



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D. C. 20555

August 9, 1991

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MEMORANDUM FOR: Lloyd J. Donnelly, LSS Administrator
FROM: John C. Hoyie, Chairman, LSS Advisory Review Panel
SUBJECT: REPORT ON MEETING OF LSS ADVISORY REVIEW PANEL

The LSS Advisory Review Panel, which was established by the Commission in December 1989, held its fifth meeting on July 17, 1991, in Bethesda, Maryland. A summary of the meeting activity follows:

1. Panel Administrative Issues

The Panel discussed administrative matters and approved the minutes of the October 10-11, 1990, meeting.

2. Approval of Document Header Fields

The Panel approved the final two fields recommended by the Header Working Group -- "Package ID" and "Copyright." The Panel's review and approval of header fields is now complete. Enclosed is a complete list of the header fields which have been approved by the LSSARP for normal documents.

3. LSS Development

Ms. Lynn Scattolini, LSSA staff, briefed the Panel on the LSSA's proposed LSS development schedule in the event that the NRC should replace DOE as the agency responsible for design and development of the LSS.

4. LSS Procurement Strategy and Approach

The Panel was given a briefing by Mr. James Shields of the LSSA staff on the use of the design documents prepared by SAIC for DOE and the LSSA's planned procurement strategy and approach. Mr. Shields stressed that the procurement strategy does not differ greatly from DOE's planned procurement strategy except that more activities would be included in a single procurement for design, development, implementation, operation, and maintenance of the system. The Panel had no specific comments related to the SAIC design documents.

5. Information Management Within DOE

Ms. Barbara Cerny of DOE discussed the system DOE is putting in place for handling its own high-level waste documents and its relationship to the LSS. She spoke about the concept OCRWM is using to build its information management system, the schedule for developing the system, and the management, operation, and procurement of the system.

6. UNLV Research on Information Systems

Dr. Tom Nartker of the University of Nevada-Las Vegas informed the Panel of the research that is being done at UNLV in the field of information management, particularly in the areas of optical character recognition technology and full text retrieval software technology.

7. Quality Management

The LSS Administrator provided a briefing on the quality management approach and work breakdown structure which is being developed by LSSA to manage the design and development of the LSS.

8. Automated Project Management System

Mr. James Shields, LSSA staff, discussed the LSSA's automated project management system. He explained that the LSSA staff is using the Timeline software package to implement its automated project management system by incorporating the tasks and activities from the work breakdown structure to prepare schedules, milestones, and management reports.

9. Topical Guidelines

Currently, the NRC staff is addressing the Panel's February 21, 1991, comments and is preparing a draft Regulatory Guide. The draft will be forwarded to the Commission for review in late August. The NRC staff reported that after the Commission approves the draft, it will be issued for public comment, and a notice of availability will be published in the Federal Register.

10. Handling of Non-Documentary Material in the LSS

Ms. Betsy Shelburne, LSSA staff, gave a status report on the work the Center for Nuclear Waste Regulatory Analyses is doing under its contract with the LSSA to address the handling of non-documentary data in the LSS.

11. Schedule for Next Meeting

The Panel did not schedule a date for its next meeting. When more definite information becomes available on topics requiring Panel action, I will correspond with the Panel members to establish a meeting date. The Panel tentatively agreed to hold the next meeting in Nevada.

Enclosure:
List of Header Fields

cc w/encl:
The Chairman
Commissioner Rogers
Commissioner Curtiss
Commissioner Remick
OGC
SECY
LSSARP Members
LSS Internal Steering Committee

August 9, 1991

Enclosure

List of Header Fields

The following fields have been approved by the LSS Advisory Review Panel for the use in headers for normal documents:

Participant Accession Number
Submitter Center
Submitter Page Count
Title/Description
Author
Author Organization
Addressee
Addressee Organization
Document Date
Document/Report Number
Document Condition
Edition/Version
Event Date, Code
Protected Status
Related Documents
Special Class
Document Type
Sponsoring Organization
Publication Data
Descriptors (Thesaurus)
Identifiers
Comments
Abstract/Summary
LSS System Accession No.
Number of Images
Pointers
Package ID
Copyright
Abstract (if available; not searchable)