2. To: (Receiving Organization) Distribution	3. From: (Originating Organization) Data Automation Engineering and Services	4. Related EDT No.: N/A
5. Proj./Prog./Dept./Div.: WICS	6. Cog. Engr.: W.R. Markillie	7. Purchase Order No.: N/A
8. Originator Remarks: None.		9. Equip./Component No.: N/A
		10. System/Bldg./Facility: 222-S
11. Receiver Remarks:		12. Major Assm. Dwg. No.: N/A
		13. Permit/Permit Application No.: N/A
		14. Required Response Date: N/A

15. DATA TRANSMITTED					(F)	(G)	(H)	(I)
(A) Item No.	(B) Document/Drawing No.	(C) Sheet No.	(D) Rev. No.	(E) Title or Description of Data Transmitted	Approval Designator	Reason for Transmittal	Originator Disposition	Receiver Disposition
1	WHC-SD-WM-CSCM-029		0	Software Configuration Management Plan For Waste Information and Control System	Q	1, 2	1	

16. KEY											
Approval Designator (F)		Reason for Transmittal (G)				Disposition (H) & (I)					
E, S, Q, D or N/A (see WHC-CM-3-5, Sec.12.7)		1. Approval	4. Review			1. Approved	4. Reviewed no/comment				
		2. Release	5. Post-Review			2. Approved w/comment	5. Reviewed w/comment				
		3. Information	6. Dist. (Receipt Acknow. Required)			3. Disapproved w/comment	6. Receipt acknowledged				
SIGNATURE/DISTRIBUTION (See Approval Designator for required signatures)											
(G)	(H)	(J) Name	(K) Signature	(L) Date	(M) MSIN	(J) Name	(K) Signature	(L) Date	(M) MSIN	Reason	Disp.
1	1	Cog.Eng. W.R. Markillie	<i>[Signature]</i>	5/29/96	E6-21						
1		Cog. Mgr. S.G. Sterling	<i>[Signature]</i>	5/29/96	E6-21						
1		QA K.C. McBride	<i>[Signature]</i>	6/4/96	H8-41						
5		Safety P.A. Moorman			T4-10						
		Env.									
1		S.K. Shirley	<i>[Signature]</i>	5/31/96	T6-20						

18. W.R. Markillie Signature of EDT Originator 5/29/96	19. S.K. Shirley Authorized Representative for Receiving Organization 5/31/96	20. S.G. Sterling Cognizant Manager 5/29/96	21. DOE APPROVAL (if required) Ctrl. No. [ ] Approved [ ] Approved w/comments [ ] Disapproved w/comments

Software Configuration Management Plan For Waste Information and Control System

W.R. Markillie

ICF Kaiser Hanford, Richland, WA 99352

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SCM

Abstract: This document describes the software configuration plan for the WICS system.

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Karen A. Noland 6/17/96
Release Approval Date

Approved for Public Release

SOFTWARE CONFIGURATION MANAGEMENT PLAN FOR THE WASTE INFORMATION AND CONTROL SYSTEM

Revision 0

Prepared by:

Data Automation Engineering & Services
ICF Kaiser Hanford Company

May 1996

Prepared for:

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1.0 INTRODUCTION

1.1 PURPOSE

This System Configuration Management Plan (SCMP) provides the instructions for change control of the Waste Information and Control System (WICS).

1.2 SCOPE

This plan applies to the WICS application used by the Hazardous Materials Control (HMC) group of 222-S Laboratories. It includes the computer software source and executable code.

It does not apply to reports and data generated by the system except where specifically identified. Control of information produced by the system once it has been exported is the responsibility of the receiving organization.

This plan applies to WICS items that are in development phases, and is required for formal testing and production release.

1.3 OVERVIEW

The WICS uses handheld computers and barcode technology to partially automate the manual procedure for data acquisition of waste container data.

