

**Environmental Restoration Program Pollution Prevention
Performance Measures for FY 1993 and 1994 Remedial Investigations:
Management Training Manual**

Environmental Restoration Program
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MARTIN MARIETTA ENERGY SYSTEMS, INC.
managing the

Oak Ridge K-25 Site
Oak Ridge Y-12 Plant
Oak Ridge National Laboratory
under contract DE-AC05-84OR21400

Paducah Gaseous Diffusion Plant
Portsmouth Gaseous Diffusion Plant
under contract DE-AC05-76OR00001

for the
U.S. DEPARTMENT OF ENERGY

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Numerical Scoring System



Created for: Martin Marietta Energy Systems, Inc.

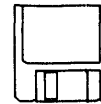
Created by: Roy F. Weston, Inc.

Welcome to the NSS

This computer-based program is designed to help waste generators in the Environmental Restoration (ER) Program prevent pollution at the DOE Oak Ridge Field Office (DOE-OR) facilities in Oak Ridge, Paducah, and Portsmouth. The Numerical Scoring System (NSS) is an interactive system designed to maintain data on ER Program pollution prevention efforts and to measure the success of these efforts through the ER Program life cycle. At any time, if you have questions about this program, please contact Bernard Phifer, at 615-576-4020.



The back cover of your Numerical Scoring System Training Manual should contain a diskette (pictured below) with a copy of the NSS program. Installation instructions are provided on page 2.



The questionnaires in the NSS are divided into three sections. The first section consists of general questions which apply to every phase of the program. These questions were developed from the combination of the required elements in the pollution prevention program and the elements of NQA-1 that are related to waste minimization. The second is the phase-specific section. The questions were developed from the common elements which apply to each ER phase. The third section is the set of questions developed from waste reduction techniques based on different types of waste streams and is designed specifically for the remedial investigation phase.

Hardware Requirements

The following equipment is required in order to install and run the software

- NSS Program software (located at back of manual)
- IBM (or compatible) PC
- Hard drive with at least 1.6 MB of available space
- 4 MB RAM

Call your central pollution prevention specialist (Bernard Phifer) at 615-576-4020 for help.

Installation Instructions

To install the software, follow the steps below, typing the bolded commands at your DOS prompt:

Create a directory on your hard drive named "NSS."

```
c:> cd\  
c:> md nss
```

Change to the newly created directory and install the software.

```
c:> cd\nss  
c:> a:nss
```

The software should be successfully installed on your hard drive at this point.

