

# Waste Data System User's Manual

U.S. Department of Energy  
Carlsbad Field Office

Revision 21

Effective Date: June 22, 2021



U.S. Department of Energy  
Carlsbad Field Office

# Waste Data System User's Manual

Revision 21

Effective Date: June 22, 2021

CBFO Approval:	<u>/signature on file/</u>	<u>06/15/2021</u>
	Kenneth Princen, Assistant Manager	Date
	Office of the National TRU Program	

**CHANGE HISTORY SUMMARY**

<b>REVISION NUMBER</b>	<b>DATE ISSUED</b>	<b>DESCRIPTION OF CHANGES</b>
20	05/21/20	<ul style="list-style-type: none"> <li>• Replaced all dashboards screenshots.</li> <li>• Removed Appendix B (Web Service Data Transfer).</li> <li>• Removed Appendix C (OAKES Data Transfer).</li> <li>• Removed Acronyms OAKES, WDSL, and XML.</li> <li>• Added Reactivity Group Number (RGN) to Acronyms and Abbreviations section.</li> <li>• Removed Figure B-1 and B-2.</li> <li>• Modified Table 1 – WDS Roles and Responsibility</li> <li>• Removed Shipment FGE and PE-Ci Totals Query on the WCO and DA Dashboard, section 6.4.</li> <li>• Added Overpack/Canister Plan Removal to WCO Dashboard.</li> <li>• Added Payload MAR Override Function to WCO Dashboard, section 6.4.</li> <li>• Removed Shipment FGE and PE-Ci Totals query from TCO Dashboard, section 6.3.</li> <li>• Removed Characterization Counts Query from TCO Dashboard.</li> <li>• Added Payload Plan deletion screen to TCO Dashboard.</li> <li>• Added new screen on Waste Handling Operation Dashboard to allow emplacement date modification.</li> <li>• Added Reference Data Report link to AK Dashboard.</li> <li>• Removed Payload MAR Override function from DA Dashboard.</li> <li>• Added Chemical Material Associations query to Packaging Dashboard.</li> <li>• Removed Payload of Interest Query and Report from the Packaging Dashboard.</li> <li>• Modified section 16.0 references.</li> <li>• Added to section 6.4.</li> <li>• Removed paragraph in section 6.16 about D001, D002, and D003.</li> </ul>
21	06/22/21	<ul style="list-style-type: none"> <li>• Replaced Figure 6D – Waste Handling Operations Dashboard screen shot.</li> <li>• Removed contact information telephone number from section 2.1 and 4.2.</li> </ul>

## TABLE OF CONTENTS

CHANGE HISTORY SUMMARY .....	3
ACRONYMS AND ABBREVIATIONS .....	6
WASTE DATA SYSTEM DEFINITIONS .....	8
1.0 OVERVIEW .....	11
2.0 SUMMARY OF APPLICABLE AUTHORIZATION BASIS REQUIREMENTS AND PERMITS .....	12
2.1 Edit/Limit Checks .....	12
2.1.1 WIPP HWFP – Waste Analysis Plan .....	13
2.1.2 WIPP WAC .....	13
2.1.3 Transuranic Waste Authorized Methods for Payload Control .....	13
2.1.4 WIPP DSA .....	13
3.0 SCOPE .....	14
4.0 SECURITY, ACCESS PRIVILEGES, PASSWORDS, AND CONNECTIVITY ....	15
4.1 Security .....	15
4.2 Connectivity and WIPP Technical Support Contact Information .....	15
4.3 User Accounts and Passwords .....	16
5.0 VOLUME CONVERSION, WEIGHT CONVERSION, PACKING FRACTIONS, AND MgO CALCULATIONS .....	20
5.1 Packing Fractions for Compacted Waste .....	20
5.2 Land Disposal Restriction Notification .....	21
5.3 MgO Excess Factor and MgO Excess/Deficit .....	21
6.0 DASHBOARD SUMMARIES .....	22
6.1 General Report Structure .....	22
6.2 General User Roles/Access to Reports .....	23
6.3 Transportation Certification Official (TCO) Dashboard Functions .....	25
6.4 Waste Certification Official Dashboard .....	30
6.5 Waste Handling Operations Dashboard .....	33
6.6 Shipment Confirmation Dashboard .....	34
6.7 Packaging Dashboard .....	36
6.8 General WIPP User Dashboard .....	38
6.9 CBFO Dashboard .....	39
6.10 Data Administrator Dashboard .....	40
6.11 New Mexico Environment Department Dashboard .....	42
6.12 Environmental Protection Agency Dashboard .....	43
6.13 WIPP Safety and Emergency Response Dashboard .....	43
6.14 WIPP Site Transportation Dashboard .....	44
6.15 Business Reports Dashboard .....	45
6.16 Acceptable Knowledge Dashboard .....	46
7.0 SUMMARY OF WDS EVENT CODES .....	47
8.0 ROLES AND SITE PRIVILEGES .....	50
9.0 AD HOC QUERIES .....	51

10.0	SHIPMENT RECEIPT AT WIPP .....	53
11.0	EMPLACEMENT OF WASTE AT WIPP .....	53
12.0	REPORT BUILDER .....	53
13.0	RECORDS .....	53
14.0	ACCEPTANCE CRITERIA .....	53
15.0	TRAINING .....	54
16.0	REFERENCES .....	54
	APPENDIX A – WIPP EMPLACEMENT TRACKING SOFTWARE .....	55

### LIST OF FIGURES

Figure 4-A	– WDS Login Page .....	17
Figure 4-B	– WDS Reset Password Page Example .....	18
Figure 6-A	– WDS Date Calendar Example .....	22
Figure 6-B	– Transportation Certification Official Dashboard .....	26
Figure 6-C	– Waste Certification Official Dashboard .....	30
Figure 6-D	– Waste Handling Operations Dashboard .....	33
Figure 6-E	– Confirmation Dashboard .....	34
Figure 6-F	– Shipment Confirmation Review Page .....	35
Figure 6-G	– Packaging Dashboard .....	37
Figure 6-H	– WIPP User Dashboard .....	38
Figure 6-I	– CBFO Dashboard .....	39
Figure 6-J	– DA Dashboard .....	40
Figure 6-K	– NMED Dashboard .....	42
Figure 6-L	– EPA Dashboard .....	43
Figure 6-M	– Safety and Emergency Response Dashboard .....	43
Figure 6-N	– Transportation Dashboard .....	44
Figure 6-O	– Business Reports Dashboard .....	45
Figure 6-P	– AK Dashboard .....	46
Figure 9-A	– Ad Hoc Query Tab .....	52
Figure A-1	– Manual Emplacement Form .....	59

### LIST OF TABLES

Table 1	– WDS Roles and User Characteristics .....	23
Table 2	– Site IDs and CCP Certification Sites .....	50

**ACRONYMS AND ABBREVIATIONS**

AK	Acceptable Knowledge
BOK	Basis of Knowledge Evaluation
CBFO	Carlsbad Field Office
CCEM	Chemical Compatibility Evaluation Memorandum
CFR	Code of Federal Regulations
CH	Contact-Handled
CHTES	CH-TRAMPAC Evaluation Software
CCP	Central Characterization Program
CPR	Cellulose, Plastic, Rubber
CSV	Comma-delimited
CTMA	CH-TRUCON Maintenance Application
DA	Data Administrator
DOE	U.S. Department of Energy
DOT	U.S. Department of Transportation
DSA	Documented Safety Analysis
EPA	U.S. Environmental Protection Agency
ETS	Emplacement Tracking Software
FGE	Fissile Gram Equivalent
g/cc	Grams Per Cubic Centimeter
HalfPACT	HalfPACT Waste Shipping Container
HTML	Hypertext Markup Language
HWFP	Hazardous Waste Facility Permit
ICV	Inner Containment Vessel
ID	Identification
IP	Internet Protocol
IRM	Information Resources Management
IV	Inner Vessel
Kg	Kilogram
LDR	Land Disposal Restrictions
LWA	Land Withdrawal Act
m <sup>3</sup>	Cubic Meters
MAR	material at risk
MgO	magnesium oxide
mrem/hr	millirem per hour

NMED	New Mexico Environment Department
OC	Outer Container
OCA	Outer Containment Assembly
OJT	On-The-Job-Training
OPCTCD	Overpack Payload Container Transportation Certification Document
PATCD	Payload Assembly Transportation Certification Document
PCB	Polychlorinated Biphenyl
PCTCD	Payload Container Transportation Certification Document
PDF	Portable Document Format
PE-Ci	Pu-239 equivalent curie
PTCD	Payload Transportation Certification Document
QA	Quality Assurance
RGN	Reactivity Group Number
RH	Remote-Handled
RHTES	RH-TRAMPAC Evaluation Software
RTMA	RH-TRUCON Maintenance Application
SLB2	Standard Large Box 2
SME	Subject Matter Expert
SWB	Standard Waste Box
T3MA	TRUPACT-III TRUCON Maintenance Application
TBO	To-Be-Overpacked
TCO	Transportation Certification Official
TDOP	Ten-Drum Overpack
TRAMPAC	Transuranic Waste Authorized Methods for Payload Control
TRU	Transuranic
TRUCON	TRUPACT-II Content Code
TRUPACT-II	Transuranic Package Transporter-Model II
TRUPACT-III	Transuranic Package Transporter-Model III
URL	Uniform Resource Locator
VE	Visual Examination
WAC	Waste Acceptance Criteria
WAP	Waste Analysis Plan
WCO	Waste Certification Official
WDS	Waste Data System
WIPP	Waste Isolation Pilot Plant
WIPPIVE	WIPP Instant Virtual Extranet
WITS	Waste Information Tracking System
WWIS	WIPP Waste Information System

## WASTE DATA SYSTEM DEFINITIONS

**Acceptable Knowledge (AK)** – Includes any documentation that describes or verifies site history, mission, and operations, in addition to waste-stream-specific information used to define the generating process, waste matrix, waste quantities, and contaminants (radiological and chemical).

**Assembly** – A group of waste containers, such as seven 55-gallon drums or pipe overpacks (seven-pack), three 100-gallon drums, one standard waste box (SWB), one standard large box 2 (SLB2), or one ten-drum overpack (TDOP) that are packed for placement in a transportation package.

**Canister** – Remote-handled (RH) transuranic (TRU) waste canister authorized for transport within the RH TRU 72-B shipping package.

**Certification Program ID** – Program that certifies the waste data prior to submittal to Waste Isolation Pilot Plant (WIPP).

**Certified Waste** – Waste confirmed under a formal program to comply with acceptance criteria in an approved waste certification program.

**CH-TRU Mixed Waste** – Transuranic mixed waste with a surface dose rate not greater than 200 millirem per hour (mrem/hr).

**Characterization** – Sampling, monitoring, and analysis to identify and quantify constituents of a waste material, such as review of acceptable knowledge, nondestructive examination, visual examination, nondestructive assay, headspace gas sampling and analysis, or chemical analysis of volatile or semi-volatile organic compounds or metals.

**Chemical Compatibility Evaluation Memorandum** – The AK Expert performs chemical compatibility evaluations and prepares the Chemical Compatibility Evaluation Memorandum (CCEM). The chemical compatibility evaluation is based on the method described in EPA-600/2-80-076, A Method for Determining the Compatibility of Hazardous Wastes (EPA Method).

**Content Code** – Code describing generator or physical location of the waste, the physical and chemical form of the waste, and differences in packaging configurations used to demonstrate compliance with the applicable Transuranic Waste Authorized Method for Payload Control (TRAMPAC).

**Current Location Site** – Site where the waste is physically located.

**Database** – Electronic storage of data in a way allowing data manipulation and retrieval. Databases may include tables, fields, and records.

**Destination Site ID** – Site receiving a waste shipment for treatment, characterization, certification, or disposal.



**Exit Code** – Values returned by the application to assist the user in discovering the source of an evaluation failure and to inform the user more specifically of available shipment options in case of a "conditional" evaluation status.

**Field** – A single fact or data item. The smallest unit of named data that has meaning in a database. In a database table, fields are commonly referred to as columns.

**Generator Site ID** – Site that generated the waste

**Inter-Site Shipment** – A shipment of certified TRU waste containers meeting U.S. Department of Transportation (DOT) and other applicable requirements of the Certificate of Compliance for the shipping package used by the shipper. Inter-site shipments are those originating at a TRU waste generator site and being sent to a site for formal characterization, certification, and shipment to WIPP.

**Layers of Confinement** – Any boundary restricting, but not prohibiting, release of hydrogen gas across the boundary. Examples of confinement layers are plastic bags (smaller inner bags or larger container bags) with allowable closure methods described in appendix 3.8 of the contact-handled (CH)-TRU Payload Appendices and metal containers fitted with filter vents.

**Magnesium Oxide (MgO) Target Factor** – The targeted amount of excess MgO, over and above the cellulose, plastic, rubber (CPR) components of waste, that has been emplaced in a WIPP disposal room.

**Overpack Container** – A payload container (85-gallon drum, SWB, TDOP) used to package one or more filtered waste containers, prior to placement of the configuration in a Type B shipping container. The overpacked containers meet a subset of the regulatory requirements outlined by the CH TRAMPAC, Waste Acceptance Criteria (WAC), and Waste Analysis Plan (WAP).

**Package** – (1) A packaging plus its contents; (2) packaging together with its radioactive contents as presented for transport.

**Packaging** – Assembly of components necessary to ensure compliance with packaging requirements of Code of Federal Regulations, Title 10, part 71 (10 CFR 71).

**Payload** – (a) Two assemblies (e.g., two 55-gallon drum seven packs or two SWBs) or one TDOP placed in a Transuranic Package Transporter-Model II (TRUPACT-II) for shipment; (b) one RH 72-B canister placed in a RH72-B Cask for shipment; or (c) one SLB2 placed in a Transuranic Package Transporter-Model III (TRUPACT-III) for shipment.

**Record** – Collection of related data treated as a unit. Records are collections of fields. One record contains data that pertains to a single thing (e.g., container). In a database table, the records are commonly referred to as rows.

**RH 72-B Canister** – Container transported in the RH 72-B Cask.

**RH 72-B Cask** – A U.S. Nuclear Regulatory Commission-certified Type B transportation packaging used for transportation of RH-TRU waste.

**RH-TRU Waste** – Transuranic waste with an external radiation dose rate greater than or equal to 200 mrem/hr and less than or equal to 1,000 rem/hr at the waste container's surface.

**Shipment** – A group of up to three reusable Type B shipping containers that will be shipped on one truck.

**Shipment Confirmation** – Performance of waste confirmation on a representative subpopulation of each waste stream shipment after certification and prior to shipment as described in the Hazardous Waste Facility Permit (HWFP). The Permittees will use radiography, review of radiography audio/video recordings, and visual examination (VE), or review of VE records (e.g., VE data sheets or packaging logs) to examine at least 7 percent of each waste stream in each shipment to confirm that the waste contains no ignitable, corrosive, or reactive waste, that the summary category group and waste matrix code are correct, and that all hazardous waste numbers are acceptable at WIPP. Waste confirmation will be performed by the Permittees prior to shipment of waste from the generator/storage site to WIPP.

