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NUCLEAR REGULATORY COMMISSION

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OFFICE OF ADMINISTRATION

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WEBINAR ON

NATIONAL SOURCE TRACKING SYSTEM (NSTS)

VERSION 2.0.1

FOR LICENSEES

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P R O C E E D I N G S

MS. WU: Thank you all for joining us today. This is the NSTS Version 2 webinar for licensees.

I'd like to introduce the speakers on today's webinar. I'm Irene Wu and I'm the Project Manager for the National Source Tracking System here at the NRC. Shortly I'll be turning it over to Jeff Boston from the NSTS help desk who will be showing you some of the new features of NSTS for licensees.

During the webinar, we ask that you please put your phone on mute because we have a lot of people on the call. And if you have questions, please use the webinar features to ask the questions. Please try to keep your questions focused on Version 2. And we will try to answer your questions throughout the demo as they are sent in.

Thanks and I'll turn it over to Jeff.

MR. BOSTON: Thanks, Irene. As Irene said, we're going to be addressing Version 2 of the NSTS and there have been quite a few new functions and enhancements added in this release. We're going to briefly address those new functions, some of which are available to licensees. Most of them are in fact available to agency staff and NSTS analysts. But we'll address all of them briefly and then go into detail with demonstrations of those features that are available to the licensees.

I have marked in this list those new functions which are available to licensees. The same features are also available to agency staff as well as those that don't have a user designation beside them.

Review and pending overdue transfers, you'll find that in -- Well, that's actually in the main menu as just review pending transfers. But it lets agency staff get details on pending and overdue transfers that involve licensees at their agency either as the sender or receiver. A pending transfer, the shipment that has been reported as received but for which the sender has not yet submitted a report of the transfer. So to complete the processing of this shipment, the sender needs to go in and make their report of the transfer.

An overdue transfer is the shipment that has not been reported as received by the estimated arrival date that the sender entered on their transfer report.

Review transfer history, this is a feature available to licensees for the licensee's own transfers, can be used to view a history of source transfer. And an agency staff member can choose to view the transfer history for any of the licensees of his agency. And that will show a list of shipments both those received and imported and those that were shipped or exported by that licensee.

Review transfer progress, another licensee function, lets licensees and agency staff view the status of open source transfers reported to the NSTS. This report provides a single screen view of all the data entered by both parties to that transfer. But again this focuses on shipments that are currently open, not yet reported as received.

View source history provides the history of the selected source including transfers and status changes and essentially provides a full life cycle record of the source from cradle to grave.

Another licensee function that's been added is specify long-term storage sources. A licensee that has sources which they are no longer using and yet it can't be disposed of like a greater than Class C source can use NSTS to indicate that this source has been placed in long-term storage. The agency staff can then use the review long-term storage sources function to retrieve a list of tracked sources which are in long-term storage.

Under import/export notification functionality, record import and export notifications. The International Atomic Energy Agency Code of Conduct requires that exporting companies notify both those their own regulatory authority and that of the importing country prior to making shipment of Category 1 or 2 sources. The NRC will use this record import or export notification feature to record the notifications received from foreign companies of source shipments to U.S. licensees and record notifications received from U.S. licensees of sources to be sent to foreign countries.

Such a notification can then be referenced in a licensee's report of receipt of an imported source or the report of a source export, the update import and export notifications features used by NRC to retrieve of list of import and export notifications and make updates or delete those notifications, review import and export notifications of available to both the NRC and to individual agency staff to retrieve of list of import and export notification to review the details of those notifications.

Under lost and stolen sources, a licensee must report to its respective agency, either the NRC, the agreement state or the DOE, when a source is lost or stolen. The recording of a lost or stolen source in the NSTS is typically done by the NRC operations center or by an agreement state or DOE equivalent organization.

Then there is the function to review lost and stolen sources. It can be used by agency staff to retrieve a list of all sources that have been reported as lost or stolen.

Record found sources. A licensee or a member of the public may report finding a source to the NRC or an agreement state or the DOE. And a report of a found source has been entered in the NSTS typically by the NRC operation center or the equivalent organization of an agreement state or the DOE.

Record irretrievable sources. A licensee must report to its licensing agency, the NRC or agreement state or DOE when a source is irretrievable. Perhaps it's been lost in a test well or something. But the recording of an irretrievable source again is done by the NRC operations center or equivalent organization for an agreement state or the DOE.

Query capabilities that have been added. Queries as opposed to getting the details on a shipment or a source are normally used to generate a list of such items. Query source is used to retrieve a list and a summary review of tracked sources based on a selection of specific search criteria.

Only those sources which the user is authorized to view will be displayed. So an NRC staff member would be able to get a list of sources from licensees throughout the country. But an agreement state staff member would be able to retrieve that list of sources only for licensees of his agency.

Query licenses. Lets agency staff retrieve a list of licenses based on selection of specific criteria. And this list can be viewed on screen and can also be saved as an Excel worksheet so that they could use that to generate mailing labels or can be saved as a PDF file.