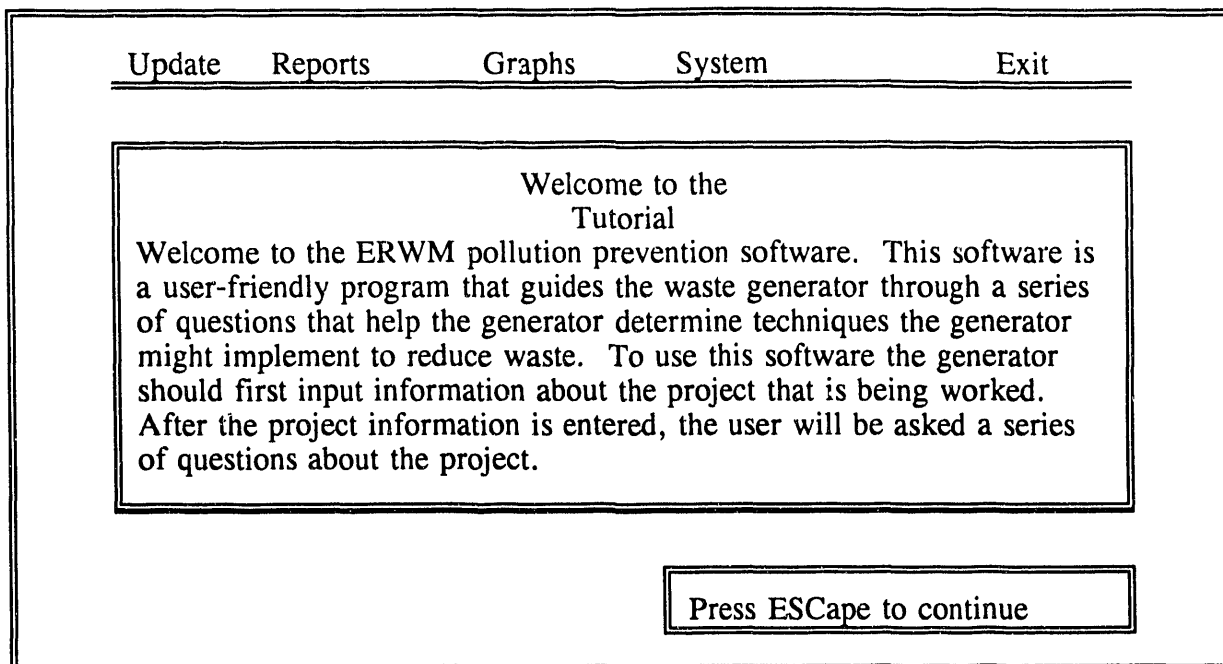
Startup of Software

Change to the NSS directory and start the program.

```
c:> cd\nss  
c:> erwm
```

The following pages of this Management Training Manual contain pictures of screens that will appear when you run the NSS Program and a brief description of each screen.

***Call your central pollution
prevention specialist
(Bernard Phifer) at
615-576-4020 for help.***



This is the opening screen that appears once the NSS Program has been initiated. A tutorial is provided in case additional information is needed to use the NSS. The user accesses the NSS by the ESCape key.

Update	Reports	Graphs	System	Exit
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Select Appropriate Letter

Update Project Information
Update Hierarchy Information
Update Effectiveness Information

Welcome to the
Environmental Restoration Waste
Management (ERWM)
Pollution Prevention
Numerical Scoring System (NSS)

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Update information for the NSS software

This is the main menu screen. The main menu consists of five (5) choices: update, reports, graphs, system, and exit. The update choice allows the user to update the project information, the hierarchy information, and the effectiveness information. The reports menu consists of ten (10) categories from which the user can get information. These categories are the NSS score report, the list of project answers, the list of phase answers, the list of waste stream answers, the types of waste, the list of the waste stream effectiveness, the hierarchy information, the waste volume information, answer analysis, and all NSS scores. The graphs menu lets the user choose to print graphs for the individual questions and for the overall question information. The system option has five (5) choices for the user. The user can back up the database, restore the database to its original structure, provide the scoring information, turn the introductory screen on or off, and access the tutorial. The last choice available to the user from the main menu is to exit the NSS program.

Update	Reports	Graphs	System	Exit
Project Information				
Project Name:	<input type="text"/>	<div style="border: 1px solid black; padding: 5px;"> Next Previous Add Modify Delete Search Gen. Ques Phase Ques Waste Info Help Quit </div>		
Project Manager:	<input type="text"/>			
Phone:	<input type="text"/>			
Badge No:	<input type="text"/>			
Generator:	<input type="text"/>			
Phone:	<input type="text"/>			
Project Site:	<input type="text"/>			
Plant:	<input type="text"/>			
Life Cycle Cost	<input type="text"/>			
Cost of Min:	<input type="text"/>			
Actual Cost:	<input type="text"/>			
Projected Cost:	<input type="text"/>			
Display Next Project				

The above screen is presented in the NSS when the user chooses to "Update Project Information." Using the menu on the right of the screen, the user can scroll forward through the different projects by choosing "Next" or scroll backward by choosing "Previous." The user can also search through the list of projects using the "Search" command. From this menu, the user can change information in an existing project with the "Modify" command and remove existing projects using the "Delete" command. The user can also supplement the database with another project by using the "Add" command. Once the project has been identified and is on the screen, the user can review, modify, or answer the three sets of questions. The generator questions are accessed with the "Gen. Ques" command, the phase questions are accessed with the "Phase Ques" command, and the waste stream questions are accessed with the "Waste Info" command. If the user has any problems with the choices, on-line assistance is available using the "Help" command. The user can return to the main menu with the "Quit" command.

To "Add" a new project, the user provides the information at the left side of the screen.

Update	Reports	Graphs	System	Exit
Hierarchy Index Information				
Technique No.:				Next
Technique Desc.:				Previous
Hierarchy Index:				Add
				Modify
				Delete
				Search
				Help
				Quit
Display next hierarchy				

The above screen is presented in the NSS when the user chooses to "Update Hierarchy Information." Using the menu on the right of the screen, the user can scroll forward through the different indexes by choosing "Next" or scroll backward by choosing "Previous." The user can also search through the entire list of hierarchies using the "Search" command. From this menu, the user can change the hierarchy index with the "Modify" command and remove existing hierarchies with the "Delete" command. The user can also supplement the database with another hierarchy index by using the "Add" command. If the user has any problems with the choices, on-line assistance is available by using the "Help" command. The user can return to the main menu with the "Quit" command.

