**Civilian Radioactive Waste Management System
Management & Operating Contractor**

**Yucca Mountain Site Characterization Project
Table of Contents
Construction Letter Report**

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January 16, 1998

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ACRONYMS

ATDT	Automated Technical Data Tracking (<i>system</i>)
DOE	U.S. Department of Energy
EIS	Environmental Impact Statement
EPA	U.S. Environmental Protection Agency
FY	Fiscal Year
GI	Geographic Information (<i>system</i>)
HTML	Hypertext Markup Language
LA	License Application
M&O	Management and Operating Contractor
NRC	Nuclear Regulatory Agency <i>Commission</i>
RIB	Reference Information Base
RIS	Record Information System
RTN	Requirements Traceability Network
SEP	Site and Engineering Properties (<i>database</i>)
SR	Site Recommendation
TIC	Technical Information Center
ToC	Table of Contents
VA	Viability Assessment
WBIS	Web-Based Information System
YMP	Yucca Mountain Site Characterization Project
YMSCO	Yucca Mountain Site Characterization Office

1. INTRODUCTION

This letter report documents construction of the Yucca Mountain Site Characterization Project (YMP) Table of Contents (ToC). Included will be background information; a summary of the purpose, scope, and approach taken to construct the ToC; results of constructing the ToC; and a set of recommendations.

2. BACKGROUND

During Fiscal Year (FY) 1996, based on a request from the Yucca Mountain Site Characterization Office (YMSCO) Project Manager, an effort was conducted to develop a tool that would be a source of information, on the Internet, about the Yucca Mountain Project. The audience includes Project staff and management, Program staff and management, reviewers of Program products such as the Nuclear Regulatory Commission (NRC), and the general public.

A prototype followed fairly closely the Project Integrated Safety Assessment table of contents as a set of topics to be included in this source. Because the set of topics followed the table of contents, this tool came to be known as the ToC. Developers constructed a Lotus Notes database to contain narratives that discuss various topics and Lotus Notes "doclinks" to link the narratives to supporting information. Using the Lotus Notes Domino server, the ToC was converted to Hypertext Markup Language (HTML), allowing access to the ToC from the YMP Intranet.

Since the prototype was developed, Project decisions and changes in approach have evolved the concept that is the basis for the ToC to be presented in this letter report. Section 3 provides the details of the approach. The ToC is a Web-based road map that provides access to three elements of Project information: functional descriptions of what and how the Project operates; links to the major products the Project generates; and links to indices (databases) that contain Project documentary material (records, references, technical data, etc.).

3. ABOUT THE "ToC"

3.1 PURPOSE

The ToC is intended to provide access to the spectrum of Project information. The audience includes Project staff and management, reviewers and regulators, and the general public. The NRC in particular will use the ToC as part of the information structure that facilitates review of the Project's License Application (LA) and other pertinent documentation.

The spectrum of information has been broken into three major elements:

- **Functional Descriptions**—These are summary discussions of Project functions and how they are performed. These descriptions were purposely not tied to the Project's organization or reporting structures, as these have a tendency to change over time, especially the organization. To ensure maximum use, these descriptions were targeted to be written at a

10th-grade level, with an institutional or public affairs flavor. This would provide the user with initial information, to be understood even without training in that function/discipline, plus increasingly technical information.

- **A link to the Project's major products contained in the Web-Based Information System (WBIS)**—The major products include four key documents: Viability Assessment (VA), Site Recommendation (SR), LA, and the Environmental Impact Statement (EIS). Other directly supporting documents such as topical reports and the semiannual progress report are also included. WBIS is an electronic environment that allows authors to either develop the document in the system or, assuming the document is developed elsewhere, place the document following approval. WBIS includes hypertext links to the supporting documentary materials cited in the subject document, plus the capability to deploy the document to the Project's Intranet and to the Internet.
- **Project Indices**—The indices are the various repositories, usually databases, that contain the documentary material used and generated by the Project. This type of information includes references cited, technical data, and Project records.

3.2 SCOPE OF THE ToC EFFORT

The scope and approach used for the ToC effort consist of construction of the ToC, maintenance and ongoing development, and indices work. Details for each activity follow.

3.2.1 Construction of the ToC

A software/hardware architecture was developed to contain the ToC. The architecture consists of use of a Lotus Notes database designed to contain the three major ToC elements, plus the sub-tier elements, with the ability to establish internal links between information provided in the ToC itself and links to information contained elsewhere within the Project. These links were established using the Lotus Notes doclink and hotspot functions.

The ToC is accessible to staff developing, updating, or revising the ToC contents from the YMP Lotus Notes infrastructure. Controls such as access and security, collaboration of multiple authors, review and comment, and version control were built into this design. Using the IBM Lotus Notes Domino server, the ToC may be accessed from the Project's Intranet and, with YMSCO direction, from the Internet.

Based on interactions with YMSCO staff, the following six functional descriptions were developed (with subfunctions also listed):

- **Project Management**
 - Project Control
 - Resource Management
 - Information Management
 - Contracts and Property Management

- Site Management
- Occupational Safety and Health
- Regulatory Compliance
 - Relationship between the U.S. Department of Energy (DOE) and NRC, U.S. Environmental Protection Agency (EPA), and the Nuclear Waste Technical Review Board
 - Calendar of Events
 - Regulations
- Quality Assurance
- Science and Engineering Activities
 - Natural System
 - Engineered Barrier System
 - Repository Design
 - Radioactive Waste Management
 - Repository Operations
 - Accident Analysis
- Performance Assessment
- Environmental Programs
 - Environmental Studies
 - Socioeconomic Studies.

The functional descriptions were developed in parallel with development of the above architecture. Institutional (public affairs) technical writers were obtained. Based on interviews with key Project staff, plus review of appropriate existing Project documentation, draft descriptions of the functions were developed. The descriptions were written in about 500 words, at a target 10th-grade level. Following review and comment resolution iterations, the descriptions were finalized, imported into the ToC database, verified, and locked down.