**Shipping Program ID** – Program that performs shipping activities and ships the waste.

**WIPP Waste Information System (WWIS)** – A computerized data management system used by WIPP to gather, store, and process information pertaining to CH and RH TRU waste destined for, or disposed of, at WIPP. The WWIS database is a subsystem of the Waste Data System (WDS).

**1.0 OVERVIEW**

The Waste Data System (WDS) is a web-based software system used by the Waste Isolation Pilot Plant (WIPP) to gather, store, and process information pertaining to contact-handled (CH) and remote-handled (RH) transuranic (TRU) waste. The WDS incorporates data entry, data administration, and reporting functionality for waste shipments between the U.S. Department of Energy (DOE) generator sites and DOE sites where waste processing and repackaging are performed, and shipments to the WIPP Site. The WDS is used to create and store documentation about waste containers, shipments, and emplacement information at WIPP. The WDS is fully compliant with and implements the data requirements summarized in DOE/WIPP-02-3122, Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC), and other specified authorization basis documents. The WAC serves as the DOE's primary directive for ensuring that CH- and RH-TRU waste are managed and disposed of in a manner that protects human health and safety and the environment. The WDS includes all elements that were implemented in the WIPP Waste Information System (WWIS) to meet regulatory requirements for the operation of WIPP. The WWIS is a subsystem of the WDS.

The WDS allows users to upload container data, plan and create payloads using uploaded containers, and plan and create shipments using approved payloads. The WDS takes advantage of previously developed applications through direct integration and interfacing.

## **2.0 SUMMARY OF APPLICABLE AUTHORIZATION BASIS REQUIREMENTS AND PERMITS**

The WIPP WAC summarizes requirements applicable to transportation, storage, and disposal of CH- and RH-TRU waste at WIPP.

DOE TRU waste sites must certify CH- and RH-TRU waste payload containers to the WAC. The flow-down of applicable requirements to the WAC and integrated into WDS are traceable to several higher-tier documents, including, but not limited to:

- Waste Isolation Pilot Plant Documented Safety Analysis (DSA)
- TRUPACT-II, TRUPACT-III, and HalfPACT Certificates of Compliance for the transportation of CH wastes, and RH-TRU 72-B Certificates of Compliance for transportation of RH wastes
- WIPP Land Withdrawal Act (LWA)
- WIPP Hazardous Waste Facility Permit (HWFP)
- The U.S. Environmental Protection Agency (EPA) Compliance Recertification Decision and approval for polychlorinated biphenyls (PCBs) disposal
- The EPA letter of approval of the DOE's RH-TRU Waste Characterization Program

The WAC requires sites transmit required characterization, certification, and shipping data to WIPP using the WDS. The WDS is equipped with edit/limit checks to ensure data representing waste payload containers are in compliance with the WAC. The WAC requires sites to transmit required waste characterization, certification, and shipping data via the database before shipping TRU waste payload containers from a WIPP-accepted waste stream to WIPP. The WDS implements the authorization basis requirements by edit/limit checks included as a software module.

### **2.1 Edit/Limit Checks**

This section describes the edit/limit checks incorporated into WDS software design. Additional information about edit/limit checks is available to users via screen-level and context-level online help. A full list of current edit limit checks performed by the WDS may be obtained by request from the WDS Data Administrator (DA) via email at [DL\\_WDS\\_DA@wipp.ws](mailto:DL_WDS_DA@wipp.ws).

**2.1.1 WIPP HWFP – Waste Analysis Plan**

The WDS container characterization edit/limit check evaluations are retrievable as a unit from the WDS middle-tier, and include container characterization Waste Analysis Plan (WAP) evaluation and container characterization data integrity evaluation.

**2.1.2 WIPP WAC**

The WDS container certification WAC evaluation includes applicable WAC edit/limit checks based on the container handling code. For both CH and RH containers, the container certification WAC evaluation includes the CH container edit/limit checks and the RH container edit/limit checks.

**2.1.3 Transuranic Waste Authorized Methods for Payload Control**

The CH-TRUPACT-II Content Code (TRUCON) Maintenance Application (CTMA), RH-TRUCON Maintenance Application (RTMA), and TRUPACT-III TRUCON Maintenance Application (T3MA) are specialized reference data applications used to manage TRUCON Code and Shipping Category data. The data provides references for performing the associated Transuranic Waste Authorized Methods for Payload Control (TRAMPAC) evaluations.

**2.1.4 WIPP DSA**

The DOE/WIPP-07-3372 DSA provides a summary of limits to be imposed on CH and RH containers in accordance with the Nuclear Criticality Safety Evaluation. The WDS conducts edit/limit checks on CH and RH containers according to the values described in Chapter 6 of the WIPP DSA, Prevention of Inadvertent Criticality. WDS Edit/Limit Checks and DA approval of the containers constitute an independent check of the data.

The WIPP DSA includes requirements from the WIPP WAC that apply to initial conditions in the DSA accident scenarios and are monitored through Key Elements in Chapter 18 that must be met prior to shipment to WIPP.

### **3.0 SCOPE**

This user's manual provides users with summary information on data entry, data review, conducting searches, and producing output reports, and also describes helpful features contained in each topic-specific dashboard.

The software provides the ability to access the WDS User's Manual from each screen in the system after login. The software provides the ability to access screen-level help for each screen for which approved help content is available. In conjunction with the User Manual, the On-Line Help information is provided to users. The application also provides functionality for maintaining On-Line Help content. Access to the On-Line Help maintenance function is restricted to users with Data Administrator role. The user can access context-sensitive help for individual sections of a screen for which approved block-level help content is available. On-screen help is also available for the TRUCON Code field on the Container Certification Data Submittal screen on TRUCON Code/Shipping Category associations for CH containers (excluding SLB2 containers).

The MgO barcode application facilitates receipt and emplacement of CH waste shipments at WIPP. The application was designed to be used by wireless barcode scanners and tied directly to shipment and container information provided by the application. Appendix A provides a summary of the Emplacement Tracking System barcode application and the WDS Manual Emplacement Screen.

A read-only version of the WDS application and database provides access to all report and query functions, except for those available from screens for database updates. The read-only version does not allow access to screens or functions that perform database updates, except for updates to user preferences, password changes, and Report Builder query saves/updates. The read-only version is accessible only to registered WDS users. The read-only WDS address is <https://wds.wipp.ws>. To access the internal read/write version, the address is <https://wds.wipp.carlsbad.nm.us>.

## **4.0 SECURITY, ACCESS PRIVILEGES, PASSWORDS, AND CONNECTIVITY**

This section provides information about security, passwords, and connectivity. This information can also be found in User Preferences screen-level help. WDS users who are external to WIPP access the system via DOENet or the WIPP Instant Virtual Extranet (WIPPIVE) server. Users who are internal to WIPP in Carlsbad and the WIPP site, access the WDS via WIPPNet. User Preferences screen-level help also provides instruction for obtaining help from the DA.

### **4.1 Security**

Effective security is vital for safeguarding information and business processes. The WDS makes every reasonable effort to provide safe and secure access for users while maintaining the highest levels of data security. This section summarizes components that comprise overall security design for the WDS.

Security requirements and security controls in place to protect the accreditation boundary and the database have been implemented as described in the Department of Energy Office of Environmental Management Program Security Plan. System requirements are outlined in screen-level help for each dashboard.

### **4.2 Connectivity and WIPP Technical Support Contact Information**

Prospective users who require access to the WDS may contact a DA via email at [DL\\_WDS\\_DA@wipp.ws](mailto:DL_WDS_DA@wipp.ws) to request access to WDS and to obtain an EA08NT1003-1-0. The prospective user will be sent a WDS Access Request Form via email. The prospective user will complete the form, provide justification of need for access to the application, have the form approved by a management sponsor, and return it via email to the DA. Upon receipt of the completed WDS Access Request Form, the DA will set up the user's account and interface with the WIPP Information Resource Management (IRM) Group to assist the user with any connectivity issues that may prevent the user from accessing the WDS. If necessary, completion of additional forms may be required to establish access to WIPP Secure Access (WIPPIVE), DOENet, and WIPPNet. After application forms are completed and approved, the prospective user will receive via email the Uniform Resource Locator (URL) (i.e., internet address) needed to connect to the system, along with instructions regarding security and maintenance of passwords.

### **4.3 User Accounts and Passwords**

Each registered user is assigned a User identification (ID) and creates a password to log into the WDS application. The "complex" password criteria described here are also covered in User Preferences screen-level help. The software will display the password expiration date based on the default 90-day password expiration period. At the end of the 90-day password expiration period, the user is required to create a new password. The user's password must be a "complex" password that meets the following criteria:

- Password must be at least 12 characters long
- Password must contain three of the following:
  1. Uppercase letters (A-Z)
  2. Lowercase letters (a-z)
  3. Numbers (0-9)
  4. Special characters (! @ # \$ % ^ & \* ( ) + - = ? space)
- Passwords must not contain the user's first or last name, or the account username
- Passwords cannot start with a number
- 24 past used passwords have been saved and cannot be reused
- Passwords must contain at least eight non-blank characters

When the user account is created, each user is assigned a primary role based on the functions the user will perform when using the WDS. For example, users who upload and submit container data to the WDS and users who create payloads and shipments are assigned the Waste Certification Official (WCO) and Transportation Certification Official (TCO) user role respectively. Connectivity, WIPP Technical Support Contact Information, and User Roles are explained in detail in screen-level help for each user role.



**NOTE:** In accordance with an approved program plan document, the DAs create, edit, and inactivate WDS user accounts, add or remove role associations to user accounts, and add or remove site/program associations with user accounts. Whenever an inactivated user account is reactivated, the password is reset. When a password is reset by the user or the DA, the password expiration date will be set based on the default password expiration period. The password can be changed at any time, which will initiate a new 90-day expiration period.

Users will receive a system message when passwords are within two weeks of expiration. Users who have not logged onto the WDS within prior 30 days will be notified via email of account inactivity, and users will be notified again after 60 days of inactivity. Accounts for users who have not logged into the WDS in the past 90 days will be automatically inactivated and the users will be sent an email message notifying them of their inactive account status.

Whenever a password is created or an existing password is reset, the user is required to confirm the new password by entering it a second time. Detailed instructions for creating and confirming a new password are outlined in screen-level help. After a user account is established, the user is permitted to update the following account record fields by clicking the user preferences link at the bottom of the page: first name, last name, phone number, cell phone number, company, address, city, state, zip code, email address, and password, . The User ID cannot be edited.


System Use Notification

\*\* WARNING \*\* WARNING \*\* WARNING \*\* WARNING \*\*

THIS IS A UNITED STATES GOVERNMENT COMPUTER. By logging onto this information system, or any devices connected to the information system, the user acknowledges, understands, and consents to certain identified actions. The user acknowledges, understands and consents to the fact that the user has no reasonable expectation of privacy regarding communications or data transiting or stored on the information system or devices connected to the information system. The user acknowledges, understands and consents to the fact that at any time and for any purpose, the government may monitor, intercept, record, and search any communications or data transiting or stored on the information system or devices connected to the information system. The user acknowledges and understands and consents to the fact that any communications or data transiting or stored on the information system or devices connected to the information system may be used or disclosed for purposes, including, but not limited to law enforcement or other government agencies, as deemed appropriate by DOE or as mandated by law. The user acknowledges, understands and agrees to be bound by requirements for use of government information systems consistent with DOE Order 203.1 and any other applicable DOE Order or directive regarding use of DOE information systems. The user acknowledges, understands and consents to the fact that unauthorized or improper use of Government information systems may result in limitations placed on the use of Government information systems, disciplinary or adverse actions, criminal penalties, and or financial liability for the cost of such improper use. To the extent the user has any questions concerning use of government information systems, the user will consult with their supervisor or other appropriate person.

\*\* WARNING \*\* WARNING \*\* WARNING \*\* WARNING \*\*

☐ I AGREE TO THE ABOVE TERMS OF USE.

 Username   
Password   
DB Instance

INSTANCE: N/A  
BUILD: WDS\_20190909 v: 2.9.4

Figure 4-A – WDS Login Page

**NOTE: If the URL changes, users will be notified. At first login, users may add the WDS link to their browser Favorites list.**

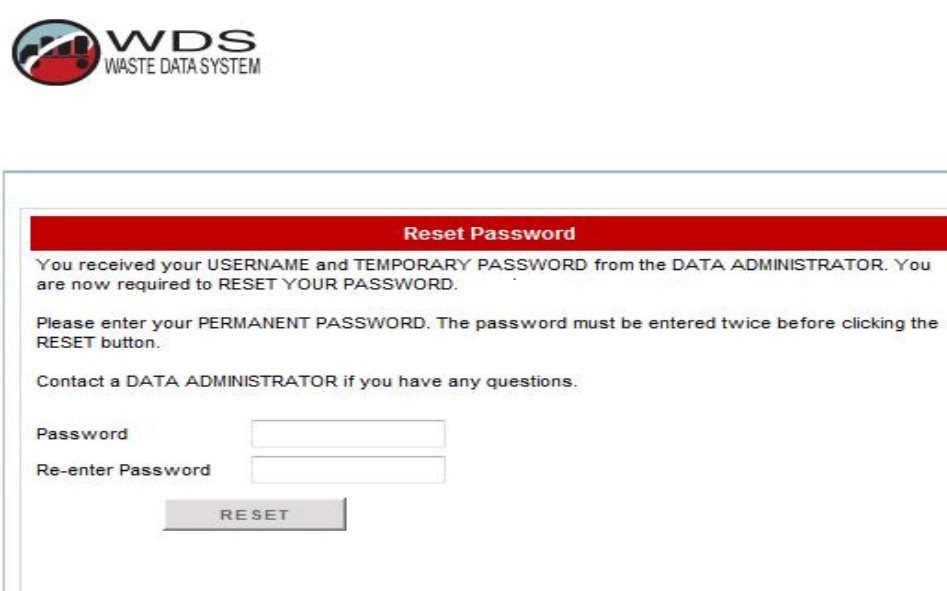
When the URL is entered into the browser or selected from the user's Favorites list, the WDS login screen will appear as shown in Figure 4-A. Read the Privacy and Security Notice prior to logging in.

To log in:

- Select the checkbox to agree to the terms of use.
- Enter a valid username in the User ID block.
- Enter a valid password in the Password block.
- Click the Login button.

**NOTE: If the terms of use checkbox is unchecked, the user will be reminded to check the box before proceeding.**

At first login, after the warning message has been confirmed and the login button is pressed, the software directs the new user to reset the password as shown below. Refer to this section and screen-level help for password requirements.



**WDS**  
WASTE DATA SYSTEM

**Reset Password**

You received your USERNAME and TEMPORARY PASSWORD from the DATA ADMINISTRATOR. You are now required to RESET YOUR PASSWORD.

Please enter your PERMANENT PASSWORD. The password must be entered twice before clicking the RESET button.

Contact a DATA ADMINISTRATOR if you have any questions.