To "Add" a new hierarchy index, the user provides the information located on the left side of the screen.

Update	Reports	Graphs	System	Exit
Waste Reduction Effectiveness				
Waste Reduction Technique:				Next
Waste Stream:				Previous
Effectiveness value:				Add
				Modify
				Delete
				Search
				Help
				Quit
Display next hierarchy				

The above screen is presented in the NSS when the user chooses to "Update Effectiveness Information." Using the menu on the right of the screen, the user can scroll forward through the different indexes by choosing "Next" or scroll backward by choosing "Previous." The user can also search through the entire list of effectiveness for waste reduction techniques using the "Search" command. From this menu, the user can change the effectiveness with the "Modify" command and remove the effectiveness technique with the "Delete" command. The user can also supplement the database with the "Add" command. If the user has any problems with the choices, on-line assistance is available by using the "Help" command. The user can return to the main menu with the "Quit" command.

To "Add" a new waste reduction technique effectiveness, the user provides the information located on the left side of the screen.

Update	Reports	Graphs	System	Exit
Select Appropriate Letter				
NSS Score Report List Project Answers List Phase Answers List Waste Stream Answers List types of Waste List Waste Stream Effectiveness List Hierarchy Information Waste Volume Information Answer Analysis Print All NSS scores				
View reports for the NSS Software				

The above screen lists the different reports available to the user. The reports menu consists of ten (10) different categories of information that the NSS can provide for the user. The user can choose to see the NSS score report by performance section or plant and can see the report on the screen, send it to the printer, or file it. The screen for this choice is presented on the next page.

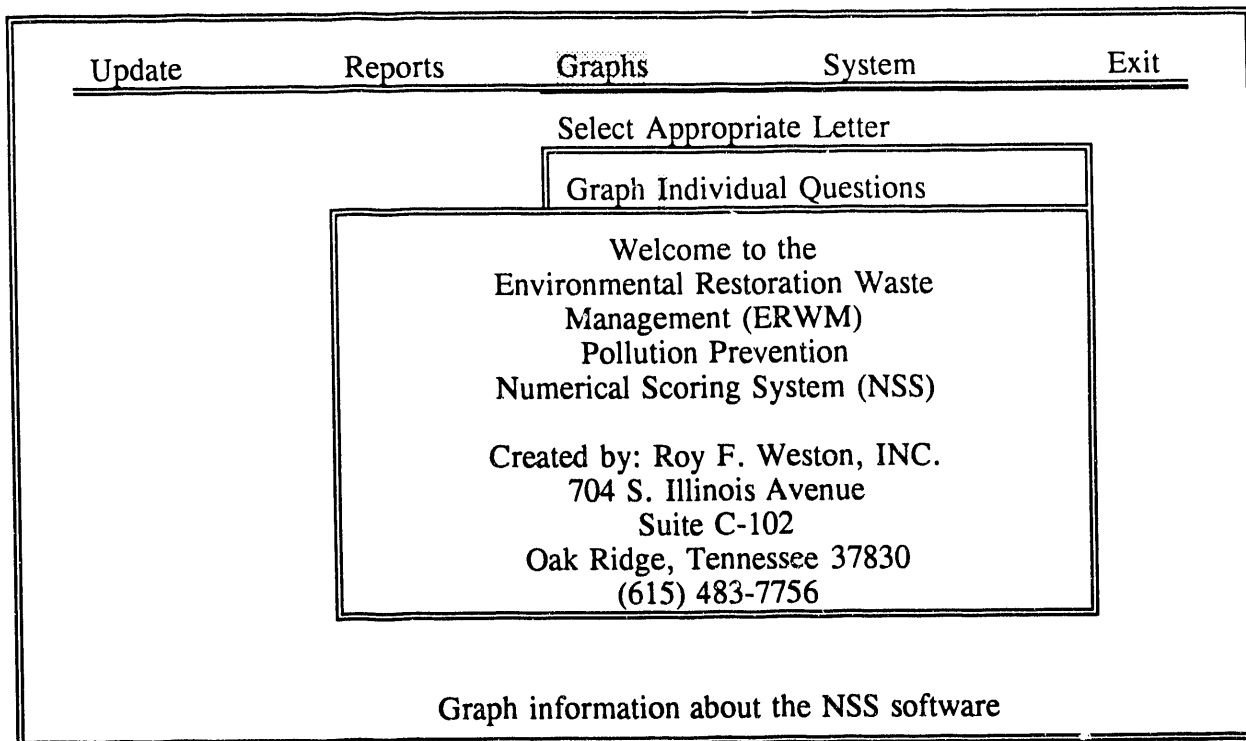
The user can see the answers by project for the project questions, the phase questions, and the waste stream questions by choosing the appropriate category, "List Project Answers," "List Phase Answers," and "List Waste Stream Answers," respectively.