Query transfers and receipts. Used to retrieve a list of imports, exports or domestic transfers based on selection of specific criteria.

Alert functionality is a new feature in NSTS Version 2. Specific system events such as a report of an unrecorded source or an overdue source shipment are used as the trigger to generate an alert and to send an email notification of the event to designated recipients. And those recipients may be the licensee, an agency staff member or administrative staff.

The current alerts feature is available to provide details of alerts which a user is a recipient. So the alerts will be sent to an alert manager which is a user designated for each licensee or for each agency. And depending upon the alert such as an overdue shipment, the alert manager for the licensee which needs to report receipt of that shipment will receive the email notification.

They'll be able to go into NSTS and using the current alerts function will be able to retrieve a list of alerts on which they are the recipient and then see the details. The email message that is sent out is purposefully vague so as to not provide any source or shipment information to someone that doesn't need that information.

Update alert status lets agency staff monitor and update the status of alerts generated by the NSTS. And review alert history lets agency staff review the details and the history of alerts.

Also considered part of the alert

functionality is the function to let a user send a message to an NSTS internal mailbox. And that mailbox is monitored by the NSTS help desk. So this is an additional way to contact the help desk. You've already got the ability to give us a call on the phone or to send us an email at NSTS help at nrc.gov. Then the help desk will use the update message in the NSTS mailbox to retrieve the messages and close selected message after taking action on them.

Manage reports allows agency staff to generate, view and download reports of NSTS data. These reports are predefined based on a request from the NRC to create a report and then agency staff can go in and select a report, define the report parameters and either generate the report to view on screen, to download or schedule that report to run in the future or on a set schedule such as once a week, once a month.

Maintain report schedules is available to agency staff to go in and view the output of scheduled reports. When they schedule a report to run, say, on a weekly basis each time that report runs they'll get notification that the report is run and that there is an incidence of that report available to view or download. And the maintain report schedules lets them go in and retrieve that instance of the report.

Some administrator only functions, maintain vicinity. It used by a system administrator to create and modify a vicinity by specifying a list of zip codes. A vicinity is a geographical area that's defined by a specific set of zip codes. Would probably find the most useful application in such an event like what happened at Joplin, Missouri where you have a natural disaster. If this occurred over a larger region, then agency staff could have the administrator define a vicinity based on a set of zip codes and then do searches on the sources or licensees within that vicinity.

Maintain license relationship is used to define a parent-child association of multiple licenses. For example, a company that has offices in several states and individual licenses for each offices reports research and analysis can be performed by agency staff on that group of associated licenses.

Maintain alert rules is an administrative function used to create and update the rules and the recipients of alerts which are generated by NSTS.

The NRC requests that a new alert be created in the system. And that requires the coordination of system engineering and administrative to develop an alert script and an alert rule. Together the script and the rule will generate a message specific and appropriate to the event which triggers the alert.

Upload report is the function an administrator would use to take a new report developed by system engineering and make it available in the system.

And the last new feature available to licensees and all users is obtain supporting information. And by clicking this in your main menu, you'll get links to reference documents and other websites that are related to the National Source Tracking System.

This is a little prettier view of those new features that are available to licensees. The first feature we're going to talk about is review transfer history. The review transfer history function allows you to view information on domestic and foreign transfers sent by or received by your license. This features enables you to view the details of shipments including shipment type, status, sending date, receipt date, and to whom a shipment was made or from whom it was received. You're also able to view the details of the sources in the shipment by using a source details link.

Now I've logged in to our NSTS staging area to test development area. And I've logged in as a licensee with two licenses. So I'll select one of those licenses. And it gives me a view as if I was a State of Texas licensee.

Under review transfer history, by default for the licensee, it just displays a complete list of transfer shipments to which this license has been a party either as the sender or a receiver. And by looking at the transfer type you can see whether for this particular shipment this licensee was the sender or was the receiver.

And those column headers that are underlined allow you to do a sort on the list by the contents of that field. So shipment type I could group all of these types of shipment statuses together. I could also sort by the sending date in ascending order. The same with receipt date.

If I want to get the information on sources within that particular shipment, I can click on that source details link.

Again all the information in the staging area is fictitious. We're not doing any real source or shipment information.

So the next piece, review transfer progress. Where review transfer history gave a listing of all transfers to which the licensee had been a party, the review transfer progress limits the results to only open shipments. This feature enables you to view the details of open shipments including shipment type, status, sending date, estimated arrival date and to whom or from whom a shipment was made.

Review transfer progress. It provides a search screen. But this search screen would be of more use to an agency staff that has access to the open shipments of multiple licenses and the option would be to view shipments that involve a specific sending licensee or receiving licensee or shipments that contain a specific isotope or a specific make and model of source, a way to filter the results.

Whereas most individual licensees are going to have only a few open shipments at one time. And it's most convenient then for a license to just click on the search button and display a full list of any open shipments. That list will be displayed below the search form.