The major products section of the ToC consists of links from the ToC Lotus Notes architecture to documents (current, in progress, and future) that are or will be contained in WBIS. These electronic documents include links to documentary material that supports the document and internal linking to facilitate navigation through the document. The documents are accessible from the Project's Intranet and the Internet (with YMSCO direction).

Major products consist of the following documents:

- VA (including the five major elements)
- SR
- LA (including at least the working draft license application)
- EIS
- Topical reports (erosion, seismic, criticality)
- Progress report (current issue)
- Program plan
- Reference design description.

Currently, only the *Preclosure Seismic Design Methodology for a Geologic Repository at Yucca Mountain*, Rev. 2, (Topical Report # 2) is contained in WBIS. However, as the documents in the above list are completed and released, links will be established between ToC and WBIS to allow ToC users to access those documents.

Following are the indices that have been linked during construction of the ToC:

- Technical Data Management containing the technical data generated and used by the Project and consisting of the following indices:
 - Automated Technical Data Tracking (ATDT)
 - Site and Engineering Properties (SEP)
 - Reference Information Base (RIB)
 - Geographic Information (GI)
- Requirements Traceability Network (RTN)
- Record Information System (RIS)
- Technical Information Center (TIC).

Related construction activities include development of:

- A proposed process for maintenance and ongoing development of the ToC
- A first-time user's guide for users of the ToC
- An author's guide for staff who will update, modify, or change the ToC in the future
- Appropriate software documentation
- A letter report of the construction effort.

At the conclusion of construction, demonstrations were planned for the Management and Operating Contractor (M&O) Operations Managers and for the YMSCO Assistant Managers.

3.2.2 Maintenance and Ongoing Development

The maintenance and ongoing development process, discussed in Section 4.2, will include at least an annual review of Project indices to identify those that should be linked to the ToC. For those indices, Web interfaces are developed to allow hypertext links to the ToC and also access directly from the Intranet and Internet.

In accordance with the proposed process for maintenance and ongoing development generated during the construction activities, maintenance activities will ensure the integrity of the ToC and ongoing development will be a mechanism to identify changes to the ToC that will keep it current with the Project and also provide new or enhanced features.

3.2.3 Indices Work

The third element of the ToC consists of indices that contain Project documentary material: references, records, and technical data. These are the sources that link the major products to their supporting documentary material. The Project indices were reviewed and assessed for appropriateness to be linked to this ToC element. Some contain information that is proprietary or sensitive and not used as documentary material in the major products.

This activity, initiated in parallel with the construction of the ToC, involves development of the Web interfaces for Project indices that will allow the indices to be linked to the ToC and also directly accessible from the Project's Intranet or from the Internet. In the future, specific indices to be worked will be identified as part of planning conducted within the maintenance and ongoing development process.

4. RESULTS OF CONSTRUCTION

4.1 ToC AS-BUILT DESCRIPTION

4.1.1 Architecture

As planned, the ToC software and hardware architecture consists of the Lotus Notes database approach. A database was designed that contains three ToC elements listed by categories (three levels). The architecture uses the Lotus Notes doclink and hotspot capability to establish internal links within the ToC between sections and elements, links to WBIS to provide access to major products, and links to the various indices that have Web interfaces and are destined for access from the Internet. The IBM Lotus Notes Domino server converts the ToC files, contained in the Lotus Notes database, to HTML. This converted file is then made accessible by the Domino server to users on the Project's Intranet and also from the Internet.

4.1.2 Functional Descriptions

Functional descriptions have been generated with a 10th-grade readability level. The audience was envisioned as a junior high school student or a mature person with little knowledge of science and

of the Project. *The Associated Press Stylebook and Libel Manual* was used to establish consistency. For certain terminology and formatting decisions, an editorial consensus was reached and a brief publications-specific style sheet was produced.

The functional description authors interviewed the appropriate staff and/or managers using a uniform, five-point survey distributed before the interview. Based on these responses, authors and editors wrote the text using WordPerfect, for transition to Lotus Notes. Authors and editors then involved the same staff and/or managers to review accuracy of the content. Each description has been edited at least five times with an emphasis on balancing meaning and readability.

The functional descriptions were examined for cross-references to other functional descriptions. Links were established to allow the reader to find the cross-reference.

The process of generating the functional descriptions, especially reviews to ensure appropriate ties among descriptions, has identified some functions that may be missing. Section 5, Recommendations, contains these findings.

4.1.3 Major Products

As planned, the major products element has been constructed with the capability of linking to the products contained in WBIS. Currently, the only product that is linked is the *Preclosure Seismic Design Methodology for a Geologic Repository at Yucca Mountain*, Rev. 2 (Topical Report # 2). Given FY 1998 Project plans, other products will be developed; the links will be made when those products are approved for release. Of specific note is the linked version of the VA that is planned to be available by the end of the first quarter of FY 1999.

4.1.4 Indices

As planned, the indices element has been constructed with the capability of linking to indices that have Web interfaces and have been approved for external access. Currently, the indices contained in the ToC are the Technical Data Management System (ATDT, SEP, GI, and RIB) RIS, TIC index, and RTN.

4.1.5 Search Capability

A Lotus Notes search function exists that will allow queries of the ToC, primarily the functional descriptions but also the narratives provided as information in the other two elements. Search capability exists within the major products by using the search function in WBIS. Search capability also is inherently available for each of the indices.

4.1.6 Help

A help function has been created that is accessible from the ToC home page. The help function provides the user with support in finding the right path to follow to reach information. This function will be expanded as major products become available.

4.1.7 First-Time User Guide

A guide created for first-time users of the ToC is accessible from the ToC home page. See examples of print screens in Appendix B.

4.2 PROPOSED MAINTENANCE AND ONGOING DEVELOPMENT PROCESS

A proposed maintenance and ongoing development process is presented in Appendix A. This process provides (1) a version control approach, including steps to lock down the current version of the ToC; (2) for weekly checks of the ToC to ensure that the contents remain intact and that the links take the user to the intended information; and (3) steps to conduct an annual review of the ToC relative to Project status, develop recommended changes, and use the annual planning cycle to gain approval and planning for these changes. The actual changes would begin in the next fiscal year.

