Electronic Shift Operations Management System (eSOMS)

Tank Farm Plant Operating Procedure

GENERAL

USQ #TF-18-1216-D, Rev. 0

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Change History (≤ Last 5 Rev-Mods)

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<tr>
<td>B-3</td>
<td>07/31/2018</td>
<td>Process and systems upgrade</td>
<td>Added information to support Windows 10 Mobile Device.</td>
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<td>B-2</td>
<td>03/27/2018</td>
<td>Process Improvement</td>
<td>Clarified the scope and other sections to change/add in steps to review eRounds data in eSOMS.</td>
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<td>B-1</td>
<td>11/08/2017</td>
<td>Process Improvement</td>
<td>Section 1.1: Added Monthly to the list of rounds checked. Added new section 5.4. Updated title to Section 5.3. Added new NOTE to above step 5.5.26.</td>
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<td>B-0</td>
<td>10/20/2016</td>
<td>Periodic Review</td>
<td>Changes found in periodic review process; 5.3 modified note prior to 5.3.4, 5.3.4 added “group”, 5.3.5 added “review tour information and selection made.”</td>
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<tr>
<td>A-3</td>
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<td>Engineering request to clarify and correct procedure</td>
<td>Added Step 5.5.8. Clarified Step 5.5.11. Removed up caret “^” from Step 5.5.25. Added new Step 5.5.26. Added Attachment 1.</td>
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1.0 PURPOSE AND SCOPE

1.1 Purpose

This procedure provides instructions for operating eSOMS and a mobile device.

1.2 Scope

This procedure will be used as a guide for the following:
- Operators to download and perform Daily, Weekly, Monthly, Quarterly rounds
- Operators to download RATLs/Alarm Log
- Collect data using a mobile device
- Upload data to eSOMS
- NCO review/record and approve data
- Shift Manager/Operation Engineer review and approve data.

2.0 INFORMATION

2.1 General Information

2.1.1 It provides guidance on synchronizing a mobile device with eSOMS allowing operators to upload rounds, and RATLs/Alarm Log.

2.1.2 Data is collected using a mobile device, and is uploaded to eSOMS for review and approval of data.

2.2 Terms and Definitions

Tour - Round or routine comprised of all readings to be taken that are reflected in approved procedures.
3.0 PRECAUTIONS AND LIMITATIONS

3.1 Radiation and Contamination Control

Work in radiological areas will be performed using Radiological Work Permit in accordance with ALARA Work Planning procedure TFC-ESHQ-RP_RWP-C-03.

4.0 PREREQUISITES

4.1 Special Tools, Equipment and Supplies

The following equipment may be needed to perform this procedure.

- Windows 10 Mobile Device
- Device Power Cord
- Device USB Cable.
5.0 PROCEDURE

5.1 Syncing a Windows 10 Mobile Device to eSOMS

5.1.1 LOGIN to device using HLAN credentials.

5.1.1.1 IF unlocking a Panasonic Touchpad FZ-M1, TOUCH the windows Icon THEN PRESS the power button located on the top right of the device.

5.1.1.2 IF unlocking a Dell Latitude Rugged Tablet, TOUCH the windows button THEN PRESS the power button located on the right side of the device.

NOTE - Connection to a docking station via USB can make syncing and updating processes faster.
- Synching should be performed when docked.

5.1.2 OPEN "Rounds" application.

5.1.3 IF operating "Rounds" for the first time on this device, UPDATE AND SAVE the connection server string to http://esomsdb:8080/rounds.

5.1.4 LOGIN to the eSOMS Mobile Application using eSOMS credentials.

5.1.5 TO Synchronize a tour, PERFORM the following:

5.1.5.1 FROM "Manage Tours" screen, SELECT WRPS facility under manage tours.

NOTE - Groups are listed per teams available.

5.1.5.2 SELECT a group and all tour(s) to be performed on the device.

5.1.5.3 CLICK “SAVE” at the bottom of the window.
5.1 Syncing a Windows 10 Mobile Device to eSOMS (Cont.)

5.1.5.4 REVIEW the tours to ensure all tours to be synchronized have been selected AND

SYNCHRONIZE the tour by selecting “save” then “SYNCHRONIZE”.

