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5. Proj./Prog./Dept./Div.: L-045H	6. Cog. Engr.: R.J. McCarthy	7. Purchase Order No.: NA
8. Originator Remarks: Key Words: Treated Effluent Disposal Facility, TEDF, Operator Training Station, OTS, Central Control System, CCS		9. Equip./Component No.: NA
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(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Impact Level	Reason for Transmittal	Originator Disposition	Receiver Disposition
1	WHC-SD-L045H-CSCM-001		0	Treated Effluent Disposal Facility Operator Training Station (OTS) Configuration Management Plan	Q	1,2	1	1

16. KEY					
Impact Level (F)		Reason for Transmittal (G)		Disposition (H) & (I)	
1, 2, 3, or 4 (see MRP 5.43)		1. Approval 2. Release 3. Information	4. Review 5. Post-Review 6. Dist. (Receipt Acknow. Required)	1. Approved 2. Approved w/comment 3. Disapproved w/comment	4. Reviewed no/comment 5. Reviewed w/comment 6. Receipt acknowledged

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1,2	2	Cog.Eng. RJ McCarthy	<i>[Signature]</i>	7/16/94		RA Flores	<i>[Signature]</i>	8/16/94	65-26	4	4
1,2	1	Cog. Mgr. JA Eacker	<i>[Signature]</i>	7/14/94	14-96	JM Morris	<i>[Signature]</i>	8/1/94	16-26	4	4
1,2	1	QA WF Witherell	<i>[Signature]</i>	6/15/94	N1-40	RL Carter	<i>[Signature]</i>	6/15/94	N1-42	1,2	1
		Safety									
		Env.									
1,2	1	Cog. Trng. Mgr. RB Barmettler	<i>[Signature]</i>	7/14/94							

18. Signature of EDT Originator <i>[Signature]</i> Date: 6/15/94	19. Authorized Representative Date for Receiving Organization _____ Date: _____	20. Cognizant/Project Engineer's Manager <i>[Signature]</i> Date: 7/14/94	21. DOE APPROVAL (if required) Ltr. No. ☐ Approved ☐ Approved w/comments ☐ Disapproved w/comments
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RELEASE AUTHORIZATION

Document Number: WHC-SD-L045H-CSCM-001, Revision 0

Document Title: Treated Effluent Disposal Facility (TEDF) Operator Training Station (OTS) Configuration Management Plan

Release Date: October 31, 1994

**This document was reviewed following the
procedures described in WHC-CM-3-4 and is:**

APPROVED FOR PUBLIC RELEASE

WHC Information Release Administration Specialist:

M. Boston

M.N. Boston

10/31/94

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SUPPORTING DOCUMENT

1. Total Pages 18

2. Title

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3. Number

WHC-SD-L045H-CSCM-001

4. Rev No.

0

5. Key Words

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6. Author

Name: RL Carter, Jr.

[Signature]

Signature JCH per telecon w/RLC, Jr. 11/7/94

Organization/Charge Code 8D360 2C110/A2216

7. Abstract

System Configuration Management Plan for the Treated Effluent Disposal Facility Operator Training Station.

8.

RELEASE STAMP

OFFICIAL RELEASE
BY WHC

DATE NOV 07 1994

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**TREATED EFFLUENT DISPOSAL FACILITY
OPERATOR TRAINING STATION
SYSTEM CONFIGURATION MANAGEMENT PLAN**

June 1994

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1.0 INTRODUCTION

1.1 PURPOSE

This System Configuration Management Plan (SCMP) provides instructions for software change control of the Treated Effluent Disposal Facility Operator Training Station (TEDF OTS). This plan has no dependencies on any other SCMP.

1.2 SCOPE

This plan applies to the TEDF OTS used by the 300 Area Liquid Effluent Process Engineering and Liquid Waste Training organizations. It includes the operating version of the base system software (QNX and PICS-TI) and application software.

It does not apply to any portion of the TEDF Central Control System (CCS) Operator Interface or Programmable Logic Controller (PLC) ladder logic software. Control of this software is covered under a separate SCMP.

1.3 OVERVIEW

The TEDF OTS is a computer-based training tool designed to aid plant operations and engineering staff in familiarizing themselves with the TEDF Central Control System. It consists of two IBM PC-compatible computers and a single PLC and is designed to emulate the responses of various plant components connected to or under the control of the CCS. One computer runs an operator interface from which assorted TEDF equipment can be controlled. The other runs a simulation designed to mimic the action/reaction of plant equipment in response to command directives from the PLC or from the operator interface via the PLC. The simulation computer also generates analog instrumentation data according to process model calculations. Both computers are connected to the PLC. Built into the system is the ability to force failures of different equipment allowing the operator to observe the resulting behavior of the CCS thereby enhancing overall understanding of how the control system operates. The OTS utilizes the CCS operator interface and PLC software completely unmodified. The operator feels as though he or she is operating the actual facility.

