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**Guide to the Operation and Management of the  
Assessment Information Management System  
(AIMS)**

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## APPENDIX

Appendix A	:	Current List of Registered Files for the Disposal Assessment Project
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## 1 PURPOSE

This set of procedures describe the methods for the control of documentation relating to the Agency's regulatory role under RSA93 in assessment of proposed radioactive waste disposal facilities.

## 2 SCOPE

This set of procedures applies to all incoming and outgoing documentation related to the Agency's regulatory role with respect to the assessment of proposed radioactive waste disposal facilities.

This set of procedures does not cover any documentation arising from the Agency's other regulatory activities under RSA93.

This set of procedures does not cover contractual correspondence arising from the waste disposal assessment project.

The technical terms used in this procedure are described in the AIMS Definitions [1].

This set of procedures describes the chain of responsibility for dealing with radioactive waste assessment-related documentation and the required actions for the documentation. These procedures are not intended to describe how the documentation is recorded on the AIMS system which is described in the AIMS User Guide [2].

## 3 PROJECT ROLES

The key roles within the control of documentation procedure are given below:

Title	Key responsibilities
AIMS Document Manager (ADM)	Responsible for the control of all incoming correspondence and reports and ensuring that the AIMS Library Assistant has entered all of the relevant information on the AIMS system.
AIMS Library Assistant (ALA)	Responsible for ensuring that all documentation is entered onto AIMS and located on the library shelves and that documentation is distributed as required by the ADM. Also responsible for keywording and abstracting all documents as required by the ADM.

## **4 REFERENCES**

- 1 Davison, S., Duerden, S.L. Definition of terms used in the Assessment Information Management System, NCRAOA Guidance Note 5, Issue 1, March 1998.
- 2 Rolls, M.C., Duerden, S.L. Assessment Information Management System Database User Guide, NCRAOA Guidance Note 6, Issue 1, March 1998.
- 3 Griffiths, M.P., Duerden, S.L. Assessment Information Management System Checking Procedure, NCRAOA Guidance Note 10, Issue 1, March 1998.

## **5 METHOD**

### **5.1 Receipt of Documentation**

Assessment related documentation is usually received in one of two forms, as reports or correspondence. Occasionally reports and correspondence are received together, in which case the reports and correspondence are treated separately and cross referenced on the databases. As noted in section 2, contractual correspondence is not covered by these procedures.

#### **5.1.1 Pass documentation onto ADM**

Recipients of Assessment related documentation must:

- (a) Photocopy correspondence, keep the copy for themselves and send the original to the ADM.
- (b) Send all report originals to the ADM. If the report is required urgently, the ADM must be informed. The ADM arranges for the document to be loaned to the recipient as soon as possible.

#### **5.1.2 Documentation logging and distribution**

It is NOT the responsibility of the recipient to distribute and log reports or correspondence.

#### **5.1.3 Receipt of documentation by the ADM**

On receipt of documentation, the ADM sorts it into correspondence and reports. The procedures to be followed for incoming correspondence are described in section 5.2. The procedures to be followed for incoming reports are described in section 5.4.

When reports and correspondence are received together they are processed separately in accordance with sections 5.4 and 5.2 respectively.

If there is no note in the correspondence of any attached reports, it is the responsibility of the ADM to mark the correspondence with the report numbers. In addition, the ADM notes all reports referenced in the correspondence for subsequent cataloguing by the ALA.

## **5.2 Receipt of Correspondence by the ADM**

It is intended that all correspondence be logged onto the AIMS database and is distributed to all interested parties within one week of its receipt. Figure 1 summarises the procedures to be followed upon receipt of incoming correspondence. Each of the procedures shown in the figure is described in the following section.

### **5.2.1 Identify any actions on the Agency**

The ADM reviews the documentation. The ADM notes if it requires work by the Agency or their contractors. It is hoped that actions on the Agency will be clearly stated in the text, however, actions may be implied in the text or a response requested by the addition of R to the Unique Number.

### **5.2.2 Identify internal distribution**

The ADM determines those personnel who should receive copies of the correspondence and notes this on the correspondence.

### **5.2.3 Does the correspondence have a Unique Number ?**

The ADM checks whether the document has a Unique Number. If the correspondence has a Unique Number proceed to section 5.2.6 of this procedure. If not the ADM continues with the following instructions.

- (i) Should the correspondence have a Unique Number ?

The ADM checks whether the correspondence requires a Unique Number. In principle, all documentation between the regulatory organisations and Nirex with regard to the assessment of the Nirex repository safety case should have a Unique Number. Similarly, all documentation between the regulatory organisations and BNFL with regard to the assessment of the BNFL post-closure safety case should have a Unique Number. Occasionally, it may not be obvious if the correspondence requires a Unique Number; in these situations the need for a Unique Number is considered on a case by case basis by the ADM. A table of the unique number sequences used is shown below:

Correspondence to/from	Identifier	Number Sequence
Nirex to Agency	UKM	90000-99999
Agency to Nirex	UKM	20000-29999
NII to Agency	HMP	10000-19999
Agency to NII	HMP	70000-79999
MAFF to Agency	MAF	60000-69999
Agency to MAFF	MAF	40000-49999
Non-registered Nirex to Agency correspondence	UKM	9N000-9N999
Non-registered Agency to Nirex correspondence	UKM	2N000-2N999
Local authorities, Eire, IoM	LCS	20000-29999
DoE/RAS, OGD's, PSO's/PQ's	OGD	30000-39999
Nuclear Industry	NNN	40000-49999
Others (pressure Groups, public etc)	PGP	50000-59999
BNFL to Agency	BNF	90000-99999
Agency to BNFL	BNF	20000-29999

If the correspondence does not have a Unique Number added proceed to section 5.2.4; if a Unique Number is required continue in section (ii) below.