5.1.5.5 IF readings will be recorded, RECORD readings using Section 5.2.

NOTE - Data that exists on the server (can be viewed from the web page) takes priority over data on mobile device(s). Readings can be modified from web interface only.

5.1.5.6 IF readings will not be recorded, DELETE tour using Section 5.5.
5.2 Taking Readings with Windows 10 Mobile Device

5.2.1 IN “Rounds” application, **GO BACK** to “Open Tour”.

**NOTE** - “Date” is the date a tour was first started, but not completed. For example, daily rounds will start new each day therefore automatically populated date is correct. The start date will be as follows for each type:

- Daily Rounds State date is the current date
- Weekly Rounds Start date is the Monday of the current week
- Monthly Rounds Start date is the first of the month
- Quarterly Rounds Start date is the first day of current quarter (October 1, January 1, April 1, or July 1).

- An example would be a person on AN Team wants to do AN Daily Rounds for Night shift. They would select “TF-OR-DR-AN” and “Night”.

5.2.2 **SELECT** “Group”, “Tour”, “Date” and “Shift”.

5.2.3 **REVIEW** tour information and selections made AND

**SELECT** “SELECT THIS TOUR” to begin taking readings.
5.2 Taking Readings with Windows 10 Mobile Device (Cont.)

5.2.4 REVIEW the readings listed in “Station List”.

NOTE - In the station displayed, the description of the tour will be listed at the top in blue, tabs are available (listed from left to right) station reading information, alert, notes, attachment(s), long instructions, and graph of the data.

- Units displays the expected answer(s) or units of measure
- Dropdown shows the reading options
- “Last Reading” is the last reading recorded
- “Copy Last” copies the last reading shown
- “Show History” lists all the previous readings
- Min is the minimum value (can be blank)
- Max is the maximum value (can be blank)
- Tolerance (generally not set and can be blank)
- “Station Number” lists the station that is associated with the station in the tour selected
- “Equipment ID” is the EIN (can be blank)
- “Station Location” is the location of the reading
- “Short Instructions” are instructions to the operator (can be blank)
- “Station Title” is the description that is shown at the top of the screen.

5.2.5 SELECT reading to update.

5.2.6 IF there is no previous reading displayed or a different reading needs to be entered, PERFORM the following:

5.2.6.1 ENTER reading by selecting from dropdown box or using calculator.

5.2.6.2 WHEN reading is entered correctly, SELECT “forward arrow” to advance to next reading.
5.2 Taking Readings with Windows 10 Mobile Device (Cont.)

NOTE - If reading is out of specifications, a box will display asking whether to accept reading (Yes)/(No). If “No” is selected, text in box will display “Red”. If “Yes” is selected, screen will go to “NOTE” tab.

- Current Note box provides editable notes about the particular piece of equipment or location
- Previous Note box displays any previous notes recorded for piece of equipment (these are not editable).

5.2.7 IF reading is out-of-spec, SELECT arrow on right of Current Note box to display drop down menu AND

SELECT a note from menu,

OR

ENTER a note in Current Note box.

5.2.7.1 PROCEED to Section 5.5 and return.

5.2.8 IF back is selected, REPEAT Steps 5.2.5 through 5.2.7 for each reading in the tour.

5.2.9 IF “Next” is selected, REPEAT Steps 5.2.6 and 5.2.7.

5.2.10 IF tour is complete and prompt is displayed to review all missed readings, SELECT “YES” to review missed readings.

5.2.10.1 ONCE eSOMS has completed a review of all applicable readings and it is indicated that there were no missed rounds, CLICK “OK” and tour will close,

OR

REPEAT Steps 5.2.1 to 5.2.6.1 for any missed readings.

5.2.10.2 DO NOT REVIEW missed readings again unless additional readings are entered by repeating Steps 5.2.1 to 5.2.6.1.

5.2.11 IF prompted to review missed readings is displayed a second time and a message was already displayed that there were no missed readings, SELECT “No” when requested.
5.2 Taking Readings with Windows 10 Mobile Device (Cont.)

