Approval: M. D. Gardner Date: 10/12/2004
Manager, National Spent Nuclear Fuel Program

I. PURPOSE AND SCOPE

This procedure establishes processes for controlling engineering information that is used in an electronic format by the National Spent Nuclear Fuel Program (NSNFP). This procedure applies to engineering information in electronic format used as input or provided as output of engineering analysis or scientific investigation.

II. SUMMARY

This procedure provides for the implementation of security controls, prescribes the minimum characteristics of electronic information identification, stipulates checking of the information for accuracy and completeness, and requires storage of electronic information for protection.

III. PROCEDURE

A. Security of Electronically Formatted Information

PSO Manager 1. When the use of electronic information is planned by NSNFP, provide for protection of the information by implementing the computer security and physical security systems exclusively managed and audited by INEEL security. Those systems provide for the following:

a. Restricting the access to and maintaining the integrity of information in electronic format

b. Maintaining confidentiality of the implemented security systems.

B. Electronic Information Identification

PSO Technical Staff 1. Identify each copy of electronic information (disks, tapes, etc.) with respect to source, format, and relevant date of preparation or date of NSNFP approval and the following as applicable.

a. Activity designation (i.e., work package number, scientific notebook number, test plan number, technical report number)

b. File characteristics (name, size, type, timestamp, description, what type of electronic media it resides on)

c. Transfers made from media type to media type (e.g., PC to CD)

PSO Technical Staff d. NSNFP document reference that describes the extent and results of checks made for accuracy and completeness of the information.

C. Checking Electronic Information

PSO Technical Staff — 1. For information supporting or resulting from engineering analysis, ensure checking is planned and performed in accordance with NSNFP Procedure 3.03, Engineering Analysis.

PSO Manager — 2. Maintain database procedures that include provisions for performing checks for completeness and accuracy of the input and output information.

PSO Technical Staff — a. Perform checks of database inputs and outputs as described by NSNFP procedures.

D. Storing Electronic Information

PSO Manager — 1. Provide and maintain a storage system and process for protecting electronic formatted information.

PSO Technical Staff — 2. In accordance with NSNFP Procedure 17.01, transmit to records only the electronically formatted information that has been checked.

E. Distributing Electronically Formatted Information

NSNFP Personnel — 1. Distribute finalized and approved documents in electronic format that have been checked for accuracy and completeness as evidenced by information recorded on the media.

a. For engineering information transferred as an e-mail attachment, communicate the file size transmitted or provide alternate means such as summation checking software to allow confirmation by the recipient of successful file transfer.

PSO Technical Staff — 2. Repeat the process described by this procedure for electronically formatted information received and used as input to further engineering analysis.

IV. REFERENCES

None

V. DEFINITIONS

Terms appearing in italics followed by the notation "see glossary" are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

None

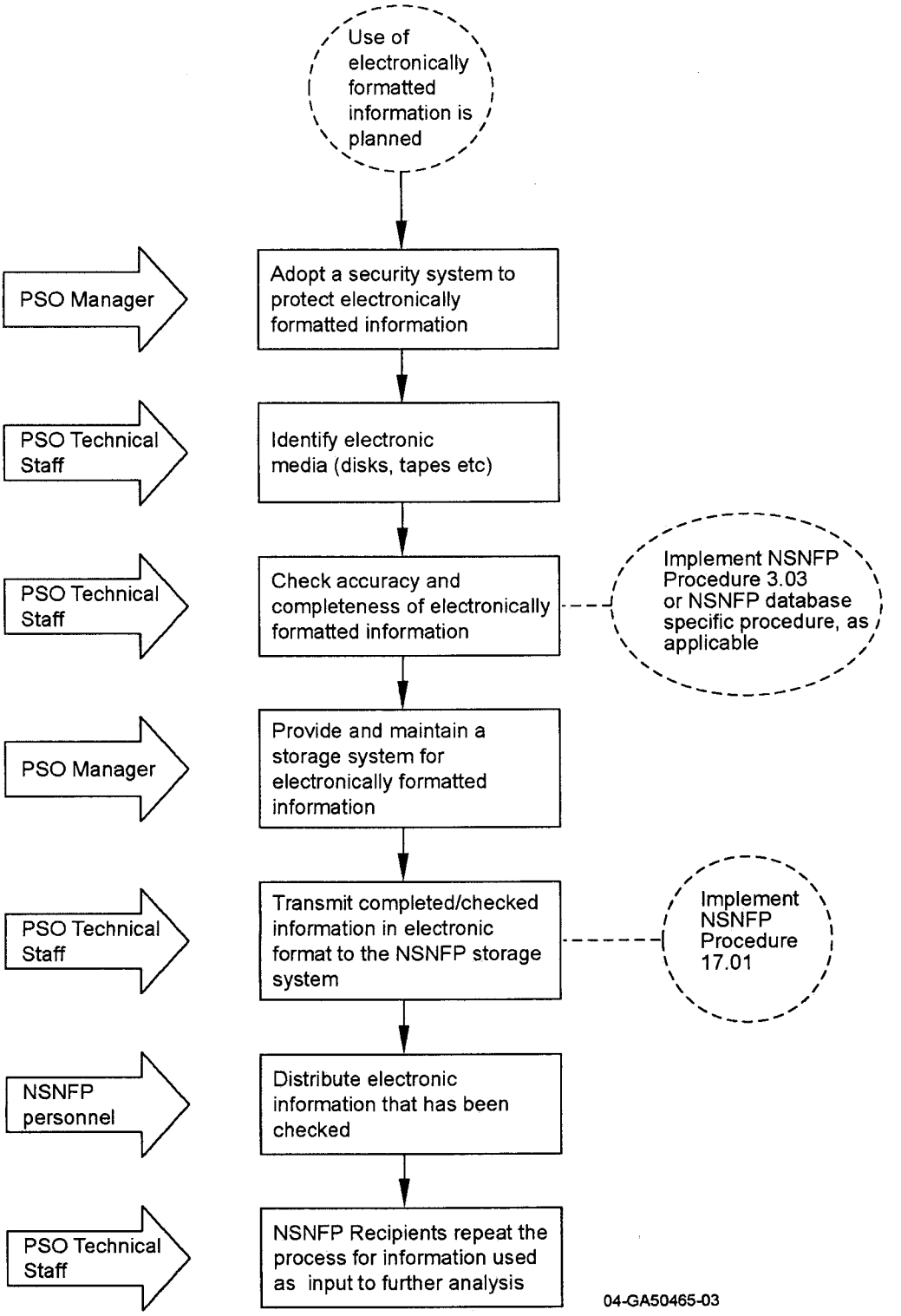
VII. QUALITY RECORDS

The following quality records that are generated as a result of this procedure require retention in accordance with the identified classification and NSNFP Procedure 17.01.

Lifetime

None

Nonpermanent

None

VIII. PROCEDURE FLOW DIAGRAM