1.4 DEFINITIONS

Production: Pertaining to the status of a given system once it has entered the operation and maintenance phase. Normally follows acceptance by the customer.

System Change Request and Problem Report (SCR/PR): A document which identifies a proposed change to or suspected problem with the TEDF OTS. An SCR/PR may identify a new function, modify an existing function, or report suspected problems with the system.

System Configuration Management (SCM): A set of management disciplines within the context of the system engineering process that applies technical and administrative direction and surveillance. It identifies and documents the functional and physical characteristics of a product, controls changes to those characteristics, and it records and reports the change processing and implementation.

2.0 MANAGEMENT

2.1 ORGANIZATION

300 Area Liquid Effluent Process Engineering -- shall be considered the TEDF OTS owner/custodian providing support, direction, and funding with regard to the system. The System Cognizant Manager shall be the manager of 300A LEPE. The organization manager will appoint the System Cognizant Engineer to represent the organization.

Environment, Safety, Health & Quality Assurance/ Quality Assurance Organization (ESQ/OA) -- shall review and approve this SCMP.

2.2 RESPONSIBILITIES

Organization/Individual	Responsibilities relative to this plan.
300 Area Liquid Effluent Process Engineering	1 System owner/custodian
System Cognizant Manager	1 Assign System Cognizant Engineer 2 Assign Software Custodian. For the TEDF OTS, this will typically be the System Cognizant Engineer. 3 Assign the System Developer if outside the 300A LEPE organization. 4 Overall responsibility for SCM.
System Cognizant Engineer	1 Accept/modify/reject/defer/prioritize work proposed by SCR/PR. 2 Evaluate SCR/PR for impact on cost, schedule, and deliverables. 3 Approve or disapprove completed work resulting from SCR/PR. 4 Approve test results of changes before placing in production. 3 Maintain a project file of all project associated correspondence, personnel assignments, documentation, deliverables, reports, logs, software, SCR/PRs, etc., in their most up-to-date version.
System Developer	1 Evaluate and implement changes resulting from SCR/PR. 2 Update system documentation resulting from implementation of SCR/PR modifications.
Software Custodian	1 Ensure backup and recovery of application and system software. 2 Ensure proper labeling and storage of backup media. 3 Ensure correct software is installed for production use. 4 Ensure problem reports are distributed to users.

Organization/Individual	Responsibilities relative to this plan.
Change request or problem report originator	1 Anyone involved with the TEDF OTS may request a change or identify a problem by preparing a SCR/PR and submitting to the System Cognizant Engineer.

2.3 INTERFACE CONTROL

This system utilizes the TEDF CCS Operator Interface and PLC software completely unmodified. Any changes in the CCS or PLC software that do or may affect the OTS will be processed and evaluated with a change request (SCR/PR). The TEDF CCS Cognizant Engineer must notify the TEDF OTS System Cognizant Engineer of any proposed changes.

2.4 IMPLEMENTATION

This SCMP becomes effective for the TEDF OTS when the system is placed in production and a problem or change request is identified. It also applies when items are to be released for acceptance or operational testing. This plan does not apply to TEDF OTS items that are in development.

2.5 POLICIES AND PROCEDURES

Configuration management of TEDF OTS configuration controlled items will be in accordance with applicable parts of Software Practices (ref. 1), SP-6.1 Document Control, SP-6.2 Software Control, SP-6.3 Change Request And Problem Report, and SP-6.4 Document Approvals.

3.0 SYSTEM CONFIGURATION MANAGEMENT ACTIVITIES

Configuration Management will be applied to the TEDF OTS software items per the requirements established in Software Practices (ref. 1), Sections SP-6-1 and SP-6-2, plus additional instructions and steps provided herein.

3.1 CONFIGURATION IDENTIFICATION

3.1.1 Application Software

Each custom PICS-TI data file or EXCEL spreadsheet is assigned a unique file name and date/time stamp so as to create a version identification (as a combination) which uniquely identifies it. For PICS, data file names are assigned by the System Developer when the file is saved. PICS then appends an appropriate file extension and saves the file stamped with the current date and time. All data files are saved as a set known as a "configuration". A configuration is actually a directory containing all of the data files.

