

ADAMS USER GROUP MEETING

March 13, 2002

1:00-3:00 p.m.

NRC Headquarters

Room T2 B3

Draft Agenda for the Adams Users Group Meeting #3

- 1) Introductions (1:05-1:15 p.m.)
Opening remarks - Tom Smith, Moderator
- 2) General announcements (1:15-1:20 p.m.)
How the meeting will be conducted for
 - persons present
 - persons on the telephone bridge
- 3) Action items from the 10/17/01 meeting update (1:20-1:30 p.m.)
- 4) -Post Meeting Minutes on the NRC web page
- 5) -E-mail list of users in AUG
-Notify AUG members of technical problems
- 6) Issues related to Docketed Items in ADAMS (1:30-1:45 p.m.)
 - Late availability in PARS
 - mail issues
 - Q&A
- 7) Referenced Documents in News Releases/Meeting Notices (1:45-1:55 p.m.)
 - Availability issues
 - Q&A
- 8) Document Coding in ADAMS (1:55-2:10 p.m.)
 - Duplicate searches required
 - Role of templates

BREAK (2:10-2:20 p.m.)

- 7) BRS and the Legacy Library (2:20-2:30 p.m.)
 - Discussion of the hardware platform
 - Where we stand with maintenance issues
 - Status of the Legacy Library
 - Q&A
- 9) Status of Full-Text Searching (2:30-2:35 p.m.)
 - What's currently available
 - What's planned
 - Q&A
- 10) Public Interface Prototype (PIP) status update (2:35-2:55 p.m.)
 - Training by NRC staff at Convera
 - Screen design samples
 - Q&A
- 11) New business (2:55-3:00 p.m.)
 - Plans for next meeting
 - Set a date
- 12) Adjournment (3:00 p.m.)

Meeting Minutes

The ADAMS Users Group met at 1:00 p.m. on March 13, 2002, at the U.S. Nuclear Regulatory Commission's headquarters in Rockville, Maryland. Thomas E. Smith, Acting Chief, PDR/Library Section, OCIO, chaired the meeting. About 12 of those who responded to the *Federal Register* notice participated in person and an equal number dialed into the telephone bridge. The meeting followed the agenda above. A question and answer session followed each agenda item.

Introductions

Mr. Smith introduced Donale McColloch of the PDR staff and Michael Collins of OCIO.

Opening Remarks Relating to Action Items from the 10/17/01 meeting

There have been times that technical difficulties with ADAMS have caused the NRC staff to bring PARS down for short periods of time. Everyone was reminded to go to the Electronic Reading Room (ERR) page on the web site if they have any difficulties using PARS. Known down time for maintenance issues are posted in the dialog box at the top, right-hand side of the page. Also, Mr. Smith has personally sent e-mails to all AUG members when there have been major technical problems.

A concern from the last meeting was about the restriction of documents to the public and its economic impact on them. This was brought to the Commission's attention. Lynn Scattolini did point out to the Commission the impact on public users.

Mr. Smith reminded the AUG users that the meeting minutes and agendas are now on the newly redesigned public web site.

Issues related to Docketed Items in ADAMS

Late availability – One item that was put on the agenda for this meeting was the issue of late availability of documents in ADAMS and the perception that there are fewer documents being released to the public. It was pointed out that there is a built-in 5-day waiting period for documents to be released to the public after entering them into ADAMS. This delay is to allow NRC-generated correspondence to reach the people it was intended for originally. Some of the NRC's recent difficulties have been related to 911 and our mail being irradiated prior to delivery to NRC because of the anthrax scare. Mr. Smith showed those in attendance and described for those on the telephone bridge samples of irradiated documents received from the licensees. During the period of October 2001 to February most of the first and second class mail destined for the Brentwood Postal Facility was delayed, and some documents that were sent for irradiation in Ohio were beyond use and the originator has to be contacted to provide a new copy. This delay in the mail receipt and the damage done to correspondence because of the irradiation process would be a prime reasons for vendors and licensees to use EIE.

A question was asked: Is NRC senior management aware of this problem? The response was that yes, examples of the late and damaged documents have been shown to the Office of Administration. Another question was asked from someone on the telephone bridge: What happened to the CD-ROM received at NRC and shown to those in Rockville? The answer was that the CD-Rom was warped and broken in 5 or 6 pieces.

Referenced Documents in News Releases/Meeting Notices

Another item that an AUG member asked to be put on the agenda dealt with referenced documents in NRC news releases and meeting notices. Mr. Smith asked the PDR staff about this problem and the PDR staff also have had a problem with notices, news releases, and *Federal Register* notices where the notice states a document is available in ADAMS and yet it

has not been released. Mr. Smith contacted Beth Hayden, OCA, and she stated that they try to time the press release to the release of the document in ADAMS. Mr. Smith contacted Sandy Northern, OCIO/FOIA and she stated that she does not check the availability of documents in ADAMS before posting the announcement. Ms. Northern said that it is the office's responsibility to see that the document is available in ADAMS when the meeting notice is posted.