Additional information that can be obtained from this screen are the types of waste, the waste stream effectiveness, the hierarchy information, the waste volume information, answer analysis, and all NSS scores.

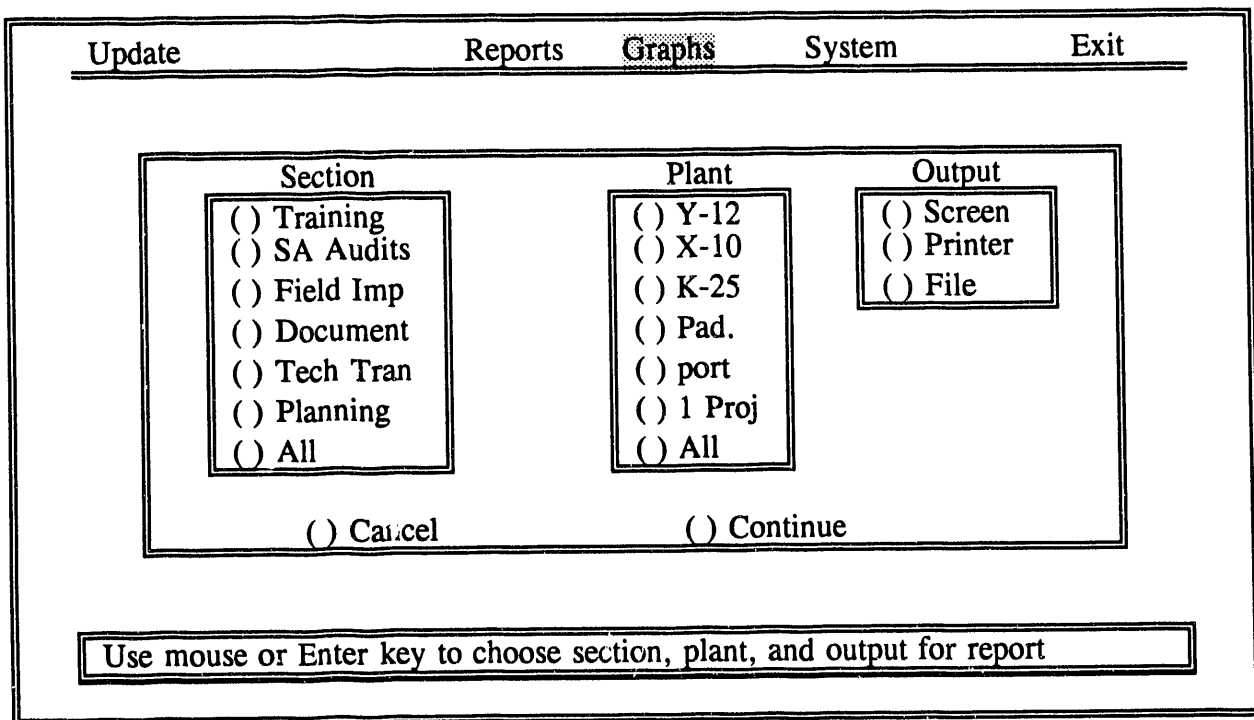
Update	Reports	Graphs	System	Exit
Project Information				
<div style="border: 1px solid black; padding: 5px;"> Section </div> <input type="checkbox"/> Training <input type="checkbox"/> SA Audits <input type="checkbox"/> Field Imp <input type="checkbox"/> Document <input type="checkbox"/> Tech Tran <input type="checkbox"/> Planning <input type="checkbox"/> All	<div style="border: 1px solid black; padding: 5px;"> Plant </div> <input type="checkbox"/> Y-12 <input type="checkbox"/> X-10 <input type="checkbox"/> K-25 <input type="checkbox"/> Pad. <input type="checkbox"/> port <input type="checkbox"/> 1 Proj <input type="checkbox"/> All	<div style="border: 1px solid black; padding: 5px;"> Output </div> <input type="checkbox"/> Screen <input type="checkbox"/> Printer <input type="checkbox"/> File		
<input type="checkbox"/> Cancel		<input type="checkbox"/> Continue		
Use mouse or Enter key to choose section, plant, and output for report				

If the user chooses "NSS Score Report" from the previous screen, this screen is displayed. At this point, the user can select the categories of interest to be displayed and the output destination. "Cancel" returns the user to the NSS main menu. "Continue" allows the user to select the project of interest; the score is reported in the format below.