4.3 AUTHOR GUIDE

An author guide has been generated for use by staff in making future changes to the ToC. The guide is presented in Appendix C. When changes are necessary and authorized, the guide provides staff with (1) information and instructions on the security approach for the ToC; (2) how to obtain access to the ToC; (3) how to make changes, using the ToC's Lotus Notes architecture and word processing capabilities; (4) how to establish hypertext links to intended information using the Lotus Notes doclink and hotspot functions; (5) how to conduct reviews of changed information and narratives; and (6) how to lock down the next version of the ToC.

4.4 SOFTWARE DOCUMENTATION

A full set of Lotus Notes software documentation, generated and captured automatically by the Lotus Notes architecture during the development of the ToC, is available in the ToC records package. Using key words, this records package can be retrieved from the RIS using its search function.

4.5 DEMONSTRATIONS

In addition to informal demonstrations provided to M&O and YMSCO management during the course of ToC construction, formal demonstrations were planned for management. A formal demonstration was conducted for M&O Operations Managers on January 13, 1998.

The name "Table of Contents" is confusing because it is not specific. Because the name refers only to the functional descriptions, the major products, and the indices at the YMP, it was recommended that a more specific title be selected.

Given scheduling constraints at the time this letter report is being issued, a formal demonstration to YMSCO senior management has not been conducted. With resolution of scheduling conflicts, the demonstration will be conducted, anticipated to occur within the YAP-5.1Q, *Submittal of Documents for Development, Change, Review, and Deliverable Acceptance*. Comments can be documented on the record associated with that review.

5. RECOMMENDATIONS

During development of the ToC, various issues or potential enhancements were identified. The following recommendations are intended to document these items and to provide a proposed resolution and/or approach.

5.1 ToC GLOSSARY

Given the uniqueness of terms used in the functional descriptions and the different ways some terms are used, the need for a glossary, written for the same 10th-grade audience, was identified. Following is a recommended approach:

- Develop a glossary of terms used in the functional descriptions (and potentially elsewhere in the ToC), written at a 10th-grade reading level.
- Indicate terms used differently across the Project and provide appropriate clarification.
- Provide links to where the term is used in the ToC.
- Review the terms during annual updates to the ToC and identify new terms to be placed in the updated glossary.
- Add a new access button to the ToC home page, labeled "Glossary of ToC Terms."

Note: This glossary is not intended to be a comprehensive Project glossary, which is beyond the scope of the ToC. The M&O Information Management Planning function should take this issue under consideration.

5.2 NAME CHANGE

The staff that participated in construction of the ToC encountered considerable comments and questions as to what "Table of Contents" means or was intended to do. Consequently, the staff recommended a name change from the ToC to "Inside Yucca Mountain."

Included would be appropriate graphics to aid in transferring to the user the intent of the ToC/"Inside Yucca Mountain."

5.3 PROPOSED "MAINTENANCE AND ONGOING DEVELOPMENT PROCESS"

The proposed maintenance and ongoing development process, presented in Appendix A, should be implemented as soon as possible to ensure version control of the ToC, initiate weekly maintenance checks, and prepare for the upcoming FY 1999 Annual Planning Cycle. Work Package 12522085MB, "Maintenance and Ongoing Development," contains resources to perform this proposed work based on this process.

5.4 ToC ARCHITECTURE

The current ToC hardware/software architecture needs to be assessed annually to take advantage of technology advances and to ensure its compatibility with the Project's information infrastructure. This assessment would include a strong interface with the M&O's Information Technology Steering Committee. In addition, a strong interface is needed to ensure that the ToC remains current with efforts associated with revision to 10CFR2 Subpart J, specifically development of the Integrated Electronic Information System.

5.5 ADDITIONAL FUNCTIONAL DESCRIPTIONS

The Institutional/External Affairs function was identified as missing and is recommended to be developed and added to the ToC during the first annual assessment (see Appendix A).

5.6 INITIATE A YAP-30.12, PUBLICATIONS REVIEW, APPROVAL AND DISTRIBUTION, REVIEW

With deliverable acceptance, a publications release review should be initiated as the process to obtain approval to make the ToC accessible from the Internet.

6. REFERENCES AND BIBLIOGRAPHY

The Associated Press Stylebook and Libel Manual. 1996. 6th Edition. Editor, Norm Goldstein. Reading, Massachusetts: Addison-Wesley Publishing Company.

APPENDIX A
PROPOSED TABLE OF CONTENTS (ToC)
MAINTENANCE AND ONGOING DEVELOPMENT PROCESS

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A.1 INTRODUCTION

A.1.1 PURPOSE/OBJECTIVE

This document presents the maintenance and ongoing development process to be used for the Yucca Mountain Site Characterization Project (YMP) Table of Contents (ToC). The ToC is a Web page available through the Yucca Mountain Site Characterization Office (YMSCO) home page that provides access to Project information. This information has been grouped into three major elements:

- Functional Descriptions (500 word summaries of the basic functions that comprise YMSCO)
- Major Products (access to the major products developed by YMSCO, such as the Viability Assessment document)
- Indices (the various databases that contain Project information, such as the Records Information System (RIS)).

Critical users will be the regulatory reviewers who, in accordance with the proposed revision to 10CFR2 Subpart J, will use the ToC for access to regulatory documents to be reviewed and to their supporting documentary material.

Given the purpose and the critical role the ToC will provide during the regulatory phase of the Project, a maintenance and ongoing development process is necessary to ensure that ToC continues to function as designed, periodic updates of information occur, and enhancements to the ToC are incorporated, especially as information technology continues to evolve.

A.1.2 BACKGROUND

The ToC was constructed during the first part of Fiscal Year (FY) 1998. The Lotus Notes database system was chosen as the backbone for the ToC architecture. Using Lotus Notes, the three major elements were created and the contents developed as follows.

