

Office of Civilian Radioactive Waste Management



OCRWM Procedure for Reporting Software Baseline Change Information

Revision 0

(A00000000-00811-5000-00005)

July 1994

**U.S. Department of Energy
Office of Civilian Radioactive Waste Management
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OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT
BASELINE MANAGEMENT PROCEDURE

Title: **OCRWM PROCEDURE FOR REPORTING SOFTWARE BASELINE CHANGE INFORMATION**

Procedure No.:
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Revision:
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Date:
6/3/94

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Approval:
RW-30

Date:

7/28/94

1.0 PURPOSE

The purpose of this procedure is to establish a requirement and method for participant organizations to report software baseline change information to the M&O Configuration Management (CM) organization for inclusion in the OCRWM Configuration Information System (CIS). (The requirements for performing software configuration management (SCM) are found in the OCRWM Quality Assurance Requirements and Description (QARD) document and in applicable DOE orders, and not in this procedure.) This procedure provides a linkage between each participant's SCM system and the CIS, which may be accessed for identification, descriptive, and contact information pertaining to software released by a participant. Such information from the CIS will enable retrieval of details and copies of software code and documentation from the participant SCM system.

2.0 APPLICABILITY

This procedure applies to scientific and engineering software baselined for release and which satisfies one or more of the following categories:

- a) software approved for use in quality affecting work (QAW)
- b) software which resides on an OCRWM Program shared resource
- c) software which provides data exchange with other participant systems.

3.0 DEFINITIONS

Definition of standard terms used in this procedure and not defined in this section may be found in DOE/RW-0333P, *Quality Assurance Requirements and Description (QARD)* and in DOE/RW-0416, *OCRWM Baseline Management Procedure for Document Identifiers*.

- 3.1 Participant - Any OCRWM organization or OCRWM contractor performing work in support of the CRWMS.

4.0 RESPONSIBILITIES

- 4.1 Associate Director, Program Management and Integration** - The Associate Director for Program Management and Integration (RW-30) is responsible for the preparation and modification of this procedure.
- 4.2 Team Leader, Configuration Management** - The Team Leader, Configuration Management (RW-37) is responsible for the implementation of this procedure.
- 4.3 Participant SCM Organizations** - Each participant SCM organization shall report software baseline changes in accordance with the requirements and methods established in this procedure.
- 4.4 Participant CM Organizations** - Each participant CM organization shall determine the appropriate Document Identifier (DI) for software configuration items reported on the OCRWM Software Baseline Change Information Form (Attachment 1). (The requirement for a participant CM organization is established in DOE/RW-0415, *OCRWM Baseline Management Procedure for Configuration Item (CI) and CI Identifiers*, Section 4.5.) The participant CM organization shall be responsible for resolving discrepancies between the information reported on the form and existing information in the CIS. The participant CM organization shall also be responsible for entering the data on the form into the CIS and forwarding a copy of the completed form to the submitting SCM organization, or for forwarding the form to the M&O Configuration Management Organization for data entry into the CIS.
- 4.5 M&O CM Organization** - The M&O CM organization shall accept the OCRWM Software Baseline Change Information Form from a participant who does not have CIS data entry capability, and shall enter the data on the form into the CIS and forward a copy of the completed form to the submitting SCM organization.

5.0 PROCESS

5.1 FORM SUBMISSION

- 5.1.1** Each participant SCM organization shall complete an OCRWM Software Baseline Change Information Form for each software item baselined for release in the participant's SCM system. The form shall be submitted to the participant CM organization within 10 working days of the baseline date. The initial forms shall be completed within 30 working days of the effective date of this procedure.
- 5.1.2** Subsequently, when a released version of a software baseline is changed in a participant SCM system, the SCM organization shall submit a Software Baseline Change Information Form to the participant CM organization within 10 working days of the baseline change date.

5.2 FORM VERIFICATION AND COMPLETION

Upon receipt of a Software Baseline Change Information Form, the participant CM organization shall search the CIS (or request that a search be made) to determine if a software item has previously been entered in the CIS which matches the "Internal Software ID" identified on the form. Then:

- a) If a match is found in the CIS for the Internal Software ID, the CIS data shall be compared with that on the form. If discrepancies are found, they shall be resolved with the submitter and the form corrected. If no discrepancies are found, the form shall be completed, if necessary, with the data from the CIS, and the form shall then be submitted for data entry into the CIS.
- b) If no match is found in the CIS for the Internal Software ID, the form shall be checked to ensure that all required information has been entered on the form, and discrepancies shall be resolved with the submitter. Then the following steps shall be performed:
 - 1) If the DI entry on the form has been filled in by the submitter, the CIS database shall be searched to ensure the DI has not previously been used for another software item. If a discrepancy is found, it shall be resolved with the submitter. If no discrepancy is found, the form shall be submitted for data entry into the CIS.
 - 2) If the DI entry on the form has not been filled in by the submitter, the DI shall be established by the participant CM organization, entered on the form, and the form submitted for data entry into the CIS.

5.3 DATA ENTRY INTO THE CIS DATABASE

- 5.3.1 The participant CM organization shall, within 10 working days of receipt of the form, enter the data on the form into the CIS or, if data entry into the CIS is not available at the participant site, shall forward the form to the M&O Configuration Management organization for data entry into the CIS.
- 5.3.2 Upon completion of data entry into the CIS, a copy of the form, with the completed data entry information, shall be sent to the submitting SCM organization.