This system partially automates much of the information collection, verification, tracking and reporting that previously was accomplished manually. The system does not replace Solid Waste Information and Tracking System (SWITS), but is a special tool for those involved in field data collection, verification, tracking and reporting. The main repository for this waste container data continues to be SWITS, but the information is collected electronically in the field and data files are electronically transferred into a database, instead of being entered manually from hand written data sheets. This system does not replace the need to collect waste container data nor does it replace procedures to perform the collection.

This system substantially automates the manual procedure of data acquisition for waste container information by utilizing lightweight handheld computers with integrated barcode readers. Specifically, WICS automates the data sheets that the laboratory personnel complete during processes of packing waste containers. It provides a method of printing hard copies of data sheets for review and approval by authorized personnel. These reports will be the quality record. See other WICS documents (ref. 7, 8, 9, and 10) for additional information.

1.4 DEFINITIONS

The following are abbreviations and definitions of terms may be used in this document:

AD	Approval Designator
DAES	Data Automation Engineering & Services Department/ICF Kaiser Hanford
DOE	Department of Energy
ECN	Engineering Change Notice
EDT	Engineering Data Transmittal
HMC	Hazardous Materials Control group
HLAN	Hanford Local Area Network
ICFKH	ICF Kaiser Hanford Company
PC	Personal Computer

QA	Quality Assurance
RCR	Review Comment Record
SCM	Software Configuration Management
SCMP	Software Configuration Management Plan
SCR/PR	System Change Request and/or Problem Report
SRS	System Requirements Specification
WHC	Westinghouse Hanford Company
WICS	Waste Information and Control System

Application -- The use of quality-affecting computer software, programs, models, or other computer items to perform engineering design analysis, calculations, scientific analysis, data acquisition or to operate hardware or facilities.

Approval Designator -- Defined in WHC-CM-3-5, section 12.7 (ref. 1).

Computer Software -- A set of computer codes, procedures, rules, and associated documentation and data pertaining to the operation of computer systems. This includes user-provided instructions and data that implement preprogrammed algorithms in control systems; computer codes and data that shall reside in firmware, and when specified by the cognizant manager, user-provided instructions and data used by commercial software such as spread sheet and database packages.

Database -- A generic term referring to the storage of data by a computer in a certain data structure.

Design Agent -- Previously the *project* Cognizant Engineer under WHC-CM-6-1, Standard Engineering Practices (ref. 5) and WHC-CM-3-10, Software Practices (ref. 2) was the lead engineer in the organization chartered with developing the product. Implementing procedure deviation is contained in ICFKH-CM-SRM 1.2D12 Manuals, Procedures, and Instructions, (ref. 6).

Design Authority -- Responsible engineer delegate of the system owner. Has responsibility for the *system* as defined by WHC-CM-6-1, Standard Engineering Practices, for the facility and user. Implementing procedure deviation is contained in ICFKH-CM-SRM 1.2D2, Manuals, Procedures, and Instructions, (ref. 6).

Engineering Practices -- Documented management methods (ref. 5) which establish the manner and the order for the performance of common configuration management practices relating to engineering tasks.

Lead Engineer -- Responsible engineer within the performing development organization that assumes Design Agent Engineer responsibility for development of the system.

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

Quality Record -- A completed document that furnishes evidence of the quality of items and/or activities affecting quality.

Safety Class -- Defined in WHC-CM-4-46 (see ref. 4.)

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

Waste, Analytical and Environmental/./Hazardous Material Control (WAE/HMC)--shall be considered the system owner providing support, direction, and funding with regard to the system.

Emergency, Safety and Quality/./Quality Assurance Systems and Standards (ESO/QASS)--shall review and approve this SCMP.

ICF Kaiser/Engineering & Technical Services/Data Automation Engineering & Services Department(DAES)--shall be designated system developer, maintainer and custodian.

