

## System captures Hanford information history

The Integrated Document Management System recently developed by Lockheed Martin Information Technology is the latest application to be introduced to the Hanford Site for capturing and managing a vast array of knowledge and information.

IDMS provides the site with a single repository for electronically storing and retrieving information, allows collaboration among members of various projects and groups, and contains an effective workflow component.

IDMS is a vital system for capturing the "pedigree" of the site's closure activities. The commercial-off-the-shelf software being used for implementing the system has been certified to the federal standards invoked by both DOE and the National Archives and Records Administration. IDMS will be the electronic records system for DOE, Fluor Hanford and CH2M HILL Hanford Group.

IDMS objectives are to accomplish the following:

- increase user productivity
- improve access to information
- reduce process cycle times
- increase effectiveness of configuration management
- reduce information-management costs.

### Freeing a bottleneck

CH2M HILL, Fluor Hanford, the DOE Richland Operations Office and the Office of River Protection recognized the need to consolidate Hanford Site information to support the site's cleanup and restoration mission. Quick and reliable access to information continues to be a bottleneck for accomplishing work activities.

With information centralized, users will no longer have to speculate as to where their information may reside. All pertinent electronic data can be available in a "one-stop" repository. Even information currently available only on paper is being scanned and included in IDMS.

IDMS is being implemented under the direction of LMIT's Records and Information Management (RIM) organization, with technical leadership provided by LMIT Systems Development and Integration. IDMS joins the suite of current RIM systems that provide site access to, and management of, information.

Current RIM systems including RMIS, SDF, HDCS, EDMS, and RHA-MIS will be migrated into IDMS. These systems contain more than 26 million images and files that will be available through IDMS. "Information is a critical asset that must be managed and leveraged, and the IDMS technology enables our customers to obtain maximum benefits from their information-management dollar," said Tom Anderson, manager of RIM for LMIT.

### User-friendly system

The Tank Farms organization has been using the Integrated Document Management System for the past several months and has found it to be a worthwhile system," said Jerry Lehman, IDMS administrator for CH2M HILL.

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The initial testing of the system was used in Characterization Project Operations and has now expanded to the Waste Management group. There have been roughly 30 procedures released through IDMS and in less time than using the traditional paper system. IDMS allows for the preparer to track the progress of the procedure through the signature process and eliminates the possibility of losing a procedure during the sign-off. It is my goal to make this system replace the current paper system and increase the productivity within CH2MHILL." The IDMS automated workflow implementation has dramatically reduced the cycle time for reviewing and approving procedures.

Fluor Hanford has established an automated process for archiving Web-based vendor-registration submittal forms in IDMS for electronic storage and retrieval. "Using IDMS to capture and store the forms electronically provides advanced searching and flexible retrieval to multiple users, while at the same time controlling versions and building a long-term record-capable file," said Mike Taylor of Fluor Hanford.

Other Hanford user communities are using the tool to establish an IDMS collaborative workspace and are investigating and pursuing additional automated process opportunities, including additional workflow developments.

### Help available

LMIT's IDMS team is available to demonstrate the application to your group and to assist you in addressing the challenges of your business processes. Send requests and questions to **^IDMS Mail** or contact either **Valerie Beaver** or **Linda Blumer** to assist you in developing a solution that best fits your needs.

Future *Hanford Reach* articles covering IDMS functionality will include information on work environments, document management, records management, workflow and legacy system migration. ■

