

Application Name:	The name given to the Software Application. The Application Owner assigns the name.
Acronym:	An acronym or abbreviated name given to a Software Application. Sometimes the Software Application is known by its acronym, rather than the application name.
COT:	A flag that is set if the software application is off the shelf commercial software and was obtained through a procurement licensing activity with an outside Vendor.
Subject Area:	A name given to a collection of business functions, processes, or organizations to aid in organizing information and or assist in understanding complex relationship among data. Software Applications provide support to some business function within a Subject Area.
Org:	The organization where the Application Owner resides.
Deployment:	Defines the scope of how widespread the Software Application was implemented. Standalone = (The application is used by a single person), Departmental = (The application is used by multiple organizations within a Directorate), Enterprise = (The application is used across Directorate boundaries), Complex-wide = (The application is used at multiple DOE sites), INEEL-wide = (The application is used by multiple contractor companies).
Type:	The name of the Software Application Type, for example INC, Analysis, and Business.
Level:	Level "A" - This classification level includes software applications that: <ol style="list-style-type: none"> 1. Have a direct or indirect effect on nuclear safety protection systems or toxic material hazard systems that keep exposure to the general public and workers below regulatory or evaluation guidelines 2. Are used to make decisions that could result in death or serious injury or are part of the evaluation in accident analyses 3. Would place either INEEL employees or the public in a position of immediate danger in the event that it was unavailable 4. Provide primary support to a process that would require DOE Headquarters approval to delay.

Level "B" - This classification level includes software applications that:

1. Whose failure would have an unacceptable impact by causing significant INEEL mission failure and significant production investment costs and/or recovery costs.
2. Important to continued operations of the business and used to support decisions regarding operating activities
3. Used to comply with regulatory laws, environmental permits or regulations, and/or commitments to compliance
4. Required for emergency communications with local, state, and federal government agencies
5. That provides primary support

Level "C" - This classification level includes software applications that:

1. Important to the day-to-day administration of the business but whose failure to perform as intended will not adversely affect the safety or reliability of operations and will not result in significant financial or program capability losses.
2. That provides primary support to an operation that must be back on-line within a period of time not to exceed (30) days.
3. Whose failure or loss of data can affect departmental performance, but does not affect mission success.
4. That requires senior management approval to institute alternative support mechanisms or to operate without the process.

Level "D" - This classification level includes software applications:

1. That are within the scope of this procedure, but which do not meet the criteria specified in the above classification levels.
2. That, if lost, would have a short-term affect on an individual's performance and may have to be recreated, but would not affect INEEL mission success.
3. That would have no associated minimum delay criteria related to the restoration of the data
4. That requires approval of immediate management to institute an alternative support mechanism or to operate without the process.

Application Description: A general description of the function, scope or use of the application software.

Software & Version: A listing of the software by version used to build and deploy the Application for production end use.