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MAR 9 1984

MEMORANDUM FOR: Robert J. Wright
Senior Technical Advisor
Repository Projects Branch
Division of Waste Management

FROM: Maxine M. Dunkelman
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SUBJECT: USE OF BWIP'S DATA ACCESSIONS LIST

The Accessions List represents a major effort at organizing and being able to retrieve the hundreds of documents associated with the BWIP project. As a first time user not familiar with past BWIP practices, I had trouble using the Accessions list as it now stands. Below, I have outlined my comments:

- Unless the user reads every page of the introduction, "PRS Description and Procedures" very carefully, the user will find the accession list hard to use. For instance, every page of the output says "ordered by document no, date," but actually the list is first sorted by document type. This information is buried in the introduction.

- The introductory section is lengthier than the typical user will want to refer to during sporadic references to the accession list. The pages and figures are not numbered consistently and the topics covered are repetitive, leading the user who is skimming the pages to believe that the pages are repeating and no new information is forthcoming. The directions should be consolidated, referenced by a table of contents, and marked with a tab for easy access.

- Every effort should be made to allow the user to retrieve by broad subject category, as suggested on "page 4" of the introduction. It is not clear if these "categories" are the same as the "activities" listed in the first Figure 1. (There are two Figure 1's.)

- At present, as so many document types are missing, the user may spend a lot of time looking for a document that is not yet listed. A list of which document types are not yet included is needed.

- A user typically will have just a number and/or a title of a needed document, and will not know what type of document it is. Perhaps, it would be better to sort on document number first instead of document type. Another solution is to provide a list of what the letters in the document

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number mean. With knowledge of what "SD", "ST", "SA", and other codes mean, the user may be able to figure out what is the document type.

- o Some of the document types listed on the printout are not listed in Figure 2; for example, "Environmental Evaluations".
- o Document codes are not always listed in alphabetic order - see page 21 of site-subcontractor data/reports for 11/83.
- o Organization given is occasionally incorrect.
- o A page length for each text document should be provided.

"ORIGINAL SIGNED BY"

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| DATE | :2/29/84 | :2/29/84 | :3/1/84 | : | : | : | : |