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NATIONAL WASTE TERMINAL STORAGE PROGRAM

INFORMATION MANAGEMENT PLAN

VOLUME II

PLAN DESCRIPTION

MAY 1977

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**UNION
CARBIDE**

OFFICE OF WASTE ISOLATION
OAK RIDGE, TENNESSEE

*prepared for the U.S. ENERGY RESEARCH AND DEVELOPMENT ADMINISTRATION
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**NATIONAL WASTE TERMINAL
STORAGE PROGRAM
INFORMATION MANAGEMENT
PLAN
VOLUME II
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**THE OFFICE OF WASTE ISOLATION
UNION CARBIDE CORPORATION—NUCLEAR DIVISION**

MAY 1977

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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 specified 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 requirement 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 the identification of responsibilities for the solicitation, acquisition, compilation, preparation and distribution of documentation are the first steps discussed under the Requirements Definition function. The following activities are accomplished under this function:

2.2.1 DOCUMENTATION REQUIREMENTS DEFINITION

The Documentation Manager, with the assistance of the Documentation Review Team, will establish at the earliest date, documentation requirements for all phases (i.e., Research, Development, Construction, and Operational Support) of the program. A Documentation Item Description (DID) will be prepared which describes the format and content of each item

of documentation which (a) is required periodically for dissemination outside of OWI or (b) is required from OWI subcontractors. These DIDs will become part of the Uniform NWTs Documentation Catalog.

2.2.2 UNIFORM NWTs DOCUMENTATION CATALOG

The Uniform NWTs Documentation Catalog shall be prepared as a standard reference for the OWI organization. Certain sections of the Documentation Catalog will be made available for advance study by qualified potential subcontractors in the NWTs Program to enable them to provide more comprehensive responses to OWI proposals. The Uniform Documentation Catalog shall include:

- The Uniform NWTs Documentation Catalog Index
- Compilation of Technical DIDs relevant to the NWTs Program
- Compilation of Management DIDs relevant to the NWTs Program.

2.2.3 OWI DOCUMENTATION REQUIREMENTS LIST (DRL)

The requirements for OWI externally delivered technical documentation and management information shall be compiled by the Documentation Manager and itemized on the OWI DRL. The technical documentation requirements and management information requirements will be categorized separately within the list. The OWI DRL shall contain:

- OWI technical documentation deliverables
- OWI management documentation deliverables
- The applicable Documentation Item Descriptions (DIDs) for each deliverable
- Schedule and frequency of the delivery of the documentation
- The type of copies
- The number of copies
- Distribution list.

This DRL will be input to the Documentation Control function and will be utilized to track and status OWI responses to the defined requirements.

2.2.4 ORGANIZATION DRL

The Organization DRL is prepared to ensure internal response to the external requirements listed in the OWI DRL. The Organization DRL identifies each OWI Department which will be responsible for the acquisition, preparation, or compilation, and delivery of:

- Items of documentation listed on the OWI DRL
- Items of documentation required from subcontractors.

The Organization DRL shall also contain:

- OWI Organization responsibilities for each item of technical and management documentation listed above
- The schedule and frequency of delivery of the documentation
- The type of copies
- The number of copies
- Distribution list.

The Organization DRL will be input to the Documentation Control function and will be utilized to track and status each department to the defined requirements.

2.3 DOCUMENTATION PREPARATION

The next function shown in figure 2-1 is Documentation Preparation. The activities within this function involve the documentation prepared by: (1) OWI, (2) Combined OWI and Contractors, and (3) solely by the Contractors.

2.3.1 OWI PREPARED DOCUMENTATION

Based on the definition of documentation requirements and determination of responsibilities accomplished by the Documentation Review Team, the OWI DRL is completed by the Review

Team to call out the Documentation Item Descriptions for each item to be prepared for periodic external delivery by the OWI Organizations. The DRL is then distributed by the Documentation Manager to the OWI Organizations to initiate preparation of the documentation. OWI Organizations will prepare the items as specified in the DIDs listed on the DRL. The documentation will then be delivered in accordance with the schedules and distribution instructions of the DRL.

2.3.2 COMBINED SOURCE DOCUMENTATION

This category of documentation depends on information from contractor sources before OWI Organizations can complete and deliver their documentation. The acquisition of contractor prepared documentation is discussed in the following paragraphs:

2.3.3 CONTRACTOR PREPARED DOCUMENTATION

The Documentation Preparation activities of figure 2-1 describes the events that are necessary in the procurement of contractor technical and management documentation.

