

**AGENCYWIDE DOCUMENTS ACCESS AND MANAGEMENT SYSTEM (ADAMS) USER
GROUP MEETING
November 14, 2007
1:00-3:00 p.m.
NRC Headquarters
Room O1 F22**

Agenda for ADAMS User Group Meeting #14

1. General Announcements and Introductions (1:05–1:10 p.m.)
2. Opening Remarks—Anna McGowan, Moderator (1:10–1:45 p.m.)
3. Technical Issues Related to ADAMS—Tom Smith (1:45–2:00 p.m.)
 - (a) Document-type search results in Citrix versus the Web-based Publicly Available Records System (PARS)
 - (b) PDF conversion of TIFF files in ADAMS
 - (c) Full-text files in PARS
 - (d) Consolidated guidance document progress
 - (e) Future ADAMS releases
 - (f) Blocked PARS users
 - (g) Semiannual update on the status of new reactor licensing activities
 - (h) Audit of the NRC's process for placing documents in the ADAMS public and nonpublic libraries (OIG-07-A-16)
 - (i) Publicly available documents release
 - (j) Combined license applications now available in PARS
 - (k) ADAMS downtime
 - (l) ADAMS backup
4. Member Issues—Anna McGowan (2:00–2:55 p.m.)
5. New Business—Jim Baughman (2:55–3:00 p.m.)
6. Adjournment (3:00 p.m.)

Meeting Minutes

1. General Announcements and Introductions (1:05–1:10 p.m.)

Anna McGowan opened the meeting at 1:05 p.m. She introduced the U.S. Nuclear Regulatory Commission (NRC) staff and members of the public present in the meeting room. The staff present included the staff of the Public Document Room (PDR), Tom Smith (Information and Records Services Division (IRSD)), Susan Johnson (Branch Chief), John Linehan (IRSD Division Director), Jim Baughman (IRSD), and other staff from IRSD and the Infrastructure and Computer Operations Division in the Office of Information Services (OIS). She also asked the users on the telephone bridge to introduce themselves.

2. Opening Remarks—Anna McGowan, Moderator (1:10–1:45 p.m.)

Ms. McGowan introduced Mr. Linehan, IRSD Division Director. Mr. Linehan apologized for the recent problems with access to the public Agencywide Documents Access and Management System (ADAMS) (Publically Available Records System (PARS)). He explained that there is now a functioning PARS site, but it is different from the former site, which is no longer available as of October 25, 2007. Therefore, public documents are now available again, although different processes support them. Concurrently, the NRC is rebuilding the entire PARS database. Mr. Linehan explained that the NRC does not know why de-replication of the ADAMS database occurred, but agency staff is monitoring system controls and procedures so that this does not happen again. He explained that the PDR staff is available to assist the public, as it has in this instance.

Participants posed the following questions:

Q: Given the ADAMS downtime, can the NRC suspend public comment periods?

A: Mr. Linehan explained that OIS consults with the Office of the General Counsel, which determines the course of action. He said that this is the first time that public ADAMS has failed, but that agency staff learned several lessons through the experience.

Q: The Rulemaking Forum has been down for a long time. This is another available resource to obtain NRC publicly available documents on rulemaking, and the *Federal Register* links to it. Is this part of ADAMS? There is a perception that it is, but when ADAMS is down, the Rulemaking Forum should still be available.

A: It was explained that communication needs to be improved, particularly when there are problems with public ADAMS; public ADAMS and the Rulemaking Forum are separate. Documents cited in the Rulemaking Forum may have links to public ADAMS.

ACTION: The Office of Administration will be informed about the lack of access to the Rulemaking Forum.

Note: PDR staff has reported this issue to OIS staff numerous times before a member of the public voiced this concern at the ADAMS User Group meeting.

Q: How are Web- and Citrix-based PARS different? Is it possible to have access to the Legacy Library if access to PARS goes down? Is there a backup to PARS?

A: Mr. Smith explained that Web-based PARS relies upon the Citrix version, particularly for PDF files. It is possible to have access to the Legacy Library if PARS is unavailable; there are multiple backup systems that are independent of the main PARS.

ACTION ITEM: Look into programming issues related to the Legacy Library and the backup systems.

