

**Information Paper**  
**Support Information for a Process Review of**  
**Topical Report (#2)**  
**Preclosure Seismic Methodology for a Geologic Repository**  
**at Yucca Mountain, Revision 1**  
**October 1996**  
**YMP/TR-003-NP**

**Revision 0**  
**May 1997**

**Prepared for:**  
**Yucca Mountain Site Characterization Office**

**Prepared by:**  
**Web-Based Information System (WBIS) Test Team**

## **BACKGROUND:**

This Information Paper provides reviewers with details of the Web-Based Information System (WBIS) for their use in conducting a process review of the DOE Yucca Mountain Site Characterization Project (YMP) Topical Report: *Preclosure Seismic Design Methodology for a Geologic Repository at Yucca Mountain, Revision 1*, October 1996 (YMP/TR-003-NP).

The Yucca Mountain Site Characterization Office (YMSCO) has tasked the Civilian Radioactive Waste Management System Management & Operating (M&O) Contractor with conducting an application test of life cycle document management using Web-based technology. Overall objective: What are the impacts on YMSCO/M&O document management processes when using Web-based technology for life cycle document management?

In February 1997, the M&O initiated the WBIS Prototype effort. The effort consists of two applications tests: (1) to place an existing document in this environment; (2) developing a document (drafting, reviewing, controlling), and in both tests, measuring the impacts on the existing document management process when using this Web-based technology. The Part 1 test, placing an existing document (the Seismic Methodology Topical Report noted above), has been completed and is accessible through the YMP Intranet.

The hardware/software approach involves the use of a Lotus Notes database (LN db) (version 4.5). The Seismic Methodology Topical Report was "placed" in this LN db as follows: (1) the existing Word Perfect electronic file was imported into the LN db; (2) a proof verification was conducted to ensure the contents of the new electronic version matched Revision 1 of the Topical Report; (3) references/citations to be hypertext linked were identified and color coded; (4) the locations of the supporting information that was referenced/cited were obtained (including hypertext URL addresses); (5) the hypertext links were established; and (6) a final verification check was conducted. Four categories of links were established: (1) technical references, (2) requirement references, (3) programmatic references, and (4) miscellaneous links (acronyms, internal links between report sections/chapters, the table of contents, figures, etc.).

The LN db provides various levels of access control. This control allows for restricted access during early stages of document development and the ability to open access while conducting various levels of reviews. During document development, the document is viewable only within the LN db. With release of the document, the access is opened and the document then becomes viewable from the Web through the Lotus Notes Domino application.

## **TO ACCESS THE SEISMIC METHODOLOGY TOPICAL REPORT:**

Following are steps for reviewers to follow in accessing the Topical Report and initiating their process review of the report.

1. From a Personal Computer (PC) workstation to be made available by the Department of Energy (DOE) (place: TBD), and using a "frame enabled" Web browser (i.e., Netscape 2.0 or greater, or Internet Explorer 3.0 or greater), enter the following URL to go to the WBIS LN db which is located on the YMP Intranet.

<http://ymlnweb1.ymmp.gov>.

2. The first page of the WBIS LN db will appear. Following are details of the various document selections that appear.
  - "Documents"  
These are documents that are currently under development within the WBIS Prototype test environment. As such, access has been limited to authors and support staff.
  - "Test and Archive"  
The first set includes test documents that are being used for testing purposes. The second set includes the Seismic Methodology Topical Report, Revision 1. This is the document being provided for the process review.
3. Click on the frame enabled Topical Report, Revision 1. This will open the document for the process review. The reviewer will now see a framed page with a table of contents for the Topical Report on the left, a row of function boxes at the top, and a main frame on the right that directs the reviewer on how to start. Click on the "Title Page" to begin. The frames may be adjusted using the mouse and dragging the borders to fit the size of the monitor.

Following are details on the document's construction.

- The Topical Report's author provided direction to the WBIS test staff on how to break the document into segments to facilitate the "placement" steps and the subsequent use of the document following placement. Clicking on highlighted section numbers next to the titles/phrases in the table of contents will open those segments of the Topical Report.

- After reviewing the first segment (title page, executive summary, and signature page), continuing to use the table of contents (in the left frame and also available by clicking on the TOC at the top left) is suggested as the best mechanism to navigate through the report.
- Within each segment of the report, the reviewer will now see the various categories of references/citations that have been linked, both internally and externally. When clicking on acronyms, the Web page will appear in the left frame. Acronyms may also be accessed through the function box at the top. Now all acronyms will appear in alphabetical order in the left frame. Likewise, when a reference is clicked on, the reference will appear in the left frame. Clicking within this view in the left frame will take the reviewer to a disclaimer page stating that the reviewer is leaving the Topical Report for an external location that contains the reference being sought.
- For technical references, some of the linked supporting information will have text images available. Currently, a records reprocessing effort is underway that will result in the availability of text images and searchable text. In addition, the record headers are being reviewed to enhance record retrievability. By September 1997, a search engine will be functional allowing the reviewer to locate text images and to work with searchable text for records processed between May of 1995 through July of 1997. The target is to have reprocessed all Program records by the end of Fiscal Year 1999 which will provide enhanced record headers, text images, and searchable text for all Program records.
- A search function is accessible through the function box at the top. Please scroll through the entire search menu to see all selections that may be made to perform a search.

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## **PROPOSED REVIEW CRITERIA:**

The YMSCO would request that the process review involve the following suggested process review criteria.

1. Does the Topical Report's segmentation/structure facilitate the process review? If not, what suggestions would the reviewer make?
2. Has this specific approach for placement of the Topical Report made the report user-friendly? If not, please provide observations and suggestions.
3. Did all links work? If not, please provide data on these results.
4. Was the amount of linking appropriate for this Topical Report? Please provide as many observations as possible. Following are specific questions.
  - **Miscellaneous Links**
    - \* Was the level of internal linking (section to section, chapter to chapter, section to figure, etc.) appropriate?
    - \* Was the linking associated with the table of contents appropriate?
    - \* Was the linking for acronyms employed at the appropriate level?
  - **Technical References**
    - \* Were the links to the Records Information System Web site (RISWeb) and the Technical Information Center Web site (TICWeb) appropriate and valuable?
    - \* Were the links to the home page of external sources such as the Government Printing Office for CFRs appropriate and valuable?
    - \* Were links to YMSCO technical data Web sites (such as the Automated Technical Data Tracking [ATDT] Web) appropriate and valuable?
    - \* Were links for supporting information that was not available through a Web site, that went to a "pointer" header that provided contact information, (address, phone number, etc.) appropriate and valuable?
  - **Requirements References**
    - \* Were the links into the Requirements Traceability Network (RTN) appropriate and valuable?
5. Were there references or sections missed that should have been linked (internally and/or externally)?

6. **Relative to the hardware/software system:**
- **What level of orientation/training was necessary to be able to review the Topical Report?**
  - **What computing platforms were used during the process review (PC versus Macintosh versus ...)?**
  - **What software applications were used, such as browser (including versions)?**
  - **In qualitative terms, how responsive and timely were links to supporting information?**
  - **In qualitative terms, describe the quality of the images and views that were used.**
  - **Were the "help" features appropriate and valuable? If not, what suggestions would be made?**
7. **Can the reviewer suggest any alternative methods for commenting and responding to the DOE during and following a review of a document such as this Topical Report?**