A. Solicitation

Whenever a Procurement Request is initiated within the OWI Organization, the Documentation Manager will initiate a Documentation Call to the Documentation Review Team members. This Call is a formal request to all OWI Organizations to state their requirements for documentation to be obtained from the contractor. The Review Team members will select documentation from the Catalog. The items to be prepared by a specific contractor will be listed by DID number as line items on the Contract Documentation Requirements List (CDRL). The CDRL will then be included by the Documentation Manager as part of the solicitation to which the prospective contractors may respond.

B. Source Selection

Proposals submitted by potential contractors will be reviewed by the Documentation Review Team for responsiveness to the CDRL. Based on the findings of the Review Team, the Documentation Manager will submit recommendations to the Source Selection activity.

C. Contract Negotiation

Wherever feasible, the Documentation Manager, with the assistance of the Documentation Review Team, shall participate in negotiations with potential contractors for the most favorable delivery commitment of contractor documentation prior to contract award.

2.4 DOCUMENTATION ADMINISTRATION

Documentation Administration includes such activities as documentation delivery, acceptance and quality assurance, distribution, storage, retrieval, and retention.

2.4.1 DELIVERY

Contract documentation will be delivered to OWI in the form prescribed in the Documentation Item Descriptions. The type and number of copies of the documentation are then delivered in accordance with the schedule prescribed in the Contract Documentation Requirements List. The delivery of the documentation shall be noted within the Documentation Control function as the initial action of the Documentation Acceptance activity.

2.4.2 QUALITY ASSURANCE

Before documentation is formally accepted by OWI as a contract deliverable, the form and content will be inspected by the requesting department. If the documentation is not accepted by the OWI, it shall be returned to the contractor for correction and a new delivery schedule negotiated.

2.4.3 DISTRIBUTION AND STORAGE

Provisions shall be made for adequate facilities and equipment to provide for the receipt, storage, updating, distribution and maintenance of the documentation received from both internal and external sources.

2.4.4 DOCUMENTATION ADMINISTRATION ACTIVITIES

A more detailed listing of documentation administration activities that will be utilized includes:

- Library operation
- Documentation receiving
- Cataloging
- Acceptance and quality assurance
- Storage/retrieval
- Maintenance
- Distribution
- Revision Criteria
- Retention Criteria
- Documentation/data/equipment interface.

2.4.5 DOCUMENTATION CONTEMPLATED

Examples of the types of information and documentation pertinent to the NWTs Program may include:

A. Management Documentation

- Correspondence logs
- Cost reports
- Budget Data
- Interface information
- Status Reports
- Personnel qualification 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 DOCUMENTATION CONTROL

The Documentation Manager will insure that documentation is distributed on schedule, in the correct format, with appropriate content and in the prescribed number of copies. In addition to the quality control of documentation exercised through the documentation acceptance activity the Documentation Manager will insure that both outgoing and incoming documents will be accounted for in terms of receipt, acceptance, inventory status and delinquency reporting.

2.5.1 DOCUMENTATION REQUIREMENTS LISTS (DRL) STATUS

Figure 2-2 illustrates the hierarchical relationship of Documentation Requirements List status.

A. OWI DRL Status

The documentation requirements on the OWI DRL represent the OWI documentation to be delivered in response to Agency and other external requirements for OWI prepared and compiled documentation. The status of the delivery of the OWI prepared documents shall be monitored by the Documentation Control function which

* DOCUMENTATION REQUIREMENTS LIST

Figure 2-2. Documentation Requirements Status Reporting Hierarchy

will provide the basis for a recurring OWI DRL Status report to be prepared by the Documentation Manager for the OWI Director and Departments.

B. Organization DRL Status

The requirements of the Organization DRL represent the documentation that will be prepared by OWI Organizations and departments for periodic external delivery in support of the requirements of the OWI DRL. A recurring status report shall be prepared by the Documentation Manager for the information of the OWI Director and Department Managers.

C. Contract DRL Status

The documentation requirements of the Contract DRL are contractual commitments to be provided by a contractor to the OWI. A CDRL is included as part of the contract. The status of both the scheduled delivery and OWI acceptance of contractor prepared documentation will be monitored by the Documentation Control function. A recurring Contract DRL Status Report shall be prepared for the information of the Department Managers. An action copy of the Contract DRL Status Report will serve as a delinquency report to be delivered to a contractor who is deficient in either delivery or quality of documentation.