A.1.2.1 Functional Description

For the first major ToC element, Functional Descriptions, a group of institutional writers were selected to interview staff and management personnel across the Project, from which 500-word summaries of the six basic functions that comprise the YMSCO were generated. Following iterations of review, comment resolution, and revisions, the functional descriptions were then imported into that element of the ToC.

A.1.2.2 Major Products

For the second major ToC element, Major Products, a link was established from this element to the Web-Based Information System (WBIS). WBIS is an electronic environment developed to support development of the Project's major products (such as the Viability Assessment document) in which hypertext links can be established from the document to the supporting documentary material. Following approval of the document, WBIS can make the document available from the Web and from the ToC.

A.1.2.3 Indices

For the third major ToC element, Indices, links have been established to the Web interfaces that have been built for a set of the Project's indices (databases that contain Project information).

In addition to the above, a first-time user guide has been developed. The guide is available under the help function on the ToC home page and is also available as a printout. Software documentation has been developed that captures the ToC system requirements, the design, and an author guide for use during future maintenance and ongoing development of the ToC.

As part of a mid-January 1998 milestone, the ToC was demonstrated to the YMSCO and formally accepted. At this point, access to the Lotus Notes side of the ToC was locked down and Revision 0 of the ToC was established.

A.2 GENERAL APPROACH FOR MAINTENANCE AND ONGOING DEVELOPMENT

The major components of the ToC maintenance and ongoing development process are described briefly in the following pages. Details of the components are found in Section A.4.

A.2.1 VERSION CONTROL PROCESS

A version control process is essential to ensure that the ToC operates as designed and approved, the information presented is changed only under control, and the information linked to remains as approved for the current version. Minimally, a new version occurs only following approval in accordance with YAP 30.12, *Publications Review, Approval, and Distribution*.

A.2.2 MAINTENANCE CHECKS

A comprehensive review of all linked elements within the ToC and to other Project sources will be conducted weekly. If links are found to be "broken," under database administrator control, the links will be reestablished. Following completion of this check, the home page will be annotated with an update to the "last checked" date.

A.2.3 ANNUAL STATUS ASSESSMENT AND RECOMMENDATIONS

Targeted to begin in May of each fiscal year, all elements of the ToC will be assessed to determine whether the information is still current (primarily that contained in the functional descriptions), links exist to appropriate major products, links exist to appropriate indices, the functionality of the Web interfaces is current with technology standards, and the overall ToC software and hardware architecture is also current with technology standards. To gain authorization to implement, a set of recommended maintenance and ongoing development activities will be developed, reviewed, and approved for use in the annual planning cycle. Major products and new data are added to the indices as they become available. This will be achieved through maintenance and development activities.

A.2.4 IMPLEMENTATION OF RECOMMENDED MAINTENANCE AND DEVELOPMENT ACTIVITIES

Based on approval and authorization to the recommended maintenance and development activities, these activities will be performed, beginning in October, as part of the next fiscal year's scope of work.

A.3 ASSUMPTIONS

Following are the assumptions used as a basis for both development and implementation of the ToC maintenance and ongoing development process:

- A ToC version will be approved based on:
 - Approval by the M&O Document Management & Integration Lead
 - Completion of a review in accordance with YAP-30.12.
- Once approved, a ToC version will be locked down by the M&O Information Resources Management (IRM) Lotus Notes Administrator by setting the Lotus Notes access to "World" and emptying the access list.
- M&O organizations used to develop the functional descriptions will perform a review of the description to identify needed changes.
- M&O Document Management and Integration (DM&I) Lead will be responsible for identifying new functions that need a functional description and deleting functions that are no longer appropriate.
- Additions to the major products list will occur as part of approval of the document in which the document will be placed in WBIS with the version locked down by the M&O IRM Lotus Notes Administrator (as noted above).
- M&O DM&I Lead will be responsible for identifying new indices that need to be linked to the ToC indices element.

- Maintenance and the ongoing development of the ToC will include an assessment of changes to information technology to identify appropriate upgrades to the ToC architecture and to the Web interfaces for the indices.
- An annual assessment of the overall ToC will be frequent enough to ensure that the ToC remains current.
- Weekly maintenance checks will be frequent enough to ensure correction of “broken” hypertext links that have not been noted by users.

A.4 DETAILS OF THE ToC MAINTENANCE AND ONGOING DEVELOPMENT PROCESS

A.4.1 VERSION CONTROL PROCESS

A.4.1.1 Table of Contents, Revision 0

Following are the steps that will result in establishment of the ToC, Revision 0:

- Construction of the ToC will be completed and approved as part of FY 1998 Level 3 Milestone (Activity SLTOCM3). This deliverable consists of a demonstration of the ToC to YMSCO followed by transmittal of a letter report that provides a description of the ToC and includes this maintenance and ongoing development process.
- Subsequent to the above milestone, the ToC will undergo a YAP-30.12 review for approval to externally release the ToC and its contents.
- With completion of the above two steps, the Revision 0 of the ToC will be declared. At that time, the M&O IRM Lotus Notes Administrator will lock down the ToC by emptying the access list and setting the Lotus Notes access privilege to “World,” allowing access to the ToC from the YMP Intranet. When installation of the external IBM Lotus Notes Domino server is complete, the ToC, Revision 0, will then be available to the Internet.

A.4.1.2 Subsequent ToC Revisions

Following controlled changes that will be made in the future to the ToC, as noted in Section 4.3, the next Revision level of the ToC will be established:

- A copy of the current version of the ToC, to be revised, would be made. The changes to the ToC will be made to this copy in accordance with recommendations developed during the “Annual Status Assessment and Recommendations” that have been approved and authorized as part of the YMP Annual Planning Cycle (see Section A.4.3). A management plan will be developed that contains necessary controls by which to make the recommended changes. These changes are anticipated to potentially include changes to any and all of the major elements of the ToC and potentially to the ToC architecture. A software migration plan would be developed for major changes to the ToC architecture.