Password

Re-enter Password

RESET

**Figure 4-B – WDS Reset Password Page Example**

The WDS stores the username, user Internet Protocol (IP) address, and date/time of login attempt for any login attempt to the system. The WDS will automatically close the current session after 30 minutes of inactivity. The user must then reenter identification and authentication information to access the WDS. The WDS enforces a limit of three consecutive invalid access attempts by a user during a 15-minute period, after which the WDS locks the account.

**NOTE: Once the threshold of invalid login attempts has been reached, the account will be automatically locked for one hour or until a DA unlocks it.**

Upon a successful login, any current and unexpired system messages are displayed. After acknowledgement of system messages, the software directs the user to the dashboard for the user's designated primary role. Dashboards are made available for selection by using the Dashboard dropdown menu.

## **5.0 VOLUME CONVERSION, WEIGHT CONVERSION, PACKING FRACTIONS, AND MgO CALCULATIONS**

This section provides a basic summary of standard volumetric conversions used in the database and instructions for navigating the WDS.

The container volume of a CH waste container is defined in cubic meters (m<sup>3</sup>) in the Container Types Reference Data Report.

The waste volume of a CH or RH payload container is calculated in m<sup>3</sup> as the sum of the container volume of the waste container(s) comprising the payload container, excluding the volume of dunnage containers. The waste volume of each pipe overpack is equal to the volume of the respective pipe component.

The container volume of an RH waste container is defined in m<sup>3</sup> in the Container Types Reference Data Report.

For weight conversion, the WDS converts kilograms (kg) to pounds by multiplying by a factor of 2.205. For all weight calculations, the software performs the calculation in kg and applies the conversion factor for pounds to the result when applicable. The waste container net weight is the sum of all material parameter weights for those material parameters identified as waste reported for the container.

### **5.1 Packing Fractions for Compacted Waste**

The WDS determines the packing fraction based on the compaction level of a non-overpack container in grams per cubic centimeter (g/cc) of waste, based on the density of the CPR (excluding cellulosic and plastic packaging materials in pipe overpacks) present in the container compared to the density of polyethylene as follows:

- $\text{CPR density (g/cc)} = ((\text{waste CPR weight (kg)} + \text{packaging CPR weight (kg)}) \times 1000 \text{ (g/kg)}) / (\text{container volume (m}^3\text{)} \times 1000000 \text{ (cubic centimeters cubed [cm}^3\text{]/m}^3\text{)})$
- 20% poly density =  $.20 \times .923 \text{ (g/cc)} = .1846 \text{ (g/cc)}$ : If the container CPR density (g/cc) > .1846 (g/cc) and  $\leq .6461 \text{ (g/cc)}$ , the compaction level is defined as "partially compacted."
- 70% poly density =  $.70 \times .923 \text{ (g/cc)} = .6461 \text{ (g/cc)}$ : If the container CPR density (g/cc) > .6461 (g/cc), the compaction level is defined as "fully compacted."
- If the container CPR density (g/cc)  $\leq .1846 \text{ (g/cc)}$ , the compaction level is defined as "non-compacted."

The WDS determines the compaction level of an overpack container to be the highest level of compaction present in the individual containers in the overpack container. Refer to the Constants Reference Data Report for a listing of minimum/maximum values and units of conversion for reported radionuclide values used in the WDS.

## 5.2 Land Disposal Restriction Notification

If any waste stream profile associated with a shipment has not appeared on a previously sent shipment, or if any hazardous waste number has not appeared on a previously sent shipment in the waste stream profile associations present on a shipment, Land Disposal Restrictions (LDR) paperwork is required for the shipment. As an enhancement to ensure compliance with HWFP requirements regarding LDR notification, a message will appear on the shipment screen to prompt the user to initiate an LDR notification when needed.

## 5.3 MgO Excess Factor and MgO Excess/Deficit

The software calculates the MgO excess for a specified emplacement location (panel and room) using the following equation:

$$\text{MgO Excess/Deficit (lbs)} = [ m_{\text{MgO}} - [ t_{p,r} \times 6 \times [ [ m_c + m_r + (1.7m_p) ] \div 162 ] \times 40.3 ] ] \times 2.205$$

where:

$m_{\text{MgO}}$  = Total mass of MgO sacks in the specified Panel/Room (kg)

$m_c$  = Total mass of cellulose (kg):

Cellulose in waste + cellulose in packaging + cellulose in MgO sacks + cellulose in emplacement assembly

$m_r$  = Total mass of rubber (kg):

Rubber in waste + rubber in packaging + rubber in MgO sacks + rubber in emplacement assembly

$m_p$  = Total mass of plastic (kg):

Plastic in waste + plastic in packaging + plastic in MgO sacks + plastic in emplacement assembly

$t_{p,r}$  = Target excess factor for panel and room

The software calculates the MgO Excess Factor for a specified emplacement location (Panel and Room) using the following equation:

$$\text{Excess Factor} = m_{\text{MgO}} / [ 6 \times [ [ m_c + m_r + (1.7m_p) ] \div 162 ] \times 40.3 ]$$

where:

$m_{\text{MgO}}$  = Total mass of MgO sacks in the specified Panel/Room (kg)

$m_c$  = Total mass of cellulose (kg):

Cellulose in waste + cellulose in packaging + cellulose in MgO sacks + cellulose in emplacement assembly

$m_r$  = Total mass of rubber (kg):

Rubber in waste + rubber in packaging + rubber in MgO sacks + rubber in emplacement assembly

$m_p$  = Total mass of plastic (kg):

Plastic in waste + plastic in packaging + plastic in MgO sacks + plastic in emplacement assembly

## 6.0 **DASHBOARD SUMMARIES**

Depending upon assigned database privileges, the user will have an option to select one or more dashboards from the main menu. When the desired dashboard is selected, the user will then have the option to select the Functions tab to view links to the functions and the Reports tab to view links to the reports available from the dashboard. Screen-level and context-level help is available from the dashboard.

### 6.1 **General Report Structure**

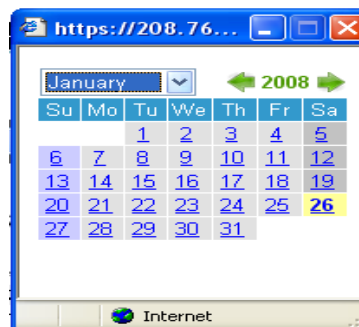
Reports are available in portable document format (PDF), comma-delimited (CSV), or hypertext markup language (HTML) as specified. The following items are displayed on all reports:

- Title page fields: report date/time, report title, version of the report, WDS instance on which the report was executed, User ID of current user, total number of pages in the report, select criteria (as applicable)
- Header of each page: report title, "Waste Isolation Pilot Plant," page number


The default selection criteria are set to a wildcard (%) or NULL value (blank). When a wildcard or NULL value is used for the selection criterion, the WDS will not restrict the query by that parameter. The default date is set to 1/1/1999 for all start date criteria fields, unless otherwise specified. The default date is set to the current date for all end date and single date selection criteria, unless otherwise specified by the user at the time the report is generated.

When a container number, payload ID, or shipment number is input or otherwise displayed on an HTML report, the user is provided direct access to the corresponding container report (e.g., container data report, overpack data report, canister data report, payload report, or shipment summary report).

When establishing parameters to run reports in the WDS, the user may have the option to filter the report being run with a specified date range. This is accomplished using the date calendar function. The user clicks the  icon to open the calendar. The calendar for the current month with the current date highlighted appears on the screen (see Figure 6-A).



**Figure 6-A – WDS Date Calendar Example**

To insert a date into the date field, the user clicks the desired day on the calendar. If the start or end date of a different month is needed, the user selects the desired month from the dropdown list.  If either the start date or end date for the previous calendar year is required, the user uses the green arrows to toggle back to previous years. When the day, month, and year have been selected, the user clicks on the highlighted day to insert the date into the field on the report form.

## **6.2 General User Roles/Access to Reports**

DA, TCO, WCO, and Packaging users are allowed to access reports for container, overpack, canister, payload, and shipment records without regard to status.

Confirmation users and Transportation users are allowed to access shipment reports for shipments without regard to status. All other report types are restricted to approved or completed records only (containers, overpacks, payloads).

All other users (Waste Handling Operations, Transportation, New Mexico Environment Department [NMED], EPA, Carlsbad Field Office [CBFO], Safety and Emergency Response, and General WIPP User and Business Reports users) are restricted to reports for approved or completed records only (containers, overpacks, payload, shipments). Access to reports concerning inter-site shipments is restricted to Business Reports, DA, TCO, WCO, and Packaging users.

**NOTE: If reference data are not available for a site due to assignment of privileges, refer to the User's Reference Data Report to review assigned privileges.**

Refer to screen-level and context-level help for details about all reports that are available from all dashboards.

The following table outlines user roles and characteristics of users who perform the roles. A brief description of the role function is also provided.

**Table 1 – WDS Roles and User Characteristics**

<b>WDS Role</b>	<b>Typical User Role and Characteristics</b>
Acceptable Knowledge (AK)	The AK dashboard is accessible to users who have the AK role. The dashboard provides access to the CCEM Data Entry, CCEM Review, AK Assessment Date Verification screens, and Basis of Knowledge Evaluation (BOK). Provides AK users the ability to enter and approve AK CCEM data, AK Assessment Date review dates, and Basis of Knowledge Information for WDS waste containers. Users can access the Master Chemical/Material List Reports.
Business Reports	The Business Reports role provides reports to support contract objectives.

**Waste Data System User's Manual**  
**DOE/WIPP-09-3427, Rev. 21**

<b>WDS Role</b>	<b>Typical User Role and Characteristics</b>
Carlsbad Field Office	The CBFO Dashboard is accessible to the users with CBFO role. It provides access to the Summary, Emplacement, Shipment, and Chemical Compatibility Reports.
Chemical Administrator	Access to the Master Chemical/Material List Admin function is restricted to users who are assigned the Packaging user role. Allows users in the Packaging group the ability to enter and update Chemical data records used by the AK group for assignment to AK CCEM records.
Shipment Confirmation	WIPP Shipment Confirmation users are members of the Regulatory Environmental Services group at WIPP that monitor shipments for compliance with the Hazardous Waste Facility Permit. The Confirmation group performs container data review on a shipment-waste stream basis. Shipment confirmation approval is required for each to-WIPP shipment processed in the WDS.
Data Administrator (DA)	The DAs are members of the National TRU Program's Waste Information Tracking Systems group with background and training in both the software and applicable regulatory documentation. Allows qualified WDS DA to insert, expire, and modify WDS Reference Data, and User Account information. WDS DAs also approve Waste Container and Shipment Data. DAs can be contacted for any WDS support.
EPA	The EPA role provides system access for users from or who represent the EPA. Read only access to query and report functionality is provided to users from the perspective of compliance with EPA regulations.
General WIPP User	WIPP user may include individuals in management, technical support, or Quality Assurance (QA) positions within the DOE complex who have a need to review container, payload, or shipment data from an individual record or report perspective on an occasional basis.
NMED	The NMED role provides system access for users from or who represent the NMED. Read only access to query and report functionality is provided to users from the perspective of compliance with the HWFP.
Packaging	The WIPP Packaging Implementation and Technical Support group reviews containers, payloads, and shipments for compliance with the TRAMPAC documentation. Allows users in the Packaging Group to enter and update TRUCON and Shipping Category information used by the CH TRUPACT-II TRAMPAC, 72-B RH-TRAMPAC, and CH TRUPACT-III TRAMPAC for transporting waste containers to WIPP.
WIPP Safety and Emergency Response	The WIPP Safety and Emergency Response Dashboard is accessible to users with the Safety and Emergency Response role. The dashboard provides access to the General Query function, Nuclide Report, and On-Site Waste Location Report.




<b>WDS Role</b>	<b>Typical User Role and Characteristics</b>
Transportation Certification Official (TCO)	Allows WIPP Transportation Certification Officials the ability to create Dunnage, Payloads and Shipments within WDS for shipment to an approved Destination Site. Inter-site shipments may also be received by TCOs.
WIPP Site Transportation	WIPP Transportation Management personnel are involved with scheduling and receipt of shipments to and from the WIPP facility. Allows members of the WIPP Transportation Subject Matter Experts (SME) the ability to enter the WIPP Shipments receipt dates and update WIPP Tractor and Trailer information.
Waste Certification Official (WCO)	Allows WIPP Waste Certification Officials the ability to enter, modify, and delete Waste Container Information, and create CH Overpack containers, and RH Canisters for shipment to WIPP. The role also allows Override of the Payload Assembly PE-Ci limits for assemblies that exceed the material at risk (MAR) Limit after approval by Nuclear Safety.
Waste Handling Operations	WIPP Waste Handling Operations personnel are involved with processing and emplacement of waste, and emplacement of MgO. Allows the Waste Handling Operations staff the ability to enter the waste and MgO emplacement information, update Waste Assembly process dates, Maintain Package Vent Dates, Emplacement Dates, enter Site Derived waste container data and WIPP emplacement information.

**NOTE: The following WDS database dashboard roles are read only and do not allow User to modify any WDS data: Business Reports, CBFO, EPA, NMED, Safety and Emergency Response, and WIPP User.**

### **6.3 Transportation Certification Official (TCO) Dashboard Functions**

The functions and reports available from the TCO dashboard are shown in Figure 6-B. Additional details about functions performed by TCO users are described in screen-level help. Screen-level help provides additional details about reports accessible from this dashboard.

The WDS will allow users to plan and create payloads using certified containers, and plan and create shipments using approved payloads. Access to the shipment data entry function is restricted to the TCO user group. The TCO user can create a new shipment record or edit an existing shipment record. Options are provided to allow the user to create dunnage for inclusion in a shipment due to weight limitation, fissile gram equivalent (FGE) limitation, Gas Generation limitation, or other limitation. The TCO may also receive inter-site shipments to designated destination sites.



[Users Manual](#)  
BRUEMMER, HEATHER  
09/04/2019 14:19  
[HELP](#)


LOG OUT


DASHBOARDAD-HOC QUERYSCRIPT INTERFACEREPORT BUILDER


ContainerSEARCH


DashboardTCO Dashboard


FUNCTIONS

Payload Planning & Completion

Shipment Data Entry

Dunnage Container Data Entry

Intersite Shipment Receipt

Payload Plan Removal

REPORTS

→ Container and Shipment Query

→ Containers in Certification Pre-submittal Status

→ Container Certification Approval/Rejection Report

→ Containers with Conditional Status List

→ Containers Certification Approved - Assigned to Shipment

→ Payload Assembly MAR Report

→ Containers Certification Approved - Not Yet Shipped

→ Reference Table Reports

→ Containers Exceeding Assembly MAR Limit Report

→ Shipment Summary Report

Certification

Pre-submittal	4334
Pending	3
Holding	0
Approved	8957

View Deleted Container History

ContainerVIEW

Container Activity

Certification Program

Destination

Start Date

End Date

Container Type

Waste Stream

SEARCHEXPORT

**Figure 6-B – Transportation Certification Official Dashboard**

The screenshot displays the 'Transportation Certification Official Dashboard' with four main sections for candidate selection:

- Overpack Candidates:** Includes filters for Certification Program, Destination, Current Location, Waste Stream, Container Type, and Overpack Type. It features a CLEAR button and SEARCH/EXPORT buttons.
- Canister Candidates:** Includes filters for Certification Program, Destination, Current Location, Waste Stream, Container Type, and Canister Type. It features a CLEAR button and SEARCH/EXPORT buttons.
- Payload Candidates:** Includes filters for Shipping Program, Certification Program, Destination, Current Location, Container Type, Waste Stream, and Enhanced AK Status. It features a CLEAR button and SEARCH/EXPORT buttons.
- Shipment Candidates:** A section header with a plus icon, currently collapsed.