(ii) Check with the author

If the correspondence should have a Unique Number but it has been omitted, the ADM checks with the author of the correspondence.

If a Unique Number has been omitted by mistake continue in (iii) below, if a Unique Number was not allocated or one is not required proceed to section 5.2.4.

(iii) Add a Unique Number

If the author confirms a Unique Number should have been added, or it has been omitted for any reason, the ADM adds the Unique Number, once notified of the number by the author, to the original correspondence.

Continue with entry of the correspondence in section 5.2.4.

#### 5.2.4 Should the correspondence be part of AIMS ?

The ADM reviews the correspondence for inclusion within AIMS. The basic rule is that all correspondence (incoming and outgoing) related to radioactive waste disposal should be included in AIMS. Internal (Agency) correspondence and correspondence to the Agency's contractors is not included in this and should not be entered on the database. For internal (non-registered) correspondence proceed to section 5.2.5.

##### (i) Allocate a Unique Number

The ADM allocates a Unique Number for non-registered correspondence. This number is selected from the list of available Unique Numbers held by the ADM.

#### 5.2.5 Internal Correspondence

The ADM passes the correspondence to the ALA.

All internal radioactive waste-related correspondence is processed in the same manner as regulatory correspondence with the exception that it is not entered onto the database.

##### (i) Enter into Post Book

The ALA enters the correspondence details into the Post Book. The information that is written in the Post Book is as follows :

Column	What is entered
Serial number	"Non-Reg" i.e. Non-regulatory
Date of origin	Date sent
Reference	Number of pages and number of documents enclosed
Sender & addressee	Initials & names
Subject	Description of the contents/heading of the letter and titles and number of copies of the documents enclosed
To whom sent	External distribution
Date	Notes the progress of entry on each item of correspondence, in particular : D - when the correspondence has been distributed F - when the correspondence has been filed
Remarks	Internal distribution (including Agency contractors)



All information is written in red ink if the correspondence is from Nirex, or in blue ink if the correspondence is from any other organisation.

(ii) Photocopy for Internal Distribution

The ALA copies the correspondence the requisite number of times according to the distribution list.

(iii) Distribute

The ALA distributes the photocopies to those individuals on the distribution list.

The ALA then enters D in the date column of the Post Book to note that the correspondence has been distributed.

(iv) File

There is more than one file in which correspondence is stored. Appendix A of this document summarises the files that currently store assessment correspondence.

The ALA files the original correspondence in the appropriate AIMS correspondence file and enters F in the date column of the appropriate entry in the Post Book noting that the correspondence has been filed.

### 5.2.6 AIMS incoming correspondence

The ADM passes the correspondence to the ALA for processing.

(i) Enter into Post Book

The ALA enters the correspondence details into the Post Book. The information that is written in the Post Book is as follows :

Column	What is entered
Serial number	Unique Number
Date of origin	Date sent
Reference	Number of pages and number of documents enclosed
Sender & addressee	Initials
Subject	Description of the contents of the letter and a description of the documents enclosed
To whom sent	External distribution
Date	Notes the progress of entry on each item of correspondence, in particular : D - when the correspondence has been distributed F - when the correspondence has been filed E(accession no.) - when the correspondence has been entered on AIMS
Remarks	Internal distribution (including Agency contractors)

All information is written in red ink if the correspondence is from Nirex, or in blue ink if the correspondence is from any other organisation.

(ii) Photocopy for Internal Distribution

The ALA copies the correspondence the requisite number of times according to the distribution list.

(iii) Distribute

The ALA distributes the photocopies to those individuals on the distribution list.

The ALA then enters D in the date column of the Post Book to note that the correspondence has been distributed.

(iv) Catalogue

The ALA catalogues the correspondence using the instructions described in section 9.1 and Appendix B of the AIMS User Guide [2]. All cataloguing and data entry is to be completed within one week of the receipt of the correspondence.

(v) File

There is more than one file in which correspondence is stored. Appendix A of this document summarises the files that currently store assessment correspondence.

The ALA files the original correspondence in the appropriate AIMS correspondence file and enters F in the date column of the appropriate entry in the Post Book noting that the correspondence has been filed.

(vi) Enter on database

The ALA enters the details in AIMS, including keywords, using the CAIRS task DOCE (document entry), following the instructions in section 9.5 of the AIMS User Guide [2].

(vii) Update Bibliographic Database

The bibliographic database is modified and updated to incorporate the unique number cross references.

### 5.3 Outgoing Correspondence

All correspondence is issued within one day of the text of the correspondence being agreed. The preparations required for outgoing correspondence are summarised in Figure 2 and are described in the following section of this procedure.

#### 5.3.1 Identify need for correspondence

The need for outgoing correspondence usually arises for one of the following reasons:

- responses to actions identified in incoming correspondence (section 5.2.1) - the author is the individual on whom the action is placed;
- responses to actions arising at regulatory meetings - the author is usually the individual on whom the action was placed;
- Agency assessment correspondence which can be for a variety of reasons - the author can be an Agency inspector or above, involved in the assessment safety case.