In this case, this Texas licensee is party to two overdue shipments. For one of these shipments, the Texas licensee was the sender. So action is required by the receiving licensee to clear this transfer. In the other case the Texas licensee is the receiver and needs to then receive this shipment if it in fact has been received and also view the details. So this gives you a complete view of the information entered by both the sender and the receiver on shipments.

If I do previous, it will take me back to the list of open shipments. Back to menu would just take me back to my main menu and allow me to choose a different function.

Okay. We'll go back to the main menu. In the instance of the open statement that is to be received, the action by this particular licensee would be to open and receive shipments domestic and then receive that shipment if it in fact has been received. This particular open overdue shipment would generate an alert and a copy of that alert notification would come by email to the alert manager for this Texas licensee.

When that alert manager logged on to NSTS, he would find the notification of new alerts at the top of the main menu and would also be able to go down to current alerts to view that list of alerts.

All right. Specify long-term storage sources. Again this allows you as a licensee to indicate that a source which is no longer in use but that can't be disposed of has been placed in long-term storage. So from the licensee's main menu, specify long-term storage sources. Now you can do a search for a specific source. If you got only a few sources, you can do search and display that list. And from your list you can go ahead and select a source to place in long-term storage.

What you're asked for them is the date that that source was placed in long-term storage. And we'll just call it today's date. We'll provide a reason. And I recommend that you provide in the comment information that will inform whoever looks at that comment that the source is in long-term storage. There are some lists and reports that will include the comment but not specify the source is in long-term storage. So this is a way to provide that information.

When you save that, you'll get a confirmation screen. You can print this out for your own records. But the action now would be to go back to the main menu. The specify long-term storage source would be used to select and note that a different source was in long-term storage. So we'll go back to the main menu.

All right. Current alerts. Again there are specific system events which require the attention of licensees and agency staff. When such events occur, the system will generate an alert, present it to the user when they log into the system. Email and notification of that alert to the designated alert recipients and log the alert and any updates to that alert. The alerts are generated in response to rules maintained by the system administrator.

Some of those events include an overdue annual inventory reconciliation, pending transfers -- again a shipment has been reported as received but the sender didn't enter their transfer report -- overdue transfers. A source that decays below Category 2 will also generate an alert.

At the moment, alerts are not turned on. We had them on for about a week. And now some review of the alert process is being done before they're turned on again.

So this particular user has four alerts

to review. I can click here. That's a link. Or I can click down here under current alerts and display a list of the alerts.

Now you see the alert details includes like for an overdue shipment the sender and the receiver information. Also provides me information on who is the primary recipient of this alert and a secondary recipient. An overdue shipment alert, the primary would be the licensee and the secondary recipient would be the licensing agency of that licensee.

You could also select an alert to do an update. The only two updates you would really want to use would be the update status. The primary recipient can change the status to closed. But most of the alerts, the alerts that are actually sent to the licensees would be closed on the basis of resolving the condition that generated that alert. So for an overdue transfer once that shipment has been received the alert will be closed and will disappear from this recipient's alert list. The recipient also has the option to enter a comment, any explanatory information with regard to the event that triggered the alert.

Built into the system is a capability to change the primary recipient. I caution you against doing so because although you may find another user available in a list to be named, the primary recipient doing so, if they are not a designated alert manager in the system although they will find the alert in their list of alerts, they won't be able to do any status updates. So it would behoove you to just leave yourself as the primary recipient if you receive alerts.

By doing previous, I go back to my list of alerts. I can do a save to save any changes I've made. The reset button would take the status back to the status when I opened this alert and it would also remove a comment that I may have typed in. If I change the primary recipient though, it would not reset that primary recipient. You would want to do cancel in order to avoid making a change to the primary recipient.

If not, we'll go back to the menu and look at a couple of other features for which I don't have slides. One is the send a message to the NSTS mailbox. This is available to all users. We would ask that you provide the email address and phone at which you would like to receive a response from the help desk and then type in a complete but concise statement of either your request or the problem that you've encountered needing resolution. When you send that it will then be available to the NSTS help desk.

And the last feature obtains supporting information. Again gives you links to frequently asked questions about the NSTS, a link to the actual rule published by NRC that established the National Source Tracking System, a link to the NSTS page at the NRC website and then links to external websites for the International Atomic Energy Agency, DOE and NRC where you can find additional information related to NSTS and the tracking of sealed sources.

The discussion of the new features and then all the features of NSTS can be found by clicking help within the NSTS. In the lefthand column you click on the NSTS functions and you'll see all the various functions and by selecting one you'll get a description of that function and be stepped through the screens that are involved in the use of that function in the NSTS.

From the main menu, you can also select computer-based training and actually have those features demonstrated to you.

MS. WU: If that's all the questions, I just want to thank everyone for their participation today and I hope you found the webinar useful. Again, if you need any refresher, you can go to the NSTS website and click on resources for online reporting and view the computer-based training modules there. Also on that website the slides that Jeff are presented are already posted on there. And then you always use the NSTS help desk as a resource if you have questions.

(End of webinar.)