- The ToC, Revision N+1, would then undergo a YAP-30.12 review for approval to externally release the revised ToC.
- Following approval, the current version would be archived and replaced with the approved revision. The M&O IRM Lotus Notes Administrator would then lock down the ToC and make it available to the Web, as noted above for Revision 0.

A.4.2 WEEKLY MAINTENANCE CHECKS

The M&O DM&I Lead will direct staff to conduct a comprehensive check of the current version of the ToC. This weekly check will primarily include a test of all hypertext links to locate any that may have been “broken” and then to repair those links. The results of the check will be documented for use in assessment, with the intent of identifying trends for problems that would be used in the Annual Status Assessment and Recommendations.

With completion of the weekly maintenance check, the M&O IRM Lotus Notes Administrator will provide temporary access to a DM&I staff member to update the “Last Checked” date on the ToC home page.

A.4.3 ANNUAL STATUS ASSESSMENT AND RECOMMENDATIONS

A.4.3.1 Assessment

In May of each fiscal year, a comprehensive assessment of the current version of the ToC will be conducted, under the direction of the DM&I Lead. Included in this assessment will be the following:

- The functional descriptions will be distributed to appropriate key staff for review and will provide updates to ensure the description reflects the current status of the Project.
- The DM&I Lead, with input from M&O and YMSCO management, will identify new Project functions and make necessary arrangements to generate a functional description. If a current function is found to no longer be appropriate, that functional description will then be identified for a recommended deletion.
- Links to the major products (see list in Table A-1) will be reviewed to ensure that all appropriate products that have been prepared and approved are contained in WBIS and are available through links in this element of the ToC. Needed changes will be identified for use in the recommendations.

Table A-1. List of Major Products

1. Viability Assessment (including the five major elements)
2. Site Recommendation
3. License Application (including at least the Working Draft License Application)
4. Environmental Impact Statement
5. Topical Reports: <ul style="list-style-type: none"> • Erosion • Seismic Methodology, #1 • Seismic Methodology, #2 • Seismic Methodology, #3 • Criticality
6. Progress Report (current issue)
7. Program Plan
8. Reference Design Description

- Similarly, links to the Project's indices (see list in Table A-2) will be reviewed to ensure that all appropriate indices that have been developed and approved are available through hypertext links in this element of the ToC. Also included will be an assessment of the Web interfaces being used for these indices to ensure that they are current with information technology standards. Needed changes will be identified from the above assessments for use in the recommendations.

Table A-2. Project Indices

Indices Available from the Internet
<ul style="list-style-type: none"> • Technical Data Management System <ul style="list-style-type: none"> - ATDTWeb (Automated Technical Data Tracking) - SEPWeb (Site and Engineering Properties) - RIBWeb (Reference Information Base) - GIWeb (Geographic Information) • RTNWeb (Requirements Traceability Network) • RISWeb (Records Information System) • TICWeb (Technical Information Center) <p>Note: Availability of the above indices depends on approval by YMSCO for release (in accordance with YAP-30.12, <i>Publications Review, Approval and Distribution</i>).</p>
Indices Available from the YMP Intranet
<ul style="list-style-type: none"> • READYWeb (Tracking of Deliverable Items) • PACSWeb (Planning And Control System) • TRAINWeb (Training Records) • WBSWeb (Work Breakdown Structure)

- An assessment of the overall ToC hardware/software architecture will be conducted to ensure that the architecture is current with information technology standards. Needed changes will be identified for use in the recommendations. If a need for a complete architecture migration is identified, the recommendation will include development of a migration plan.

A.4.3.2 Recommendations

With the results of the annual status assessment, recommendations will be developed, reviewed by M&O management, briefed to appropriate YMSCO management and staff, and with concurrence, provided as input to the annual planning cycle. This input must occur no later than end of June. The M&O DM&I Lead will be responsible for this effort.

A.4.4 IMPLEMENTATION OF RECOMMENDED MAINTENANCE AND DEVELOPMENT ACTIVITIES

A.4.4.1 Approval and Authorization of Recommendations

Approval and authorization (including the planning of recommended activities, schedules, and associated resources) will occur as part of the annual planning cycle.

A.4.4.2 Implementation of Recommendations

With approval of the Fiscal Year Baseline (target: October 1), the planned activities to implement the recommendations will be initiated. The M&O DM&I Lead will be responsible for this effort. Included will be development of a management plan for controlling the recommended changes. The depth and complexity of this management plan will be appropriate for the magnitude of the changes. If a major change is being implemented for the ToC architecture, a software migration plan will be included in the management plan. Following completion of the changes, the next version of the ToC will be established as described in Section A.4.1.

APPENDIX B
FIRST-TIME USER GUIDE

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B.1 FIRST-TIME USER GUIDE	B-1

FIGURES

	Page
B-1 For First-Time Users (1 of 2)	B-2

B.1 FIRST-TIME USER GUIDE

Figure B-1 consists of the proposed Internet screen, which appears when the “About” icon is activated. This screen is titled “For First Time Users” and is designed to provide the new user with an explanation of the Table of Contents (ToC) and access to other information sources using the **Bold Underline Links** that appear on the page.

This page will be expanded when additional features are incorporated in the ToC. This screen can be found by accessing the Project ToC icon on the Yucca Mountain Site Characterization Project Home Page.

**Table Of
Contents**
for the
Yucca Mountain Project

- About -

For First Time Users

The Table of Contents is a database containing Project-related information and Project data indices.

What is the TOC?

The Table of Contents is a database containing a myriad of Project-related information, including most, if not all, of the licensing documents developed in the Web-Based Information System, and Project data indices such as the RIS- and TIC-Webs and TechData.

What does the TOC consist of?

The Table of Contents is a database that is segmented into three elements.

- **Functional Descriptions**

The Project is broken into six functions. These descriptions will be high-level, presented in institutional language.

- **Major Products**

These documents would be contained within, and served by, the Web-Based Information System. They will include the Topical Reports, License Application, Viability Assessment, and others.