#### 5.3.2 Agree text of letter

The author determines the need for higher authorisation or clearance of a letter and where necessary agrees the text with their immediate superior or other appropriately qualified individual.

- (i) Ensure actions are clear

If the letter requires the recipient to carry out any actions, it is the responsibility of the author to ensure these are clearly stated and separated within the text.

### 5.3.3 Is there a cross reference to an external Unique Number ?

If the letter arises as a result of an action from incoming correspondence, the Unique Number of the incoming letter is noted by the author as "Your reference" on the outgoing letter.

### 5.3.4 Is it regulatory correspondence ?

The author determines whether the correspondence is regulatory; if it is not proceed to section 5.3.8.

- (i) Obtain a Unique Number

A Unique Number is required for regulatory correspondence; this is obtained from the ADM and added to the letter as "Our reference".

### 5.3.5 Determine if a reply is required

A reply to the letter is required if there are any actions on the recipient or if confirmation of receipt is required.

- (i) Add N or R to Unique Number

The author adds N to the Unique Number if no reply is required, or R if a reply is required.

### 5.3.6 Send correspondence

Prior to sending the correspondence the author checks the following:

- the letter is dated;
- the letter is signed;
- the letter is addressed;
- the letter has a Unique Number.

The author sends the letter to the recipient and any other individuals on the marked distribution list. In addition, the author retains a copy and sends a copy of the letter to the ADM.

### 5.3.7 Entry of AIMS outgoing correspondence

(i) Review of correspondence by ADM

The ADM reviews the correspondence. If any other individuals in the assessment team should have copies, the ADM notes on the photocopy of the correspondence the initials of those requiring copies.

(ii) Enter into Post Book

The ALA enters the correspondence details into the Post Book. The information that is written in the Post Book is as follows :

Column	What is entered
Serial number	Unique Number
Date of origin	Date sent
Reference	Number of pages and number of documents enclosed
Sender & addressee	Initials/names
Subject	Description of the contents of the letter and a description of the documents enclosed
To whom sent	External distribution
Date	Notes the progress of entry on each item of correspondence, in particular : D - when the correspondence has been distributed F - when the correspondence has been filed E(accession no.) - when the correspondence has been entered on AIMS
Remarks	Internal distribution (including Agency contractors)

All information is written in black ink if the correspondence is sent to Nirex, or in blue ink if the correspondence is sent to any other organisation.

(iii) Photocopy for Internal Distribution

It is the responsibility of the author to ensure that those persons on the official distribution list receive copies of the correspondence. The ALA copies the correspondence the requisite number of times for internal distribution to those individuals requiring copies noted by the ADM.

(iv) Distribute

The ALA distributes the photocopies to those individuals noted by the ADM.

The ALA then enters D in the date column of the appropriate entry in the Post Book to indicate the correspondence has been distributed.

(v) Catalogue

The ALA catalogues the correspondence using the instructions described in section 9.1 and Appendix B of the AIMS User Guide [2].

(vi) File

There is more than one file in which correspondence is stored. Appendix A of this document summarises the files that currently store assessment correspondence.

The ALA files the correspondence in the appropriate AIMS correspondence file and then enters F in the date column of the appropriate entry in the Post Book to indicate the correspondence has been filed.

(vii) Enter on database

The ALA enters the details in AIMS, including keywords, using the CAIRS task DOCE (document entry).

### 5.3.8 Non regulatory correspondence

(i) Send Correspondence

Prior to sending the correspondence the author checks the following :

- the letter is dated;
- the letter is signed;
- the letter is addressed.

The author sends the letter to the recipient and any other individuals on the marked distribution list. In addition, the author retains a copy and sends an additional copy of the letter to the ADM.

(ii) File

There is more than one file in which correspondence is stored. Appendix A of this document summarises the files that currently store assessment correspondence.

The ALA files the copy of the correspondence in the appropriate AIMS correspondence file.

## **5.4 Report Classification**

All reports received by HMIP staff relating to the assessment of the disposal of radioactive waste are passed to the ADM for cataloguing and entry on AIMS. Figure 3 shows the processes required to enter reports onto the AIMS system.

### **5.4.1 Should the report be included on AIMS ?**

The ADM determines whether the document should be entered onto AIMS. It is intended that all documents relating to the technical assessment of waste disposal should be entered onto AIMS. Those key documents that may be required as part of the public inquiry are entered onto the main database and those of lesser importance onto the general database. If the document is to be entered on AIMS proceed to section 5.4.2.

#### **(i) Internal Distribution**

The ADM prepares a distribution list for the report and passes it to the ALA for internal distribution within the Agency.

### **5.4.2 Is the report required for urgent distribution ?**

Some reports are required to be reviewed by the Agency or their contractors immediately. These reports are generally the key assessment documentation. These reports are distributed as soon as possible after receipt (generally within two days). The ADM reviews those reports that have been received and are to be distributed urgently. The instructions described in section 5.5 are followed. All reports requiring urgent distribution are entered onto the AIMS bibliographic database.

### **5.4.3 Is the report to be included on the main bibliographic database ?**

Non-urgent AIMS documentation is to be entered either onto the main bibliographic database (see section 5.6) or the general database (see section 5.7). The ADM determines in which library the information is to be held.

## **5.5 Urgent Distribution**

### **5.5.1 Prepare distribution list**

The ADM prepares a distribution list for the document and passes this list along with all the copies of the document to the ALA.

