

October 9, 2002

ADAMS USER GROUP MEETING

September 18, 2002

1:00-3:00 p.m.

NRC Headquarters

Room T2 B3

Agenda for the ADAMS User Group Meeting #5

Introductions (1:05-1:15 p.m.)

- Opening remarks - Tom Smith, Moderator
- 1. General announcements (1:15-1:20 p.m.)
 - How the meeting will be conducted for
 - persons present
 - persons on the telephone bridge
- 2. Action items from the 6/12/02 meeting update (1:20-1:30 p.m.)
 - Remind NRC staff to better monitor press releases for ADAMS accession numbers (**See first attached item in this e-mail**)
 - Document Titles: Discussion of the Templates
 - Document Availability in PARS: Status since the Update to 4.0
 - Q&A
- 3) Issues related to Packages in ADAMS (1:30-1:45 p.m.)
 - Is there any way the contents can be released all at once
 - What about package contents: why is there just one item?
 - Q&A
- 4) Issues Related to Meeting Summary Document Coding (1:45-2:00 p.m.)
 - Is the Default Coding for Scanned Documents "non-public"
 - Is there a difference between PDF and TIF files in the way they are treated?
 - Issues related to staff awareness of all the codes
 - Review of forms 665S and 665P
 - A last minute addition dealing with EIE and document availability
 - Q&A

BREAK (2:00-2:15 p.m.)

- 5) Status of BRS and the Legacy Library (2:15-2:30 p.m.)
 - Recent BRS hardware problems
 - Where we stand with maintenance issues
 - Legacy Library
 - Q&A
- 6) Status of Full-Text Searching (2:30-2:35 p.m.)
 - What's currently available
 - Q&A
- Web-based Public Access to ADAMS status update (2:35-2:55 p.m.)
 - Recent Developments
 - How AUG members can obtain a system demo
 - Q&A
- 7) New business (2:55-3:00 p.m.)
 - Plans for next meeting

- Set a date (December 11, 2002 or January 15, 2003???)
8) Adjournment (3:00 p.m.)

The ADAMS User Group (AUG) met for its fifth meeting at 1:05 p.m. on September 18, 2002, at the U.S. Nuclear Regulatory Commission's headquarters in Rockville, Maryland. Thomas Smith, Team Leader of the NRC Public Document Room/Library Section, called the meeting to order and chaired the meeting. Ten members of the public attended the meeting either in person or via the telephone bridge. One NRC staff member attended as a user. Kathleen Ruhlman, a reference librarian from the PDR, was on hand to answer technical questions regarding agenda topics. Teresa Linton (also from the PDR) took the meeting minutes. Michael Collins from the NRC Document Processing Center (DPC) was present to discuss document processes and answer questions.

Mr. Smith talked about the telephone bridge procedures, and then asked the attendees present and on the telephone bridge to introduce themselves. The meeting followed the agenda. There was an opportunity for questions following the discussion of each item.

Action items from June 12, 2002, meeting

Notices citing documents that are not publicly available

Federal Register notices and press releases sometimes announce the availability of a document that has not yet been released to the public. Mr. Smith had prepared a network announcement to remind NRC staff that they need to be sure the document is publicly available before referring the public to it. At the time of the last AUG meeting, the network announcement was going through the concurrence channels. A copy of the NRC network announcement, issued July 15, 2002, was attached to the agenda sent to AUG members.

Title field conventions

Mr. Smith read an email from a user regarding inconsistencies in document titles. When ADAMS first became operational, the staff entered the profile data for their documents. A year ago, the DPC contractor assumed responsibility for document processing. The document author prepares a skeleton profile and the DPC finishes the processing. DPC is aware of inconsistencies in titles and is reviewing and cleaning up older records. Older records that have been reviewed for quality control include monthly operating reports, licensee event reports and inspection reports. The DPC will continue to review the title templates for consistency as resources are available.

Michael Collins explained that document processing in ADAMS eliminated the descriptive title used in NUDOCS/BRS. The DPC processors use the title as given by the author following the usual practice for document profiling. One member present offered to be on any committee formed to standardize titles.

Document availability in PARS: status since upgrade to ADAMS 4.0

Mr. Smith said that there are over 193,000 documents on the public server. Following the upgrade, the PARS library was completely reindexed. Routine checks are done every half hour by the PDR staff to ensure there are no inadvertent releases of documents.

The upgrade to 4.0 went smoothly, though there were some challenges. Some users were seeing ghost printers (i.e. the printer selection shown was not their printer). This problem has

been resolved. There was an error message that appeared sporadically when users tried to log on. This has been resolved. Some Netscape users were unable to log in as a repeat user; they were prompted to download the client again and then were put in a loop. This problem appears to have been resolved.

Mr. Smith asked the members present in person and on the telephone bridge if they had downloaded the upgraded client. Only one member present had done so.

Issues related to packages in ADAMS

There were two questions on the agenda about packages. One question concerned adding documents to packages. Mr. Smith said that packages are final once they appear in PARS. Additional documents cannot be added to the package. At one time, certain users could add documents to packages already released, but this can no longer be done. In the cases of FOIA documents and the like, where there may be a partial response, or several partial responses, then a final response, each response package has a different accession number.