APPENDIXES

APPENDIX A
GLOSSARY OF TERMS

ACCEPTANCE

Before documentation is formally accepted by the OWI as a contractually completed item of documentation, the form and content will be inspected by the requesting department as a quality assurance activity.

COMBINED SOURCE
DOCUMENTATION

This refers to documentation that is prepared for external distribution by OWI organizations and departments which is derived in part from contractor delivered documentation.

CONTRACT DOCUMENTATION
REQUIREMENTS LIST (CDRL)

A usage of the Documentation Requirements List form for the acquisition of contractor delivered documentation. The DRL lists the documentation requirements that are authorized for a specific procurement and which are made a part of the contract.

DOCUMENTATION

The term "documentation" as used here, includes all administrative, management, financial, scientific, engineering, and logistic information which is prepared by the OWI or acquired for delivery from OWI contractors, sub-contractors and suppliers.

DOCUMENTATION CONTROL
FUNCTION

The Documentation Control Function will provide tracking and status reporting of all documentation for which OWI is responsible.

DOCUMENTATION CALL

A request by the Documentation Manager, to all OWI organizations to submit their requirements for contractor prepared documentation on a given procurement action. A call may also be issued solely for OWI prepared documentation which is to be used for periodic external deliveries by OWI.

DOCUMENTATION ITEM
DESCRIPTION (DID)

A form which describes an item of information or document required to be prepared by an OWI organization or a contractor. This form defines the item description format and content preparation instructions.

DOCUMENTATION
MANAGEMENT

The discipline which embraces the identification, coordination, collation, validation, administration and control of documentation requirements; planning for the timely and economical acquisition of documentation; insuring the adequacy of documentation for its intended use; and management of the documentation after receipt.

DOCUMENTATION MANAGER	The Documentation Manager will be the individual responsible for the development and operation of the NWTS Information Management System.
DOCUMENTATION REVIEW TEAM	A group comprised of staff specialists and representatives from the OWI departments.
DOCUMENTATION REQUIREMENTS LIST (DRL)	A Documentation Requirements List (DRL) will list all the Documentation Item Descriptions (DIDs) and associated information which pertains to each item of documentation required by the OWI. There are three types of DRLs: the OWI DRL, the Organizational DRL, and the Contract DRL.
DOCUMENTATION REQUIREMENTS LIST STATUS	The status of the documentation which is to be delivered in compliance with a Documentation Requirements List (DRL) in terms of schedule, number of copies, and distribution.
OWI DOCUMENTATION REQUIREMENTS LIST (OWI DRL)	The OWI DRL separately lists the documentation items required as OWI externally delivered technical documentation and management information. The Documentation Manager will be responsible for compiling the OWI DRL.
ORGANIZATION DOCUMENTATION REQUIREMENTS LIST (ORGANIZATION DRL)	The Organization DRL lists the internally prepared documentation necessary to support requirements of the OWI DRL.
UNIFORM NWTS DOCUMENTATION CATALOG	The Uniform NWTS Documentation Catalog will contain an exhaustive compilation of Documentation Item Descriptions that define the technical documentation and management information that is relevant to the NWTS Program.
UNIFORM NWTS DOCUMENTATION CATALOG INDEX	The Catalog Index lists the Documentation Item Descriptions contained in the Catalog.

APPENDIX B
DOCUMENTATION REQUIREMENTS LIST (DRL)
INSTRUCTIONS FOR COMPLETING

1. General

- a. The Documentation Requirements List (DRL) or its mechanized equivalent is to be used as the vehicle for listing all documentation and information to be provided by the contractor.
- b. This form will also be utilized as the OWI DRL and Organization DRL, with the appropriate modifications that will be defined by the Documentation Manager.

