

Nuclear Fuel Cycle Facilities Database (NFCFDB)

Facility Administration User Manual

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Session modes

- Add (by Administrator, Country coordinator and Reviewer)
- Edit (by Administrator, Country coordinator, Reviewer and facility Coordinator)
- Delete (by only Administrator)
- Submit for Review (by Administrator, Country coordinator, Reviewer and Facility Coordinator)
- Approve/Publish (by Administrator and Reviewer)
- Reject (by Administrator and Reviewer)
- Request changes (by Administrator and Reviewer)

Facility Administration

Introduction

The Nuclear Fuel Cycle Facilities Database (NFCFDB) application allows the Country Coordinators to manage the facilities data which belong to the country they are associated with. The Facility Coordinator can manage the facilities data which they are associated with. The Country Coordinator and Facility Coordinator can now navigate to the Facility Administration page from the Administration Menu which will be available to them.

The screenshot displays the website for the Nuclear Fuel Cycle Facilities Database (NFCFDB). At the top, the IAEA | INFCS logo is visible on the left, and a navigation menu on the right includes links for NFCFDB, UDEPO, ThDEPO, PIEDB, NFCSS, and DESAI Gaurav. Below the navigation, a secondary menu contains 'About', 'Facilities', 'Statistics', 'Country Reports', 'Administration' (which is expanded to show 'Facility Administration'), 'User Management', and 'Help'. The main content area features a large yellow circular graphic on the left depicting a nuclear atom with the acronym 'NFCFDB' at the bottom. To the right of this graphic is a sidebar titled 'About Nuclear Fuel Cycle' containing descriptive text about the nuclear fuel cycle process. A 'More...' link is located at the bottom right of this sidebar. The footer section includes the IAEA logo and contact details for the International Atomic Energy Agency, a list of 'Topics' (NFCFDB, UDEPO, ThDEPO, PIEDB, NFCSS) and 'Shortcuts' (Site Disclaimer, Contact us, IAEA.Org, Nucleus, Home), and a 'Stay connected' section with social media icons for Twitter, LinkedIn, and Facebook. A copyright notice at the very bottom reads: 'Copyright ©2022 International Atomic Energy Agency (IAEA). All rights reserved.'

The Facility Administration page display a list of Facility they have access for.

Facility Name	Country	Publish?	Data Status	Action
Melox	France	Yes	Published	[X] [E]
Betpak-Dala JV LLP	Kazakhstan	No	Draft	[X] [E]
Conversion Facility	Brazil	Yes	Review	[X] [E]
La Hague - UFD-800	France	Yes	Published	[X] [E]
La Hague - UPS	France	Yes	Draft	[X] [E]
Nuclear Fuel Plant Subsidiary Pitesti (FCN Pitesti)	Romania	Yes	Published	[X] [E]
Spent Fuel Storage Facility - 1	Lithuania	Yes	Published	[X] [E]
Actinide Packaging and Storage Fac. (APSF)	United States of America	Yes	Published	[X] [E]
Advanced Fuel Fabrication Facility (AFFF)	India	No	Draft	[X] [E]
Advanced Fuel Laboratory	United States of America	Yes	Published	[X] [E]

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The List shows the following

- Facility Name → Display Name for the Facility that was added to the NFCFDB application.
- Country → The country to which the Facility belongs too.
- Publish → Will be Facility be published as part of the NFCFDB “Yes” or “No”. If yes then the Facility data will be available publicly as part of the NFCFDB application. If “No” then the Facility is not available to the publicly as part of the NFCFDB application though will be available to the NFCFDB administrators and the respective Country Coordinators and Facility Coordinators.
- Data Status → This represents the state of Facility data available in the NFCFDB applications. Below are the various Facility data status
 - a. Draft → This indicates that the facility data is being updated. There can be multiple edits that can be made when the Facility data is in draft state
 - b. Review → This indicates that the Facility is under review and cannot be edited
 - c. Published → This indicates that Facility data has been reviewed and published. Any changes made to the Facility data will be saved as a Draft version.
- Action → These are the possible actions that can be taken for the Facility data
 - a. Delete → This allows the Facility data to be deleted permanently, this action can only be triggered by the NFCFDB Administrator
 - b. Edit → This opens the Facility data edit form. This action can also be triggered by clicking on the Facility Name hyperlink as well.