- **Indices** which contain Project data and information

This will contain the RIS-Web, TIC-Web, ATDT, SEP-Web, and other similar repositories.

Why was it created?

The TOC was developed as a tool to provide access to Project information from the Web environment.

When will it become available?

This database is currently under development and will continue to change during the prototype process. We ask for any input and/or comments you may have regarding its

<http://ymlnweb1/toc/toc2.nsf/WebMisc/About?OpenDocument>

1/14/98

Figure B-1. For First-Time Users (1 of 2)

development, or any ideas for features that you believe would be helpful.

The first-release target date is by mid-January 1998.

Who do I contact with my input?

You may contact either Claudia Newbury or Steve Fogdall with your comments, questions, or ideas. They may be contacted either by e-mail or by telephone.

Claudia Newbury	claudia_newbury@notes.ymp.gov (702) 794-1361
Steve Fogdall	stephen_fogdall@notes.ymp.gov (702) 295-5562

Where is it?

The TOC may be accessed through the YMP / M&O Intranet.

The Navigation Guide is currently being developed and is not yet available.

How do I access the TOC?

You may navigate your web browser to the YMP / M&O Intranet homepage, and access the Table of Contents, by clicking here:

[M&O Home Page](#)

Or you may access the TOC directly through this link:

[Table of Contents](#)

Or the Web-Based Information System through this one:

[Web-Based Information System](#)

APPENDIX C
TABLE OF CONTENTS PROJECT AUTHOR'S GUIDE FOR
LOTUS NOTES 4.5.2 DOCUMENTS

TABLE OF CONTENTS PROJECT AUTHOR'S GUIDE FOR LOTUS NOTES 4.5.2 DOCUMENTS

I. Security Approach and Control Access for the Table of Contents Project Documents

Each Table of Contents (ToC) document has various access privilege levels assigned to it. In the Lotus Notes environment, the Lotus Notes Administrator and the ToC Document Management Specialist (DMS) will assign the following privilege levels: "Private" (author only access), "Group" (document development team or ToC Group members), and "Notes" (all Lotus Notes users). For the ToC Group, the Lotus Notes Administrator and the designated DMS will establish the following access levels:

Author—can read any document, prepare a document, and edit his/hers own document.

Editor—can read, write, and edit all documents in the database. The editor cannot modify design elements or access control levels.

Reader—can view documents only. Readers cannot add new documents or edit existing documents.

Lotus Notes Administrator—will set up the work groups and perform system functions for the ToC Group. The Lotus Notes Administrator is the Information Resource Management (IRM) team. IRM will also establish who will receive deletion capabilities.

To obtain these access privileges for the ToC project documents, the user must contact the Lotus Notes Administrator (IRM Group).

If users need to create, revise, or resolve comments on a document, they need to access the Lotus Notes Table of Contents (ToC) database (see Part II of this guide). Users must contact the designated lead author for the document to have access.

NOTE: For more information on the "Comment" capability, see Part V of this guide.

II. How to View the Table of Contents Project Documents on the Intranet

1. Enter the Intranet (with a mouse, double-click on the Microsoft Internet Explorer 4.0 icon). The Civilian Radioactive Waste Management System (CRWMS) Management and Operating (M&O) contractor home page should open.
2. On the left-hand side of the page (left frame), notice a list consisting of Intranet and database titles (similar to the list below). Each title in this list is linked to an Intranet or database home page.

INTRANET
<u>What'sNew</u>
<u>YMP</u>
DATABASES
<u>PACSweb</u>
<u>ProjectToC</u>
<u>READYweb</u>
<u>RISweb</u>
<u>RTNweb</u>
<u>TechData</u>
<u>TICweb</u>
<u>Trainweb</u>
<u>WBIS</u>
<u>WBSweb</u>

NOTE: The examples in Part I of this guide are hyperlinked in Microsoft Word.

From this list, choose (single click) ProjectTOC.

3. The Yucca Mountain Project's Table of Contents (ToC) home page will open. Included on this page is information concerning the ToC Project's purpose, description, future availability, and points-of-contact personnel. ToC Project areas of interest are listed and linked inside a graphic on top of the page. These areas and their definitions are listed below:

Functional Descriptions—Descriptive summaries of Yucca Mountain Project functions.

Major Products—Links to Yucca Mountain Project documents, such as the Viability Assessment.

Indices—Links to databases containing Yucca Mountain Project information.

Search—Search engine for the ToC Project site only.

Help—Help screen for Intranet researchers in the ToC Project site.

About—Screen that describes the ToC Project.

NOTE: These areas of interest are linked even though they are not blue and underlined.

4. Choose an area of interest you want to research.

Example: Functional Descriptions (single click on phrase)

NOTE: If you choose the Search option, the Search screen displays a text bar similar to any Internet search engine text bar. In this bar, type in your inquiry regarding the ToC Project and then click on the "Search" button. Search results will be displayed on the next page. The following instructions will explain how to research your results.

5. At this point, the next page will list additional and more specific choices (similar to the list below). Single click on the blue arrow associated with your next preference.

- ▶ 1. Project Management
- ▶ 2. Regulatory Interactions and Compliance
- ▶ 3. Quality Assurance
- ▶ 4. Science and Engineering Activities
- ▶ 5. Performance Assessment
- ▶ 6. Environmental Programs

Example: ▶ 1. Project Management (single click on blue arrow)

6. After a selection is made, another list (similar to the list on the next page) will appear beneath the preference title (an upside-down arrow indicates more options). These new options are links to the actual descriptions. Single click on the underlined title you want to research.

- ▼ 1. Project Management
 - Project Control
 - Resource Management
 - Information Management
 - Contract Management
 - Property Management
 - Site Management
 - Occupational Safety and Health

Example: • Project Control (single click on this title)

Depending on your choice and area of interest, a page can contain many additional links that will lead to similar or more detailed information. Single click on a preferred linked word or phrase.

Example: Links to other ToC Project documents (i.e., Information Management)

7. After locating all your requested information from any page, you can return to the previous page by simply clicking on the "Back" button located on the toolbar (similar to the graphic below) under the menu bar. You can then choose another area of interest to research.

