

# NMMSS Web Forms

## 1. Installation Instructions

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The Nuclear Materials Management and Safeguards Systems (NMMSS) Web Forms provide an electronic format to create, save, and submit the three main NMMSS web forms: the Material Balance Report, the Nuclear Materials Transaction Report, and the Physical Inventory Listing. These forms are available for download from the NMMSS website at

<http://nnsa.energy.gov/aboutus/ourprograms/nuclearsecurity/nmmsshome/nmmssinfo>

PLEASE NOTE: These forms require Microsoft Internet Explorer to work correctly. They do not support other browsers at this time.

### 1.1. Download and Install Files

There are two install files required to run the NMMSS Web Forms. Both must be installed for the forms to work correctly. These files are:

- NMMSS Electronic Forms.exe
- NMMSSCommonDialogSetup.msi

It is recommended they be installed in the order listed above. The NMMSS Electronic Forms.msi installs the web forms as well as the XML prerequisites, and if required downloads and installs the .NET Framework. The NMMSSCommonDialogSetup file installs the custom library that handles the file exports.

### 1.2. Requirements

All requirements are installed by the two programs; however you must run these within Windows Explorer 7.0 or above. The files do not support other browsers at this time.

Requirements that are installed by the installation files include:

- .NET Framework version 4.5
- MSXML 6.0
- Internet Explorer 7.0 or Higher

### 1.3. Executing the Files

The install files will create a shortcut on your Start Menu under All Programs called NMMSS Electronic Forms. By selecting this option you will find all three forms plus an uninstall file.

## 2. Material Balance Report

The first report on the list is the Material Balance Report. When displayed in your browser it should look something like this:

DOE/NRC Form 742 - MATERIAL BALANCE REPORT			
<b>DOE/NRC FORM 742</b> (8-2011) MANDATORY DATA COLLECTION AUTHORIZED BY 10 CFR 30, 40, 50, 70, 72, 74, 75, 150, Public Laws 93-703, 93-438, 95-91		<b>U.S. DEPARTMENT OF ENERGY            AND            U.S. NUCLEAR REGULATORY COMMISSION</b>  <b>MATERIAL BALANCE REPORT</b>	
		<b>APPROVED BY OMB: NO. 3150-0004 EXPIRES: 06/30/2014</b> <small>Estimated burden per response to comply with mandatory collection request hours. Reported lessons learned are incorporated into the licensing process and fed back to industry. Send comments regarding burden estimate to the Information Services Branch (T-5F53, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to <a href="mailto:InfoCollects.Resource@nrc.gov">InfoCollects.Resource@nrc.gov</a> and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0004), Office of Management and Budget, Washington, DC 20503). If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.</small>	
1. NAME AND ADDRESS		2. LICENSE NUMBER(S)	3. REPORTING IDENTIFICATION SYMBOL (RIS)
		4. REPORT PERIOD (MM/DD/YYYY) FROM TO	5. MATERIAL TYPE (Submit separate report for each type)
SECTION A MATERIAL ACCOUNTABILITY			
PC	SEQ	A. ELEMENT WEIGHT	B. ISOTOPE WEIGHT
	8.	BEGINNING INVENTORY- U.S. GOVT-OWNED	
	9.	BEGINNING INVENTORY- NOT U.S. GOVT-OWNED	
RECEIPTS			
	11.	PROCUREMENT FROM DOE RIS	
		FROM:	
	13.	PROCUREMENT - FOR THE ACCOUNT OF DOE	
	14.	DOD RETURNS - USE A	
	15.	RETURNS - USE B	
	16.	DOD RETURNS- OTHER USES	
	21.	PRODUCTION	
	22.	FROM OTHER MATERIALS	
		a. ICT	
		b. ICT	
		c. ICT	
	30.	RECEIPTS REPORTED TO DOE/NRC ONDOE/NRC741 (not listed else where)	
		FROM: RIS	
	34.	RECEIPTS-MISC	
	37.	PROCUREMENT BY OTHERS	
	38.	DONATED MATERIAL - FROM U.S. GOVT TO OTHERS	
	39.	DONATED MATERIAL - FROM OTHERS TO U.S. GOVT	
	40.	TOTAL (Lines 8-39)	
REMOVALS			

You may get a pop-up message telling you that Internet Explorer has restricted the webpage from running scripts on the page because a script or ActiveX control may harm your computer. Right-click the

message and select "ALLOW BLOCKED CONTENT". When asked if you are sure, select "Yes". Failure to do this will prevent the page from displaying popups or from saving data.