At the bottom of the dashboard, there is a navigation bar with links: [MESSAGES](#), [USERS MANUAL](#), [USER PREFERENCES](#), and a status bar showing 'LAST LOGIN: 09/03/2019 17:49 - # OF FAILED LOGINS SINCE: 0'. On the right, a box contains instance and build information: 'INSTANCE: prd03.wipp.carlsbad.nm.us' and 'BUILD: WDS\_20190822 v: 2.9.4'.

**Figure 6-B – Transportation Certification Official Dashboard (Cont.)**

The user can associate one or more payloads with a shipment in New Shipment (NEW\_SHIP) status. The user can delete payloads and all associated packaging data, from the active shipment record if the shipment has a (NEW\_SHIP) status. The WDS automatically populates the shipment Governing Shipping Period field with the minimum governing shipping period for payloads associated with the shipment. Visual attributes are provided to enable users to distinguish containers (and their associated assemblies and/or payloads if applicable) in Pending Certification Data Approval status from those in Certification Data Approved status within the shipment data entry function. The WDS automatically populates the Handling Material Weight field with the Handling Material Weight specified in the Packaging/Container Types reference table for the given packaging and container type of the payload as the default value. After one Payload has been selected, the user has the option to add an Empty Package. The user is limited to two Empty Packages per shipment. Inner Containment Vessel/Inner Vessel (ICV/IV) Closure Date must include time of closure. The WDS automatically provides a candidate list of payloads, where the selection criteria include completed payloads saved to the database with the Shipping Program ID, Current Location, and Destination Site ID of the active shipment that have not been assigned to a shipment. As payloads are added to the shipment, the WDS limits the list of payload candidates to payloads of the same handling code of the payloads already assigned to the shipment. For each candidate payload, the WDS displays the payload governing shipping period and PCB indicator flag.

The WDS calculates and displays the following total fields for payloads associated with the active shipment: Package Weight, Payload Weight and Error (kg), FGE and 2 x Error, Decay Heat & Error (W), and Pu-239 Equivalent Curies (PE-Ci). For each total shipment error field, the WDS automatically calculates the total as the Root Sum Square, or square root of the sum of the squares of the payload errors.

The user has access to the payload data (via the Payload Data Report) for each payload associated with the active shipment. The user can save the shipment record without submitting the record. The WDS enables the save function if a unique shipment number has been entered. Upon successful save of a shipment not previously saved, the WDS sets the shipment record to New Shipment status and records the insertion into the database in the shipment status history table. The overall shipment status is displayed (i.e., New, In Review, Complete, In Route, or Received). The overall shipment status is displayed with respect to the following three subcomponents of the shipment status: confirmed status, DA review status, and shipment data finalized status. When the shipment is submitted to the review process, the WDS executes the preliminary shipment edit/limit check evaluation. If the shipment passes the preliminary shipment edit/limit check evaluation, the WDS automatically sets the shipment status to In Review, records the status change in the shipment status history table, sends an email to the Confirmation Team distribution list stating the shipment is ready for confirmation review (WIPP destination site only), and sends an email to the Data Administrator Team distribution list stating the shipment is ready for DA review (WIPP destination site only). If the shipment fails the preliminary shipment edit/limit check evaluation, the WDS provides access to the detailed results for the shipment edit/limit check evaluation. The user can submit the active shipment to the final shipment edit/limit check evaluation if the shipment data have not already been finalized. The WDS updates the shipment data finalized status to TRUE and records the shipment finalization in the shipment status history table if the shipment passes the final shipment edit/limit check evaluation. If the shipment fails the final shipment edit/limit check evaluation, the user is provided access to the detailed results for the shipment edit/limit check evaluation.

All shipment data, with the exception of Send Date, are protected from update for a shipment record with shipment data finalized status = TRUE. The user can update a shipment in Complete (COMPLETE\_SHIP) status to In Route status and record the change in status in the shipment status history table. All shipment data, including the Send Date, are protected from update for a shipment with an In Route status. The applicable errors from the most recent shipment edit/limit check evaluation are displayed. The user can delete shipment records in New Shipment status or shipment records in In-Review status that are not confirmed and not DA approved. The WDS automatically clears all payload associations to the shipment when a shipment is deleted. The user can reset the shipment status to New Shipment for the active shipment and the WDS will automatically record the reset in the shipment status history table if it is in "In Review" status and has not been confirmed. If the shipment has DA approval, the WDS automatically removes the approval and sends an email to the confirmation team distribution list stating the shipment is no longer available for confirmation review (WIPP destination site only).

The user can set the shipment data finalized status to FALSE if the shipment is in a status prior to In Route status. When the shipment data finalized status is set to FALSE, the WDS updates the shipment status to "In Review" and records the status change in the shipment status history table.

The user has access to the Payload Assembly Transportation Certification Document (PATCD) reports for one or more TRUPACT or HalfPACT payloads assigned to the active shipment. The user has access to the Payload Transportation Certification Document (PTCD) report for one or more RH 72-B payloads assigned to the active shipment. The user can access the Payload Container Transportation Certification Document/Overpack Payload Container Transportation Certification Document (PCTCD/OPCTCD) report for payload containers assigned to the active shipment and for all payload containers and associated inner containers (as applicable) assigned to the highlighted payload. The user can access the Shipment Summary Report for the displayed shipment.

### **Exporting Files**

The TCO dashboard provides access to the following CSV file export functions:

- Container activity query results
- Containers meeting the selected overpack candidate query parameters
- Containers meeting the selected canister candidate query parameters
- Containers meeting the selected payload candidate query parameters
- Containers in pre-submittal certification status query
- Certified containers not shipped query
- Containers assigned to shipment query

## 6.4 Waste Certification Official Dashboard

The functions and reports available from the WCO dashboard are shown in Figure 6-C. Additional details about the functions performed by WCO users are described in screen-level help. Screen-level help provides additional details about reports accessible from this dashboard.

The WDS will allow users to upload container data, submit containers for characterization and certification, create RH Canisters and CH Overpacks. Query containers to update the current CCEM revision number.

**WDS WASTE DATA SYSTEM**

[Users Manual](#) BRUEMMER, HEATHER [LOG OUT](#)  
 12/09/2019 14:10 [HELP](#)

**DASHBOARD AD-HOC QUERY SCRIPT INTERFACE REPORT BUILDER**

Dashboard **WCO Dashboard**

**FUNCTIONS**

- Container Characterization Data Submittal
- Container Certification Data Submittal
- Canister Planning & Completion
- Overpack Planning & Completion
- Data Upload Function
- Overpack/Canister Plan Removal
- Payload Assembly MAR Limit Override
- Container CCEM Revision Update

**REPORTS**

- CCEM by Waste Stream Profile Report
- CCEM Report
- Container and Shipment Query
- Container Certification Approval/Rejection Report
- Containers Certification Approved - Assigned to Shipment
- Containers Certification Approved - Not Yet Shipped
- Containers Exceeding Assembly MAR Limit Report
- Containers in Certification Pre-submittal Status
- Containers with Conditional Status List
- Master Chemical/Material List Report
- Payload Assembly MAR Report
- Reference Table Reports
- Shipment Summary Report
- TRUCON Help

Characterization		Certification	
Pre-submittal	90	Pre-submittal	4265
Pending	24	Pending	35
Holding	2	Holding	1
Approved	77	Approved	8238

**View Deleted Container History**

Container  [VIEW](#)

**Container Activity**

Certification Program  Destination  Start Date  End Date

Container Type

Waste Stream

[SEARCH](#) [EXPORT](#)

**Figure 6-C – Waste Certification Official Dashboard**

# Waste Data System User's Manual

## DOE/WIPP-09-3427, Rev. 21

Overpack Candidates

Certification Program

Destination

Current Location

Waste Stream

Container Type

Overpack Type

Enhanced AK Status

All

CLEAR

SEARCH

EXPORT

Canister Candidates

Certification Program

Destination

Current Location

Waste Stream

Container Type

Canister Type

Enhanced AK Status

All

CLEAR

SEARCH

EXPORT

Payload Candidates

Shipping Program

Certification Program

Destination

Current Location

Container Type

Waste Stream

Enhanced AK Status

All

CLEAR

SEARCH

EXPORT

Shipment Candidates

[MESSAGES](#) | [USERS MANUAL](#) | [USER PREFERENCES](#) --- LAST LOGIN: 09/10/2019 13:40 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us  
BUILD: WDS\_20190909 v: 2.9.4

Figure 6-C – Waste Certification Official Dashboard (Cont.)

**Exporting Files**

The WCO dashboard provides access to the following CSV file export functions:

- Container activity query results
- Containers meeting the selected overpack candidate query parameters
- Containers meeting the selected canister candidate query parameters
- Containers meeting the selected payload candidate query parameters
- Containers in pre-submittal certification status query
- Certified containers not shipped query
- Containers assigned to shipment query

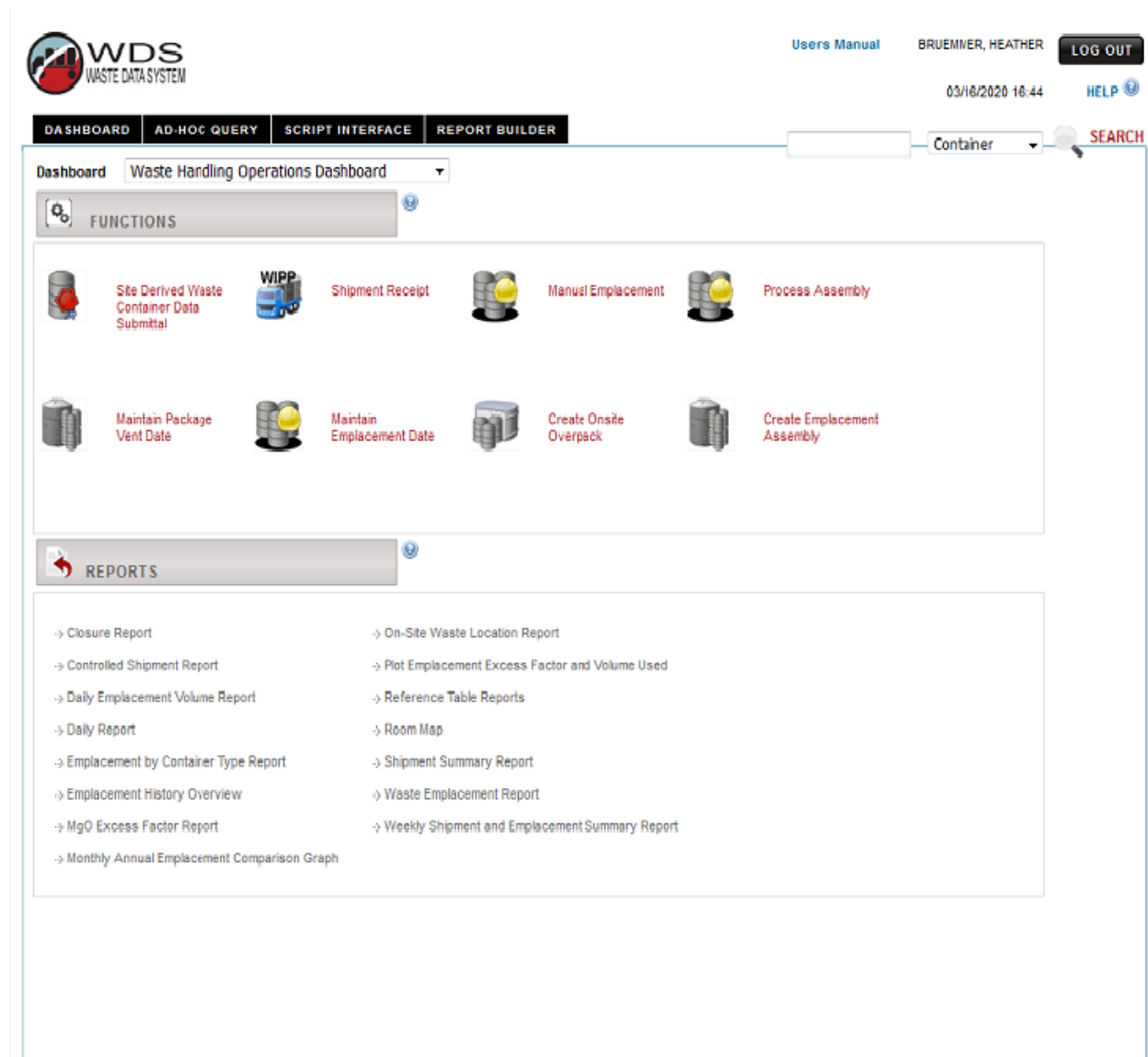
The WCO dashboard also provides access to the following informational reports:

- CCEM by Waste Stream Profile Report
- CCEM Report
- Container and Shipment Query
- Container Certification Approval/Rejection Report
- Containers Exceeding Assembly MAR Limit Report
- Containers with Conditional Status List
- Master Chemical Material List Report
- Payload Assembly MAR Report
- Reference Table Reports
- Shipment Summary Report
- TRUCON Help