Each production system release shall be a grouping of all the PICS-TI and EXCEL files necessary to run the system. The release is assigned a unique release number by the TEDF OTS System Developer. The system release number is of the form R.r as described in WHC-CM-3-10, SP-6.2.

3.1.2 System Software and Application Languages

Each system software product is assigned a unique name and release version number by the product vendor.

System or vendor-supplied software products (e.g., operating system, network operating system, memory manager, etc.) will be identified as much as practical on the system release documentation.

3.1.3 System Hardware

System hardware is controlled by normal Westinghouse Hanford administrative systems. No configuration control is required by the TEDF OTS SCMP other than identification of the minimum equipment necessary for operation.

3.1.4 Documentation

Each TEDF OTS document is assigned a unique name, number, and revision in accordance with the Company Supporting Document system (see WHC-CM-3-10, SP-6.1 for instructions) or the Internal Publication system (see WHC-CM-3-5 for instructions).

3.1.5 Application Reports

There are no application reports generated by the TEDF OTS.

3.1.6 Backup Media Labels

Backup media shall be labeled with the information contained in Software Practices (ref. 1), section 6, paragraph 5.3.1.

3.2 CONFIGURATION CONTROL

SCR/PR approvals are recorded and submitted using the SCR/PR form. See Appendix A for an example of the form.

CC:mail approvals for processing SCR/PRs may be substituted for written approvals. When cc:mail approvals are used, a copy of the cc:mail approval must be attached to the SCR/PR.

Telephone approvals for processing SCR/PRs may be used, but subsequently, must be documented on the SCR/PR form or with a cc:mail approval.

3.2.1 Routine Change

Routine changes to the system will be processed as described in this section. Refer to section 3.2.2 for emergency hardware changes.

Responsible Person	Description of Action
Anyone	<p>Prepare a SCR/PR to identify a problem with or request a change to the system.</p> <p>Forward the SCR/PR to the System Cognizant Engineer. Include recommendations on how to proceed when appropriate.</p>
System Cognizant Engineer	<p>Assign a SCR/PR Number and enter in the SCR/PR log form (Appendix C). Maintain the SCR/PR log sheets in the project file.</p> <p>Determine which SCR/PRs are appropriate and forward to the System Developer for analysis and hours estimate.</p>

Responsible Person	Description of Action
System Cognizant Engineer and/or System Developer	<p>Analyze SCR/PR and estimate hours and impact to complete and implement.</p> <p>Evaluate SCR/PR and decide to accept, modify, reject, or defer.</p> <p>Prioritize accepted SCR/PRs.</p> <p>Determine if SCR/PR requires a major or minor revision.</p> <p>Plan how and to what extent changes to the system will be tested and documented.</p> <p>Forward appropriate problem reports to vendor if it is a problem in vendor's product.</p>
System Developer	<p>Do the work identified in SCR/PR and conduct tests.</p> <p>Ensure that changes that cannot be tested in a test environment are conducted in a manner that will not have adverse affect on the system production environment.</p> <p>Document test results and include with change request, or indicate supporting document number if applicable. Obtain independent review.</p> <p>Provide change documentation to System Cognizant Engineer.</p>
System Developer	<p>Group one or more SCR/PRs into a planned release.</p> <p>Evaluate the results of the tests, as necessary, with the System Cognizant Engineer to determine if the changes (individually and as a whole) are acceptable for a production release.</p>
System Cognizant Engineer	<p>Approve or disapprove placing a release in the production environment.</p>

Responsible Person	Description of Action
System Developer	<p>Schedule implementation with users of the system.</p> <p>Place files for the release on floppy disks, labeled per section 3.1.6.</p> <p>Turn over floppy disks to custodian.</p> <p>Obtain close-out signatures.</p> <p>Prepare and issue release documentation as an ECN to the <u>TEDF OTS S/W Release & Change Record</u> (ref. 5). Multiple releases may be held for a maximum of one year in the system project file before being issued into the change control record document.</p> <p>Update system documentation as required and place copies in the system project file.</p>
Custodian	<p>Verifies signatures on documentation.</p> <p>Verifies removable media are properly labeled.</p> <p>Stores removable media in locked room or cabinet.</p> <p>Distributes copies to remote locations as required.</p>

3.2.2 Emergency Changes

Emergency changes may be initiated to correct system problems that are interfering with the system operation.