2. Instructions for Preparation of a Contractor Documentation Requirements List (CDRL)

- a. ATCH NR - Enter the attachment number, if form is an attachment to a Contract/Procurement Request. Note: For procurement purposes, Contract Documentation Requirements Lists NWTS Form may be used as an exhibit to expand contract line items.
- b. TO EXHIBIT - On RFPs/IFBs and contracts, enter CDRL Exhibit Number when incorporated into the contract in accordance with existing UCC/ND or OWI instructions.
- c. TO CONTRACT/PR - Enter the actual Contract Number, if known; if unknown, enter the Procurement Request (PR) number or other appropriate designator.
- d. CATEGORY - If categories of documentation are used (e.g., drawings), the CDRL may be divided using these categories. A new form shall normally be started with each category. If, however, the CDRL contains a few items and numerous categories, this field should be left blank, depending on the Uniform NWTS Documentation Catalog instructions.
- e. SYSTEM/ITEM - Enter the system/item/project designator or name.
- f. CONTRACTOR - A contractor's name or identification code shall be placed in this field.

g. PREPARED BY/DATE - Use to be specified by OWI.

h. APPROVED BY/DATE - Use to be specified by OWI.

NOTE: ENTRIES (a) and (b) must be completed on the first page of the CDRL only.

ENTRIES (c), (d), (e) and (f) should be completed on all pages for ease of identification. ENTRIES (g) and (h) must be completed on the last page of the CDRL only.

i. Detailed Documentation Block Information (Blocks 1-22)

Block 1. -- Sequence Number -- To be specified in accordance with OWI instructions.

Block 2. -- Title or Description of Documentation -- Enter the official title or a brief description of the document. This title should be identical to the Documentation Item Description (DID) title with Block 3 being used for further identification, if required.

Block 3. -- Subtitle of Documentation -- If the title requires further identification, enter a subtitle.

Block 4. -- Authority, DID Number -- Enter the DID Number of the specific paragraph number of the applicable specification, standard, exhibit, etc., which provides the documentation preparation instructions.

Block 5. -- Contract Reference -- Enter the specific paragraph number of the Contract, Procurement Request, System Specification, or other applicable document which shall assist in identifying the effort associated with the documentation authorized by Block 4 above.

Block 6. -- Technical Office -- Enter the Technical Office of primary responsibility. This is the office responsible for assuring the adequacy of the documentation, unless this responsibility is delegated elsewhere in the contract or in Block 7.

Block 7. -- OWI Acceptance Form Information -- OWI organizations will designate the location (contractor's facility, or destination) for performance of OWI inspection and acceptance. This is accomplished by entering the applicable code for inspection and acceptance as shown below. The activity to perform the destination acceptance task shall, when applicable, be entered in Block 14 as the first addressee. (Code applies to both Inspection and Acceptance columns.)

<u>Code</u>	<u>Inspection</u>	<u>Acceptance</u>
SS	*Source (Acceptance Form)	*Source (Acceptance Form)
DD	Destination (Acceptance Form)	Destination (Acceptance Form)
SD	*Source (Acceptance Form)	Destination (Acceptance Form)
DS	Destination (Acceptance Form)	*Source (Acceptance Form)
**LT	Letter of Transmittal only	
**NO	No inspection or acceptance required	
XX	Inspection and acceptance requirements specified elsewhere in contract	

* Source indicates contractor's facility.

** Use of these symbols is not authorized for engineering data such as drawings and specifications.

Block 8. -- Approval Code -- Items of critical documentation requiring specific advanced written approval, such as test plans, should be identified by placing an "A" in this field. Most of these documents shall require submission of a preliminary draft prior to publication of a final document. If advanced approval is not required, leave this field blank.

Block 9. -- Input to IAC -- (To be used only when an Integrating Associate Contractor (IAC) is used.) If documentation is an input to an IAC contractor, or if

documentation is the integrated result of specific inputs from associate contractors, place an "X" in this field. In all other cases, leave this field blank.

Block 10. -- Frequency -- Enter the appropriate frequency code from the following:

DAILY	Daily	ANNLY	Annually
WEKLY	Weekly	SEMIA	Each 6 mths
BI-WE	Each 2 weeks	OTIME	One time
MTHLY	Monthly	ONE/R	One time and revisions
BI-MO	Each 2 months	R/ASR	Revisions as required
QRTLY	Quarterly	ASREQ	As required
			(See notes A and B below)
2 TIME	Two separate	CHGP ASREQ	
	submittals		Change pages as required
ONE/P	1-time preliminary draft		
DFDEL	Deferred delivery		
NOTE A:	Use Block 13 for further explanation.		
NOTE B:	If documentation is of a recurring type, it will be submitted at the end of the reporting period established in this field unless otherwise indicated in the Documentation Preparation Instructions or in Block 12 or 13 of this form.		