2.2 RESPONSIBILITIES

Function	Organization	Individual	Responsibilities relative to this plan.
System Owner	WHC/Waste, Analytical and Environmental/./Hazardous Materials Control (HMC)	Manager, HMC or delegate	- Assigns Design Authority (System Cognizant Engineer), who is CCB member - Assigns the System Administrator(s)
Design Authority	WHC/Waste, Analytical and Environmental/./Hazardous Materials Control (HMC)	S. K. Shirley (1)	- CCB Chair - Represents Owner(s) In Approvals - Approve test results of changes before placing in operation. - Screen SCR/PR for appropriateness before forwarding to Project Engineer for analysis and estimating.
System Administrator	WHC/Waste, Analytical and Environmental/./Hazardous Materials Control (HMC)	S. K. Shirley (1)	Control authorized users, privilege levels and passwords.
System Developer & Maintainer	ICF Kaiser/Engineering & Technical Services/Data Automation Engineering & Services Department(DAES)/Products & Applications Group	W. R. Markillie (1)	- Provides development and maintenance - Overall Responsibility For SCM - Assigns Lead Engineer/Design Agent(s) - Assigns system custodian
Lead Engineer (LE)	ICF Kaiser/Engineering & Technical Services/Data Automation Engineering & Services Department(DAES)/Products & Applications Group	W. R. Markillie (1)	- Design Agent of record. - Evaluate and implement changes resulting from SCR/PR. - Evaluate SCR/PR for impact on cost, schedule, & deliverables. - Maintain SCR/PR and SCR/PR log (log is function within the WICS application). - Maintain a project library of all project associated correspondence, personnel assignments, documentation, deliverables, reports, logs, software, etc., in their most up-to-date version.
Change Control Board Chair	WHC/Waste, Analytical and Environmental/./Hazardous Materials Control (HMC)	S. K. Shirley (1)	- Accept/prioritize work proposed by SCR/PR. - Approve or disapprove completed work resulting from SCR/PR.
Software Custodian	ICF Kaiser/Engineering & Technical Services/Data Automation Engineering & Services Department(DAES)	D. J. Rains (1)	- Ensure backup and recovery of application and system software. - Ensure proper labeling and storage of backup media. - Ensure correct software is installed for production use. - Ensures problem reports are distributed to users.

Function	Organization	Individual	Responsibilities relative to this plan.
Software Engineer(s)	Designated by the System Developer and/or LE.	DAES Staff & Sub-Contractors (1)	- o Do the work identified in SCR/PR and conduct tests. - o Ensure adequate tests are performed. - o Document test results and include with change request, or indicate supporting document number if applicable. - o Obtain independent review.
Report problems and submit change requests	Any Involved Organization	Anyone	- o Identify and report problems on a SCR form. - o Submit changes on a SCR form.
(1) The appointed individual may be changed via internal memorandum, signed by the organizational manager. Memorandum to be maintained in the project file. Modification to this SCM not required.			

2.3 INTERFACE CONTROL

Currently, the WICS application does not interface with any other system. Possible future enhancements may establish and interface with other systems. Should this occur, interface control procedures would be established.

2.4 IMPLEMENTATION

This SCMP becomes effective for the WICS when a problem or change request is identified. Version change control of source code and executable become effective when released for testing for major revisions, and release for production on minor revisions.

2.5 POLICIES AND PROCEDURES

Configuration management of WICS configuration items will be in accordance with applicable parts of WHC CM-4-2 Quality Assurance Manual, QR-19.0 Software Quality Assurance Requirements (ref. 3) and Software Practices (ref. 2), particularly SP-6.2 Software Control, and 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 WICS items per the requirements established in WHC CM-4-2 Quality Assurance Manual, QR-19.0 Software Quality Assurance Requirements (ref. 3) and Software Practices (ref. 2), 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 source code software module or compiled executable is assigned a unique filename, file creation date and time so as to create a version (as a combination) which uniquely identifies it. This is done by the WICS developer.