### **5.5.2 AIMS entry**

#### **(i) Brief catalogue**

The ALA catalogues the document following the instructions in section 9.1 and Appendix A of the AIMS User Guide [2].

(ii) Data entry

The ALA enters the details in AIMS, including abstract and keywords, using the CAIRS task DOCE (document entry).

**5.5.3 Issue loan**

(i) Prepare external transmittal sheet

The ALA prepares an external transmittal sheet for each individual outside the Agency receiving the report. In cases where more than one report is to be sent to an individual it is only necessary to prepare a single transmittal sheet (see Figure 4). It is the responsibility of the ADM to indicate the period of loan for each item that is to be loaned.

(ii) Enter loan on database

The ALA enters the loan onto the loans database.

(iii) Agency distribution

The ADM identifies the Agency staff who should receive copies of the report. An internal transmittal sheet (see Figure 5) is prepared by the ALA.

Copies sent to Agency staff are sent through internal mail, unless they are particularly urgent in which case the ALA distributes them by hand.

(iv) External distribution

The ALA sends the document to each external organisation accompanied by an external transmittal sheet (see Figure 4).

**5.5.4 File remaining copies**

The ALA places all spare copies of the reports on the shelves in the AIMS library.

**5.6 Non-Urgent Entry onto AIMS Bibliographic Database**

**5.6.1 Pending Entry**

The ADM passes all documents to be entered onto AIMS to the ALA. The ALA places the documents in the Bibliographic Database Pending box prior to entry. It is intended that all DOE, Nirex and BNFL documents on the main bibliographic database will be entered onto AIMS within one month of their receipt.



### **5.6.2 AIMS entry**

#### **(i) Catalogue**

The ALA catalogues the document following the instructions in section 9.1 and Appendix A of the AIMS User Guide [2]. All cataloguing is completed including the keywords and abstracts.

#### **(ii) Data entry**

The ALA enters the details in AIMS, including abstract and keywords, using the CAIRS task DOCE (document entry).

### **5.6.3 File remaining copies**

The ALA places up to two copies of the reports on the shelves of the AIMS library. Remaining copies are offered to other members of the Agency disposal assessment team. Any remaining copies are disposed of.

## **5.7 General Database Entry**

### **5.7.1 Pending Entry**

The ADM passes all relevant documents to be entered onto AIMS to the ALA who places the documents in the General Database Pending box prior to entry. It is intended that all general database documents be entered onto AIMS within three months of their receipt.

### **5.7.2 AIMS entry**

#### **(i) Catalogue**

The ALA catalogues the document following the instructions in section 9.1 and Appendix A of the AIMS User Guide [2].

#### **(ii) Data entry**

The ALA enters details in AIMS, using the CAIRS task DOCE (document entry).

### **5.7.3 File remaining copies**

The ALA files one copy of the reports on the shelves of the AIMS library. Remaining copies are offered to other members of the Agency disposal assessment team. Any remaining copies are disposed of.

## **5.8 Current Awareness**

It is the responsibility of the ADM to ensure that all members of the disposal assessment team are kept aware of the current information that is available and of the liaison between other regulatory bodies, Nirex and BNFL. To this end, a monthly summary is prepared and distributed to all members of the disposal assessment team containing the following information:

- a list of recent reports;
- an outline of recent correspondence.

The preparation of this information is described in the following sections.

### **5.8.1 Recent reports**

The ALA prepares a list of all reports entered on AIMS in the last month and available for loan. The output is prepared by noting the accession number of the last such summary and printing all entries after that accession number using the SINV task as described in section 7.6 of the AIMS User Guide [2]. The output is stored in a computer file to allow the ADM to prepare the summary document.

### **5.8.2 Recent correspondence**

The ALA prepares a list of all correspondence received by HMIP and sent from HMIP in the last month. The output is prepared by noting the last accession number of the last such summary and printing all entries after that accession number using the SINV task as described in section 7.6 of the AIMS User Guide [2]. The output is stored in a computer file to allow the ADM to prepare the summary document.

## **5.9 Deleting Records from the Database**

No records are deleted from any of the AIMS databases without written authority of the ADM. The notes authorising deletion are retained by the ALA in a record deletion file on the form shown in Figure 6. The method for deleting records from the AIMS system is described in section 10.3 of the AIMS User Guide [2]. In general, a record is rarely deleted from the AIMS databases; it is written over by the details of another document.

## **5.10 Searching Aims**

### **5.10.1 The Reference Interview**

Users of AIMS require searches of the database to retrieve information. The ALA is responsible for performing searches at the request of the users (either Agency staff or Agency contractor staff). The progress of searches is recorded by the ALA using the form shown in Figure 7. A file of Search Record Forms is maintained by the ALA.

The purpose of the reference interview is to ascertain what information the user requires. The ALA, in discussion with the user, decides how to search the database and on the form in which to present the results of the search. It is important to ensure that all of the required information is retrieved from the database and all unwanted information is excluded from the search.

The ALA records the details of the reference interview on the form shown in Figure 7.

### **5.10.2 Recording the scope of the search**

Following the reference interview, the ALA decides how best to retrieve the required information. There is a number of considerations in forming a search strategy:

- (a) The search facilities to be used. There are four search facilities available; LOOK, SCAT, SINV and SSER.
- (b) The fields to be searched.
- (c) It may be possible to locate documents in more than one way. This may provide a useful means of cross checking the results of a search
- (d) The presentation of the results. In particular, the level of detail of information presented on the documents.

