPC						
WMGT						
WMRP						
WMEG						
WMLU						
OTHER						
WMPC						
WMGT						
WMRP						
WMEG						
WMLU						
TOTALS						

ACTION REQUIRED SUMMARY REPORT

Section I

ACTIONS OVERDUE AS OF May 1, 1985

BWIP

Accession Number: 503701

Title: _____

Milestone current completion date: 03/01/85

Milestone current completion date: 04/01/85

Accession Number: 503901

Title: _____

Milestone current completion date: 05/01/85

.

.

.

NNWSI

Accession Number: 504704

Title: _____

Milestone current completion date: 03/15/85

.

.

.

Section II

ACTIONS REQUIRED WITHIN ONE MONTH OF May 1, 1985

BWIP

Accession Number: 503301

Title: _____

Milestone current completion date: 05/15/85

Accession Number: 503302

Title: _____

Milestone current completion date: 05/31/85

NNWSI

Accession Number: 503505

Title: _____

Milestone current completion date: mo/da/yr