Responsible Person	Description of Action
Anyone	Submit a phone request or cc:mail to the System Cognizant Engineer or Manager identifying the problem.
System Cognizant Engineer or System Developer	Ensure all actions and documentation described for a routine change are completed as soon as possible following an emergency change.

3.3 CONFIGURATION STATUS ACCOUNTING

The configuration status of all controlled items is shown on the Release Cover Sheet. In addition, the status of all SCR/PRs and associated releases will be maintained and is available from the System Cognizant Engineer.

3.4 AUDITS AND REVIEWS

The TEDF OTS software and associated documentation, including system change control records, will be available for audit during normal working hours. The Cognizant System Manager will periodically audit the project file and change control documentation to ensure compliance. Other surveillance and audits are the responsibility of other WHC and outside organizations.

All changes and tests shall be reviewed (verified), commensurate with their complexity, by an independent technical person. The System Cognizant Engineer, if not the same individual as the System Developer, may perform the review. Test results should be attached to the SCR/PR.

Should changes require major modifications or enhancements, the System Cognizant Engineer, System Developer, and Cognizant Manager will determine what testing (V&V) and reviews (technical and QA) consistent with Software Practices (ref. 1) section 3.0, and commensurate with the complexity of the change will be required.

3.5 ACCESS CONTROL

The Computer System Evaluation and WHC Application Risk Assessment for the TEDF OTS was prepared and is maintained in the project file. The TEDF OTS is not an essential system.

Access to the TEDF OTS is unrestricted by the application, however, some of the hardware is maintained under lock and key.

3.6 BACKUP AND RECOVERY

A production copy of the OTS software is maintained with the OTS hardware. Two duplicate copies of the OTS software are maintained on removable media with physical control provided by the custodian.

Recovery techniques are dependent on the cause. However, if recovery is required, it would be performed from the backup media.

4.0 TOOLS, TECHNIQUES, AND METHODOLOGIES

Special user instructions and documentation are contained in refs. 4 and 6.

4.1 TEST ENVIRONMENT

All OTS hardware and software modifications and enhancements will be completed and certified in a test environment where possible. These changes will be implemented into the production environment only after the System Cognizant Engineer has reviewed and approved any pertinent test results. Modifications and enhancements will be grouped logically into production releases.

5.0 SUPPLIER CONTROL

The System Cognizant Engineer will ensure that new releases and installation of the vendor application and system software are tested prior to its being placed in production.

The System Cognizant Engineer will maintain a project file of all project documentation, correspondence, and project-produced documents. Vendor provided materials and manuals will be maintained in a library. This project file will maintain the most current version of all documents for the life of the OTS.

6.0 RECORDS COLLECTION AND RETENTION

Development and maintenance records will be maintained in accordance with WHC-CM-3-10, Appendix N "Records Retention and Disposition" except as follows. Any items indicating "Forward to IRM Records Management..." will instead be issued as an ECN to ref. 5.

7.0 REFERENCES

- 1) WHC-CM-3-10 Software Practices
 - SP-6.1 Document Control
 - SP-6.2 Software Control
 - SP-6.3 Change Request And Problem Report
 - SP-6.4 Document Approvals
- 2) WHC CM-4-2 Quality Assurance
 - QR-19.0 Software Quality Assurance Requirements
- 3) WHC-CM-6-1 Standard Engineering Practices
 - EP-1.6 Engineering Data Transmittal
 - EP-2.2 Engineering Document Change
- 4) WHC-SD-L045H-CSUD-001 Computer Software User Documentation for the Treated Effluent Disposal Facility (TEDF), Project L-045H, Operator Training Station (OTS)
- 5) WHC-SD-L045H-CSWD-001 300 Area Treated Effluent Disposal Facility Operator Training Station Software Release and Change Record
- 6) Programmable Industrial Control Simulation, Texas Instruments 545 Version, Reference Manual

APPENDIX A: TEDF OTS SOFTWARE CHANGE REQUEST AND PROBLEM REPORT FORM

The User will fill out a "Software Change Request and Problem Report" form describing the problem and forward to 300A Liquid Effluent Process Engineering. Instructions are on the following page.

