

# **STIP Managers Teleconference**

## **Wednesday, June 10, 2009**

### **Participants**

Kevin Schmidt (SRS), Mimi Legan (CHO), Miriam Blake (LANL), Scott Gibson (ORAU), Jessica Shaffer-Gant (SNL), Alison Easter (AMES), Mary Petersen (BNL), Dale Claflin (INL), Mary Hale (ANL), Theresa Connaughton (LANL), Isom Harrison (LLNL), Nancy Doran (PNNL), Kathy Macal (ANL), Nicole Carson (S-N), Kim Kindrew (JLAB), Janine Ford (NNSASC), Sharon West (SLAC), Mary Donahue (NREL), Debbie Caver (SRO), Mona Higgins (NSTec), Sierra Corey (NSTec), Rosemary Lowden (LBNL), Sharon Jordan (OSTI), Kathy Waldrop (OSTI), Judy Gilmore (OSTI), and Jannean Elliott (OSTI)

### **Agenda**

#### **Status of Draft Order and Next Steps (Sharon Jordan)**

Sharon reported that she and OSTI Director Walt Warnick will be attending the June 18th meeting of the Directives Review Board (DRB) at HQ and presenting the case to revise DOE O 241.1A. The DRB is chaired by the Director, Office of Management, and comprised of high ranking Department officials; specifically, members include a senior representative from each of the three Under Secretarial offices, the Office of the General Counsel, and the Office of Health, Safety and Security. The Board must concur on individual directives before their release for DOE-wide comment and final issuance.

Comments received at the April STIP meeting on the draft directive have been helpful in compiling the final draft. In addition, a conference call was held May 14th with Technical Information Officers (TIOs) and comments from that call will also be incorporated. The Order will be presented for a final stakeholder review prior to posting on RevCom. STIP stakeholder input is appreciated and valued, and OSTI will keep sites apprised of the status as we work through the final steps of the process.

#### **PII Algorithm (Kathy Waldrop)**

We will soon be sending the STIP Managers a copy of a document regarding OSTI's actions in safeguarding protected PII. The document includes the background of the various activities since 2006, when OSTI doesn't check for PPII, when OSTI does check for PPII, as well as a description of the PPII algorithm that checks for potential PPII. This document will also be posted on the STIP Works section of the STIP Home Page for STIP Managers to refer to as needed.

#### **Digitization Survey Results (Patty Simmons)**

Judy Gilmore reported that Patty will be following up with sites as a result of responses to the Digital Document Access Questionnaire, provided at the April STIP meeting. In addition to verifying points of contact, the questionnaire is a current view of which sites are digitizing documents, a description of the site process, and other information to facilitate collaboration between the individual sites and OSTI to the benefit of all. Any questions may be addressed to [simmonsp@osti.gov](mailto:simmonsp@osti.gov).

### **New Media Working Group (Jannean Elliott)**

Jannean Elliott announced that she and Miriam Blake (LANL) will work together to create a planning document that lays the foundation for a New Media Working Group. The document will be a precursor to a charter and/or scoping document and, when ready, will be sent out to STIP members with a request for comments and an invitation to join the Working Group, if interested. "New Media" is the term STIP is currently using to cover the broad range of non-text STI product types. This includes video and audio products, static images, animations, computer simulations, and perhaps posters and/or Powerpoint presentations. These items must have some significant level of STI content but may be stand-alone products or supplements to a technical report or article. The Working Group, itself, may either prioritize the order in which these items will be discussed, or may form subgroups. Jannean and Miriam hope to have the "foundation" document and an initial invitation to "join the fun" sent out in time for discussion at the August teleconference.

### **Guide Revision Working Groups (Kathy Waldrop)**

There will be two Guide Revision Groups established to revise the current marked up version of the DOE G 241.1-1A, Guide to the Management of Scientific and Technical Information. One group will be tasked with the revision of the current Part 2 of the Guide that deals with the management and submission of all STI media types except software. The second group will be tasked with the revision of Part 3 which deals with Software management and submission.

The plan is to eliminate Part 1 in its current state and replace it with an introduction to the Guide removing the information no longer appropriate for a Guide and making what are currently Parts 2 and 3 into stand-alone Guides. The reason for separating Parts 2 and 3 and creating the two Guides is that the types of media are so different from one another and the STI streams for these are separate.

In the future, if other unique types of media are identified they would also likely warrant separate guides. One benefit of separating the more unique media types is that they do not necessarily progress at the same rate and one type may undergo a significant change requiring a Guide revision while the others would not.

Kathy Waldrop will lead the Group in the revision of Part 2 and Kim Buckner and Gloria Young (both of OSTI) will lead the Group in the revision of Part 3. The following individuals volunteered to participate on the Guide Review Working Group for Part 2, Kevin Schmidt (SRNS), Nancy Doran (PNNL), Sharon West (SLAC), Jessica Shaffer-Gant (SLAC), and Janine Ford (NNSASC), and Stephanie Weitzenkamp (SLAC). Dale Claflin (INL) volunteered to participate in the revision of Part 3. Additional volunteers should notify Kathy Waldrop via e-mail by June 26.

### **Miscellaneous - All**

## **E-Link Changes**

Kathy provided an update on E-Link changes. Since the STIP Working Meeting there have been several changes to E-Link.

1. As requested OSTI has increased the size of the Other Information aka Access Limitation Other data field to allow for 2000 characters. This data field is a text field where comments may be added regarding secondary reviews of the document. It is only viewable in E-Link by submitting site.
2. A Comment field has been added to the Releasing Official section. This data can only be added/edited by Releasing Official and is only viewable via E-Link by submitting site.

We are in the process of adding the following:

1. A security feature of “Three strikes you’re out” to the password. If you (or someone else attempts to logon to E-Link using the wrong password they will be locked out and the system will automatically push out an e-mail to your e-mail address associated with your account information informing you that your logon attempts have exceeded the allowed tries and your account has been “inactivated”. You will be directed to take steps to reactivate the account. At that time you will need to reset your password or have remembered your password.
2. New report when Access Limitation changes. This will also prompt the system to send out an e-mail notification to the e-mail address used when E-Link receives announcement record/STI submitted.
3. New report when full-text is added or changes including a change to the URL. This will also prompt the system to send out an e-mail notification to the e-mail used when E-Link/OSTI receives an announcement record/STI submitted
4. All Reconciliation Reports have the full-text linked to the items listed. This allows the user to search the full-text without leaving the report and performing a “search” to access the full-text that way.

## **LANL TAPping Update (Jannean Elliott)**

Jannean announced that LANL has entered the production phase of TAPping and is now an official member of the TAP community (formerly referred to as Harvesting). The first production run netted 355 records without any errors or rejected records. Jannean congratulated Miriam and Theresa, who were on the call, and talked about the “front-line” work done by Frances Knudson and Brenna Taylor at LANL. It has been a heroic effort for LANL in light of the fact that they are still in the throes of establishing an end-to-end electronic document processing system in-house.