## 6.5 Waste Handling Operations Dashboard

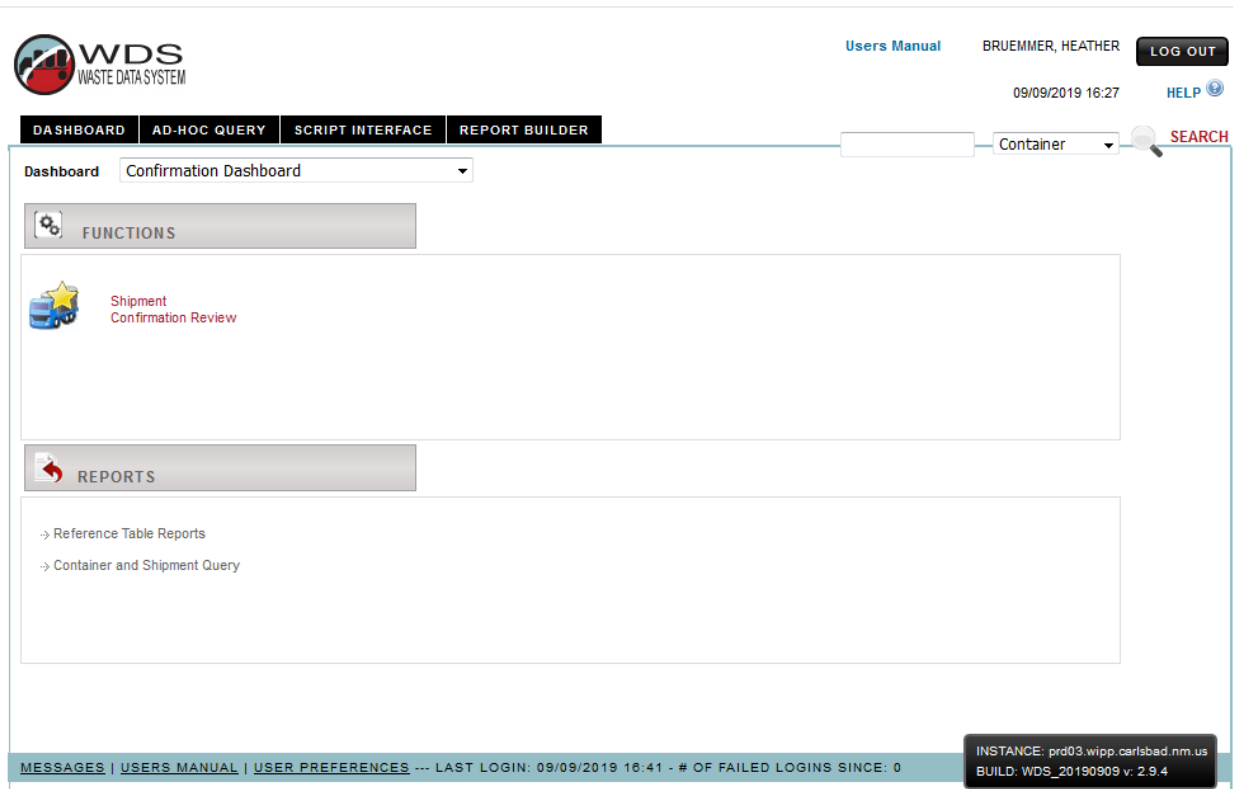
The functions and reports that are available from the WIPP Waste Handling Operations dashboard are shown in Figure 6-D. Details about the Shipment Receipt function performed by WIPP Waste Handling Operations and Transportation users are described in an approved WIPP TRU waste receipt procedure. The Manual Emplacement function must be used for emplacement of RH waste containers. Details about waste emplacement at WIPP are provided in WIPP Waste Handling Operations procedures. Screen-level and context-level help provides additional details about generating reports that are accessible from this dashboard.



**Figure 6-D – Waste Handling Operations Dashboard**

## 6.6 Shipment Confirmation Dashboard

Allow user to view detailed data. Requirements for TRU-Mixed waste confirmation are described in the WIPP HWFP, Att. C (7). Functions and reports available from the Shipment Confirmation dashboard are shown in Figure 6-E. Details about use of functions available from this dashboard, as well as details about generating reports are further explained in screen-level and context-level help.



**Figure 6-E – Confirmation Dashboard**


The Shipment Confirmation Review page provides several other report links:

Shipment Data Report, Shipment Container Data Report, Confirmation Container Data Report, Payload Container List, and TRU Waste Confirmation Module Report.

After the confirmation process is complete, the user clicks the confirm button located at the bottom of the form. The user is given the opportunity to cancel or to continue with the “confirmation” action. The shipment status will then be updated to Confirmed. Additional details about the functions performed by WIPP Shipment Confirmation users are contained in the WIPP HWFP and approved WIPP procedures for waste stream shipment confirmation. Screen-level and context-level help provides additional details about reference table reports accessible from the Confirmation dashboard.

# Waste Data System User's Manual

## DOE/WIPP-09-3427, Rev. 21


Users Manual
BRUEMMER, HEATHER
LOG OUT

09/09/2019 16:29
HELP

DASHBOARD
AD-HOC QUERY
SCRIPT INTERFACE
REPORT BUILDER

Container
SEARCH

### SHIPMENT CONFIRMATION REVIEW

Shipment Number
IN190174
IN190175
IN190176
OR190019

Selected Shipment: **IN190174**

Reset/Rejection Reasons

Date	Type	Reason

Reports

- Shipment Data Report
- Shipment Container Data Report
- Confirmation Container Data Report
- Payload Container List
- TRU Waste Confirmation Module Report

✓ The Waste Confirmation Module has been run.

Containers					Selected	Pending	Approved		
Waste Stream (Container Count)	Payload Num	#	Container Num	Rep	Container type				
ID-SRP-S3000(2)	98966	1	BN10669358		3 - TEN DRUM OVERPACK (TDOP) - OVERPACK				
			SRP19951		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP20160		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP20203		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP22715		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP23402		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP23875		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP23909		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP23945		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP23972		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
			SRP24091		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
		98983	2		BN10669382		3 - TEN DRUM OVERPACK (TDOP) - OVERPACK		
					SRP20188		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD		
	SRP20217				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP20924				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP20955				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP21999				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP22622				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP22634				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP22841				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP22842				18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD				
	SRP22919		18 - 55 GAL DRUM TO BE OVERPACKED - SOLID/VITRIFIED - GOOD						

✓ The Waste Confirmation Module has been run.

CONFIRM SHIPMENT

MESSAGES | USERS MANUAL | USER PREFERENCES --- LAST LOGIN: 09/09/2019 16:41 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us  
BUILD: WDS\_20190909 v. 2.9.4

Figure 6-F – Shipment Confirmation Review Page

## 6.7 Packaging Dashboard

**NOTE: The Chemical Administrator link can only be viewed if the user has the Chemical Administrator role.**

Functions and reports available from the Packaging dashboard are shown in Figure 6-G. Additional details about functions performed by WIPP Packaging Engineering users are described in approved procedures and in screen-level and context-level help. The dashboard provides access to the Execute TRAMPAC Test Payloads, Filters Administration, TRUCON Relationships Administration, Certification Data Trending, and Master Chemical/Material List Administration function, limited to those in the Packaging and Chemicals Administrator roles. The dashboard also provides access to the PCTCD, OPCTCD, PATCD, and PTCD reports when viewing DA-approved containers or overpacks associated with completed payloads (PCTCD, OPCTCD). The dashboard provides access to CCEM Report, CCEM by Waste Stream Profile Report, Master Chemical/Material List Report, Reactivity Group Number (RGN) Reference Data Report, Reference Table Reports, and TRUCON Help. Screen-level and context-level help provides details about generating reports accessible from the Packaging dashboard.

**WDS**  
WASTE DATA SYSTEM

Users Manual BRUEMMER, HEATHER LOG OUT

09/17/2019 08:04 HELP

DASHBOARD AD-HOC QUERY SCRIPT INTERFACE REPORT BUILDER

Dashboard Packaging Dashboard

Shipments Submitted for Review (10) SHOW

Shipment Number	Current Location	Destination Site ID	Shipping Program ID	DA Approved?	Confirmed?	Finalized?	Handling Code	Package Type(s)	Scheduled Send Date	Controlled Shipment?	Packaging Reviewed?	Update Review Status
-----------------	------------------	---------------------	---------------------	--------------	------------	------------	---------------	-----------------	---------------------	----------------------	---------------------	----------------------

**FUNCTIONS**

- Execute TRAMPAC Test Payloads
- Filters Administration
- TRUCON Relationships Administration
- Certification Data Trending
- Master Chemical/Material List Admin

**REPORTS**

- CCEM Report
- CCEM by Waste Stream Profile Report
- Containers with Conditional Status
- Emplacement by Container Type Report
- Master Chemical/Material List Report
- Master Chemical RGN Change Log
- RGN Reference Data Report
- Reference Table Reports
- TRUCON Help

**Chemical/Material Associations Query**

Select one or more chemicals/materials EXPORT

- 1,1,1-trichloroethane
- 1,1,1-trichlorotrifluoroethane
- 1,1,2,2-tetrachloroethane
- 1,1,2-trichloro-1,2,2-trifluoroethane
- 1,1,2-trichloroethane
- 1,1-dichloroethylene
- 1,1-dichloroethylene (inhibited)
- 1,2,4-trimethylbenzene

MESSAGES | USERS MANUAL | USER PREFERENCES ... LAST LOGIN: 09/13/2019 16:25 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us  
BUILD: WDS\_20190913 v: 2.9.4

Figure 6-G – Packaging Dashboard

## 6.8 General WIPP User Dashboard

Reports available to users from the WIPP User dashboard are shown in Figure 6-H. The WIPP user may view reports but does not perform any data input functions using the WDS. Screen-level and context-level help contains additional details about generating reports accessible from the WIPP User dashboard.

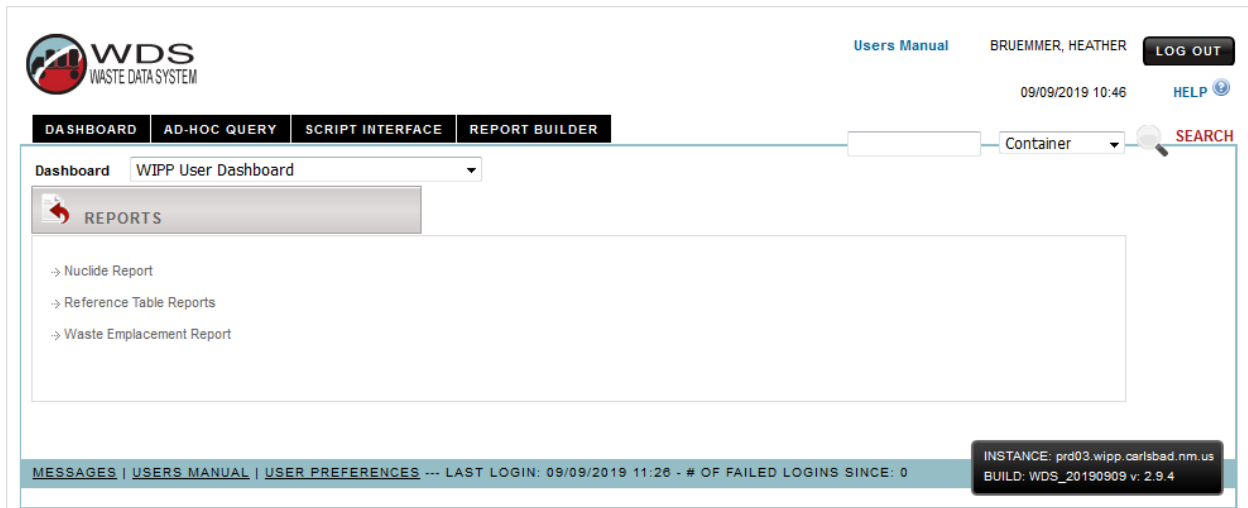


Figure 6-H – WIPP User Dashboard

## 6.9 CBFO Dashboard

The CBFO dashboard is accessible to users with the CBFO role. The CBFO dashboard provides access to reports as shown in Figure 6-I. The CBFO user may view reports but does not perform any data input functions using the WDS. Screen-level and context-level help contains additional details about generating reports that are accessible from the CBFO dashboard.

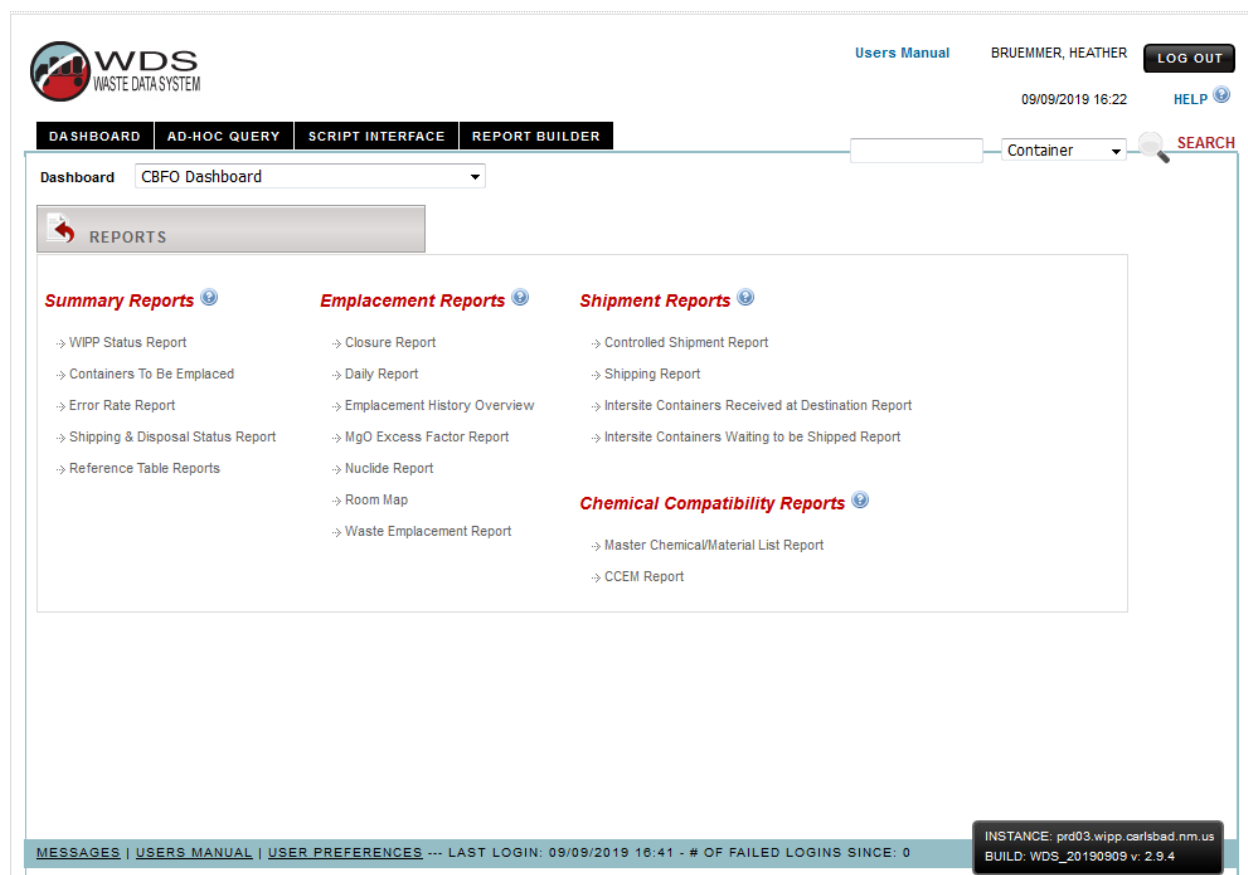
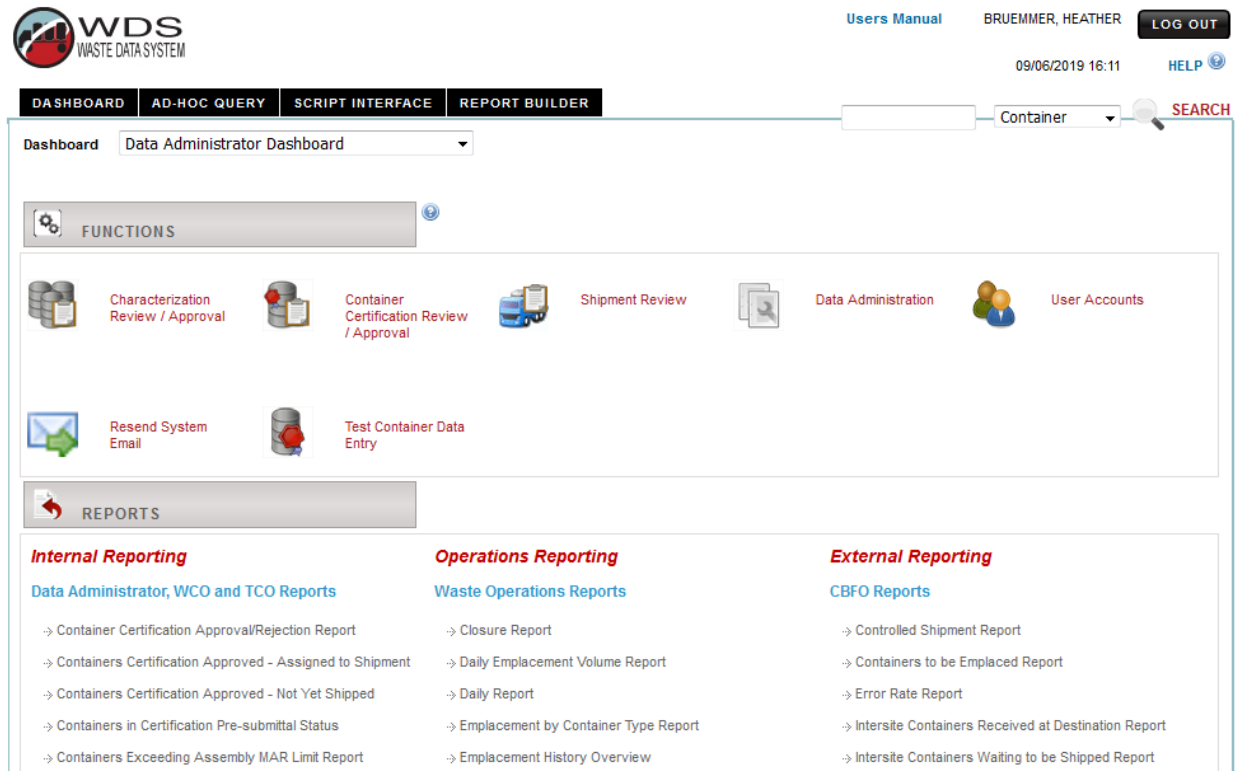