SOFTWARE CHANGE REQUEST AND PROBLEM REPORT

NOTE: Submitter Fills In Parts 1-8 (NON-GRAY)		FOR 300A LEPE USE ONLY	
1. SCR Type: ☐ Development ☐ Problem ☐ Enhancement ☐ Emergency		SCR Number:	
2. Submitted By:		Date:	
3. Project Name:		TPCN, W/O:	
4. Software Program Name:		Current Ver/Rev:	
5. Submitter's Priority: ☐ [] (1=Critical 2=Very Important 3=Important 4=Inconvenience 5=Nice)		6. Requested Completion Date:	
7. Task/Change/Problem Title (One Sentence Description):			
8. Detailed Description/Justification (Attach Additional Sheet If Necessary):			
FOR 300A LEPE USE ONLY: Software Change Request And Problem Report Resolution Information			
Decision By:		☐ Accept ☐ Modify ☐ Reject ☐ Defer	
Assigned To:		Target Release Date:	
Solution Comments/Impact:			
Software Programs, Modules or Files Affected:			
Task Completed By:		Date:	
Verified By:		Date:	
Actual Release Version:		Date:	
Closed By:		Date:	

These instructions are for preparing the Software Change Request and Problem Report. If more space is needed, use blank pages and attach to the SCR/PR form. This will be the record of the change request or problem report.

Submitter:

- a. Indicate if this is a problem report or request for enhancement.
- b. Record the name of the person submitting the form and the date.
- c. Record "TEDF OTS" for project.
- d. Record "TEDF OTS" for software program name.
- e. Record submitter's evaluated priority as shown.
- f. Provide a requested completion date, or leave blank if unknown.
- g. Provide a single sentence title of problem or enhancement.
- h. Provide a description of the changes requested or the problems being reported. Provide justification if this is a change request. Attach additional sheets if necessary.

System Cognizant Engineer:

- a. On receipt, enter the SCR/PR into the log in the project file. Enter the SCR/PR number from the log onto the SCR/PR form.
- b. Enter the date received.
- c. Enter TPCN or Work Order number if known, otherwise, leave blank.
- d. Enter current Version/Revision of the product.
- e. Review change request or problem. Mark "Accept", "Modify", "Reject", or "Defer" as appropriate. System Cognizant Engineer signs "Decision By" block, and assigns to System Developer if accepted.
- f. Enter "Assigned To" and "Target Release Date" as appropriate.
- g. System Developer fills in solution, impacts, and comments area and identifies programs, modules, and files to be affected. A list may be attached.
- h. System Developer signs "Task Completed By" block.
- i. Independent reviewer signs "Verified By" block. Attach test results or additional verification documentation.
- j. When included in a release, place release version in "Actual Release Version" block.
- k. System Cognizant Engineer signs "Closed By" block when complete or rejected.

APPENDIX B: TEDF OTS RELEASE COVER SHEET & REVISION RECORD

RELEASE COVER SHEET & REVISION RECORD

1. Software ID (Name):

Revision: _____

2. Release Type: ☐ Initial Release ☐ Change

Approval Level: E S Q D Sfty Class _____

3. Abstract

4. Software Files (or attach directory listing)

5. Software files record storage media and location

6. Documentation	Title	Document Number	Rev
Requirements			
Design			
Validation			
User			
Configuration Cntl			

7. Environment	Description	Rev	Approval Lvl/Sfty Class
Hardware			
Oper. System(s)			
Language(s)			
Comm. Networks			

8. Released for:

☐ Integration ☐ Acceptance Test ☐ Operational Test ☐ Operation

9. Approvals

System Cognizant Engineer: _____

Date: _____

System Cognizant Manager: _____

Date: _____

System Developer: _____

Date: _____

Other: _____

Date: _____

Instructions for the Release Cover Sheet & Revision Record

Fill out as follows:

1. Provide System Name and new revision number.
2. Mark release type. Indicate Impact Level (E, Q, S, D) and Safety Class.
3. Provide an abstract describing the product being released. Indicate if only a portion of the system is being modified.
4. List all files that are being released, and where they reside. Attaching a directory listing is acceptable, if it includes the full name of the file, creation date and time (combination is version identification). Date/time on all files may be set to release date/time.
5. Indicate source and executable file master type (floppy disk, optical, magnetic tape), media serial number, and storage location. This media will be held by the system custodian.
6. List the documentation components for the release.
7. List the operational environment of the system.
8. Check the reason/limits for the release.
9. Provide approval signatures as required.
10. Combine Release Cover Sheet, SCR/PR forms, test data, "diff" files, etc., and release as an ECN to the 300A TEDF OTS Software Release and Change Record document.

The System Cognizant Engineer should enter the next sequential number on the log form, enter the Task/Change/Problem Title from the SCR/PR form, and enter the SCR/PR number on the SCR/PR form.

[illegible]

SCR/PR Log sheet number_____