

MEMORANDUM TO: Phyllis Smith  
FROM: Kathy Riscigno, TLSS Administrator  
SUBJECT: Submittal of CCS Documents to TLSS  
DATE: 08/18/88

I have attached "Document Submission Procedures for the TLSS" from the TLSS Procedures Manual, as well as an example of the checklist we use for DWM documents. As far as I know, we will only be sending their documents to the CCS database on Inquire, and NUDDCS. If this is the case, the only thing we would require with the hardcopy, is the 5520 name of the document. This name does need to follow our naming conventions, so that we do not get two documents with the same name. We must receive a hardcopy of any 5520 document.

If we receive documents in hardcopy only, we have to scan and then convert them to ascii. In order to scan a document, we must assign a TLSS accession number to it. If we do not want these documents on Bluefish, we will have to delete the image and pgs files from the system after the documents have been converted to ascii.

If you have any further questions, please call.

A handwritten signature in cursive script, appearing to read "Kathy". The signature is written in dark ink and is positioned in the lower right quadrant of the page.

- i. Ensure that proprietary material is clearly marked and flagged with a yellow legal-sized proprietary sheet.

## E. ELECTRONIC TRANSMISSION OF DOCUMENTS

This section presents the procedures to electronically send files to the TLSS via the IBM 5520 word processing system.

The following conventions will be used throughout this procedural set to indicate the keystrokes to be input:

- When the operator is required to input a character string or special key, the predicate terms are TYPE, ENTER, or PRESS.
- The terms TYPE and ENTER require the use of the ENTER or RETURN key after giving the command. The term PRESS does not require the subsequent use of ENTER or RETURN.
- SELECT indicates that the operator must select an entry on the screen by pressing a special key or inputting a character string.
- Quotation marks enclose character strings to be input. For example, the instruction TYPE "OBD" instructs the operator to type the letters O, B, and D.
- If a special key is required, the key name or function value will be enclosed in angle brackets, < >, which enclose the key to be pressed. For example, PRESS <ENTER> instructs that the operator should press the "ENTER" key.

### 1. Standard Naming Conventions for Submittal

After verifying that the document has been properly prepared and finalized, and prior to transmission, the secretary must perform a verification (and

renaming) of the standard naming conventions. The format for standard naming is repeated below:

**TLSS/RMD/0415/03**

where TLSS indicates TLSS availability, RMD represents the authors initials, 0415 represents April 15, and 03 is the third TLSS document created by the author on this particular day. The author may append this name with a personal notation or standard.

## **2. Electronic Transmission Processes**

To transmit the electronic version of the finalized document to the TLSS, the following steps are performed:

- a. After successfully signing on to the IBM 5520 system, the Task Selection screen appears (see Screen 1).
- b. To select the function to transmit a document to the TLSS the operator must "request distribute document" by performing the following steps:

From a 5520 terminal:

- Press <REQST>
- Type "DID"
- Press <ENTER.>

From an IBM PC:

- Press <ALT>
- Type "DID"
- Press <CAPS LOCK>

**DRAFT**

AVAILABLE	OP MSG	
Menu		001112
Task Selection		
( <u>CRE</u> ) Create Document	(SOF) Sign-Off	
(USE) Use Document	(DST) Device Service Tasks	
(PRT) Print Document	(COT) Control Operations Tasks	
(PGN) Paginate Document	(POT) Profile Operations Tasks	
(DUP) Duplicate Document	(PRD) Problem Determination Tasks	
(CDP) Change Document Profile	(DDT) Distribution Tasks	
(DDC) Delete Document		
(GSR) Global Search/Replace	(FIT) File Tasks	
(SUL) Select User Access List		
(REL) Release a Held Document		
(TTP) Transfer IBM 5520 Document to IBM PC DOS File		
(TFP) Transfer IBM PC DOS File to IBM 5520		

To select default (underlined above), press ENTER  
For another selection, press REQST, type abbreviation, press ENTER

0000-OK



Screen 1 - Task Selection Screen

- c. The Distribute Documents/Messages screen then appears (see Screen 2).  
**Note:** If the Distribute Documents/Messages screen does not appear, press CANCEL (on a 5520 terminal) or <ALT> <F7> (on an IBM PC) to exit to the previous Task Selection screen.

