Summary of Meeting Between DOE and SNL to Discuss the Siting Experience Archive
DOE/NV
August 23, 2012

The following is a summary of the meeting held between the Department of Energy (Tim Gunter, Lam Xuan, Mark Tynan, and Bill Spezialetti) and Sandia National Labs (Bob MacKinnon, Laura Price, Walter Walkow, Martha Pendleton, Aubrey Edge, Ralph Rogers) to discuss the Siting Experience Archive that SNL is constructing for the DOE. The purpose of the meeting was to come to a common understanding of the objective and scope of the archive, and to answer some questions that SNL had with respect to the archive.

Objective and Scope

Develop and build a database, or archive, of the experience that has been gained and relevant documentation that has been produced in efforts to site nuclear waste facilities, both in the United States and abroad.

- This includes both storage and disposal siting efforts.
- This includes both US and international experience.
- This includes documents as well as other media (e.g., websites, videos).
- The archive is not intended to be a comprehensive library of all possible documents related to siting; rather it is intended to be a compilation of documents sufficient to be a resource to the DOE and the DOE "family" in providing "lessons learned" for siting nuclear facilities.
- The archive will be constructed and most of the documents (and other material) will be acquired and entered into the archive during the initial nine-month period of this project. After this initial nine-month period, SNL will maintain the archive and occasionally enter additional documents as they are identified.

Questions and Issues

The DOE, its contractors, and the DOE "family" are the intended users of the archive. The intended users may expand to include the general public at a later time.

- Users will be authorized but not authenticated. That is, they will be identified via a username, but a password will not be required for access.
- Types of documents (or other content) to be archived:
    - Legal decisions and guidance
    - Regulatory decisions and guidance
    - Site screening and selection

- - Videos
  - Links to other related websites
- Documents not written in English will not be translated and will not be included
- The DOE will provide general guidelines with respect to the content of the archive; SNL will make decisions with respect to specific documents and will consult with the DOE as needed. There will not be a formal review process for accepting or rejecting each document considered.
- If a document is not in an electronic format and would have to be scanned to be included in the archive, SNL will evaluate the document to determine the unique value it would provide to the archive. If SNL believes that the document would provide information that is not provided elsewhere and scanning it would be worthwhile, then SNL will make the case to the DOE for the document to be scanned.
- Electronic documents that are not currently in a readable format will be "read" by appropriate software such that the content is, for the most part, readable.
- Documents that are copyright protected will not be available for display. Rather, bibliographic information (including a summary or an abstract, if available) about the document will be displayed such that the user can locate the document in a library.
- Documents that are not approved for public release will be flagged as such. They will be available for display to the DOE and the DOE community, but not to members of the public.
- Metadata to be stored for each document includes:
  - Title
  - Authors/Organization
  - Publisher
  - Document number (if available)
  - Date
  - Country
  - Site considered (if site-specific)
  - Geologic media considered
  - Type of disposal (storage or disposal)
  - Is available in the archive (e.g., not copyright protected)?
  - Document or video (or other type of file)
  - Summary
  - Is document searchable?
  - Is distribution of the document restricted?
- Assume users will have a web browser that is compliant with HTML 4.01-Transitional markup
- Assume users will have an internet connection and a computer that meets hardware requirements of operating system and web browser
- SNL will use SharePoint to host the archive on its External Collaboration Network

- o Will accommodate a large number of concurrent users
- o Web server and database will be continuously available
- o Will authorize users
- o Will meet SNL requirements for security and software QA
- o Will be able to store multiple types of content (Word documents, pdf documents, videos, links to other websites, etc.)
- o Will be able to manage users as well as different roles for users
- o Will be able to manage data about documents
- o Will be able to search the content
- o Will be able to respond to queries from the user when asking for documents (or other content) that are relevant to a particular topic or fit in a particular category
- SNL will maintain the Siting Experience Archive beyond the initial nine-month period.
- The archive will have the following features:
  - o Document storage: stored in document libraries (intermediate level of complexity)
  - o Document information: single catalog as tables in an external SQL server database (advanced level of complexity)
  - o Document search: targeted searches (scopes) based on document categories (intermediate level of complexity)
  - o Catalog search: SQL server reporting services custom reports (advanced level of complexity)
  - o Content request/acceptance: manual process (simple level of complexity)
  - o Access management: multiple roles managed by user designated as site administrator (intermediate level of complexity)
  - o IT Architecture: SharePoint, Enterprise Search, SQL Server Reporting Services, SQL Server Database (advanced level of complexity
  - o Audience: ECN user is authorized but not authenticated. Requested from SharePoint, no WebCARS (advanced level of complexity)
- The following demonstration Archive home page is a good example of what the Archive should look like