

Records Management

Sandia National Laboratories implements records management in the transaction of Sandia's scientific investigations and long-term repository performance calculations within a regulatory context.

Description

Records Management (RM) refers to the systematic identification, creation, capture, organization, maintenance, retrieval, protection, storage and disposition of records, regardless of media, created or received in the transaction of Sandia's scientific investigations and long-term repository performance calculations within a regulatory context. Our disciplined approach to records management makes many things possible: assurance that regulatory requirements are met; reduced risk of expensive litigation; cost savings - only maintain records that need to be retained; rapid retrieval of records; definition of processes and procedures; and, lastly, protection of assets.

effective operation and maintenance of RM programs. Uniform records management and baseline business practices have been defined in order to assure our customers the best service. The electronic system maintains RM indexing information that facilitates quick record search and retrieval. It is also capable of handling scanned images and other electronic files, as well as providing desktop access of record information directly to the user via the web.

Projects

Records Management has supported various projects within Sandia's portfolio, such as the Yucca Mountain Project (YMP), Waste Isolation Pilot Plant (WIPP), Greater Confinement Disposal, National Spent Nuclear Fuel Program, and National Transuranic Waste (TRU) Program.

Enduring RM efforts have been focused primarily on two projects, WIPP and YMP, both of which are high-rigor quality assurance projects driven by NQA-1.

WASTE ISOLATION PILOT PLANT PROJECT

Sandia is the Department of Energy's "Scientific Advisor" for the WIPP Project, an underground repository for transuranic waste from defense programs. The RM team is responsible for maintaining the records of Sandia's scientific studies and supporting documentation relating to the WIPP Project. WIPP RM responsibilities include: maintenance of existing project Quality Assurance (QA) records, processing of



*One Section of
Sandia's WIPP-Related
Records (Dual Storage
Collection)*

Capabilities

Sandia National Laboratories' Records Management team designs, implements and maintains RM programs for various Sandia projects that are compliant with applicable corporate and project-specific records requirements (which address general Federal and specific DOE requirements). We attribute the success of our Records Management work to the combined expertise of the RM team and the Electronic Records Management System it utilizes. The RM team possesses the project-specific historical knowledge and expertise necessary for cost



records for re-certification, and submitting records and record information to the WIPP regulator, the Environmental Protection Agency. Many mandated high-level milestones exist for the WIPP Project, including preparing periodic to produce compliance re-certification applications and at less regular intervals production of technical analyses pertaining to so-called Planned Change Requests. Maintaining the integrity of Sandia's WIPP-related records is key both to building regulator confidence and to sustaining transparency and social acceptance for nuclear waste disposal at WIPP.

YUCCA MOUNTAIN PROJECT

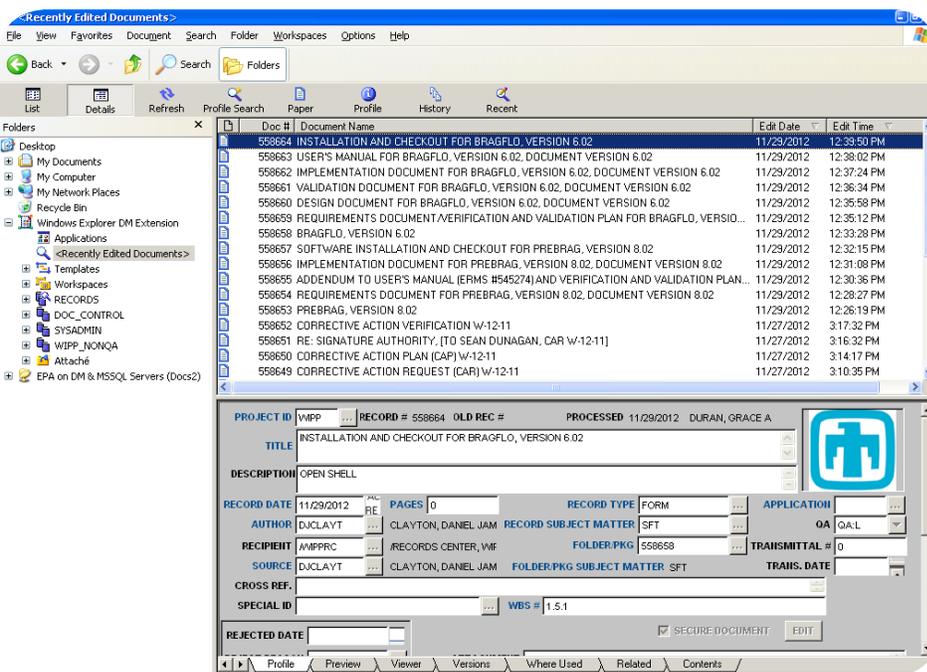
The suitability of a Nevada-based site, Yucca Mountain, was investigated for permanent disposal of spent fuel and high-level waste. There were multiple DOE-mandated high-level YMP milestones that had to be accomplished over the life of the project. Records and technical data management support was pivotal to this project's successful submission to the Nuclear Regulatory Commission of a license application for Yucca Mountain. The RM team was trained to the Managing and Operating (M&O) Contractor's (and subsequently the Lead Lab's) procedures and assisted the Sandia technical staff in meeting aggressive deadlines by: processing records and data into the system; utilizing several reporting/tracking databases during records and data processing and record retrieval; recording the information related to traceability of data, records and references; assembling the records

packages so that they pass the acceptance criteria; and assuring information is processed, correctly stated and cited within the proper database. The RM team ensured that the technical products are retrievable and that the integrity of record content was maintained.

Summary

Sandia's experience with records management programs, especially those developed and maintained within the tightly regulated environment of nuclear waste

repository programs, is both broad and deep. The principles and practices adopted by Sandia in fulfilling its repository science responsibilities are readily adapted to other project environments and can contribute substantially to building confidence in traceability, reproducibility, and retrievability of scientific data.



Screen Shot of a Typical Electronic Records Management System (ERMS) Data Entry Screen

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