5.2.12 IF tour has not been completed, CLOSE tour using “Tools” AND SELECT “Close”.

5.2.12.1 SELECT “No” when the prompt to review missed readings is displayed.

5.2.13 IF readings have been obtained, PERFORM a synchronization per Section 5.1.

5.2.14 GO TO Section 5.4.
5.3 Adding a Reading at the Computer

Special Instruction

IF review(s) of Sections 5.4 and 5.6 reveal that readings are missing and need to be entered, PERFORM this section.

5.3.1 IF not logged into eSOMS (web application), LOGIN to eSOMS (web application).

5.3.2 GO TO eSOMS Web Application, SELECT Operator Rounds/Data.

5.3.3 OPEN the tour revisions name.

5.3.4 RIGHT CLICK in data screen AND

SELECT “Add Readings”.

5.3.5 SELECT correct date, shift and record by description which needs a reading THEN CLICK “OK”.

NOTE - All quick notes and quick readings are available using the down arrow to the right of each field.

5.3.6 DOCUMENT reading AND

SELECT another field.
5.4 User Review/Approve Data in eSOMS Suite

NOTE - Review activities should be performed via a docking station connection or another HLAN computer.

5.4.1 LOG ON to computer.

5.4.2 IF eSOMS is not open, OPEN “eSOMS Rounds” symbol on mobile device.

5.4.3 IF user has not logged into mobile device previously, LOGIN to eSOMS mobile application using the synchronization login AND

5.4.4 IF user has logged into mobile device previously, LOGIN to eSOMS mobile application (Rounds) using eSOMS login.

SELECT “OK” on screen.

5.4.5 ENSURE all tours are closed before synching the device.

5.4.6 IF user is logged into mobile device, ENSURE a synchronization is performed.
5.4 User Review/Approve Data in eSOMS Suite (Cont.)

5.4.7 IF not logged into eSOMS (web application), **LOGIN** to eSOMS (web application).

5.4.8 **FROM** eSOMS (web application), **SELECT** “Operators Rounds” drop down menu **AND**

**SELECT** “Data” from menu.

**NOTE** - Screen will display a “Left” frame with three tabs: “Tours”, “Views”, and “Results”.

5.4.9 **FROM** “Tours” tab on “Left” frame, **EXPAND** correct Team **AND**

**SELECT** correct rounds name as displayed in example below:

![Diagram](image)

**NOTE** - Readings are displayed on “Right” frame.

5.4.10 **TO EDIT** reading or note, **PLACE** Cursor on reading **AND**

**RE-ENTER** reading.
5.4 User Review/Approve Data in eSOMS Suite (Cont.)

5.4.11 TO ADD reading, RIGHT-CLICK to display drop-down menu AND

CHOOSE “Add Reading”.

5.4.11.1 SELECT appropriate reading from record drop list AND

CHOOSE “OK” to save reading.

5.4.12 TO filter readings, SELECT Filter Readings symbol to display “Filter Records Menu”.

5.4.13 CHECK boxes from drop down menu AND

PRESS “OK”.

5.4.14 AFTER all readings have been reviewed, SELECT “Tours” tab from the “Left” frame.

5.4.15 SELECT correct Tour (Round) and shift to approve AND

SELECT “Performed By” row.

NOTE - An approval row is indicated with yellow highlight of that row. Verify and Un-Verify icons will display below location in web app in the upper left hand window.

5.4.16 CLICK “Verified Stamp” symbol to approve reading.

5.4.17 ON computer, OPEN “Computer” on desktop.

5.4.18 FROM “Portable Devices”, SELECT “Mesa Device”.

5.4.19 SELECT “\” device on screen.

5.4.20 SELECT “My Documents” file folder AND

COPY new RATLs/Alarm Log file to desktop.

5.4.21 SEND file via email to responsible Shift Manager or Tank_Farm_Shift_Operations@rl.gov.

NOTE - Shift Managers will review the Missed Readings Report for their approval process.

5.4.22 ONCE email is successfully sent, DELETE tour(s) from Mobile Device.

5.4.23 RESTART device.
5.5 User Deleting Tours on Windows 10 Mobile Device

5.5.1 FROM “Open Tour” screen, SELECT menu lines on the right side.

5.5.2 SELECT “Delete Tours” AND

SELECT tours to be deleted.

5.5.3 CONFIRM deletion by clicking “DELETE” at the bottom of the screen.
5.6 SM/OE Review Rounds Readings

Special Instruction

The following steps are performed after notification from an NCO that the review is complete.

