MASTER

NATIONAL WASTE TERMINAL STORAGE PROGRAM

INFORMATION MANAGEMENT PLAN

VOLUME I

MANAGEMENT SUMMARY

MAY 1977

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**UNION
CARBIDE**

OFFICE OF WASTE ISOLATION
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THE OFFICE OF WASTE ISOLATION
UNION CARBIDE CORPORATION—NUCLEAR DIVISION

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SECTION ONE INTRODUCTION

1.1 BACKGROUND

The importance, the life span and the complexity of the NWTs Program are factors which contribute to the need for a comprehensive information management plan to provide for the systematic processing of large amounts of internally prepared and externally acquired documentation that will accrue to the Office of Waste Isolation (OWI) during the next decade.

The Information Management Plan of the National Waste Terminal Storage (NWTs) Program is based on time-proven procedures developed by government and industry for the requirements determination, acquisition, and the administration of documentation.

1.2 OBJECTIVE

The objective of the NWTs Information Management Plan is to describe the OWI concepts for the cost effective and systematic identification, preparation, acquisition, dissemination, retrieval, retention and maintenance of all management and technical documentation required for the NWTs Program.

1.3 PURPOSE

The purpose of the NWTs Information Management Plan is to establish the basis for the planning, development, implementation, operation and maintenance of the NWTs Information

Management System. This plan will help assure that documentation meets required quality standards and that each organization's needs are reflected when soliciting documentation from subcontractors. An example would be the Quality Assurance documentation requirements necessary to comply with eventual NRC licensing regulations.

1.4 SCOPE

The provisions of the NWTs Information Management Plan will apply to all documentation from OWI contractors, subcontractors, and suppliers, and to OWI organizations for documentation prepared periodically for external dissemination.

1.5 RESPONSIBILITY

The OWI Documentation Manager will be responsible for the development, implementation and operation of the NWTs Information Management System. He will be assisted by the Documentation Review Team which will consist of representatives from the various OWI organizations. Each team member will be authorized by his department manager to act for the department in matters pertaining to documentation requirements.

SECTION TWO SYSTEM SUMMARY

2.1 SYSTEM OVERVIEW

The planned NWTS Information Management System described in figure 2-1 will consist of four major functions, namely: (1) Requirements Definition, (2) Preparation, (3) Administration, and (4) Documentation Control. The plan also provides for interacting with other external documentation systems whenever appropriate. Each of these major functions are described in the following paragraphs.

2.2 REQUIREMENTS DEFINITION

The definition of documentation requirements and preparation responsibilities will be accomplished by determining the NWTS documentation requirements which will be periodically imposed by ERDA, EPA, NRC, and other agencies, and the responsibilities of OWI subcontractors. When the requirements have been determined, a prepared form called a Documentation Item Description (DID) will be completed that will specify the form and content of each document. A comprehensive OWI Documentation Requirements List (DRL) will also be prepared, listing the responsible OWI organization and the documentation (DIDs) required. The DRL will also contain the type and number of copies required, distribution, and delivery schedule.

Figure 2-1. NWTIS Information Management Plan Overview

2.3 PREPARATION

Technical and Management documentation may be prepared from several sources: (1) solely from OWI, (2) a combination of OWI compiled documentation and contractor provided documents, and (3) solely contractor provided. Responsible OWI organizations or their designated contractors (as directed by the DRLs) will prepare the items of documentation as specified in the DIDs.

2.4 DISTRIBUTION AND STORAGE

A distribution, storage, retention and retrieval capability will be provided appropriate to the documentation and information requirements of the NWTs program.

2.4.1 DOCUMENTATION ADMINISTRATION

Examples of documentation administration activities that will be utilized include:

- Library operation
- Documentation receiving
- Cataloging
- Acceptance
- Storage/retrieval
- Maintenance
- Distribution
- Revision criteria
- Retention criteria
- Document/data/equipment interface.

2.4.2 DOCUMENTATION CONTEMPLATED

Examples of the types of information and documentation pertinent to the NWTS Program will include:

A. Management Documentation

- Correspondence logs
- Cost reports
- Budget data
- Interface information
- Status reports
- Personnel qualifications and training
- Configuration status accounting.

B. Technical Documentation

- QA records
- Study reports
- Environmental impact
- Geologic analysis
- Master publications list
- Master drawing list
- Test plan/results
- Personnel radiation levels
- Measuring and test equipment calibration
- Master equipment list.

2.5 CONTROL

A documentation control function will be included within the system that is capable of providing tracking and status reporting of all documentation within the responsibility of the OWI.

Figure 2-2 illustrates the status reporting hierarchy.

2.5.1 EXTERNALLY DELIVERED DOCUMENTATION

The status of the delivery of the types, number of copies, and distribution of all documentation to external requesting entities such as ERDA, EPA and NRC will be monitored by the Documentation Manager. The OWI DRL Status Report will provide this information.

2.5.2 INTERNALLY PREPARED AND COMPILED DOCUMENTATION

The Documentation Manager will monitor the status of documentation that will be prepared and compiled by OWI organizations. The Organization DRL Status Report will provide this information.

2.5.3 CONTRACTOR PREPARED DOCUMENTATION

The Documentation Review Team members will monitor the status of contractor documentation deliveries. The Contractor DRL Status Report will provide this information.

2.5.4 INTERFACE CONTROL WITH OTHER INFORMATION MANAGEMENT SYSTEMS

Procedures will be provided within the system to ensure interface capability between the NWTs Information Management System and other information management systems external to OWI that are pertinent to the NWTs Program.