Block 11. -- As of Date, AOD -- If the documentation is submitted only once, enter the As of Date (cut-off date) as follows: days prior to the end of the reporting period. Example: "15" would place the AOD for this report at 15 days before the end of each month, quarter or year, depending on the frequency established in Block 10; "0" would place the AOD at the end of each month, quarter, etc. (Block 13 or 16 may be used for further explanation, if required.)

Block 12. -- Date of First Submission -- Enter initial documentation submission date as follows: Year/Month/Day. If documentation has already been submitted and will be resubmitted, enter date of next submission. If contract start date is not known, indicate the number of days after contract start that the documentation is due. (Example: 30 DAC.) If this date is not known or requires further clarification, use Block 13. If deferred delivery is required, insert "DFDEL".

Block 13. -- Date of subsequent Submission/Event Identification -- If documentation is submitted more than once, enter the date(s) of subsequent submission(s). If documentation is constrained by a specific event of milestone and delivery is dependent upon initiation of this event or milestone, enter this constraint. (Example: NLT 15 days before start of production, 45 days before subsystem delivery.)

Block 14. -- Distribution and Addressees -- Enter the addresses and the number of copies (regular/reproducible) to be received by each. (Example: OWI - 20/0.) Office symbols, contractor initials, may be used. (A list explaining these codes shall be attached to the CDRL.) If reproducible copies are required, explain in this field or use Block 16, i.e., multilith mat, vellum, negative, etc. If the documentation is not actually to be delivered to the OWI or "associated contractors" or if deferred delivery is required, indicate by placing the word "deferred" or similar remarks in this field.

Block 15. -- Total -- Enter the total number of regular/reproducible copies. This may be obtained by adding all the insertions in Distribution and Addressees Field, Block 14.

Block 16. -- Remarks -- To be specified by the OWI Component.

Block 17. -- Event/CEI Number -- Insert either one or both of the following:

- a. Event Number - This is the identification number used in management systems such as PERT.
- b. CEI Number - This is the Contract End Item Number used in configuration management systems.

Block 18.

(Leave blank - may be utilized for future requirements.)

Blocks 19 through 22. -- (Reserved for ADP use.) These items may be used for Automatic Data Processing (ADP) requirements. Instructions will be provided, when necessary, by the OWI.

NOTE: Blocks 23 through 26 shall be completed by contractors in accordance with OWI Instructions, responding to OWI solicitations in accordance with OWI instructions contained in the Uniform Documentation Catalog and/or provided with the solicitation.

DOCUMENTATION REQUIREMENT LIST														
(a) ATCH NR _____ (b) TO EXHIBIT _____				(c) SYSTEM/ITEM _____										
(c) TO CONTRACT/PR _____				(d) CATEGORY _____										
(f) CONTRACTOR _____														
1. SEQUENCE NUMBER	2. TITLE OR DESCRIPTION OF DOCUMENTATION					3. TECHNICAL OFFICE		4. FREQUENCY		5. DATE OF 1ST SUBMISSION		6. DISTRIBUTION AND ADDRESSEES <small>(Addressee--Regular Copies/Repro Copies)</small>		
3. SUBTITLE	5. CONTRACT REFERENCE					7. ACCP	8. INPUT CODE TO IAC (A*)	9. INPUT CODE TO IAC (X)	10. AS OF DATE	11. DATE OF SUBSEQUENT SUBM/EVENT ID	14.			
1.	2.					6.	7.	8.	9.	10.	12.	14.		
4.	3.					7.	8.	9.	11.	13.	15. TOTAL			
16. REMARKS														
1.	2.					6.	7.	8.	9.	10.	12.	14.		
4.	3.					7.	8.	9.	11.	13.	15. TOTAL			
16. REMARKS														
1.	2.					6.	7.	8.	9.	10.	12.	14.		
4.	3.					7.	8.	9.	11.	13.	15. TOTAL			
16. REMARKS														
1.	2.					6.	7.	8.	9.	10.	12.	14.		
4.	3.					7.	8.	9.	11.	13.	15. TOTAL			
16. REMARKS														
(g) PREPARED BY _____				DATE _____		(h) APPROVED BY _____				DATE _____				

17. EVENT/CEI NUMBER			23. CONTRACTOR FILE DOCUMENT NUMBER		
18.			24. ESTIMATED NUMBER OF PAGES		
19.			25. PRICE GROUP		
20.			26. ESTIMATED TOTAL PRICE		
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APPENDIX C
DOCUMENTATION ITEM DESCRIPTION (DID)
INSTRUCTIONS FOR COMPLETION