A general comment was made about this issue: The project managers have been doing a good job of providing handouts prior to meetings. Sometimes ADAMS ML numbers of documents are provided and but when searched for in ADAMS they are not found because they have not been released yet. Another question was asked: What percentage of the documents in ADAMS publicly available? Mr. Smith and Mike both concurred that 80% to 90% of the documents are public based on experience in the NUDOCs environment. (Mr. Smith followed up on this and found out that the number is actually closer to 75%.)

Document Coding in ADAMS

Another item on the agenda dealt with the coding of documents in ADAMS. Several people have commented that many documents in ADAMS have been incorrectly profiled requiring multiple searches to find needed documents. It was mentioned that documents currently being processed in ADAMS are now being profiled by contractors using specific templates for specific types of documents. This was work that was previously done by NRC staff throughout the agency thus there were many mistakes. Using a centralized process to code NRC-generated documents will ensure that they will be treated the same as externally-generated documentation that has always been processed by NRC contractors. One onsite participant mentioned that inspection reports lack consistency in the title field. Mr. Collins reiterated that as part of the ADAMS Action Plan that database cleanup has begun and profiling of documents by the contractor will resolve many incorrect profiles. Another person stated that title field entries are not consistent in ADAMS. As an example, inspection reports in the title field can be listed as 2001/01 or 2001/001, etc.

Another onsite person mentioned that there are some duplicate documents in ADAMS. Attendees were asked to provide the ML numbers of these documents for Mr. Smith to forward to the ADAMS Support Team to investigate. Another observation was made that downloading large documents from ADAMS is not always successful and frequently users get kicked off the system. One solution that was proposed is that when getting a large hit list the system will shut down. To avoid this it is recommended that a 50 hit list limit be used. It was also pointed out that documents being put into ADAMS now are being restricted to 200 to 250 pages per document and also creating packages for larger documents with many parts.

BRS and the Legacy Library

The next agenda item covered was about BRS. It was repeated that BRS is an antiquated system. Mr. Smith has acquired an extended hardware and maintenance agreement until September 2002. HP has some spare parts and will send a repairman if they can find someone who is knowledgeable about the system. BRS will be operational for 3 months after the Legacy Library is operational.

A deployment date for the Legacy Library has not been set.

Status of Full-text Searching

The status of full- text searching was covered next. Full-text search capability in ADAMS is not fully functional yet. Single word searching is fine but there remains a problem in phrase searching. Depending on what phrases are used, the software is providing different search results. The NRC is continuing to test the software. Most major documents to date have been fully indexed and the only known exceptions are those with tables, graphs and certain TIF files.

A question was asked : Does this full-text search apply to unedited OCR results? The answer was yes, it does. Another question was posed: What is the time frame for this function to be available? None at this time. The last question was: How do you know that the search results will be accurate? The response was that further testing is being done before the NRC announces that the full-text searching capability is operational. When the full-text search capability is available, a notice will be placed on the web site and a "how to" will also be available on the web site.

PIP

Members were informed that the PDR staff has been trained by Convera on the Retrievalware software package. Three of the six PDR staff have received additional system administrator training. This same software is used by the Social Security Administration for its public web site. Many other agencies use it internally.

Production software has been loaded and Mr. Smith is working closely with PDR staff to develop web pages which is how you will use ADAMS searches. There are 2 screens: a simple search screen and an advanced search screen. A live demonstration of PIP will be provided at a later date and as we get closer to production AUG members will be needed to test the system and provide comments.

Mr. Smith went through the draft Procedures for Accessing PIP distributed before the meeting created from the test library. There was a question after : Is there a limitation on the number of hits? The default can be changed up to 99,999. Another inquiry was: How do we enter the information correctly in advanced search? Use the examples beside each profile field. It was pointed out by another AUG member: I don't have Internet Explorer. How can I access this software? The response was to contact the PDR staff and they will provide you information for downloading Internet Explorer. Another question was: I have a HP Laser Jet 1000 and CITRIX does not have this on the list of printers. How does this affect my printing capabilities with this new software? Because this is a web-based software package, it prints just like any other web site.

Several people on the telephone bridge indicated they had difficulty downloading the Word attachment. Mr. Smith sent hard copies of the draft procedures to those who needed them.

Action Items

Remind NRC staff to better monitor press releases, etc. with release dates of documents in ADAMS.

Title fields are not consistent. Example, inspection reports in the title field have been listed as 2001/01 or 2001/001, etc.

Duplicate documents in ADAMS. After receiving ML numbers from AUG members, Mr. Smith will investigate.

New business

Next meeting is scheduled for June 12, 2002 from 1:00 p.m.-3:00 p.m. The location will be announced later.

The meeting adjourned at 3:00 p.m.