Each production system release shall be a grouping of the source code and executable software products. The release is assigned a unique release number by the WICS developer. The system release number is of the form R.r as described in Software Practices, Section SP-6.2 (see ref. 2.)

3.1.2 System Software and Application Languages

Each application language product is assigned a unique product name and release version number by the appropriate vendor.

System 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 Hanford administrative systems. No configuration control is required by the WICS SCMP, other than identification of the minimum equipment necessary for operation.

3.1.4 Documentation

Each WICS document is assigned a unique name, number, and revision in accordance with the Supporting Document system (see ref. 2, Section SP-6.1 for instructions) or the Internal Publication system (see ref. 1 for instructions).

3.1.5 Application Reports

Control of application reports is not provided under this SCMP, and is the responsibility of the system user organizations.

3.1.6 Removable Media Labels

Removable media shall be labeled with the information contained in the Software Practices (ref. 2), section 6, paragraph 5.3.1.

3.1.7 Directory Nomenclature

Original or backup source and executable software placed on media containing multiple versions/revisions shall be segregated using the available directory/ subdirectory structure.

A major directory shall be provided for the software product, labeled with the product mnemonic. Subdirectories shall be provided for each major revision. Each minor revision shall be contained in separate sub-subdirectory, uniquely identified with the appropriate revision number. The subdirectory name shall contain the major and minor revision number, separated by a period. For example:

E:\WICS\R1\R1.0	Would contain all source and executables for the initial product release.
E:\WICS\R1\R1.1	Would contain the source and executables for the first minor release.
E:\WICS\R4\R4.3	Would contain the source and executables for the third minor release of the fourth major product release.

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 changes.

Responsible Person	Description of Action
Anyone	Prepare a SCR/PR to identify a problem with or request a change to the system. Forward the SCR/PR to a Design Authority or Design Agent (Lead Engineer). Include recommendations on how to proceed when appropriate.
Design Authority	Determine which SCR/PRs are appropriate and forward to the System Developer for analysis and hours estimate.
Lead Engineer	Assign a SCR/PR Number and enter in the WICS Change Request and Problem Report module of the WICS. See example in Appendix A. Analyze SCR/PR and estimate hours and impact to complete and implement. Determine if SCR/PR requires a major or minor revision. Evaluates SCR/PRs with board members and decides to accept, modify, reject, or defer. Prioritize accepted SCR/PRs. Forward to software engineers to do work. Plan with Software Engineer(s) how and to what extent changes to the system will be tested and documented. Forward appropriate problem reports to vendor if it is a problem in vendor's product.
Software Engineer	Do the work identified in SCR/PR and conduct tests. 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. Document test results and include with change request, or indicate supporting document number if applicable. Obtain independent review. Provide change documentation to Lead Engineer.
Lead Engineer	Group one or more SCR/PR's into a planned release. Evaluate the results of the tests with the Design Authority and/or software Engineer to determine if the changes (individually and as a whole) are acceptable for a production release. Request approval of CCB to place release into the production environment.
Change Control Board	Approve or disapprove placing a release in the production environment.

Responsible Person	Description of Action
Lead Engineer	Schedule implementation with the System Administrator. Place source code and executable files for the release on floppy disks, labeled per 3.1.6. Alternatively, place source code and executable files on labeled project release optical disk in a directory\ subdirectory identified per 3.1.7. This copy shall be treated as the master/original release copy. Place source code and executable files on the secure fileserver backup partition (\\WHC342\WICS <password>) in a directory\ subdirectory identified per 3.1.7. This copy shall be treated as the backup release copy. The partition password shall be controlled by the Custodian and shall be disclosed only to those with a need to know. Turn over floppy or optical disks to custodian. Obtain close-out signatures. Update the System Change Request and Problem Report information on WICS. Prepare documentation, secure approvals and place in project file.
Custodian	Verifies signatures on documentation. Verifies removable media are properly labeled. Stores removable media in media storage cabinet, TCPC, Room 2-48. Verifies backup exists in a properly identified subdirectory on the backup partition \\WHC342\WICS.