### **5.10.3 Performing the search**

The use of the search tasks is described in section 7 of the AIMS User Guide [2]. The various output styles available in AIMS are given in section 8 of the AIMS User Guide [2].

## **5.11 Loan Status**

### **5.11.1 Checking loan status**

The ADM is responsible for checking that loans are not overdue. A simple check of all outstanding loans is carried out monthly. This is performed using the CAIRS task SINV and is described in section 12.3.5 of the AIMS User Guide [2].

### **5.11.2 Recalling loans**

If a loan is required to be recalled, the ADM requests the ALA to prepare a standard recall letter. The method is described in section 12.3.6 of the AIMS User Guide [2]. Once the letter has been prepared, the ALA signs the recall letter and sends it to the borrower.

A reminder letter is sent if the borrower has not returned the loan within one month of the sending of the recall letter. The preparation of the reminder letter is similar to the recall letter and is described in section 12.3.6 of the AIMS User

Guide [2]. It is the responsibility of the ADM to request the ALA to prepare and send the reminder-letter.

## 5.12 AIMS Checking Procedure

The ADM arranges for the information entered onto AIMS to be checked. The current arrangement requires monthly and quarterly checks to be carried out. The monthly checks are intended to check the entries on the database in the last month, whilst the quarterly checks are intended to check a small part of the whole database. The method of checking is described in the AIMS Checking Procedures [3].

In general, monthly checks last approximately 2-3 hours depending on the amount of information entered onto AIMS in the previous month. Quarterly checks last up to half a day.

Monthly and quarterly checking reports are held by the ALA.

## 5.13 Maintaining the Thesaurus

It is the responsibility of the ADM to ensure the thesaurus contains an appropriate list of keywords. It is not expected that the thesaurus will change significantly over time; however, if changes are suggested, it is the responsibility of the ADM to review the impact of each change.

The ADM marks up all proposed changes on the working copy of the current thesaurus and passes this to the ALA. The ALA enters the changes onto the AIMS system following the instructions in section 11.1.3 of the AIMS User Guide [2].

Once all the changes have been entered on to the thesaurus, the ALA obtains a structured listing of the thesaurus using CAIRS task LTHE as described in section 11.1.1 of the AIMS User Guide [2].

The ALA updates the database to ensure the indexing of the documents is modified to reflect the changes to the thesaurus. The method for updating the database is described in section 14.1 of the AIMS User Guide [2].

The ADM checks that all required changes have been made and arranges for the Technical Note summarising the keywords described in the thesaurus to be revised.

Once the Technical Note has been revised, the thesaurus is distributed to the following:

- (a) The AIMS Documentation Manager;
- (b) The AIMS Library Assistant.

In addition, a copy of the thesaurus is retained as the working copy on which all suggested modifications to the thesaurus are noted. All previous issues of the working copy of the thesaurus are retained by the ADM for future reference.

#### **5.14 Maintaining the Corporate Author List**

It is the responsibility of the ALA to maintain a working copy of the corporate author list and to record any proposed changes to the list. Any proposed changes are reviewed by the ADM and an agreed set of modifications is drawn up prior to modifying the list. The ALA uses the working copy for all subsequent cataloguing.

The proposed changes are collated into a new version of the corporate author list for re-issue to the following individuals:

- (a) The AIMS Documentation Manager;
- (c) The AIMS Library Assistant (two copies, one master and one working copy).

The corporate author list is re-issued annually with the changes in corporate author clearly marked. The ALA retains previous issues and working copies of the Corporate Author List.

The structure and use of the Corporate Author List is described in section 11.2 of the AIMS User Guide [2].

#### **5.15 Back-ups**

The purpose of the back-up is to ensure that in the event of a network failure only a minimal amount of effort is required to restore the AIMS database.

Incremental back-ups are performed daily by the Agency's own network administration department. The incremental back-ups should cover most eventualities; however, it is advisable that a full system back-up be made in the event that a significant update to the database is planned. The full system back-up is carried out prior to the update.