- d. The operator must change the Distribution type field to

“Document from IBM 5520 and Optional Message”.

This is accomplished by pressing <PAGE ADV> (on a 5520 terminal) or <DEL> (on an IBM PC) until the above Distribution type appears.

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AVAILABLE \_QE MSG\_

Menu 001112

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Distribute Documents/Messages

Distribution type: DOS file from IBM PC and Optional Message

IBM PC DOS File Name: .....

Send: DOS File as Binary Document

Date: Today's Date Personal Document: No

Acknowledge Delivery: No Priority Delivery: No

Message: - .....

(Note) - .....

Destination IDs (Specify from 1 to 24):

Node	Local Address	Node	Local Address	Node	Local Address
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....
-	.....	-	.....	-	.....

ENTER to finish; AGAIN to finish and repeat; otherwise, CANCEL

0000-OK

0000-OK



**Screen 2 - Distribute Document/Messages**

When the "Document from IBM 5520 and Optional Message" title appears in the Distribute Document/Message (DID) screen, the first four fields (Distribution Type, IBM PC-DOS File Name, Send, Date) on the screen change as depicted in Screen 3 - "Updated Distribute Document/Messages."

- e. At this point, the originator must update several fields on the screen. To move from field to field down the screen, press <WORD ADV> (on a 5520 terminal) or <INSERT> (on an IBM PC). To move from field to field backwards, press <PREV WORD> (on a 5520 terminal) or <ALT> <INSERT> (on an IBM PC).

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AVAILABLE\_QE MSG \_

Menu 00112

Distribute Documents/Messages

Distribution type: Document from IBM 5520 and Optional Message  
Document Name: .....  
Send: As Is  
Date: Document Date Personal Document: No  
Acknowledge Delivery: No Priority Delivery: No  
Message: -  
(Note) - .....

Destination IDs (Specify from 1 to 24):

Node	Local Address	Node	Local Address	Node	Local Address
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

ENTER to finish; AGAIN to finish and repeat; otherwise, CANCEL

0000-OK



### Screen 3 - "Updated" Distribute Document/Messages

To correct entries previously keyed in, move to the appropriate field in accordance with the above procedures. Press <Del> (on a 5520 terminal) or <Alt><F5> (on an IBM PC) to remove characters from the field.

The following fields must be updated:

1. Document Name: [Type in the document name to be transmitted; be sure name is in accordance with TLSS conventions.]
2. Priority Delivery: [Select "Yes"]
3. Message: [Type Message, as appropriate]

4. Node: [Type "1NRC0304"]
5. Local Address: [Type "IRMTLSS"]
- f. If several documents are to be transmitted, press <AGAIN> (on a 5520 terminal) or <ALT><CAPS LOCK> (on an IBM PC). Screen 3 will appear for additional transmission.

To send and then exit from the system, press <ENTER> (on a 5520 terminal) or <CAPS LOCK> (on an IBM PC). The document will be transmitted and the user is returned to the Task Selection Screen.

To exit without transmitting the document, press <CANCEL> (on a 5520 terminal) or <ALT><F7> (on an IBM PC). The operator is returned to the Task Selection Screen.

- g. When a document is transmitted, mark the TLSS transmission log with document name, date and time sent, initials, and any appropriate comments.
- h. Mark the Document Preparation Checklist with the date transmitted.
- i. If the entire document is not transmitted, note on the Document Preparation Checklist.

## F. PHYSICAL PLACEMENT OF DOCUMENTS FOR SUBMITTAL

This section provides information relating to the submittal points of hard copy documents.