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 Lead Engineer, Software Engineer, or Manager DAES identifying problem.
Lead Engineer or Software Engineer	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 & Revision Record, see page 14. In addition, the status of all SCR/PRs and associated releases will be maintained and is available on the WICS.

3.4 AUDITS AND REVIEWS

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

All changes and tests shall be reviewed (verified) by an independent technical person. For minor changes and releases, test results may be attached to the SCR/PR.

Should changes require major modifications or enhancements, the *Lead Engineer, software engineer and cognizant manager* will determine if a formal project plan will be prepared. The formal plan will identify appropriate technical, V&V and QA reviews consistent with Software Practices (ref. 2) section 3.0, and commensurate with the complexity of the change.

3.5 ACCESS CONTROL

Access to the WICS is provided by the application. It provides for an authorized user list and associated privilege levels (ref. 10.) Authorized users are required to provide a user name and password. Authorized users and passwords for access will be assigned and controlled by the System Administrator.

3.6 BACKUP AND RECOVERY

Backup of the source code and executable files that constitute each product release is done by the Lead Engineer or Software Engineer onto a protected partition on the DAES group fileserver at the time of release. The Custodian is responsible for verifying that the backup is in place and the appropriate files exist.

In addition, the production copy (including data) and backup copy are backed up daily as a standard HLAN function. A production copy of the application is maintained on the active application fileserver. The primary copy of the application, including all source code files and executable, are maintained on removable media with physical control provided by the custodian.

Recovery techniques are dependent on the cause. If recovery is required because of major fileserver failure, recovery would first be tried from HLAN backups, as they contain the most recent data, as well as the application software. The Lead Engineer or Software Engineer will initiate a call to CTS/EUC for fileserver failures. If this proves unsuccessful, recovery shall be accomplished by rewriting the appropriate files from the master media onto the production fileserver or its replacement. This shall be accomplished by the Custodian or Lead Engineer and Software Engineer as needed. Should the master media be simultaneously corrupt, recovery shall be from the backup fileserver partition. Fileservers within the owner's organization as well as the system developer's are available as host.

4.0 TOOLS, TECHNIQUES AND METHODOLOGIES

Tools and instructions for system administration and usage are contained in ref. 10.

4.1 TEST ENVIRONMENT

All WICS 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 Design Authority has reviewed and approved the test results and the Change Control Board has approved the implementation. Modifications and enhancements will be grouped logically into production releases.

5.0 SUPPLIER CONTROL

The system developer will ensure that new releases and installation of the vendor application and system software are tested prior to its being placed in production. Changes in vendor application and/or system software will be processed as a change request or problem report with the same approval requirements as a locally generated change.

The System Developer 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 WICS.

6.0 RECORDS COLLECTION AND RETENTION

The WICS developer will process development and maintenance records in accordance with Software Practices (ref. 2), Appendix N "Records Retention and Disposition" except as follows. Any items indicating "Forward to IRM Records Management..." will instead be released as Supporting Documents or as ECNs to Supporting Documents.

7.0 REFERENCES

1. WHC-CM-3-5, Document Control and Records Management Manual, Latest Revision
Section 12.7, Rev. 0, "Approval of Environmental, Safety, and Quality Affecting Documents"
2. WHC-CM-3-10, Software Practices, Latest Revision
SP-6.1 Document Control
SP-6.2 Software Control
SP-6.3 Change Request And Problem Report
SP-6.4 Document Approvals
3. WHC CM-4-2, Quality Assurance, Latest Revision
QR-19.0 Software Quality Assurance Requirements
4. WHC-CM-4-46, Non-Nuclear Facilities Safety Analysis Manual, February 1996.
5. WHC-CM-6-1, Standard Engineering Practices, Latest Revision
EP-1.6 Engineering Data Transmittal
EP-2.2 Engineering Document Change
6. ICFKH-CM-SRM 1.2D2, Manuals, Procedures, and Instructions, May 15, 1996.
7. WHC-SD-WM-WP-269, Work Plan for Waste Information and Control System, Rev. 0, April, 1994.
8. WHC-SD-WM-RD-049, System Requirements Specification For The Waste Information and Control System, Rev. 0, September, 1994.
9. WHC-SD-WM-SDD-048, System Design Description For The Waste Information and Control System, Rev. 0, November, 1994.
10. WHC-SD-WM-UM-028, User Manual for the Waste Information and Control System, Rev A, TBD.