Update	Reports	Graphs	System	Exit
Project Information				
<div style="border: 1px solid black; padding: 10px;"> NSS Score for project Training Score: Self-Assessment audit score: Field implementation score: Documentation score: Technology transfer score: </div>				
Press RETURN to continue				

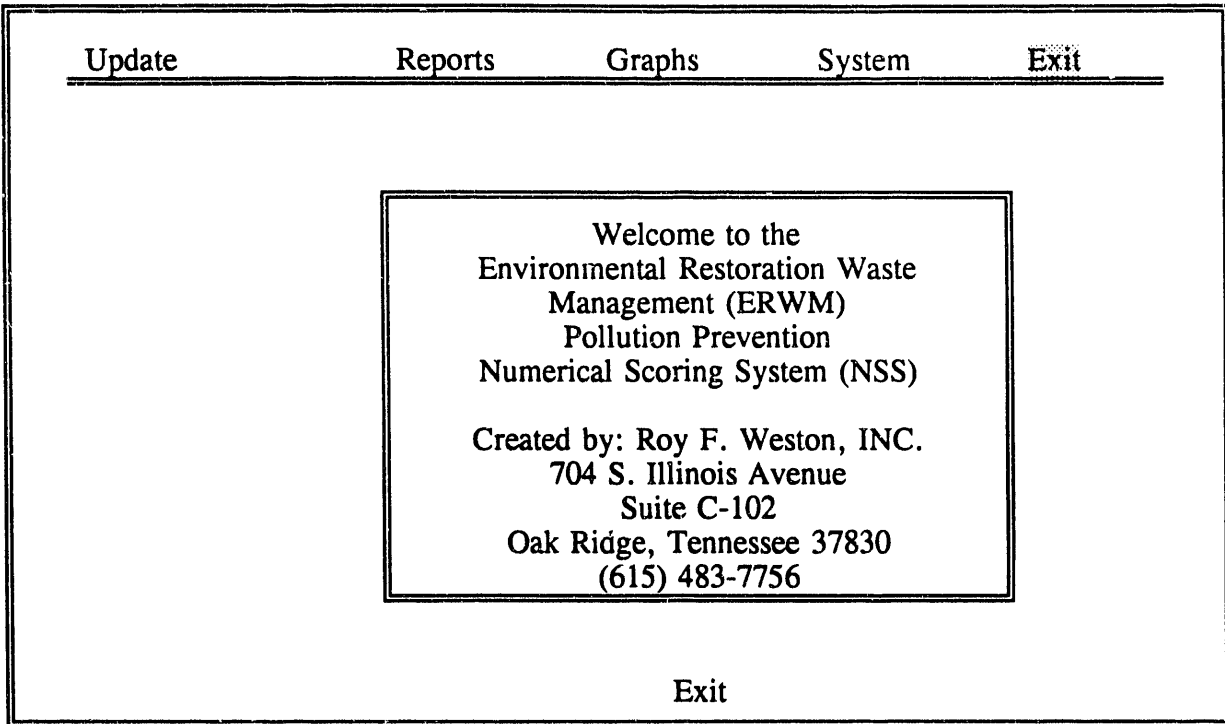


From the main menu, the user can choose to graph the responses to the questions asked by the program by selecting "Graph Individual Questions." At this choice the screen below appears. The user can choose what information is presented and whether the information is output on screen, to the printer, or in a file. "Cancel" returns the user to the main screen and "Continue" graphs the choice selected.



Update	Reports	Graphs	System	Exit
			Backup database Restore database Scoring information Introductory Screens Tutorial	
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p> Welcome to the Environmental Restoration Waste Management (ERWM) Pollution Prevention Numerical Scoring System (NSS) </p> <p> Created by: Roy F. Weston, INC. 704 S. Illinois Avenue Suite C-102 Oak Ridge, Tennessee 37830 (615) 483-7756 </p> </div>				
Perform system functions				

Under the "System" command on the main menu, the user can save the new information to the database by using the "Backup database" command. If the user decides that the information should not be included in the database, the user can revert to the original information by using the "Restore database" command. The user can change the weighting factors and the importance of the different parts of the scoring by using the "Scoring information" command. If the user decides that the startup screen is unnecessary, the user can toggle the screen off by pressing the "Information Screens" command. The "Tutorial" will be implemented in future tasks.



The "Exit" command returns the user to the operating system.

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