Q: Will access be regained to State documents that were available before September 11, 2001?

A: Documents are provided to the Agreement State directors, who then make them available to local users.

Ms. McGowan expressed her appreciation to the PDR staff for giving extensive help to the public while public ADAMS was unavailable.

3. Technical Issues Related to ADAMS—Tom Smith (1:45–2:00 p.m.)

(a) Document-type search results in Citrix versus Web-based PARS

A member of the ADAMS User Group reported in April that the document-type search results in Citrix were not always the same when compared to the results from Web-based PARS. Upon investigation, the staff confirmed the problem and found that it was connected with the reindexing of document changes in Web-based PARS. The staff thought that this situation was corrected, but the cure may have created other problems that the NRC's vendor is investigating.

Mr. Smith recommended using Web-based PARS for content searching instead of Citrix-based PARS until the FileNet-based (Citrix) PARS is fixed.

(b) PDF conversion of TIFF files in ADAMS

Mr. Smith stated that the PDF conversion of TIFF files in ADAMS is almost complete and should be finished within the next few weeks. After that, no TIFF files should remain in ADAMS. As of November 5, 2007, 66 non-PDF files remained in PARS, 20 of which were TIFF files.

(c) Full-text files in PARS

As of the last meeting in May 2007, PARS contained 335,572 full-text files. As of November 14, 2007 at 10:25 a.m., PARS contained 372,281 records, or 36,709 more records.

(d) Consolidated guidance document progress

Mr. Smith discussed the consolidated guidance document process and noted that the NRC is currently consolidating three different guidance documents. The NRC published Revision 0 of the consolidated document on June 28, 2007; Revision 1 on September 11, 2007; and Revision 2 on October 4, 2007. Mr. Smith is currently working on Revision 3, which will be made available online and which will include many changes, including public comments from Strategic Teaming and Resource Sharing, the Nuclear Energy Institute, and the U.S. Department of Energy.

(e) Future ADAMS releases

Release 4.5: The staff completed Release 4.5 in May/June 2007. Release 4.5 focused on new requirements related to the new reactor applications and did not affect the public version of ADAMS.

Release 4.6: Release 4.6 is scheduled for December 2007. Changes are being made to ADAMS to accommodate Microsoft Office integration, in which the NRC will change from the Corel suite of products, including WordPerfect, to Microsoft products, including Word. This release will assist with the standardization and integration of these Microsoft products with ADAMS.

Release 4.7: Release 4.7 is scheduled for March 2008. This is largely a maintenance release, and the change requests affect only internal users. The staff is still compiling the changes for this release, but if it involves an enhancement or affects the public version of ADAMS, the PDR staff will inform users. As always, the PDR staff tests any new release of ADAMS and focuses its efforts on how the release might affect PARS.

(f) Blocked PARS users

Mr. Smith described the procedure for responding to blocked PARS users. These are usually foreign users whose IP addresses are being blocked by the NRC, and therefore they cannot gain access to Web- or Citrix-based PARS. Formal procedures and a service-level agreement have been established, and PDR staff will assist foreign users as well as NRC staff on travel who are blocked from using PARS.

(g) Semiannual update on the status of new reactor licensing activities

According to Mr. Smith, the semiannual update on the status of new reactor licensing activities and future planning for new reactors is available via ADAMS Accession No. ML072260018.

(h) Audit of the NRC's process for placing documents in the ADAMS public and nonpublic libraries (OIG-07-A-16)

The agency's guidance does not always clearly articulate the rationale for public versus nonpublic placement of documents, and documents are sometimes miscategorized. Therefore, the NRC needs to improve its quality control approach to ensure proper profiling of ADAMS records as public or nonpublic. Mr. Smith indicated he was working on a response to the audit by the Office of the Inspector General.

(i) Publicly available documents release

Internally, OIS has met with all agency offices to ensure that they follow the 6-day rule for routinely releasing publicly available documents to the public.

A public user commented that sometimes documents cited in the *Federal Register* as being publicly available in ADAMS are not. The staff noted that OIS is working on this matter.

