

**Introduction**

LLW Repository Ltd is currently delivering a project to introduce a new computerised Waste Tracking System (WTS). This will have implications across the Customer base and this notice is to provide an initial overview of what is involved. Further updates will be provided as the project progresses. At present no action is required from Customers.

**Background**

To date, LLWR has been sharing its current Low Level Waste Tracking System (LLWTS) with Sellafield Ltd, however the system no longer reflects all the services we offer and cannot be easily modified. As a result, the decision was taken, with NDA approval, to procure a new 'Commercial Off The Shelf' (COTS) system to replace it. The product that was chosen is AttentionIT's emWaste application - as currently used by Magnox Ltd, The application will be configured to meet LLWR's requirements.

In addition to resolving the incompatibility of the current LLWTS with LLWR's current business model, the new system will address the following:

- Environmental Safety Case (ESC) – since the introduction of the ESC, LLWR has had to make changes to the management arrangements associated with acceptance of LLW for disposal, these will be built into the new system;
- Reporting – the production of reports from the new system will be easier and more comprehensive than at present;
- Governance and compliance – data to be held in a single source, rather than multiple systems.

**Timescales**

It is expected that the LLWR user testing on the system will be complete in November 2015, following this there will be a period of live-proofing with at least one Customer in order to ensure that all processes work as expected. It is expected that the system will go live for all Customers by Q2 2016.

**N.B.** The above dates will be confirmed and communicated via Customer Notices as the project progresses.

**Implementation**

The system will reside on the NDA secure network therefore there are different implications depending whether a Customer is within the NDA Estate or outside it.

- Customers within the NDA Estate will be able to access the system directly for data input and enhanced reporting functionality;
- LLWR will provide structured forms and enhanced reporting to the non NDA customers and to any NDA customers who would prefer this method of working.

The forms for use with the new system will be based on the current versions; however they will be simplified in order to remove duplicate data entry and other anomalies. We therefore expect that the whole waste consignment process will be streamlined and benefits will be felt by all.

**Further Information and Questions**

Briefings will be held at forthcoming quarterly meetings with customers.

Quarterly/bimonthly/ monthly updates will be issued as the project nears critical stages where customer engagement is required.

In the meantime if you require any further information or have any queries relating to this Customer Notice please send an e-mail to both: [tim.j.burrows@llwrsite.com](mailto:tim.j.burrows@llwrsite.com) and [steve.chester@llwrsite.com](mailto:steve.chester@llwrsite.com).

***Distribution List***

We have issued this Notice to the following people from your Company's Contact Details Form (Reference: WSC-FOR-CON):

- All nominated representatives
- If you need to update these details, please submit a revised Form: <http://llwrsite.com/customer-portal/resources/>