APPENDIX A: WICS SOFTWARE CHANGE REQUEST AND PROBLEM REPORT FORM

If there are any areas in which a User sees possible improvements in WICS, we at DAES welcome their suggestions and input. The User will fill out a "Software Change Request" (SCR) and Problem Report form describing the problem (see form below) and mail the completed form to MSIN E6-21 c/o "DAES". DAES will actively log these SCR forms. DAES then has WICS maintenance engineers resolve the SCR and implement appropriate solutions.

SYSTEM CHANGE REQUEST OR PROBLEM REPORT																			
NOTE: Submitter Fills In Parts 1-8 (NON-GRAY)	FOR ASE USE ONLY																		
1. SCR Type: ☐ Development ☐ Problem ☐ Enhancement	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= Inconvenient 5= Interesting)	6. Requested Completion Date:																		
7. Task/Change/Problem Title (One Sentence Description):																			
8. Detailed Description/Justification (Attach Additional Sheet If Necessary):																			
FOR DAES USE ONLY: <table border="1"> <thead> <tr> <th colspan="2">Software Change Request Or Problem Report Resolution Information</th> </tr> </thead> <tbody> <tr> <td>Decision By:</td> <td>☐ Accept ☐ Modify ☐ Reject ☐ Defer</td> </tr> <tr> <td>Assigned To:</td> <td>Target Release Date:</td> </tr> <tr> <td colspan="2">Solution Comments/Impact:</td> </tr> <tr> <td colspan="2">Software Programs, Modules or Files Affected:</td> </tr> <tr> <td>Task Completed By:</td> <td>Date:</td> </tr> <tr> <td>Verified By:</td> <td>Date:</td> </tr> <tr> <td>Actual Release Version:</td> <td>Date:</td> </tr> <tr> <td>Closed By:</td> <td>Date:</td> </tr> </tbody> </table>		Software Change Request Or 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:
Software Change Request Or 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 Change Request or 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:

1. Indicate if this is a problem report or request for enhancement.
2. Record the name of the person submitting the form and the date.
3. Record WICS for project.
4. Record WICS for software program name.
5. Record submitter's evaluated priority as shown.
6. Provide a requested completion date, or leave blank if unknown.
7. Provide a single sentence title of problem or enhancement.
8. 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 Developer:

- a. On receipt, enter into the SCR/PR function on the WICS. Enter the next SCR number on the form.
- b. Enter the date received.
- c. Enter KPCN 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. Lead Engineer signs "decision by" block, and assigns to software engineer if accepted.
- f. Enter Assigned To and Target Release Date as appropriate.
- g. Software Engineer fills in solution, impacts and comments area, and identifies programs, modules and files to be affected. A list may be attached.
- h. Software Engineer 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. Lead Engineer signs "Closed By" block when complete or rejected.