Figure 6-I – CBFO Dashboard

## 6.10 Data Administrator Dashboard

Functions and reports are available from the WIPP Data Administrator dashboard as shown in Figure 6-J – DA Dashboard. Additional details about Container/Shipment Review and Approval functions are summarized in an approved WIPP Waste Information Tracking System (WITS) program plan. Details about Data Administration Reference Table maintenance functions are described or summarized in an approved WIPP WITS program plan. The WDS Data Dictionary is maintained by WITS personnel and is updated for each WDS Release.



**Figure 6-J – DA Dashboard**



## Waste Data System User's Manual

### DOE/WIPP-09-3427, Rev. 21

<a href="#">→ Data Change Log Report</a>	<a href="#">→ MgO Excess Factor Report</a>	<a href="#">→ Nuclide Report</a>
<a href="#">→ Payload Assembly MAR Report</a>	<a href="#">→ Monthly Annual Emplacement Comparison Graph</a>	<a href="#">→ Shipping &amp; Disposal Status Report</a>
<a href="#">→ Reference Data Change Log Report</a>	<a href="#">→ On-Site Waste Location Report</a>	<a href="#">→ Shipping Report</a>
<a href="#">→ Reference Table Reports</a>	<a href="#">→ Plot Emplacement Excess Factor and Volume Used</a>	<a href="#">→ WIPP Status Report</a>
<a href="#">→ Shipment Summary Report</a>	<a href="#">→ Room Map</a>	<b>Regulatory Reports (NMED &amp; EPA)</b>
<a href="#">→ Users Report</a>	<a href="#">→ Waste Emplacement Report</a>	<a href="#">→ Biennial Report</a>
<a href="#">→ Usage Analysis</a>	<a href="#">→ Weekly Shipment and Emplacement Summary Report</a>	<a href="#">→ Container Waste Type Summary Report</a>
<b>Packaging Reports</b>	<b>Transportation Reports</b>	<a href="#">→ EPA Container Query</a>
<a href="#">→ Containers with Conditional Status</a>	<a href="#">→ PCB and Controlled Shipments Report</a>	<a href="#">→ NMED Container and Shipment Query</a>
<b>Chemical Compatibility Reports</b>	<a href="#">→ PCB Certificate of Disposal Report</a>	<a href="#">→ Summary of Waste Emplacement Inventory Report</a>
<a href="#">→ Master Chemical/Material List Report</a>	<a href="#">→ Waste Stream Profile Hazardous Waste Numbers Report</a>	<a href="#">→ Waste Container Data Report (Permit Format)</a>
<a href="#">→ CCEM Report</a>		<a href="#">→ Waste Stream Characterization Container Report</a>
<a href="#">→ CCEM by Waste Stream Profile Report</a>		<a href="#">→ Waste Stream Profile Container Report</a>
		<b>Business Reports</b>
		<a href="#">→ Intersite Shipment Summary</a>

**Container Status Overview**  
Certification Program  Current Location  Destination Site

**Shipment Status Overview**  
Shipping Program  Current Location  Destination Site

MESSAGES | [USERS MANUAL](#) | [USER PREFERENCES](#) --- LAST LOGIN: 09/09/2019 18:36 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us  
BUILD: WDS\_20190909 v: 2.9.4

Figure 6-J – DA Dashboard (Cont.)

## 6.11 New Mexico Environment Department Dashboard

Reports that are available to users from the NMED dashboard are shown in Figure 6-K. The NMED users have access to reports but do not perform any data entry functions using the WDS. Refer to screen-level and context-level help for additional details about generating reports that are accessible from the NMED dashboard.

The screenshot displays the WDS (Waste Data System) interface for the NMED (New Mexico Environment Department) dashboard. The top navigation bar includes the WDS logo, a 'Users Manual' link, the user name 'BRUEMMER, HEATHER', a 'LOG OUT' button, the date '09/09/2019 16:24', and a 'HELP' icon. Below the navigation bar, there are tabs for 'DASHBOARD', 'AD-HOC QUERY', 'SCRIPT INTERFACE', and 'REPORT BUILDER'. The 'DASHBOARD' tab is active, showing a dropdown menu for 'Dashboard' with 'NMED Dashboard' selected. To the right of the dashboard dropdown is a search bar with a 'Container' dropdown and a 'SEARCH' button. The main content area is titled 'REPORTS' and lists various report types with arrows indicating they can be clicked: Biennial Report, CCEM Report, Container and Shipment Query, Container Waste Type Summary Report, Master Chemical/Material List Report, Shipment Summary Report, TMW/LWA Container Type Volume Report, Waste Container Data Report (Permit Format), Waste Emplacement Report, Waste Stream Characterization Container Report, and Waste Stream Profile Container Report. Below the reports list is a 'Container Status Overview' section with filters for 'Certification Program' (set to 'All'), 'Disposed' (set to 'All'), and 'Include Overpacked Containers' (unchecked). There is also a 'Container Type' dropdown set to 'All' and a 'SEARCH' button. At the bottom of the page, there is a footer with links for 'MESSAGES', 'USERS MANUAL', and 'USER PREFERENCES', along with the text 'LAST LOGIN: 09/09/2019 16:41 - # OF FAILED LOGINS SINCE: 0'. On the right side of the footer, there is a box containing the text 'INSTANCE: prd03.wipp.carlsbad.nm.us' and 'BUILD: WDS\_20190909 v: 2.9.4'.

Figure 6-K – NMED Dashboard

## 6.12 Environmental Protection Agency Dashboard

Reports that are available to users from the EPA dashboard are shown in Figure 6-L. Screen-level and context-level help provides additional details about generating reports that are accessible from the EPA dashboard.

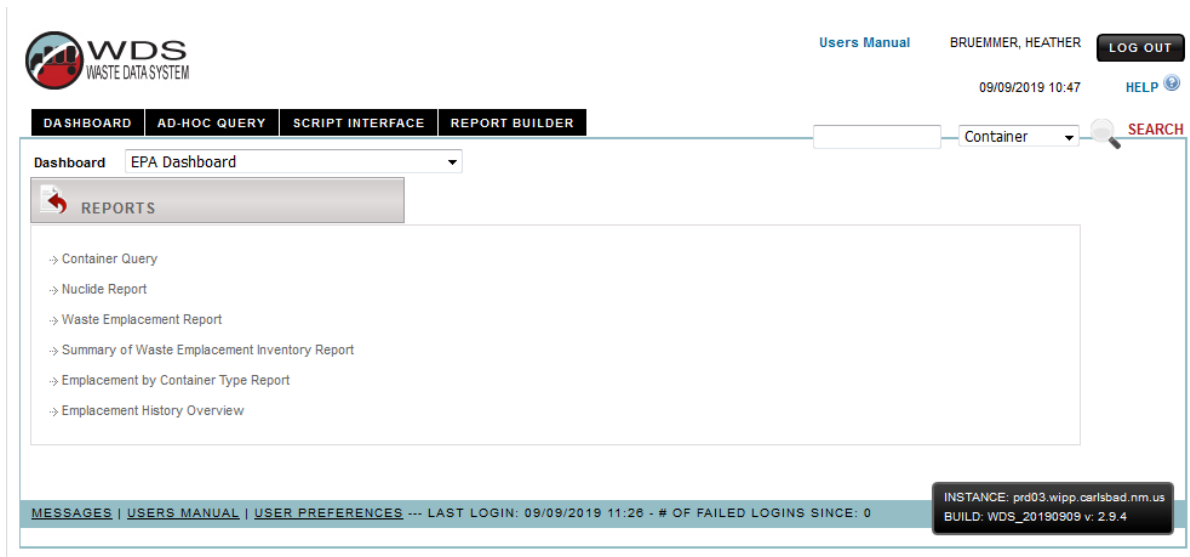


Figure 6-L – EPA Dashboard

## 6.13 WIPP Safety and Emergency Response Dashboard

Reports available to users from the Safety and Emergency Response dashboard are shown in Figure 6-M. Screen-level and context-level help provides additional details about generating reports accessible from this dashboard.

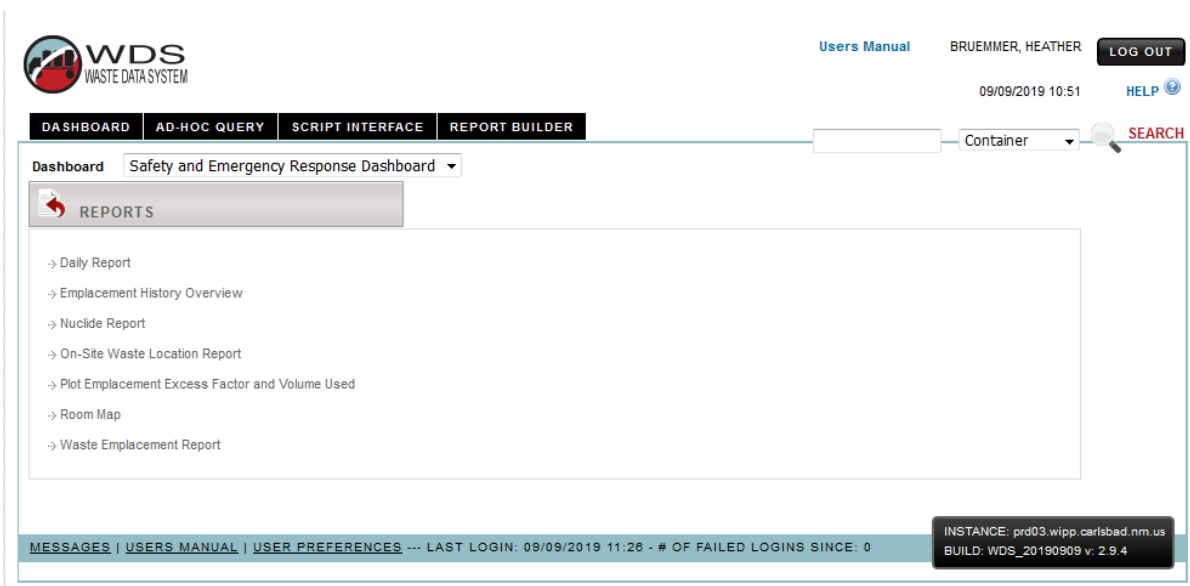


Figure 6-M – Safety and Emergency Response Dashboard

## 6.14 WIPP Site Transportation Dashboard

Functions and reports available to WIPP personnel from the Transportation dashboard are shown in Figure 6-N. Additional details about Shipment Receipt and Tractor/Trailer Administration functions performed by Transportation users are summarized in approved WIPP procedures and in screen-level and context-level help. Details about the shipment receipt process at WIPP are described in an approved WIPP TRU waste receipt procedure and in screen-level and context-level help. Screen-level and context-level help provides additional details about generating reports accessible from Transportation dashboard.