1. General

- a. The Uniform NWTs Documentation Catalog shall contain approved Documentation Item Descriptions (DIDs) which adequately define and describe the documentation requirements to be prepared by OWI organizations, OWI contractors, subcontractors and suppliers, as applicable. These DIDs shall be furnished to contractors in support of and for identification of each DID listed on a Documentation Requirements List (DRL). Documentation items shall be tailored to the needs of the contract by the OWI.
- b. Approval of new Documentation Item Descriptions (DIDs) for inclusion in the Uniform NWTs Documentation Catalog will be controlled by the OWI Documentation Manager.
- c. Documentation Item Descriptions of entities external to the OWI may be adapted by the OWI and included in the Uniform NWTs Documentation Catalog when advantageous.

2. Instructions for Preparing a Documentation Item Description (DID)

Block 1. -- Title -- Enter a short meaningful title that specifically identifies the documentation item.

Block 2. -- Identification Number(s) -- Enter the OWI organizational element code and the number associated with the structural grouping of the Uniform NWTs Documentation Catalog in the appropriate spaces.

Block 3. -- Description/Purpose -- Enter a brief description of the documentation item that identifies the extent of coverage and/or use to be made of the documentation.

Block 4. -- Approval Date -- Enter the date (year, month, day) when approval to use the documentation item in contracts was provided.

Block 5. -- OWI Organization of Primary Responsibility -- Enter the identification of the activity or agency responsible for maintaining currency of the documentation item.

Block 6. -- ERDA or Other Agency Required -- Enter ERDA and/or Agency acronym(s) in this section if copies of the contractually delivered documentation are also to be submitted to the Energy Research and Development Administration or other Agencies. A copy of NWTs Form _____ will be attached to this Documentation Item Description.

Block 7. -- Application/Interrelationship -- Enter information in this section to assist in the proper selection and application of the documentation item. List other documentation items which have a significant relationship with the item, and any special guidance on its mandatory, typical, or restricted use. For example, if the item should never be selected when another item is applied to the contract, or if it is usually used in conjunction with other documentation items, this section should so state.

Block 8. -- Approval Limitation -- This section shall be completed by the approval authority to indicate restrictions on use. This section is not applicable for standard documentation item published in the Uniform NWTs Data Catalog but rather for control of items approved for limited use.

Block 9. -- References -- Enter in this section a list of documents which are of specific value to understanding the documentation preparation requirement. References which are to be contractually binding must also be specified in the "Preparation Instructions" Section. If an ERDA management control system has been identified with this item description, enter the title and document reference of the Management Control System (MCS) in the space provided.

Block 10. -- Preparation Instructions -- Provide adequate instructions by specifically identifying and describing the documentation requirement and by indicating the specific source documents for preparation of the documentation item. When the documentation

requirement is adequately described in another document, such as a specification, this document (or documents) may be referenced and the documentation requirements not repeated in this manner, the DID shall contain (1) specific paragraph identification of the requirements contained in the reference document(s) and (2) additions, deletions or deviations to the referenced documentation requirement(s) for tailoring purposes and (3) a summary description of the total documentation being referenced. This section is contractually binding on the contractor. Paragraph titling and numbering should be consistent throughout. Do not include requirements to perform tasks (i.e., perform systems analyses, perform tests, conduct reviews, etc.). Any requirements for the contractor to perform these related tasks necessary to documentation generation must appear in the contract statement of work. Likewise, no acceptance or inspection designations will be included. Evaluation criteria for acceptance may be included. Delivery requirements shall not be included.

NOTE: If additional space is required, use a plain 8" x 10-1/2" sheet of paper, properly identified as a continuation sheet. Sequentially number the sheets used on the lower right hand corner of the form.

DOCUMENTATION ITEM DESCRIPTION		2. IDENTIFICATION NO(S)	
		AGENCY	NUMBER
1. TITLE			
3. DESCRIPTION/PURPOSE		4. APPROVAL DATE	
		5. OFFICE OF PRIMARY RESPONSIBILITY	
		6. ERDA (or other agency)	
		8. APPROVAL LIMITATION	
7. APPLICATION/INTERRELATIONSHIP		9. REFERENCES (Mandatory as cited in block 10)	
		MCS number(s)	
10. PREPARATION INSTRUCTIONS			