**ATTACHMENT I
OCRWM SOFTWARE BASELINE CHANGE INFORMATION FORM**

OCRWM

Software Baseline Change Information

WBS:
QA:
Page: Of:

01. Form Date (MM/DD/YY)		02. Submitted By: Name		Phone																																								
03. Verified By: Name		Phone		Date																																								
04. Submitting Organization: Name and Address			05. Technical Contact: Name and Phone																																									
06. Software Name			07. Internal Software ID		08. Version																																							
09. Acquired: <input type="checkbox"/> Yes <input type="checkbox"/> No		10. Baseline Code <input type="checkbox"/> Ess. Only <input type="checkbox"/> Source + Ess		11. Baseline Date (MM/DD/YY)																																								
12. Baseline Action <input type="checkbox"/> Initial Release <input type="checkbox"/> Change <input type="checkbox"/> Rollo		13. Computer Platform (Manufacturer and Model)		14. Operating System																																								
15. Programming Language		16. Brief Description of Software		17. Submitted to ESTBC? <input type="checkbox"/> Yes <input type="checkbox"/> Not Submitted																																								
18. Applicable System Baseline <input type="checkbox"/> CRWAS <input type="checkbox"/> MRS <input type="checkbox"/> MRE <input type="checkbox"/> TRMS <input type="checkbox"/> Waste Acceptance																																												
19. Keywords (Check a Maximum of Two)																																												
<input type="checkbox"/> Age Dating	<input type="checkbox"/> Faulting	<input type="checkbox"/> Non-Peak Bearing	<input type="checkbox"/> Shading																																									
<input type="checkbox"/> Coal/Pile	<input type="checkbox"/> Fender Dike	<input type="checkbox"/> Hecostems	<input type="checkbox"/> Socioeconomic																																									
<input type="checkbox"/> Climate Change	<input type="checkbox"/> Felling	<input type="checkbox"/> Occupational	<input type="checkbox"/> Structural																																									
<input type="checkbox"/> Commercial	<input type="checkbox"/> Geochemistry	<input type="checkbox"/> Performance Assessment	<input type="checkbox"/> Subsystem Simulation																																									
<input type="checkbox"/> Cost	<input type="checkbox"/> Geological Mapping	<input type="checkbox"/> Public Health & Safety	<input type="checkbox"/> Surface																																									
<input type="checkbox"/> Ecological	<input type="checkbox"/> Geological Structure	<input type="checkbox"/> Reactors	<input type="checkbox"/> Thermal Stress																																									
<input type="checkbox"/> Ecotoxic	<input type="checkbox"/> Ground Motion	<input type="checkbox"/> Routing	<input type="checkbox"/> Underground																																									
<input type="checkbox"/> Erosion	<input type="checkbox"/> Ground Water	<input type="checkbox"/> Scheduling	<input type="checkbox"/> Volcanism																																									
<input type="checkbox"/> Exposure	<input type="checkbox"/> Hydrology	<input type="checkbox"/> Seismic Reflection	<input type="checkbox"/> Other _____																																									
20. DI For Software Item:																																												
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CI Number		Origin Code		Doc Type		Sequence No.																																						
21. Date Entered into CRB By: Name			Phone			Date																																						

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**ATTACHMENT I (Continued)
OCRWM SOFTWARE BASELINE CHANGE INFORMATION FORM
FORM INSTRUCTIONS**

1. Type or print the date the form is filled in.
 2. Type or print the name and phone number of the person submitting the form.
 3. Type or print the name and phone number of the person verifying the information on the form against the information in the CIS database. Type or print the date the form is verified.
 4. Type or print the name and address of the submitting organization.
 5. Type or print the name and phone number of the technical contact for the software item.
 6. Type or print the name of the software as identified in the participant's SCM system.
 7. Type or print the software identifier as designated in the participant's SCM system (this may be the same as the DI for the software, depending on the participant's procedures).
 8. Type or print the version number of the software as designated in the participant's SCM system.
 9. If the software was originally acquired by the participant, enter a "Y"; otherwise, enter an "N".
 10. If the baseline code consists of executable code only, check the first box. If the baseline code consists of source plus executable code, check the second box.
 11. Enter the baseline date for the action designated in item 12.
 12. Check the appropriate box.
- (For items 13-18, if these fields were filled in on a previous submission and no changes are required, you may enter "see CIS" and draw a diagonal line from box 13 through box 18. However, if changes are required, enter the changes as necessary in the appropriate boxes, and "see CIS" in the remaining boxes.)
13. Type or print the computer platform(s) required to execute the software.
 14. Type or print the operating system(s) required to execute the software.

**ATTACHMENT I (Continued)
OCRWM SOFTWARE BASELINE CHANGE INFORMATION FORM**

FORM INSTRUCTIONS (Continued)

15. Type or print the programming language(s) used to develop or modify the software.
16. Provide a brief description of the software (less than 500 characters). Use the reverse side of the form if more space is needed.
17. If the software was submitted to the DOE Energy Science and Technology Software Center (ESTSC), as identified in DOE Order 1360.4B, Scientific and Technical Computer Software, check the first box and fill in the last date a version of the software was sent to the ESTSC. If the software has not been submitted to the ESTSC, check the box labeled "No".
18. Select the appropriate System Element. This will be used to establish the appropriate CI identifier.
19. Circle the keyword(s) that most closely describe the software (maximum of two). If no appropriate item appears on the list, enter up to two additional keywords.
20. Determine the appropriate DI and enter on the form. (The code "1200" in the position Document Type is used to identify a software configuration item.) The version number appended to the DI is the same as the version number entered in item number eight on the form.
21. Type or print the name and phone number of the person entering the data on the form into the CIS database. Type or print the date entered into the CIS.