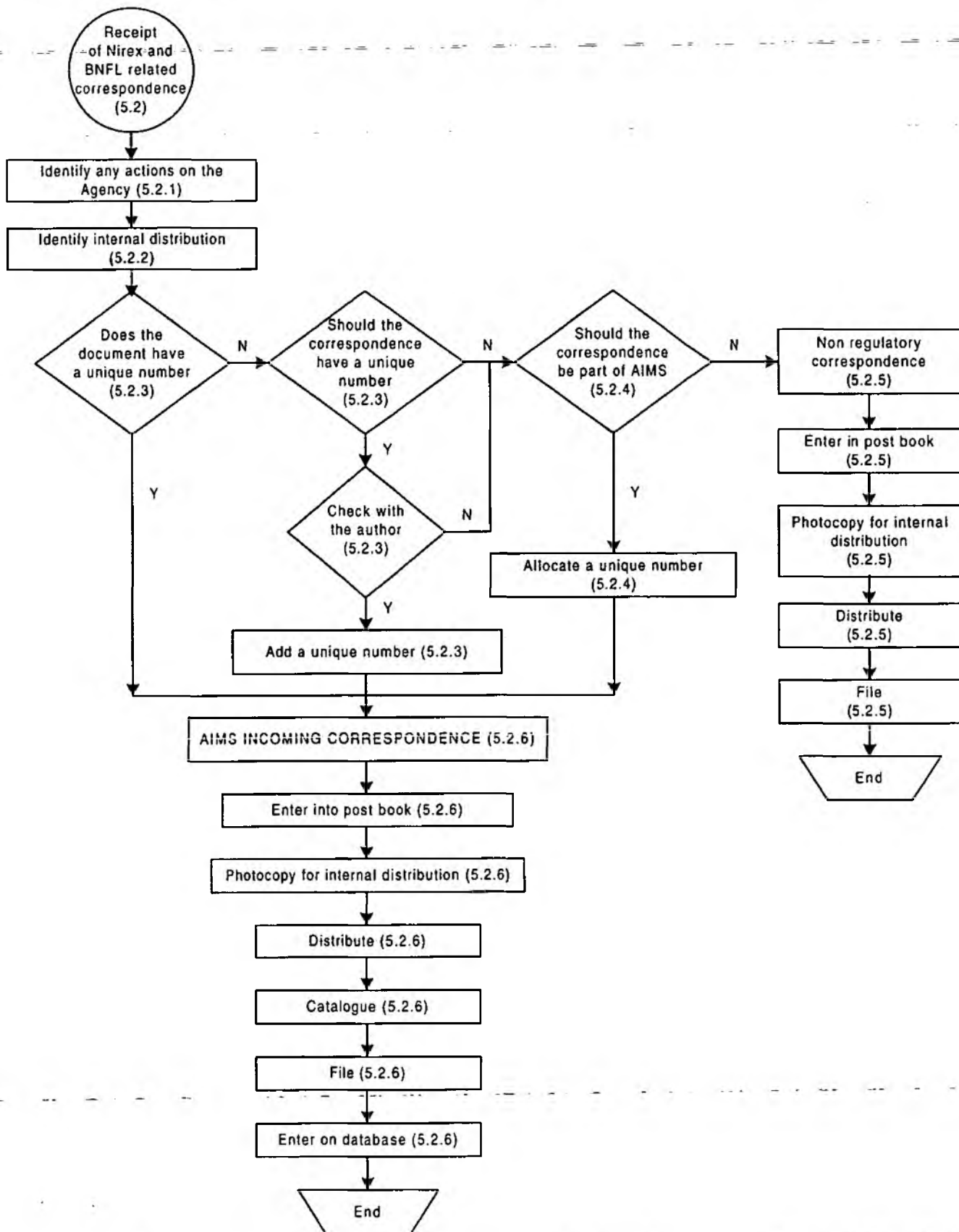
Modifications to the thesaurus and large numbers of records to be deleted are particular situations that require a full system back-up. It is the responsibility of the ALA to carry out the back-up using a Zip drive and to retain the Zip disks for a suitable period of time. The instructions for carrying out a full system back-up are given in section 13 of the AIMS User Guide [2].

## 5.16 Fault Reporting

Problems with AIMS are recorded by the ALA using the form shown in Figure 8. A copy of the form is forwarded to the AIMS Support Staff. A Fault Log file is maintained by the AIMS Support Staff using AIMS Problem Forms and the AIMS Problem Log form shown in Figure 9.