1. Create New Facility (Administrator, Country coordinator and Reviewer role)

If the user has the roles of administrator, Country Coordinator, and reviewer, On the Facility Management page, click the **CREATE NEW FACILITY** action button (BLUE BOX Fig 1).

Clicking on this opens a new window with three tabs that can be used to display facility-related information in Fig 2 - Fig 4.

a. Create new facility

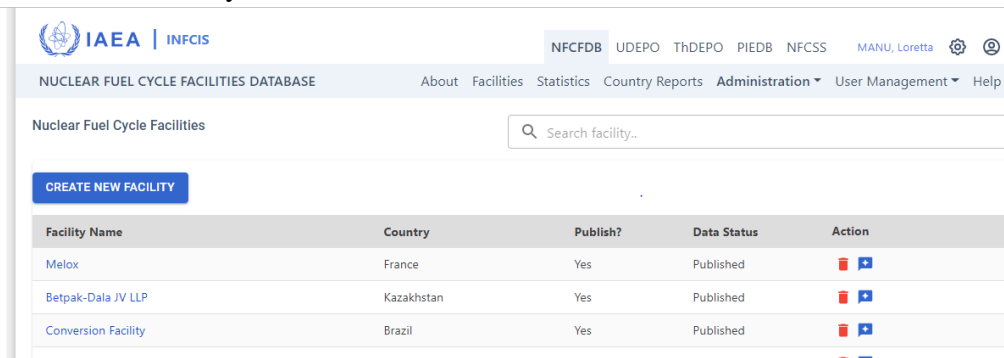


Figure 1

Following the selection of CREATE NEW FACILITY, the three tabs and notes to consider when filling out the details for the new facility are presented below.