APPENDIX B: WICS RELEASE COVER SHEET & REVISION RECORD

RELEASE COVER SHEET & REVISION RECORD

1. Software ID (Name):

2. Release Type: [ ] Initial Release [ ] Change

Rev:

[ ] App Lvl [ ] Sfty Cls

3. Abstract

4. Software Files (or attach directory listing)

5. Software files record storage media and location

6. Documentation	Title	Number	Rev
Requirements			
Design			
Design Verif.			
Validation			
User			
Config. Cntl.			

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

8. Released for:

[ ] Integration [ ] Acceptance Test [ ] Operational Test [ ] Operation

9. Approvals

Lead Engineer/Design Agent: _____

Date: _____

Software Custodian: _____

Date: _____

CCB/Design Authority: _____

Date: _____

Instructions for the Release Cover Sheet & Revision Record

Fill out as indicated. See example that follows:

1. Provide System Name and new revision number.
2. Check release type. Indicate Approval Level (E, S or Q) and Safety Class (1-4).
3. Provide an abstract describing the product being released. *Indicate if only a portion of the system is being modified.*
4. List all source and executable 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 on all files may be set to release date, time may be set to indicate the release version number (e.g. 2.07a).
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 by SCMP.

RELEASE COVER SHEET & REVISION RECORD

1. Software ID (Name): WICS

2. Release Type: ☒ Initial Release ☐ Change

Rev: R0.0ATP

☐ Q ☐ App Lvl ☐ 4 ☐ Sfty Cls**3. Abstract**

Waste Information and Control System (WICS). Includes database structures, test dataset, Delphi source code modules, Delphi Components, library and executable files. Software provides database services and User interfaces for the system. Initial release of application for acceptance testing.

4. Software Files (or attach directory listing)

- o BETA Executable set (located on WICS Fileserver)-- See Attached
- o Source + Executable set (located in storage)-- See Attached

5. Software files record storage media and location

- o Optical Disk Serial Number 96-DAES-003 (1 disk) TCPC Rm 2-48 Storage

6. Documentation	Title	Number	Rev
Requirements	SRS for the WICS--Phase 1	WHC-SD-WM-RD-049	1
Design	SDD for the WICS--Phase 1	WHC-SD-WM-SDD-048	0
Design Verif.	Design Verification Report	N/A	
Validation	ATP for the WICS	WHC-SD-WM-ATP-102	0
User	User Guide for the WICS	WHC-SD-WM-UM-028	0
Config. Cntl.	WICS SCMP	WHC-SD-WM-CSCM-029	0

7. Environment	Description	Rev	Approv Lvl/Sfty Class
Hardware	Hanford Standard 486/33 PC's (minimum) HLAN NT Server \WHC342	NA NA	None/4 None/4
Oper. System(s)	IBM/MS-DOS 6.2 or higher (Site Standard ESOE) with Windows v 3.11	NA	None/4
Language(s)	Borland Delphi with components Borland IDAPI Database Engine	1.0 1.0	None/4 None/4
Comm. Networks	HLAN, Windows for Workgroups 3.11, Windows NT 3.51	NA	None/4

8. Released for:
☐ Integration ☒ Acceptance Test ☐ Operational Test ☐ Operation
9. Approvals

Lead Engineer/Design Agent: _____

Date: _____

Software Custodian: _____

Date: _____

CCB/Design Authority: _____

Date: _____

*MS-DOS is a trademark of Microsoft Corporation

**Windows is a trademark of Microsoft Corporation

DISTRIBUTION SHEET

To	From	Page 1 of 1
Distribution	Data Automation Engineering and Services	Date 05/29/96
Project Title/Work Order		EDT No. 615543
WHC-SD-WM-CSCM-029 "Software Configuration Management Plan For Waste Information and Control System"		ECN No.

Name	MSIN	Text With All Attach	Text Only	Attach./Appendix Only	EDT/ECN Only
D.F. Flynn	E6-21	X			
W.R. Markillie	E6-21				X
M.L. Martin	T6-20				X
K.C. McBride	H8-41	X			
P.A. Moorman	T4-10	X			
S.K. Shirley	T6-20				X
S.G. Sterling	E6-21				X
Project Files	E6-21	X			
Central Files (original +#)	~~93-88~~ ~~18-04~~	X			
~~OSTI (2)~~	~~18-07~~	X			