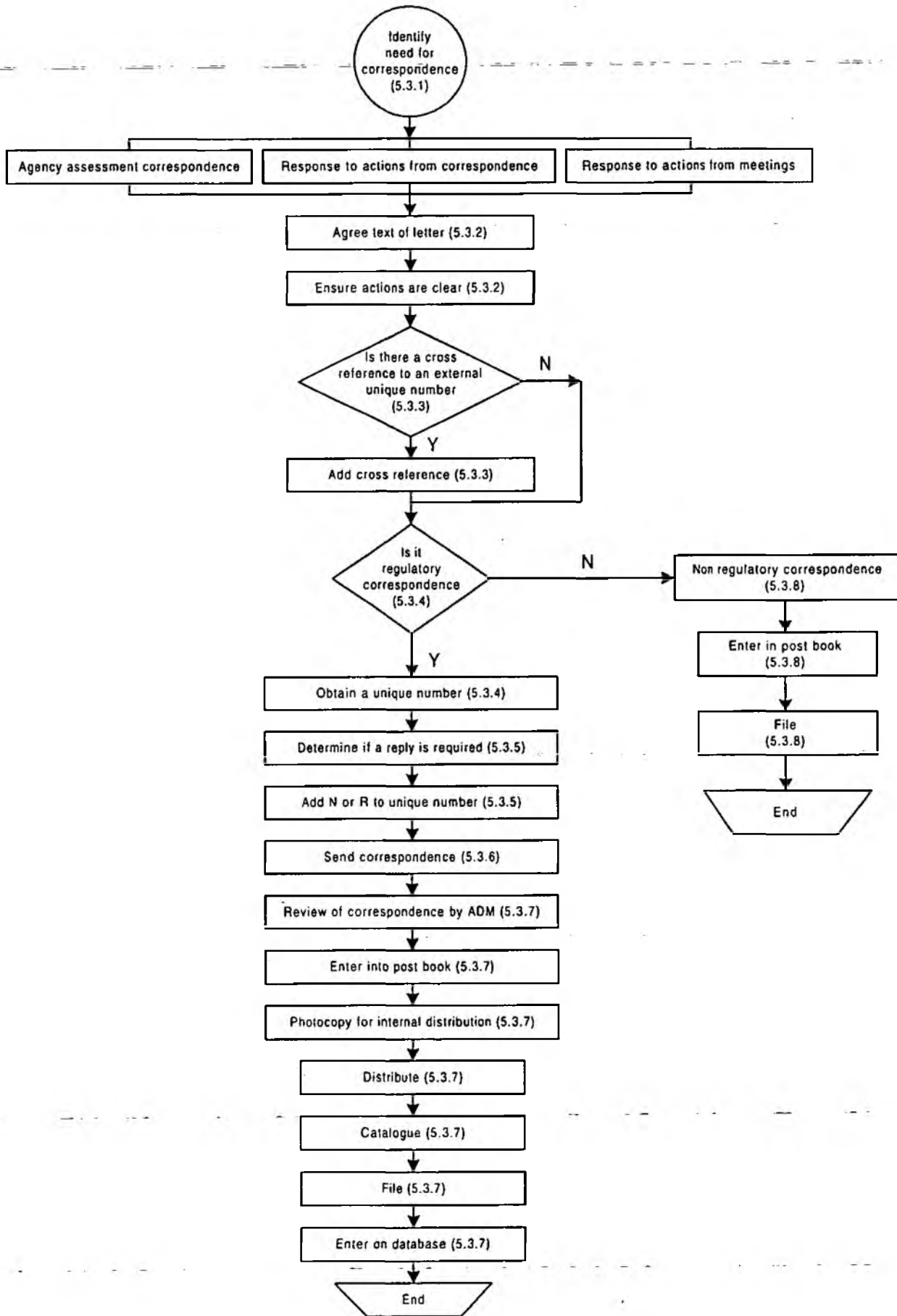
**FIGURE 1 RECEIPT OF NIREX AND BNFL RELATED CORRESPONDENCE**

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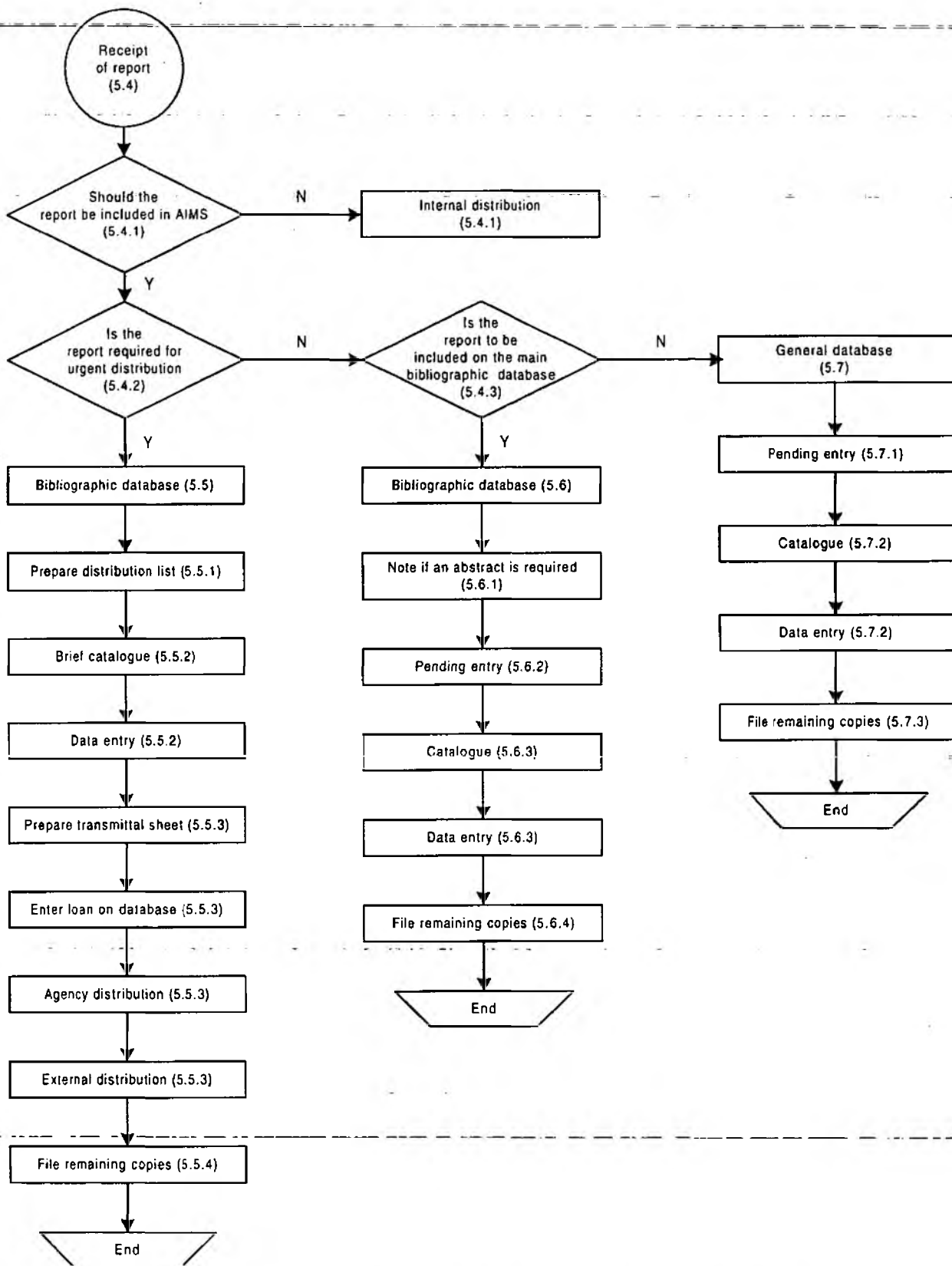