b. Facility Data

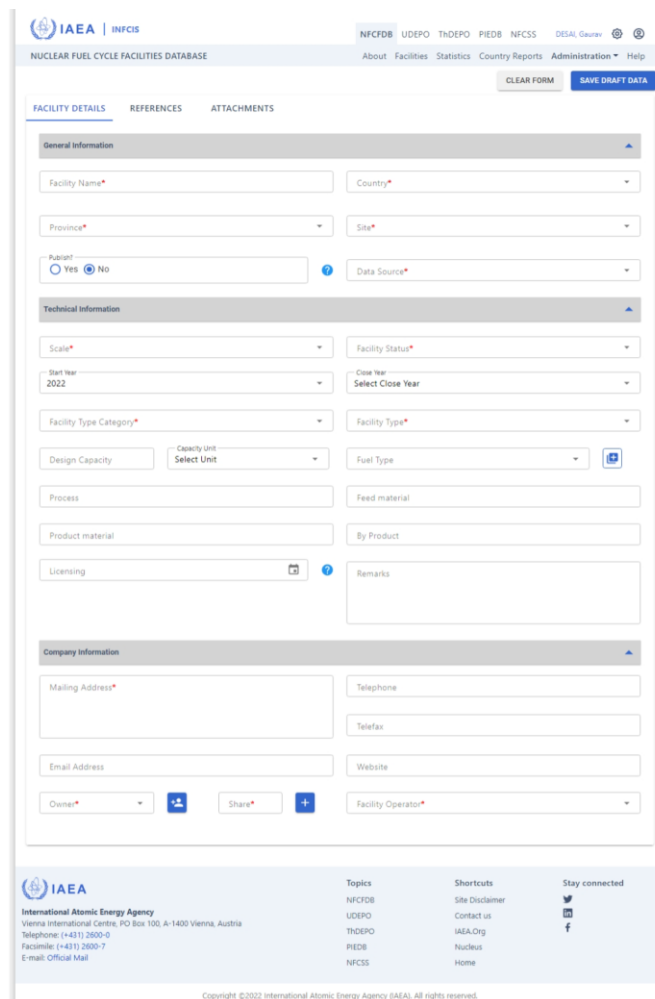


Figure 2

c. References

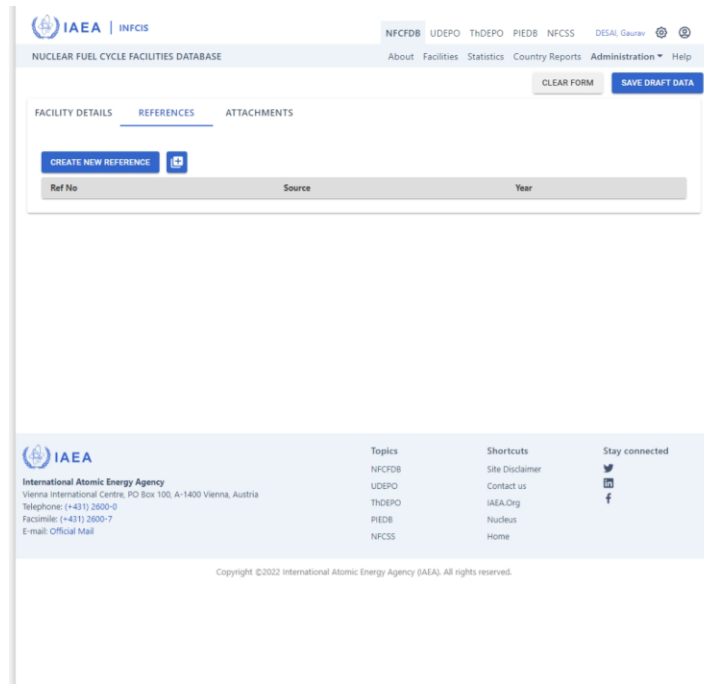


Figure 3

d. Attachments

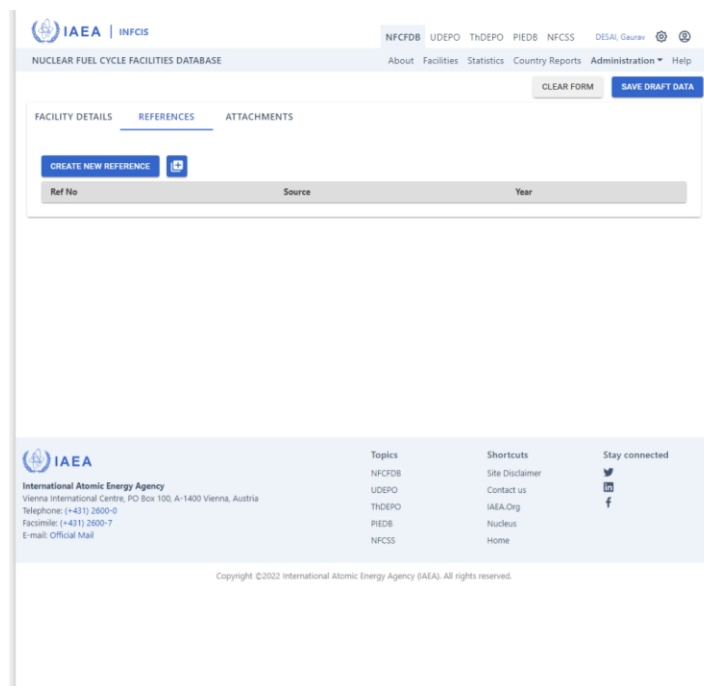



Figure 4

The Facility data needs to be added to in the Create Facility form and then can be saved as draft for further editing. Once the Facility is created the Facility Coordinators can be assigned to the Facility Managers as well. Thus, allowing the Facility data to be provided by the Country Coordinator of the respective Facility Coordinator. Note that there are certain mandatory Facility data that needs to be provided before the Facility data can be saved. Find below the screenshot showing all the mandatory Facility data fields to be provided.