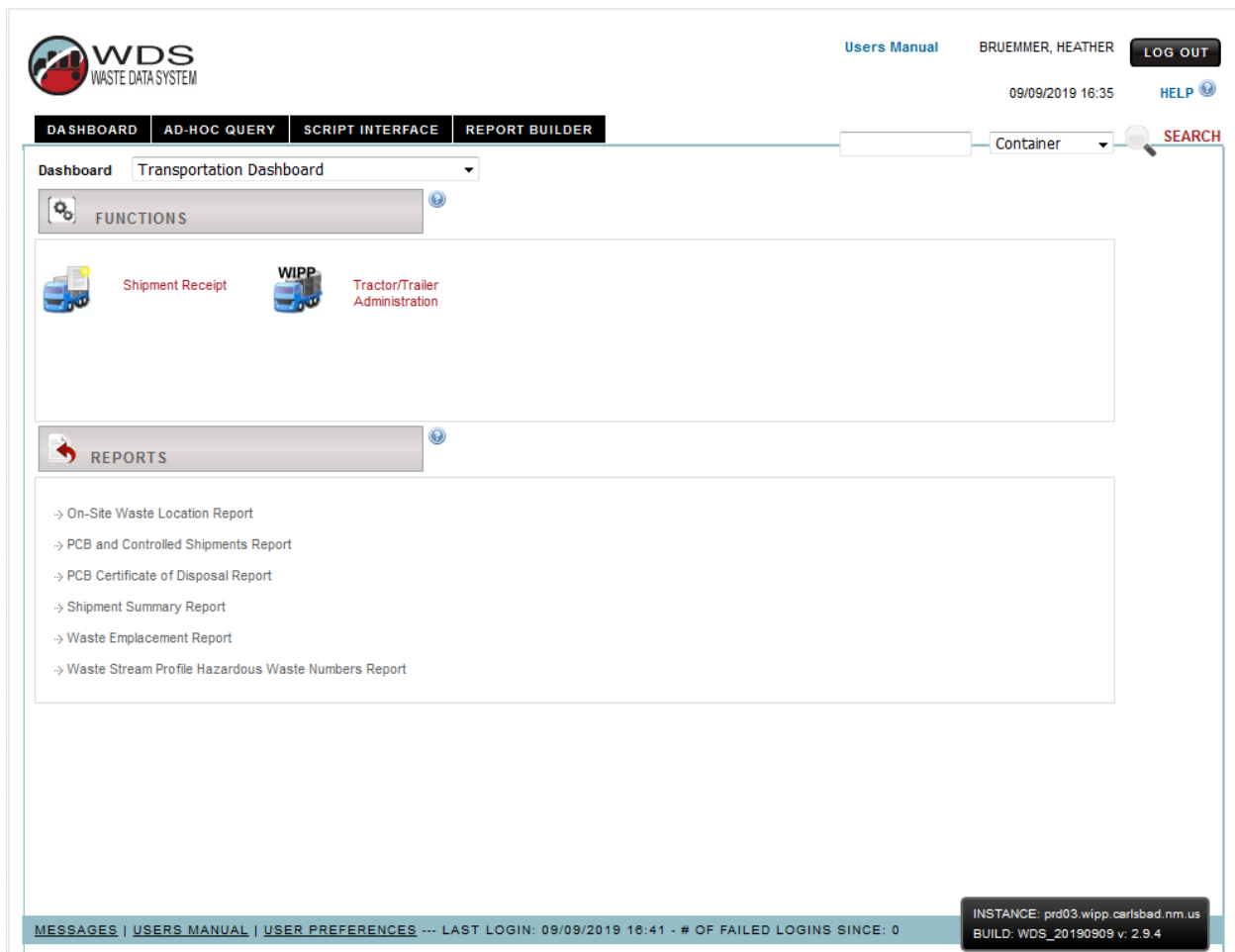


Figure 6-N – Transportation Dashboard

## 6.15 Business Reports Dashboard

The Business Reports dashboard is accessible only to users with the Business Reports role. The dashboard provides access to reports shown in Figure 6-O. Screen-level and context-level help provides additional details about generating reports accessible from this dashboard.

WDS WASTE DATA SYSTEM

Users Manual BRUEMMER, HEATHER LOG OUT

09/09/2019 16:36 HELP

DASHBOARD AD-HOC QUERY SCRIPT INTERFACE REPORT BUILDER

Dashboard Business Reports Dashboard

REPORTS

- > Intersite Containers Received at Destination Report
- > Intersite Containers Waiting to be Shipped Report
- > Intersite Shipment Summary

Container Activity

Certification Program Destination Start Date End Date

Container Type

Waste Stream

SEARCH EXPORT

MESSAGES | USERS MANUAL | USER PREFERENCES ... LAST LOGIN: 09/09/2019 16:41 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us  
BUILD: WDS\_20190909 v: 2.9.4

Figure 6-O – Business Reports Dashboard

## 6.16 Acceptable Knowledge Dashboard

The AK dashboard provides access to the CCEM Administration function, access to the CCEM Review function, and the BOK. The dashboard also provides access to the AK Assessment Date Review function. The dashboard provides access to the following reports: CCEM by Waste Stream Report, CCEM Report, Master Chemical List report, Reference Table Reports, and the Reactivity Group Numbers reference data report. . Screen-level and context-level help provides additional details to the users about data entry functions and generating reports accessible from this dashboard as shown in Figure 6-P, AK Dashboard.

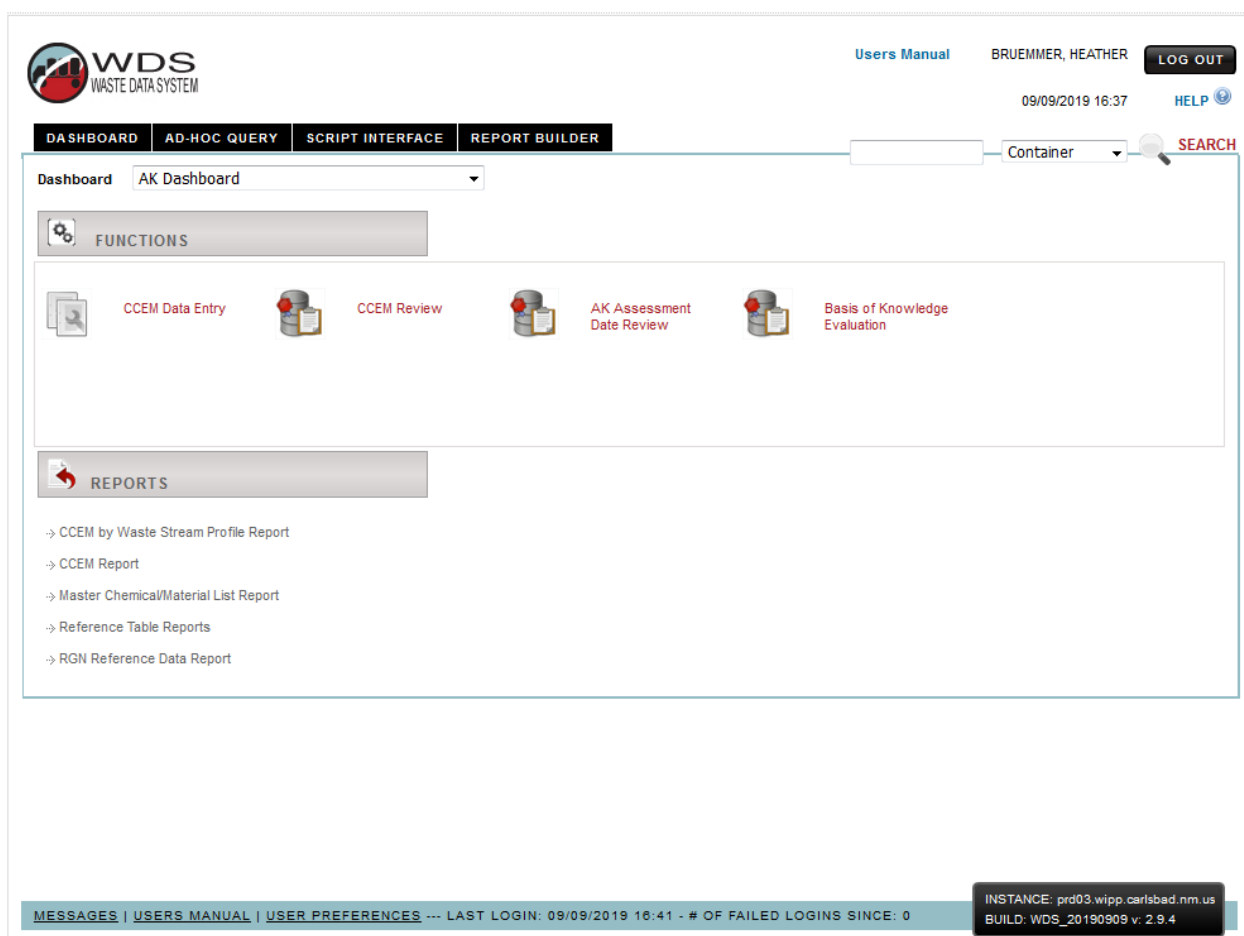


Figure 6-P – AK Dashboard

## 7.0 SUMMARY OF WDS EVENT CODES

The following event codes are applicable to WDS container, shipment, and disposal data. Users can also refer to the Event Codes Reference Data Report for an online summary of codes and a summary description of each code.

**Pre-Submittal to Characterization Approval (PRESUB\_CHARZ)** – Initial status for containers to be submitted for evaluation before a waste stream profile is approved. The data have been "saved" (but not yet "submitted") to the database.

When a container record is initially entered in the WDS, and if container data are never "saved," but are "submitted" instead, the pre-submittal status will never be assigned to that container. When a "submit" function is performed, a "save" function is also automatically performed.

**Pending Characterization Data Approval (PENDING\_CHARZ)** – When a user "submits" a container record to the WDS for characterization approval, and the container data pass the edit/limit checks, this status is automatically assigned to the container. The container record is now available to the DA for potential characterization data approval, and cannot be modified by the user.

**Holding for Characterization Data Approval (HOLDING\_CHARZ)** – A DA has placed the container record "on hold" while the WCO is investigating a container data issue. The user who submitted the container record will receive a notification from the database whenever the hold status is applied. Depending on the results of the investigation, the DA will approve or reject the container data. Data for containers with this status cannot be modified by the user. The database design incorporates functionality for the DA to describe data issues and resolutions.

**Characterization Data Approved (APPROVED\_CHARZ)** – A status assigned by the WDS to a container record after a DA has reviewed and approved the data, and after the new waste stream profile is approved.

**Pre-Submittal to Certification Approval (PRESUB\_CERT)** – The initial status for waste containers entered into the WDS and "saved" (but not yet "submitted") to the database. This status is applicable to waste containers not part of the characterization submittal and containers successfully submitted for certification approval and subsequently reset by a DA or WCO user. Resetting container records from APPROVED\_CERT to PRESUB\_CERT allows for correction of data entry errors discovered as part of data quality checks conducted by the sites.

When container data are initially entered in the WDS, and if container data are never "saved," but "submitted" instead, this status will never be assigned to that container. When a "submit" function is performed, a "save" function is also automatically performed. A container pending certification data approval or certification data approved status can be reset by the DA to pre-submittal to certification approval status.

**Pending Certification Data Approval (PENDING\_CERT)** – Assigned by the WDS to a container record when the WCO user "submits" a complete set of container data to the database for approval. When the container record is submitted, data are evaluated by the automated WDS edit/limit checks and the CH-TRAMPAC Evaluation Software (CHTES) or RH-TRAMPAC Evaluation Software (RHTES) container evaluation checks. This status is automatically assigned to the container record after data have passed all automated edit/limit checks. The container record is now available to the DA for potential Certification Data Approval, and cannot be modified by the user.

**Holding for Certification Data Approval (HOLDING\_CERT)** – The database design allows the DAs to place containers "on hold" to allow the WCO to investigate a container data issue identified during the data review without deleting the container record from the database. Depending on the results of the investigation, the DA will approve or reject the container data. Data for containers with this status cannot be modified by the user. The database design incorporates functionality for the DAs to describe data issues and resolutions. The user who submitted the container record will receive a notification from the database whenever the hold status is applied.

**Certification Data Approved (APPROVED\_CERT)** – The WDS automatically sends an e-mail message to the user who entered the certification data to provide notification/confirmation the container has been approved. Approved waste containers then become available for selection for assignment into shipment payloads.

If a certified waste container, such as a damaged 55-gallon drum, is designated to-be-overpacked (TBO) into a larger payload container, such as a SWB or TDOP, the APPROVED\_CERT status will be the final status for those inner containers, and the WDS container status for the overpack will be modified further during the shipping and WIPP emplacement processes.

**New Shipment (NEW\_SHIP)** – This is the initial status for shipments that have been "saved" but not yet "submitted" in the WDS.

Data must be entered into the Shipment Number data field before a shipment may be "saved." Shipment data may be added, deleted, and modified by the user while the status of the shipment is NEW\_SHIP.



**NOTE:** The following data fields may be NULL when a shipment is submitted: Manifest Number, Shipment Send Date, Tractor ID, Trailer ID, Transporter Name, Package Numbers, Outer Containment Assembly (OCA)/outer container (OC) Lid Numbers, ICV/IV Closure Dates, Dose Rates, Surface Contamination measurement results, and U.S. DOT Description. These fields must be populated by the shipper in order to finalize the shipment. By design, shipments not finalized cannot be electronically received at the Destination Site.

**Pending Shipment Data Approval (PENDING\_SHIP)** – When a user "successfully submits" a shipment in the WDS, the shipment status becomes pending approval. The container status for each waste container assigned to that shipment is automatically set to pending shipment data approval by the database. The shipment data are now available to the DA for potential approval and an email message is automatically sent to the Confirmation Team stating that the shipment is ready to undergo waste stream shipment confirmation.

**Shipment Complete (COMPLETE\_SHIP)** – Automatically assigned to a shipment after all of the required shipment data fields are entered and submitted in the WDS, and after a DA and the Confirmation Team have reviewed the shipment data and completed the required approval steps. It is imperative each shipment be finalized prior actual arrival at WIPP in order to enable WIPP operations personnel to perform their functions in accordance with procedures for shipment receipt.

**Shipment In Route (IN\_ROUTE)** – This status is assigned to a shipment after the shipment has been finalized and has departed the shipper site.

**Shipment Has Been Received (RECEIVED\_SHIP)** – When a shipment is received at the destination site, operations personnel enter the receipt date into the appropriate field on the shipment form. When the date is saved, the status for each waste container in that shipment is automatically set by the database to "Shipment Received." When waste containers are emplaced at WIPP, the disposal date and emplacement location information is recorded at the assembly level. A container is considered emplaced when its emplacement assembly has a non-NULL disposal date. An overpack payload container is considered emplaced when the overpack emplacement assembly has a non-NULL disposal date.

## **8.0 ROLES AND SITE PRIVILEGES**

A user must obtain authorization from a sponsoring manager and be familiar with the system before being allowed to log onto the database (refer to section 15). For example, each user is assigned a role and site access privileges. Each user must be assigned both role and access privileges for the site. Table 2 is a list of site IDs and Central Characterization Program (CCP) certification sites. Refer also to the *Sites/Programs Reference Data Report* for additional details regarding site IDs and locations.

**Table 2 – Site IDs and CCP Certification Sites**

<b>Site ID</b>	<b>Location</b>
AE	Argonne National Laboratory – East
BC	Battelle-Columbus
BE	Bettis Laboratory (BAPL)
BN	Advanced Mixed Waste Treatment Facility – Idaho
C1	CCP at Savannah River Site – CH Waste
C2	CCP at Argonne National Laboratory – East
C3	CCP at Nevada Test Site
C4	CCP at Los Alamos National Laboratory
C5	CCP at Lawrence Livermore National Laboratory
C6	CCP at Oak Ridge National Laboratory – CH Waste
C7	CCP at Oak Ridge National Laboratory – RH Waste
C8	CCP at Idaho National Laboratory – CH Waste
C9	CCP at Idaho National Laboratory – RH Waste
CA	CCP at Los Alamos National Laboratory – RH Waste
CB	CCP at Savannah River Site – RH Waste
CC	CCP at GE Vallecitos – RH Waste
CD	CCP at GE Vallecitos – CH Waste
CF	CCP at Hanford
CG	CCP at Bettis Laboratory – RH Waste
CH	CCP at Sandia National Laboratories – CH Waste
CI	CCP at Nuclear Radiation Development, LLC – CH Waste
CJ	CCP at Sandia National Laboratories – RH Waste
GE	GE Vallecitos Nuclear Center
IN	Idaho National Laboratory
LA	Los Alamos National Laboratory
LB	Lawrence Berkeley National Laboratory
LL	Lawrence Livermore National Laboratory
MD	Mound Site
MU	University of Missouri Research Reactor
NT	Nevada Test Site
NR	Nuclear Radiation Development, LLC

**Table 2 – Site IDs and CCP Certification Sites**

Site ID	Location
OR	Oak Ridge National Laboratory
RF	Rocky Flats
RL	Hanford Site
SR	Savannah River Site
WCS	Waste Control Specialists, LLC
WI	Waste Isolation Pilot Plant

**NOTE: The physical location of the waste containers is submitted to the database with the certification data and does not automatically change as container data moves through the WDS system.**

Refer to the dropdown menus on the data entry forms or the *Sites/Programs Reference Data Report* for a list of valid entries. Due to the variety of valid entries for a single location, site management should provide TCO and WCO users with guidance for correct site entries prior to submittal of container and shipment data to the WDS.