After sending the 5520 electronic version of documents to the TLSS, hard copies (original and concurrence) are delivered to the TLSS "INTERNAL INCOMING" Basket located in Room ~~4C-17~~. This basket serves as the receipt point for TLSS screening of documents. *4C-20*

DOCUMENT PREPARATION CHECKLIST  
HIGH-LEVEL OPERATIONS BRANCH

**DRAFT**

Please submit this checklist when submitting document for typing. This checklist is intended to make the typing, concurrence, and distribution process more efficient.

1. Document Name  
~~FILE CODE:~~ \_\_\_\_\_

2. DISTRIBUTION:  
(Names on concurrence and the following standard HLOB need not be listed; they will be included automatically.)

STANDARD HLOB DISTRIBUTION LIST

R. E. Browning  
M. J. Bell  
B. J. Youngblood  
J. J. Linehan

R. L. Johnson  
K. Stablein  
J. O. Bunting  
P. Ballard  
Central Files

P. T. Prestholt (w/encls)  
Originator  
NMSS r/f  
HLOB r/f (w/encls)

ANY OTHERS

PDR	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	_____	_____
LPDR	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	_____	_____
CNWSA	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	_____	_____
LSS	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	_____	_____
PROPRIETARY	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	_____	_____

NOTE: For correspondence originating in the Compliance Demonstration or Quality Assurance Sections, the appropriate Section Leader should also be added to the distribution list.

3. CC's \_\_\_\_\_

4. If all individual's listed are to receive enclosures, please check here:   
If only some of the individual's listed need to receive enclosures, please indicate this by putting a checkmark after their names.

5. CONCURRENCES:  
Please list the names of all individuals who should be on concurrence:  
\_\_\_\_\_  
\_\_\_\_\_

6. If this is a major HLW document (i.e., technical position being released for external review or in final form, comments to DOE on major DOE documents, or other significant document), please refer to the WM Policy on Publication and Distribution of NUREG Reports, Technical Positions, and Other Significant Documents.

-----Required for only LSS Documents-----  
7. Date DID'ed to IRMTLSS \_\_\_\_\_

8. TLSS: Returned by \_\_\_\_\_ Date \_\_\_\_\_  
Approved by \_\_\_\_\_ Date \_\_\_\_\_

Exhibit 1



DOCUMENT NAME:

Spector Letter

DOCUMENT PREPARATION CHECKLIST  
DIVISION OF HIGH-LEVEL WASTE MANAGEMENT

This checklist is to be submitted with each document sent for typing or for distribution

1. Is this document a final draft? Yes  No
2. If it is a final draft, does it have the concurrence of a Branch Chief or higher? Yes  No
3. Is this a ticketed item? If Yes, ticket number 880027
4. DISTRIBUTION:

(Names on concurrence and the standard Branch lists need not be listed; they will be included automatically.) [Attach labels for other than standard distribution] NOTE: CNWRA will get copy of everything!

ANY OTHERS?

PDR	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	_____	_____
LPDR	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	_____	_____
CNWRA	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	_____	_____
LSS	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	_____	_____
Proprietary	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	_____	_____
PreDecisional	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	_____	_____

5. CC's None

6. CONCURRENCES:  
Please list the names of all individuals who should be on concurrence:

M. DeCigatti, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

7. Date Originated: \_\_\_\_\_ Date Due or Needed 7/1/88

8. Task Assigned to: Carrie Date Completed and sent to 4-C-20 6/30/88

-----REQUIRED ONLY FOR LSS DOCUMENTS-----

9. Date DID'ed to INRC0304/IRMTLSS [NOTE: Send only if LSS box is marked Yes above] 6/30/88

10. TLSS: Returned by \_\_\_\_\_ Date \_\_\_\_\_  
Approved by \_\_\_\_\_ Date \_\_\_\_\_

COMMENTS:

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