**FIGURE 2 CONTROL OF OUTGOING CORRESPONDENCE**



**FIGURE 3 CONTROL OF INCOMING REPORTS**





**NCRAOA  
RWDAU**

<b>NATIONAL CENTRE FOR RISK ANALYSIS AND OPTIONS APPRAISAL RADIOACTIVE WASTE DISPOSAL ASSESSMENT UNIT DOCUMENT TRANSMITTAL SHEET - EXTERNAL</b>				
<b>To:</b>				
<b>Documents Enclosed</b>	<b>AIMS accession number/ library</b>	<b>AIMS loan record number</b>	<b>Shelf- mark</b>	<b>Return date</b>
<b>Release approved by: P. W. Griffin</b> signature: _____ date: _____				
<b>Received by:</b> _____ <b>on behalf of:</b> _____ signature: _____ date: _____				
Please acknowledge receipt of the above documents by signing and returning this form to: <b>Mr. P. W. Griffin, Environment Agency, Room 6.02, Steel House, 11 Tothill Street, London SW1H 9NF</b>				

**For use by AIMS staff only:**

	Date	Initialed
<b>Transmittal sheet returned:</b>		
<b>Documents returned:</b>		

**FIGURE 4 EXTERNAL TRANSMITTAL SHEET**



**NCRAOA  
RWDAU**

NATIONAL CENTRE FOR RISK ANALYSIS AND OPTIONS APPRAISAL RADIOACTIVE WASTE DISPOSAL ASSESSMENT UNIT DOCUMENT TRANSMITTAL SHEET - INTERNAL				
<b>To:</b>				
Documents Enclosed	AIMS accession number/ library	AIMS loan record number	Shelf-mark	Return date
Release approved by: P. W. Griffin signature: _____ date: _____				
Received by: signature: _____ date: _____				
Please acknowledge receipt of the above documents by signing & returning this form to: Mr. P. W. Griffin, Environment Agency, Room 6.02, Steel House, 11 Tothill Street, London SW1H 9NF				

For use by AIMS staff only:

	Date	Initialed
Transmittal Sheet returned		
Documents returned		

**FIGURE 5 INTERNAL TRANSMITTAL SHEET**

AIMS Catalogue Record						
CAIRS Accession Number	Report No.	Title	Principal Author	Reason for deletion	Approved for deletion by	Deleted by

FIGURE 6 AIMS CATALOGUE RECORD DELETION FORM

<b>AIMS Request for Information Retrieval</b>			
<b>Date Requested:</b>	<b>Requested by:</b>		
<b>Reference Interview Notes:</b>			
<b>Search Details</b>			
Date Performed	Search Used	Search Profile	Result File
<b>Date results delivered:</b>		<b>Received by:</b>	<b>Additional Search YES/NO</b>

**FIGURE 7 AIMS SEARCH RECORD FORM**







**APPENDIX A**

**CURRENT LIST OF REGISTERED FILES FOR THE  
DISPOSAL ASSESSMENT PROJECT**

<b>File number</b>	<b>File title</b>
HMIP/TPD2/31/5/001 (parts 1-3)	Nirex to Agency unique numbered correspondence
HMIP/BSD/BDB/31/5/003 (parts 4-5)	
HMIP/RSD2/31/5/002 (part 1)	Agency to Nirex unique numbered correspondence
HMIP/BSD/BDB/31/5/004 (part 2)	
HMIP/RSD2/31/5/003	NII to Agency unique numbered correspondence
HMIP/RSD2/31/5/004	Agency to NII unique numbered correspondence
HMIP/RSD2/31/5/005	MAFF to Agency unique numbered correspondence
HMIP/RSD2/31/5/006	Agency to MAFF unique numbered correspondence
HMIP/RSD2/31/5/007	Nirex related external queries
HMIP/RSD2/31/5/008 (part 1)	Agency internal correspondence related to Nirex
HMIP/BSD/BDB/31/5/007 (part 2)	
HMIP/RSD2/31/5/009	General Nirex correspondence (non-regulatory)
HMIP/RSD2/31/5/0010	Level 3 meetings on assessment issues
HMIP/RSD2/31/5/0011	Nirex/NII/Nirex correspondence
HMIP/TPD2/31/5/002	Nirex/MAFF/Nirex unique numbered correspondence
HMIP/TPD2/31/5/009	Contractor requests for Nirex documentation
HMIP/BSD/BDB/31/5/006	RCF correspondence
HMIP/BSD/BDB/31/5/008	Other Government Departments
HMIP/BSD/BDB/16/13/001	BNFL to Agency unique numbered correspondence
HMIP/BSD/BDB/16/13/002	Agency to BNFL unique numbered correspondence
HMIP/BSD/BDB/16/13/003	MAFF to Agency unique numbered correspondence
HMIP/BSD/BDB/16/13/004	Agency to MAFF unique numbered correspondence
HMIP/BSD/BDB/16/13/005	NII to Agency unique numbered correspondence
HMIP/BSD/BDB/16/13/006	Agency to NII unique numbered correspondence
HMIP/BSD/BDB/16/13/007	General (non-regulatory) unique numbered correspondence
HMIP/BSD/BDB/16/13/008	Pressure groups, public unique numbered correspondence

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File number	File title
HMIP/BSD/BDB/16/13/009	DOE/RAS, other Government Depts., Parliamentary Questions
HMIP/BSD/BDB/16/13/0010	Local Authorities, Eire, Isle of Man

List prepared: 17th March 1998