## **9.0 AD HOC QUERIES**

Access to ad hoc query is granted to users authorized for ad hoc query use by the DA when setting up the user account in WDS. Management approval for ad hoc query access is not required. NMED users and EPA users have ad hoc query built into the functions available from the dashboard and special access to ad hoc query is not required for them. The ad hoc query functions may be accessed by clicking the Ad-Hoc Query tab on the dashboard as shown in Figure 9-A. Details for all types of ad hoc queries are described in screen-level and context-level help.

# Waste Data System User's Manual

## DOE/WIPP-09-3427, Rev. 21

[Users Manual](#)
BRUEMMER, HEATHER

LOG OUT

09/09/2019 16:37

HELP

DASHBOARD
AD-HOC QUERY
SCRIPT INTERFACE
REPORT BUILDER

Container

SEARCH

CONTAINER AD-HOC QUERY

CLEAR ALL

SEARCH

General Criteria

PDF

CSV

Container Number

Container Type

All

Select

Current Location

All

Container Status

All

Select

Generator Site ID

All

IDC Code

Waste Matrix Code

All

Destination Site ID

All

TRUCON Code

Shipping Program ID

All

Shipping Category

Cert Program ID

All

Total Dose Rate (mrem/hr)

Handling Code

All

Waste Stream Profile

All

Select

Date Criteria

Vent Date

on

Closure Date

on

HGS Date

on

Certification Date

on

Filter Criteria

Filter Model

All

Select

Filter Diffusivity

Filter Quantity (mol/s/mf)

Emplacement Criteria

Disposal Date

on

Panel

Room

Row

Column

Height

Borehole

Emplaced?

All

Headspace Gas Criteria

Headspace Hydrogen (ppm)

Methane Concentration (ppm)

Combined Hydrogen and Methane (ppm)

Compliance Method (CHTES/T3ES only)

All

AK Criteria

CCEM - Revision

All

Select

BOK Evaluation Acceptance

All

AK Assessment Date

on

WMDL Date

on

Overpack List (search returns inner containers)

Shipment List (search returns shipment containers)

SEARCH

PDF

CSV

Downstream Criteria

In Overpack?

All

In Overpack Plan?

All

In Payload?

All

In Payload Plan?

All

Shipped?

All

Include Dunnage?

N

OVERPACK AD-HOC QUERY

PAYLOAD AD-HOC QUERY

SHIPMENT AD-HOC QUERY

MESSAGES

USERS MANUAL

USER PREFERENCES

--- LAST LOGIN: 09/09/2019 16:41 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us

BUILD: WDS\_20190909 v: 2.9.4

Figure 9-A – Ad Hoc Query Tab

A query may be performed for a container, payload, or shipment, based on input of a specific container ID, payload ID, or shipment ID using the input field and the dropdown menu at the top right-hand corner of the screen.

## **10.0 SHIPMENT RECEIPT AT WIPP**

The WIPP Emplacement Tracking Software tracks CH waste received and emplaced at WIPP. The WDS presents the list of shipments in In Route status with WIPP as the destination site. When a shipment arrives at WIPP, it is considered received when a Waste Handling Technician at WIPP enters the receipt date and time into the WDS. When each payload is unloaded, the payload is scanned or entered into the emplacement tracking software, where the status of each container is updated to "received" status in the WDS. During the shipment receipt process, all container numbers are verified to ensure the correct waste was received (correct packages on the shipment, correct assemblies in each package on the shipment, and correct containers in each assembly in the packages).

## **11.0 EMPLACEMENT OF WASTE AT WIPP**

When waste is emplaced in the repository, the WDS updates the status of each container and assigns and stores a unique location ID for each waste container to enable full traceability of received and emplaced waste. Details about operation of the barcode reader software and the waste emplacement process are covered in approved WIPP procedures. Appendix A provides a summary of the Emplacement Tracking System barcode application and the WDS Manual Emplacement Screen.

## **12.0 REPORT BUILDER**

Access to the report builder functionality is limited to users authorized for report builder use by management. Refer to report builder screen-level help for additional details about use of the report builder function

## **13.0 RECORDS**

- The User Manual does not generate any QA records. Those are generated in implementing procedures by the users.

## **14.0 ACCEPTANCE CRITERIA**

Proper completion and submittal of records described in section 13 provides evidence of satisfactory implementation of QA record requirements.

## **15.0 TRAINING**

Personnel needing change access to WDS will have their qualification verified by the sponsoring manager. The sponsoring manager must verify the user is qualified to operate in a manner commensurate with Certified Program Training Requirements. Prior to the access request the sponsoring manager must be of sufficient knowledge and have access to training records to verify the sponsored user has completed requisite training. (Reference DOE/CBFO-94-1012, Quality Assurance Program Document, DOE O 414.1D, Quality Assurance).

On the Job Training (OJT) will be conducted by the requisite department according to their training requirements, i.e., Waste Handling will conduct OJT for Waste Handling Operators. Other training may consist of training on departmental procedures, required reading or special training as documented by the individual department.

## **16.0 REFERENCES**

DOCUMENT NUMBER AND TITLE
10 CFR 71, Packaging and Transportation of Radioactive Material
EPA-600/2-80-076, A Method for Determining the Compatibility of Hazardous Wastes (EPA Method)
DOE O 414.1D, Quality Assurance
DOE/CBFO-94-1012, Quality Assurance Program Document
DOE/WIPP-02-3122, Transuranic Waste Acceptance Criteria for the Waste Isolation Pilot Plant (WAC)
DOE/WIPP-07-3372 Documented Safety Analysis (DSA)
WP 13-1, Nuclear Waste Partnership LLC Quality Assurance Program Document
EA08NT1003-1-0, WDS Access Request Form
WIPP Hazardous Waste Facility Permit (HWFP)
WIPP Land Withdrawal Act
EPA Approval of DOE RH TRU Characterization Program
Office of Environmental Management (EM) Cyber Security Policy and Risk Management Approach Implementation Plan
Transuranic Waste Authorized Methods for Payload Control
Transuranic Package Transporter–Model II (TRUPACT-II)
Transuranic-Model III (TRUPACT-III) CH-TRUCON, RH-TRUCON
HalfPACT Certificate of compliance
RH-TRU 72-B Certificate of Compliance

APPENDIX A – WIPP EMPLACEMENT TRACKING SOFTWARE

## **A.1    Emplacement of Magnesium Oxide (MgO Sacks)**

WIPP Emplacement Tracking Software (ETS) calculates the amount of MgO required in each room being populated with waste based on the amount of CPR included in the emplaced waste material and packaging material. The ETS displays the amount of MgO required, the amount emplaced, and the excess or deficit amount currently in the room. For full MgO traceability, the ETS also assigns and stores a unique sack ID and location data for each sack of MgO emplaced in the repository.

Other features of the ETS include automatic checks verifying all emplaced waste has been assigned a unique location ID and has the correct status. The ETS performs automatic and manual gap checks to ensure all empty emplacement locations are identified while still possible to fill them, or indicates they are intentionally empty. The ETS performs automatic calculation and display of required MgO for expected shipments for production planning. The ETS performs user authorization checking and control to ensure users are properly authorized. The ETS provides full reporting capability for open and closed room data, automatic emailing for daily report tracking, and process management support.

## **A.2    Barcode Reader**

To use the barcode reader or the ETS, the user is required to log on to the system by entering a username and password, clicking the Login button, and reading/accepting the security acknowledgement.

## **A.3    WIPP ETS Home Page**

Once logged on, the WIPP ETS Home Page provides access to emplacement tracking screens and functions. Functional areas include shipment unload data tracking and validation, emplacement data tracking and validation for waste containers, MgO sacks and dunnage containers, review functions to validate emplacement location data, and report functions for the generation of room closure reports, open room daily reports, MgO balance reports, and graphical room display reports. The Home Page also provides access to the manual gap check and manual review check functions for further validation of emplacement data accuracy.

*Unload* function is used to access the Shipment Unload screen. This allows the user at the destination site to unload the payload from the shipping package.

*Emplace* function is used to access the Emplacement screen. This allows the WIPP Waste Handling Operations user to emplace waste containers, dunnage assemblies, and MgO sacks. Section A.8 describes the Manual Emplacement function.

*Review* function is used by the WIPP Waste Handling Operations user to access the Emplacement Location Review screen. This allows the user (usually a supervisor or crew leader) to review and validate the accuracy of emplacement location data for waste containers.



The *Reports* function allows the user to access the Report Selection screen to retrieve the following reports:

- *MgO Balance Report*
- *Graphical Room Display Report*

*Review Check* function allows the user to access the Manual Review Check screen and manually perform a location data validation review on a specific row in the selected panel/room combination.

#### **A.4 Barcode Reader/ETS Assembly Validation Screen**

Assembly Validation screen displays the assemblies and associated waste containers recorded in the database to be in the selected package. The user scans in or manually enters a container number from the assembly, and the ETS validates the entered number is actually included in the displayed list. After the user enters a container ID and clicks the Validate button, the ETS compares the entered value with the recorded data to validate that the entered container number is associated with one of the displayed assemblies. If the entered number is invalid (not associated with any of the displayed assemblies), the Supervisor Reset screen is displayed for the Supervisor to acknowledge the data discrepancy and reset the system before the user can continue. After the Supervisor resets the system, the display returns to the Package Unload screen for the user to select another package to unload. If the entered container number passes the validation, the Assembly Accept/Reject screen is displayed to provide the user with the ability to validate additional containers in the assembly or accept or reject the entire assembly.

#### **A.5 WIPP ETS Emplacement Location Data Entry Screen**

Emplacement Location Data Entry screen provides the user with the ability to display the current location of a container and associated assembly, assign emplacement location data to a waste container and associated assembly, or assign emplacement location data to a dunnage assembly or MgO sack. The ETS verifies the assigned location is available for emplacement and prompts user to enter a new location if the entered location is occupied. Software only allows emplacement where authorized for the different types of containers (Drums, Pipe Overpacks, SWBs, TDOPs, SLB2s, dunnage assemblies, MgO sacks, etc.). The screen is accessed by selecting the Emplace option on the Home Page.

## **A.6 WIPP Barcode Reader/ETS Emplacement Location Review**

The Emplacement Location Review screen provides the user with the functionality to review location data accuracy for newly emplaced assemblies (including dunnage assemblies) and MgO sacks by location data or container number. An automatic review check is executed by the ETS at the completion of the first emplacement in each row. The ETS performs the automatic review on an entire row, two rows back from the row that triggered the automatic review. If the automatic review finds one or more locations in the row that have a status of Review or Rejected, the ETS halts further emplacement activity until the status of these locations is updated to Accepted by a reviewer using this screen and the following Location Accept/Reject screen. After data is entered on the Emplacement Location Review screen and the Review button is clicked, the Location Accept/Reject screen is displayed to enable the reviewer to accept or reject the location data under review.

## **A.7 Report Selection Screen**

Report Selection screen provides access to all available WIPP ETS reports, including the *Balance Report* for MgO balance reporting on a specified room and the *Room Display Report*, for graphically displaying occupancy and location status for all locations in specified range of rows in specified panel/room combination. The software provides the following location data entry fields: Panel Number, Room Number, Handling Type, Target Excess Factor, Expire Date, and Reason.


The report only displays closed rooms and includes the same parameters as displayed in a Daily Report.

## **A.8 Manual Emplacement of Waste**

Manual Emplacement is further described in approved WIPP Waste Handling Operations procedures and in screen-level online help.

# Waste Data System User's Manual

## DOE/WIPP-09-3427, Rev. 21



**WDS**  
WASTE DATA SYSTEM

Users Manual JONES, LAURA **LOG OUT**

09/10/2019 08:12 **HELP**

**DASHBOARD** **AD-HOC QUERY** **SCRIPT INTERFACE** **REPORT BUILDER**

Container **SEARCH**

**MANUAL EMPLACEMENT**

**Shipment Assemblies**

Cntr Num  
Shipment Number

Shipment Assembly Num  
Package Num

Ship Program  
Handling Code

☐ Exclude Dunnage Assembly

**On Site Created and Modified**

Cntr Num  
Emplacement Assembly Num

Handling Code	Container Type	Package Number	Shipment Number	Assembly Num	Includes Dunnage	Dunnage Assembly
CH	55 gal	198	IN190185	IN160550	N	N
CH	55 gal	158	IN190186	IN160647	N	N
CH	55 gal	158	IN190186	IN160648	N	N
CH	55 gal	181	IN190190	IN160677	N	N
CH	55 gal	181	IN190190	IN160678	N	N
CH	55 gal	159	IN190190	IN160687	N	N
CH	55 gal	159	IN190190	IN160688	N	N
CH	55 gal	155	IN190183	IN160726	N	N

Emplacement Assembly Num	Overpack/Cntr Number	Includes Dunnage	Dunnage Assembly
	WISD52H008B	N	N
	WISD52H033	N	N
	WISD52H127	N	N
	WISD53PSW045	N	N
	WISD53PSWG043	N	N
	WISD53PSWG155	N	N
	WISD74H034	N	N
	WISD74U002C	N	N

Assembly Num:  
Package Num:  
Disposal Date:  
Location:

Container Number	Container Type	Dunnage

**CREATE ASSEMBLY**

**CREATE OVERPACK**

**EDIT SELECTED**

**MOVE SELECTED**

**CLEAR**

**Emplacement Destination**

Panel	Room	Row	Column	Height
7	3	67	1	Bottom

Disposal Date: 09/09/2019

MgO Type:

**EMPLACE NEW MGO**

**EMPLACE**

Selected   In Use   Emplaced   Selected Destination  

**Emplacement Location Information**

Viewing: CH **RH MAP UNAVAILABLE**

Default Location:

Panel: 7 Room: 3 Row: 67 **SHOW DEFAULT ROW**

Show:

Panel: 7 Room: 3 Row: 67 **SHOW ROW**

MgO Without Location : 0 NCM Without Location : 0

Panel: 7 Room: 3 Row: 67

	1i	1	2	3	4	5	6	6i
S2								
S1								
Top								
Middle				DRUMS		DRUMS		
Bottom				DRUMS		DRUMS		

MESSAGES | [USERS MANUAL](#) | [USER PREFERENCES](#) ... LAST LOGIN: 09/09/2019 16:41 - # OF FAILED LOGINS SINCE: 0

INSTANCE: prd03.wipp.carlsbad.nm.us  
BUILD: WDS\_20190909 v: 2.9.4

**Figure A-1 – Manual Emplacement Form**

59