Back	Forward	Stop	Refresh	Home	Search	Favorite	Print	Font	Mail	Edit
------	---------	------	---------	------	--------	----------	-------	------	------	------

8. To exit from the ToC Project home page and return to the Intranet (CRWMS M&O) home page, click on the "Home" button also located on the toolbar. This will take you to where you started your search.
9. To exit from the Intranet, go to "File" on the menu bar and choose "Close" from the pull- down menu.

III. How to Edit Table of Contents Documents for the Intranet

A. How to Load and Edit Documents on Lotus Notes 4.5.2

NOTE: Users must have appropriate access privileges to load and edit ToC documents. See Part I for information on obtaining access.

1. Enter Lotus Notes 4.5.2.
2. Using a mouse, choose "File" in the menu bar.
Then choose "Database" in the pull-down menu.
From the next choices, choose "Open."
3. A field for a server name appears. Click on the server box and type in "YMLNWEB1" then press "Enter" on the keyboard.
4. A Database list appears. Scroll down to the file folders located near the bottom of the list. Choose (double click) the folder titled "toc" and then choose "Open."
5. The Table of Contents (ToC) Project, Entries by Category menu appears. This menu will list the following three groups: Functional Descriptions, Major Products, and Indices. These groups each have a variety of categories to choose from. Choose (double click) the category you are interested in. Next, choose (double click) the entry you want to edit.

NOTE: You can only edit the text for the entries, not group or category names (there is no text associated with the groups and categories).

Example: Functional Descriptions (group)

1. Project Management (category)

Project Control (this is your choice, double click to choose)

6. When you are ready to edit an entry, press the keys "Ctrl" + "E" on your keyboard or double-click on the left button of your mouse. These actions will enable the edit function on your system.
7. Select the area in the entry you want to edit or add text. You can add text from other drives, files, and disks from programs such as WordPerfect or Microsoft Word. Simply use the copy and paste method. This copied text must be pasted within text frame place-holders (see note below for details).

NOTE: Changes can only occur to text located within text frame place-holders (which resemble corner borders [┌┐]). These place-holders illustrate fields named "variable fields." Text that is not located within these text frame place-holders are in nonchangeable fields or "static text fields." Subsequently, no changes or edits can be made to this text.

Example: **Group:** **┌ 1. Project Management ┐**

 ↓ ↓ ↓

 Static Text Variable Text Frame

 Field Field Place-Holder

8. Within text frame place-holders, type, edit, paste, or delete text. The text can be similarly manipulated as in other word processing programs. All font, font size, and other text effect changes are available in "Text" on the menu bar.
9. When completed with all changes, press the "Esc" key on the keyboard.
10. The system will now ask you the following:

Do you want to save your changes?

Yes	No	Cancel
-----	----	--------

11. Using your mouse, click on your answer.
12. Now you are back in the Entries by Category menu.
13. Choose another group, category, or entry to edit.
14. To exit this menu, press the "Esc" key.

B. How to Add, Edit, and Remove Links (or Hotspots) in Text

1. To add an external link or hotspot to your text, while in the edit mode of Lotus Notes, select the word or phrase to be linked, then choose "Create" on the menu bar, "Hotspot" on the pull-down menu, and then "URL Link."
2. In the empty box that appears, type in the complete linking website address for the selected word or phrase (you do not have to include the text "http://" in the address). The example below illustrates this box and shows an example of the U.S. Department of Energy's home page.

NOTE: To obtain an unknown website address, enter the site or page you want to link, choose "File" from the menu bar and "Properties" from the pull-down menu. Here the complete address is specified.

Example:

www.doe.gov	X
-------------	---

After typing in the complete linking address, using your mouse, click on the "X" on the upper right-hand corner of the box. The linked word or phrase will appear in bold and underlined.

3. To create an internal link, in the edit mode of a document, determine and place the cursor where the link is to be made. Press the "Esc" key. In the ToC Entries by Category menu, select and highlight the text where the link is coming from. Select "Edit" from the menu bar, "Copy As Link" from the pull-down menu, and "Document Link." Return to the document and select "Create" from the menu bar, "Hotspot" from the pull-down menu, and "Link Hotspot." Check the link by clicking on the link icon.
4. To edit a hotspot address, place the cursor within the linked word or phrase. Choose "Hotspot" on the menu bar and "Hotspot Properties" on the pull-down menu. In the box, the address is provided. Make any changes and click on the "X" on the box when complete.
5. To remove a link, place the cursor within the linked work or phrase and choose "Hotspot" on the menu bar and "Remove Hotspot" on the pull-down menu.

NOTE: After removing a hotspot, the formerly linked word or phrase will not change in attribute on screen. You can simply remove the bold and underlining manually by choosing "Text" on the menu bar.

IV. How To Inspect Completed Intranet Documents

NOTE: For more detailed information on viewing the ToC Project on the Intranet, please see Part II of this guide.

1. After you have completed editing an entry, enter the Intranet, the ProjectTOC database, and your entry. For more detailed instructions, follow Part I, steps 1 through 5 of this guide.
2. When the entry opens, review your changes or new text additions. Look for any problems located within the text. Sometimes, questions marks are located in the text where special characters were used. These special characters cannot transfer from a Lotus Notes document to the Intranet page.

NOTE: In some typefaces, normal text can actually be a special character (characters not used in the typeface font being used). For example, in the Times New Roman font, apostrophes are special characters. To correct this problem, simply repeat Part II, steps 1 through 6 of this guide, and use a "sans serif" typeface, such as Helvetica, for the text. Sans serif typefaces will not normally default to special characters.

3. When your review and corrections are complete, you can exit from the ToC Project home page and return to the Intranet (CRWMS M&O) home page (type in "m-o.ymp.gov" in the address bar).
4. To exit from the Intranet, go to "File" on the menu bar and choose "Close" from the pull-down menu.

