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102.2/RB/84/08/02

Dr. Donald L. Vieth
Director
Waste Management Project Office
U.S. Department of Energy
Nevada Operation Office
P.O. Box 14100
Las Vegas, NV 89114

Dear Dr. Vieth:

SUBJECT: REQUEST FOR NNWSI INFORMATION MANAGEMENT SYSTEMS (IMS) MEETING

In accordance with our previous discussions, this letter is to request a meeting between NRC, DOE and SAI staffs on August 30 and possibly August 31, 1984 as needed to discuss information management systems currently in use and planned by NNWSI.

NRC staff attending this meeting are beginning a requirements analysis for an NRC issue tracking and information management system. Part of their work includes becoming familiar with current and planned tracking and information systems used by each of the repository program offices.

We have enclosed a proposed agenda and a list of topics which we would find beneficial to address in the meeting. Please let us know if you have any comments or suggestions.

Sincerely,

WM Record File

102.2.2

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Seth M. Coplan, Section Leader
NTS Project Section
Repository Projects Branch
Division of Waste Management
Office of Nuclear Material
Safety and Safeguards

Enclosure:
Agenda for August 30-31, 1984,
Information Management Briefing

cc: Mr. Carl Newton
DOE, RW 23
Wash DC 20545

BA08210135 BA0809
PDR WASTE
WM-11 PDR

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|-----------------|----------|-----------|-----------|---------|
| OFC : WMPC | WMPC | WMPC | WMRP | WMRP |
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| DATE : 84/08/08 | | | | |

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PROPOSED AGENDA

ISSUE TRACKING AND INFORMATION SYSTEMS MEETING FOR NRC

Dates: August 30 - 31, 1984

Time: August 30, 9:00 a.m. - 4:00 p.m.
August 31, 9:00 a.m. - 12:00 noon (Optional)

Place: NNWSI Project Office, Las Vegas, Nevada

August 30

| | | |
|------------|---|-----|
| 9:00 a.m. | Introduction | All |
| | Purpose /Objectives of Meeting | NRC |
| 10:30 a.m. | Description of current NRC efforts and objectives in developing an automated issue tracking system and an information management system | NRC |
| | Description of current Issue Tracking and Information Management Systems used by NNWSI, their objectives, and access to the system | DOE |
| 1:00 p.m. | Discussion of specific NNWSI systems and access: --type of information handled, search and retrieval capability, etc. | DOE |
| 2:00 p.m. | Discussion of plans to update or consolidate NNWSI system(s) with other DOE repository issue tracking or information systems | DOE |
| 3:00 p.m. | Prepare Summary Meeting Notes | NRC |
| 4:00 p.m. | Adjourn | |

August 31

9:00 a.m. Continuation of discussion as needed
12:00 a.m. Adjourn

Attendees:

| | |
|--------------|-----------------------|
| J. Bunting | NRC |
| C. Russell | NRC |
| M. Dunkelman | NRC |
| A. Bender | NRC |
| P. Altomare | NRC |
| R. Brown | NRC |
| P. Prestholt | NRC |
| B. Swartwood | Aerospace Corporation |
| H. Bauer | Aerospace Corporation |

NWWSI Information Management System and Experience

- Types of information/data elements (data, documents, samples, issues, etc.)
- Types of information storage used (full text, abstracts)
- Types of searches and retrievals (full text, keyword, title, etc.)
- Types of interfaces with other DOE systems
- Types of access and users
- Volume of information/data handled
- Type of security in place (user I.D., password)
- Information/data reliability for system input
- Type of system reliability (backup tapes, backup hard copy system, system recovery/reconstruction)
- Type of issue tracking system(s)
- Requirements analyses used