The screenshot displays the 'NUCLEAR FUEL CYCLE FACILITIES DATABASE' form. At the top, there is a navigation bar with the IAEA logo and 'INFCS' text. Below this, there are tabs for 'FACILITY DETAILS', 'REFERENCES', and 'ATTACHMENTS'. The form is organized into three main sections: 'General Information', 'Technical Information', and 'Company Information'. Each section contains various input fields, dropdown menus, and checkboxes. The 'General Information' section includes fields for 'Facility Name*', 'Country*', 'Province*', 'Site*', and 'Data Source*'. The 'Technical Information' section includes fields for 'Scale*', 'Facility Status*', 'Start Year', 'Close Year', 'Facility Type Category*', 'Facility Type*', 'Design Capacity', 'Capacity Unit', 'Fuel Type', 'Process', 'Feed material', 'Product material', 'By Product', 'Licensing', and 'Remarks'. The 'Company Information' section includes fields for 'Mailing Address*', 'Telephone', 'Telefax', 'Email Address', 'Website', 'Owner*', 'Share*', and 'Facility Operator*'. The form also features a 'CLEAR FORM' button and a 'SAVE DRAFT DATA' button. The footer contains the IAEA logo, contact information, and a copyright notice.

If the data item that you want to select as part of the dropdown is not available, then you can use the  icon present next to dropdown to add the missing data item and subsequently select the same. This is applicable to certain fields which will have the capability to add missing data items.

2. Edit Facilities (Administrator, country coordinator, reviewer and facility coordinator role)

As a NFCFDB Country Coordinator, you can edit Facility data by clicking the edit action button on the Facility Management list or Facility Name hyperlink. The edit facility form is like the create facility form with some field which cannot be edited at all. The following action button are available when editing the Facility data.

3. Delete Facilities (Administrator role only)

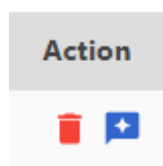
This action is only available to the NFCFDB Facility Administrator.

Basic steps for Deleting a Facility

- a. Go to Admin page
- b. Select the facility to be deleted
- c. If the user is an administrator, the facility would be searched then in the (Red box), DELETE FACILITY permanently delete the facility irrespective of the Facility Data Status.



- d. Secondly, On the right corner of the facility named ACTION has two icons which one (RED) can be used to delete a facility.

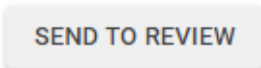


4. Submit for Review (Administrator, country coordinator, reviewer and facility coordinator role)

This changes the Facility Data Status remains as REVIEW. The Facility data cannot be edit once sent for review unless the Facility data is sent back to editing by the NFCFDB Reviewer or the NFCFDB Administrator.

Basic Steps for Reviewing

- a. Go to Admin Page
- b. Select the facility to be reviewed
- c. Read/review the data in all subpages
- d. Select SEND TO REVIEW




5. Approve and Reject (Administrator and Reviewer role)

The administrator and reviewer are responsible for approving and rejecting a submitted facility for review.

Basic steps for approving and rejecting

- a. Go to Admin Page
- b. Select the facility sent to Review
- c. Clicking on this opens a new window with three tabs that allow you to reject and publish the facility.



Functions

1. **SAVE DRAFT DATA** → This saves the changes to the Facility data made as part of the Edit action. The Facility Data Status remains as DRAFT and the Facility data can be further edited multiple times.
2. **SEND TO REVIEW** → This changes the Facility Data Status remains as REVIEW. The Facility data cannot be edit once sent for review unless the Facility data is sent back to editing by the NFCFDB Reviewer or the NFCFDB Administrator.
3. **RESET DRAFT** → This will reset the Facility Data to the field values to the current published Facility data field values. All the draft version changes that were done will be lost, however the Facility data can then be further edited.
4. **DELETE FACILITY** → This will permanently delete the facility irrespective of the Facility Data Status, this action is only available to the NFCFDB Facility Administrator.

Facility Review Process and Workflow