V. Reviews of Revised Information and Narratives (Comments)

Most reviewers of the ToC documents will access them as "Readers" (viewers only) and will attach a separate comment form to the document. Only "Editors" and "Authors" who have group access can incorporate comments and resolutions as part of a review. Reviewers can indicate approval of a document electronically using a private key assigned by the Lotus Notes Administrator or "Lotus Notes Administrator" (IRM Group).

1. To create a comment, select the "Comment" icon located at the top left-and side of the document section or from the menu bar (select "Create" and then "Comment") and type in the comment. Indicate whether a change is required by selecting "Mandatory" in the first set of brackets located at the top left-hand corner of the screen.
2. To resolve a comment, select "Create" and then "Resolution." Choose a resolution that best defines the status of the comment. Choose from the following: Closed, Open, or Pending. An "Open" comment is one that has not been resolved. A "Pending" comment is one that has been read but has not been resolved. There is an area for an explanation in the second set of brackets.

VI. How to Lock-Down the Next Version of the Table of Contents

To lock-down the ToC database, all private, group member names, and Lotus Notes users will be deleted from the access lists (the IRM Group will still have access privileges for control reasons). When in the Web environment, the access will be given to "World," which will allow Intranet reader access only, and "Browse," which will allow Internet reader access. When the database is in these access levels, no changes can be made to the documents.

DISCLAIMER

This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.

Organization: M&O
Prepared - 10-NOV-97:12:26:36

Yucca Mountain Site Characterization Project
Planning and Control System (PACS)
Participant Planning Sheet (PPS)

DE-A 91RW00134

Page - 1

Dollars in Thousands (Esc.)

PWBS Element: 1.2.5.2
Product: 2085
Control Account: 12522085

Licensing
LA370 - Prepare Administrative record for LA
LA Administrative Record

Start Date: 01-oct-1997
Finish Date: 28-feb-2002
QA - YES

Annual Budget	Prior	Fiscal Year Distribution									Future	At Complete	
		FY1998	FY1999	FY2000	FY2001	FY2002	FY2003	FY2004	FY2005	FY2006			FY2007
	0	384	0	0	0	0	0	0	0	0	0	0	384

Statement of Work

The following work shall be controlled in accordance with approved implementing procedures identified on the current, OCRWM-accepted Requirements Traceability Network Matrix.

This activity consists of the development of the administrative record for the License Application. The administrative record will be a complete record of all referenced citations, reports, evaluations, models, calculations, and design packages used for development of the License Application. This activity includes the Table of Contents (TOC) which is a database that will provide information to Project participants, oversight groups, and the general public about the MGDS program. The TOC provides access to information relative to three major elements: project function, major products, and the Project indices.

TECHNICAL BASELINE DOCUMENTS

Work is to be performed in accordance with the latest revision of the following technical documents:

Level 1 - Program:

Not Applicable

Level 2 - YMSCO:

Not Applicable

Level 3 - WAST:

Not Applicable

Work Packages

Work Package	Title
12522085MA	Construct TOC
12522085MB	TOC On-Going Development and Maintenance
12522085MC	FY98 Indices Efforts

DELIVERABLES

Deliv ID	Description/Completion Criteria	Due Date
SLTOCM3	<p>Acceptance of Initial TOC Construction</p> <p>Criteria - Description:</p> <p>As documented in a letter report (non Q), a demonstration will be conducted for YMSCO/M&O management that will demonstrate the functionality of the TOC, including information on functions, access to major products (through the WBIS), and access to Project indices.</p> <p>The Acceptance of Initial TOC Construction is prepared in accordance with OCRWM approved quality assurance procedures. Although the deliverable will not contain Q and non-Q (as noted in the following), the ToC will make Q and non-Q data accessible through appropriate indices. Q and non-Q data used and cited in</p>	16-jan-1998

Affected Organization: M&O
Prepared - 10-NOV-97:12:26:36

Yucca Mountain Site Characterization Project
Planning and Control System (PACS)
Participant Planning Sheet (PPS)

DE-A-91RW00134
Page - 2
Dollars in Thousands (Esc.)

12522085 LA Administrative Record (continued)

DELIVERABLES

Deliv ID	Description/Completion Criteria	Due Date
	<p>this deliverable is appropriately noted and clearly identified. Every effort was made to assure that qualified data are used in this deliverable as specified in Section: Supplement III, 2.5 "Data Usage" of the current revision QARD. Technical data contained within the deliverable and not already incorporated in the Geographic Nodal Information Study and Evaluation System (GENISES) is submitted, if appropriate, for incorporation into GENISES in accordance with YAP-SIII.3Q. Verification of technical data submittal compliance is demonstrated by including as part of the deliverable: 1) a copy of the Technical Data Information Form generated identifying the data in the Automated Technical Data Tracking System, and 2) a copy of the transmittal letter attached to the technical data transmittal to the GENISES Administrator. Record accession numbers and Automated Tracking numbers are included, as appropriate, for all data used and/or cited in this deliverable.</p> <p>Completion Criteria:</p> <p>This deliverable is complete when it is submitted to the DOE in accordance with YAP-5.1Q and logged into the TPM database.</p> <p>Acceptance Criteria:</p> <p>The criteria is as stated in the description (above) and as follows: Acceptance will be based on an interactive review of the on-line ToC to determine that: (1) the design concept is consistent with Project direction, (2) the information in the ToC is complete and linkages to indices are working, and (3) navigation through the ToC is understandable to the non-technical person.</p> <p>This deliverable shall include all information identified in the Deliverable Description on this PPS sheet unless specifically exempted in writing by the COR at least 60 days before the scheduled due date (30 days in special cases agreed to by the COR). This constitutes the "completion criteria" identified in section 5.4.3 (b) of YAP 5.1Q. The COR will review the deliverable and process in accordance with YAP 5.1Q.</p>	

Approvals

Jean Younker
Preparer - print name

Deanna R. Williams
Technical Reviewer - print name

Pat Auer
QA Reviewer - print name

Jean Younker
Preparer - signature

11-11-97
Date

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