The second question was "Why is there sometimes only one item in a package?" Mr. Smith said that was a good question. Offices are encouraged not to create a package if there is only one item. For example, if a cover letter is public but the attachment is not public, a package should not be created. One member present, an NRC staff member, said this could cause problems for internal staff trying to keep documents together that should be in a package. Ms. Ruhlman, PDR, said that the package container could be profiled as non-public; then the contents that are public would be copied to the public server as stand-alone documents.

Meeting summary document coding

Mr. Smith read a question submitted by a member unable to attend. The member asked if the default coding for scanned documents was "non-public." Mr. Smith explained that the author must decide whether a document is public or non-public. This is required on the Form 665 used for profiling the document.

The question "Is there a difference between PDF and TIFF files in the way they are treated?" was asked on the agenda. Mr. Smith said the answer is no. However, staff are encouraged to use the native format rather than the scanned TIFF image.

The AUG discussed issues related to staff awareness of the profiling codes. Mr. Smith said that all document submitters are trained. The NRC Professional Development Center has courses for staff. Help Desk assistance and reference guides are available. Each office has a designated Records Liaison Officer to help staff with processing. Reminders are sent to staff in the form of network announcements. The forms required for document processing, Forms 665S and 665P, have step-by-step instructions. Copies of these forms were attached to the agenda sent to members prior to the meeting.

Issues related to the E-Rule and Electronic Information Exchange (EIE)

This item was added after the prepared agenda was distributed. An email message from an ADAMS user asked about email submittals and the time required to print them out and process them into ADAMS.

Mr. Smith said that documents are available to the public in ADAMS more quickly than they were in the former paper/microfiche environment. There was then a discussion of electronic documents.

An AUG member present saw a time delay in printing the e-mail and then electronically loading it into ADAMS.

Michael Collins said that email messages that should be official records are printed out along with the property page and sent to the DPC to be scanned and entered into ADAMS. It would be nice to have a feature to automatically that would convert the e-mail to an ADAMS document, but that feature is not available.

Mr. Collins also said that the EIE will speed up document availability. For documents received by mail, there is the radiation process; then DPC processing takes about a day. Documents are released to the public server 5 days after they are added to the system. This is agency policy. Few formal submittals are presently allowed by email. Internal agency document processing policy will not change with EIE.

A member present asked when she could they expect to see a document on PARS that was dated last Friday.

Answer: That depends on the mail time which can vary. Then there is the 5-day wait to release the document after it has been added to ADAMS.

Another member asked about FSARs (Final Safety Analysis Reports) and why they are not put into ADAMS. He thought the idea of ADAMS was to have all documents available electronically.

Mr. Collins said the file size can prevent some users from being able to download a document. Many large documents are submitted to NRC on CD ROM. Having the document on CD ROM retains the hyperlinks and CD ROM publishing features that would be lost if the document were put into ADAMS in multiple pieces.

PDR staff mentioned that the PDR copy contractor can copy CD ROM to CD ROM for \$10, saving the public a considerable amount of money (the paper copy fee 15 cents per page) and maintaining the CD ROM features such as imbedded hyperlinks.

Status of BRS and Legacy Library

Mr. Smith discussed the recent BRS hardware problems: loss of full text for the 17,000 documents that are in BRS in full text; a modem/Telnet problem that required several days to fix; and several system crashes due to control boards that had to be replaced. The BRS HP maintenance contract has been extended to March 31, 2003.

The deployment of the Legacy Library is projected for November 27, 2002. PDR staff have been doing some testing recently. Quality assurance is being done on the older records.

Status of full-text searching

In release 4.0 of ADAMS, the data base was completely reindexed. Mr. Smith said that the staff was currently evaluating PARS for completeness and testing functionality. Once the testing is completed, an announcement will be posted on the Web site and AUG members will be informed by e-mail.

Web-based public access to ADAMS

Mr. Smith described some of the enhancements that have been made to the Web-based access being developed. These include a "more like this" feature that searches on the attributes of a relevant document to find other documents that are similar and an "already seen" feature that indicates the documents that the user has already viewed.

Mr. Smith is working with a statistician to try to determine what the concurrent usage would be of the system. Mercury Interactive is involved in performing stress tests on the system based on the various levels of concurrent usage. The options for deployment of the Web-based access are to deploy on schedule (end of October); deploy and upgrade the server hardware shortly thereafter (if necessary based on estimated concurrent usage); or postpone deployment until the server is upgraded (if necessary based on estimated concurrent usage).

A member attending via the phone bridge said that deployment should be as soon as possible and delaying it would be an inconvenience to the public. He said the Web-based access is long overdue.

A member attending in person asked if the public could have the opportunity to test the Web-based system from home before deployment and said that one of the problems with ADAMS was that it worked fine when tested from the PDR, but there were problems for offsite users when it was deployed. Mr. Smith said he did not know if home testing would be possible but he would look into it.

Scheduling the next meeting

The members were polled about the date for the next meeting. January 15, 2003, and mid-December 2002 were suggested but the latter date might be impractical due to the holidays. The members present requested that the next meeting be scheduled shortly after the deployment of the Web-based access system.

The meeting adjourned at 2:30 p.m. Members present were invited to see a demonstration of the Web-based access following the adjournment.