(j) Combined license applications now available in PARS

Users can now search public ADAMS and find information about the combined license applications. To date, the NRC has received combined license applications and subsequent documentation regarding Calvert Cliffs Unit 3 and South Texas Project Units 3 and 4.

A user noted that the combined license applications are difficult to download, either from PARS or the NRC Web site, since they are very large files. Can the PDR obtain a copy of this material on CD? It would also be less expensive for the PDR copy service to copy material from CD to CD than from ADAMS to CD.

ACTION ITEM: OIS staff will look into ordering a copy of the combined license applications on CD for the PDR.

(k) ADAMS downtime

A public user at the Savannah River Site asked that the NRC use the distribution list to inform users when ADAMS is unavailable. He acknowledged that the agency posts this information in the blue boxes on the NRC Web site, but noted that users may not check there. The staff agreed with this observation and will inform the ADAMS user group via the listserv as well as via the notice in the blue boxes.

(l) ADAMS Backup

A user asked if ADAMS has a backup system and, if so, if it is completely independent or if it is vulnerable to the same problems as the regular system. The staff responded that multiple backups exist that are independent of the regular production system.

Assuming that issues with PARS do not affect the Legacy Library portion, a user asked whether it is possible to provide access to the Legacy Library portion without PARS. The staff responded that, although the systems are not currently configured that way, it is possible to provide access to the Legacy Library if/when PARS is down.

4. Member Issues—Anna McGowan (2:00–2:55 p.m.)

Ms. McGowan stated that the current discussion addressed all member issues.

5. New Business—Jim Baughman (2:55–3:00 p.m.)

Mr. Baughman, acting as the current Next Generation ADAMS (ngADAMS) project manager while on rotation, explained that ngADAMS is a new Federal information technology investment. He is currently preparing the business case for the system, which can take 6 to 9 months to complete. Next, the requirements gathering phase will take place and the system requirements will be defined and finalized. According to Mr. Baughman, the agency would like the public to be involved at that time by providing comments and possibly serving as beta testers. The NRC will post information about this on the PDR web site, <http://www.nrc.gov/reading-rm/pdr.html>. Public participation will also be welcome during the acquisition phase, planned for autumn 2008. ngADAMS is estimated to begin operation in mid-2011. The public will also engage in limited additional feasibility testing.

Participants posed the following questions:

Q: Define “limited testing.”

A: The NRC does not have the details on the testing yet, but it may be similar to the beta testing done for Web-based PARS in the past. Custom codes are expensive and challenging, and the agency wants to avoid the use of custom codes.

Q: In how many features will the vendor specialize?

A: That will be determined during the requirements gathering phase as part of the business functionality. The requirements need to be evaluated individually. The challenge is balancing the need for additional functionality without having to create custom coding for the system; the existing ADAMS contains too much custom code. New systems are more user friendly, which is the goal for ngADAMS. The staff will conduct a cost-benefit analysis, and the public will receive feedback after that analysis.

Q: Define “de-replicating.”

A: This term was recently invented, because the agency had not previously experienced this circumstance. The public documents in the Main Library (which includes public and nonpublic documents) are replicated into PARS. De-replicating is when PARS loses documents; it is the unfiled of documents from PARS.

Q: What caused the documents to disappear? Has this happened before?

A: This is a unique situation that has never happened before. The staff does not yet know the cause but is investigating it with the agency’s contractor.

Q: Earlier this year, document dates posed a problem in the daily search. What is the progress on this issue?

A: A problem occurred with the retrofitting of older documents into ADAMS. The staff believes that this problem has been fixed.

Q: What percentage of public users use Web-based PARS versus Citrix-based PARS?

A: Based on a 2004 survey, about 60 percent use Web-based PARS and 40 percent use Citrix. However, some users use both search engines for their different strengths.

Q: CDs of the COL application documents should be placed in the PDR.

ACTION ITEM: OIS staff will look into this issue.

Q: A staff member passed around a screen shot of an error message he received when he ran a content search.

A: The staff noted that it is working on this issue with the indexing of the static PARS. It is asking for FileNet support for text content searching issues.

The next ADAMS user group meeting is planned for May 2008. The staff will call for agenda items before the meeting.

6. Adjournment (3:00 p.m.)