Once the form is running, fill in the form exactly as you would if you were filling in the form by hand. Please note that the Date fields are popups and should bring up a calendar to select from. When you have completed filling in all options and are satisfied, select "Click to Save as XML". Enter a filename and save the file. Only do this when you are done. At this time, you can NOT load data back into the form to edit it.

### 3. Material Transaction Report

The second report on the list is the Nuclear Material Transaction Report. When displayed in your browser it should look something like this:

DOE/NRC Form 741  
 (5-2011) Previous editions are obsolete.  
 MANDATORY DATA COLLECTION  
 AUTHORIZED BY 10 CFR 83.40, 83.70, 72, 74, 75, 150  
 Public Laws 93-703, 93-439, 95-91

U.S. DEPARTMENT OF ENERGY  
 AND  
 U.S. NUCLEAR REGULATORY COMMISSION

APPROVED BY OMB: NO. 3150-0003  
 EXPIRES: 05/31/2005  
 Estimated burden per response to comply with this mandatory request: 45 minutes. This information is required for IAEA accounting records that show changes in inventory of nuclear materials. Send comments regarding burden estimate to the Records Management Branch (T-6 65), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to info@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NRCB-1000, (3150-0003), Office of Management and Budget, Washington, DC 20503, if a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

### NUCLEAR MATERIAL TRANSACTION REPORT

1. SHIPPER'S RES		2. RECEIVER'S RES		3. TRANSACTION NO.		4. CORRECTION NO.		5. PROCESSING CODE		6. ADVISORY CODE		7. DOCUMENTATION (only if document is classified SECRET)	
10. SHIPPER'S ATTENTION		11. RECEIVER'S ATTENTION		12. SHIPPER'S TELEPHONE		13. RECEIVER'S TELEPHONE		14. EXPORT OR IMPORT TRANSFER LICENSE NO.		15. MATERIAL TYPE AND DESCRIPTION		16. MATERIAL TYPE AND DESCRIPTION	
17. DATE		18. DATE		19. DATE		20. DATE		21. DATE		22. DATE		23. DATE	
24. TOTAL GROSS WEIGHT		25. TOTAL VOLUME		26. SHIPPER'S DATA		27. RECEIVER'S DATA		28. SHIPPER'S DATA		29. RECEIVER'S DATA		30. SHIPPER'S DATA	

**WARNING:** FALSE STATEMENTS IN THIS CERTIFICATE MAY BE SUBJECT TO CIVIL AND/OR CRIMINAL PENALTIES. NRC REGULATIONS REQUIRE THAT SUBMISSIONS TO THE NRC BE COMPLETE AND ACCURATE IN ALL MATERIAL RESPECTS. 18 U.S.C. SECTION 1001 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.

Save as XML

You may get a pop-up message telling you that Internet Explorer has restricted the webpage from running scripts on the page because a script or ActiveX control may harm your computer. Right-click the



message and select “**ALLOW BLOCKED CONTENT**”. When asked if you are sure, select “Yes”. Failure to do this will prevent the page from displaying popups or from saving data.

Once the form is running, fill in the form exactly as you would if you were filling in the form by hand. Please note that the Date field is a popup and should bring up a calendar to select from. When you have completed filling in all options and are satisfied, select “Click to Save as XML”. Enter a filename and save the file. Only do this when you are done. At this time, you can NOT load data back into the form to edit it.

## 5. Uninstall

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The final option displayed is Uninstall Electronic NMMSS Reports. This option will allow you to remove the reports and delete the links from the Start Menu.