5.6.1 REVIEW the Missed Readings Report available in the OpsTracker.

NOTE - If a first time user or if password was reset, the on web application will prompt to change from the initial password used, to a new password. The password created must be six characters long with one of the six characters being numeric.

5.6.2 IF not logged into eSOMS (web application), LOGIN to eSOMS (web application).

5.6.3 FROM eSOMS (web application), SELECT “Operators Rounds” drop down menu AND

SELECT “Data” from menu.

NOTE - Screen will display a “Left” frame with three tabs: “Tours”, “Views”, “Results”.

5.6.4 FROM “Tours” tab on “Left” frame, EXPAND correct Team using AND

SELECT correct rounds name as displayed in example below:

<table>
<thead>
<tr>
<th>Team</th>
<th>AN Daily Rounds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AN Weekly Rounds</td>
</tr>
<tr>
<td>Temp</td>
<td>Day</td>
</tr>
<tr>
<td>Night</td>
<td></td>
</tr>
</tbody>
</table>
5.6 SM/OE Review Rounds Readings (Cont.)

NOTE - Readings are displayed on “Right” frame.

- Verbose mode icon toggles the views that displays what the equipment is (e.g. AN-101 Level Indicator) to a more detailed view that displays Equipment Identification Numbers, Minimum, Maximum, Short Instructions, etc.

5.6.5 IF filtered readings are desired, SELECT Filter Readings symbol to display “Filter Records Menu”.

NOTE - Checking the box for “View Abnormal” will check “View Out of Spec”, “View Out of Tolerance” and “View Noted”. This will filter down the readings to only those that meet the criteria described.

5.6.5.1 CHECK box(es) from drop down menu AND PRESS “OK”.

5.6.6 REVIEW rounds as described in TFC-OPS-OPER-C-60.

5.6.7 IF additional changes are required, CONTACT an NCO to un-verify “Performed By” to make necessary changes.

5.6.8 AFTER all readings have been reviewed, SELECT “Tours” tab from the “Left” frame.

5.6.9 USE views to verify TSR Readings AND USE dates that the verifications were complete for any TSR documentation.

5.6.10 SELECT correct Tour (Round) and shift to approve AND SELECT “Reviewed By” row.

NOTE - An approval row is indicated with yellow highlight of that row. Verify and Un-Verify icons will display below location in web app in the upper left hand window.

5.6.11 CLICK “Verified Stamp” symbol to approve reading.
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5.7 Signature Capture

NOTE - Example of the eRounds Signature Capture sheet is on Attachment 1.

5.7.1 IF the electronic signature tool is not available, COMPLETE eRounds Signature Capture sheet for the round which was completed.

5.7.2 IF using the electronic signature tool, PERFORM the following:

5.7.2.1 SIGN into “eSIGN” with eSOMS credentials.

5.7.2.2 ENSURE one USB Signature Pad is connected to the computer being utilized.

5.7.2.3 SELECT tour name, tour date, shift, and who the signature is for.

5.7.2.4 USING the signature pad, SIGN your name AND ACCEPT the signature.
5.8 Records

The performance of this procedure generates no records.

Records are created from eSOMS and deposited electronically into IDMS after completion and approval of rounds data obtained. Performance of the rounds are controlled by TFC-OPS-OPER-C-60.

If hard copy processes are used IDMS submissions will occur on a periodic basis no greater than 30 calendar days after completion. In order to maintain history electronically and add the readings to associated systems, entries must be made and approved electronically.
## Attachment 1 – Example Signature Sheet

### (Team) (Frequency) eRounds Signature Sheet

**TF-OR-(F)R-(Team)**

**Surveillance Date**

<table>
<thead>
<tr>
<th>Day Shift Rounds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performed By</strong></td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Sign</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td><strong>Reviewed By</strong></td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Sign</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Night Shift Rounds</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Performed By</strong></td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Sign</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td><strong>Reviewed By</strong></td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Sign</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Signature sheet will be submitted to IDMS to be appended to the appropriate 200 Area Tank Farms Operations/Operator Round Data Sheets/WFO/Operator Round Data Sheets – Automated file/TF-OR-(F)R-(Team)