

DOCKET NO. **SA-516**

EXHIBIT NO. **21I**

**NATIONAL TRANSPORTATION SAFETY BOARD
WASHINGTON, D.C.**

**Appendix 8: Tag Renumbering Procedure
(5 pages)**

Appendix 8: Tag renumbering procedure

TWA 800 Tags System Procedure
Tag Re-Numbering
OTECH CAJ 9/25/96

Applicability:

When a tag number needs to be changed. Primary reason: when the tag alpha designator (A B C or X Y Z) or color code (RED, YELLOW, GREEN) is found to be at odds with the debris field in which the object was actually found. Such tags are referred to as "out-of-area" tags.

Re-tagging may also be necessary for debris field locations which cannot be verified. If database validation processes indicate that existing tag location information is not verifiable, then re-tagging to WHITE will be accomplished using this procedure and associated documentation.

For those situations where documentation indicates that re-tagging would revise the debris field location (i.e., the tag color should be changed), back-up documentation will be maintained to support the re-tag action.

Procedure A -- Out-of-Area Tags:

By Hanger/Database Personnel:

1. *Identify the out-of-area tags:* make a list of potentially erroneous tag numbers. Note: a special plot of out-of-area tag numbers can be requested from Oceaneering personnel.
2. *Confirm lat/long,* via wreckage log, FBI log, diver report, etc. as appropriate. If the tag is found to have an incorrect lat/long, but the correct lat/long places it in the debris field indicated by the tag number, complete an Updated Wreckage Log for the object to correct the lat/long; the tag number is left unchanged.
3. *Obtain original Wreckage Log* from database personnel.
4. *Determine the proper debris field* the object should be associated with, using the confirmed lat/long.
5. *List the tag numbers to be changed,* using the Tag Number Change Form on page 3 of this procedure.
6. *Assign a 2000-series tag number for the object,* in sequence for the correct debris field.
7. *Complete an Updated Wreckage Log sheet,* with the following information entered:

Tag #: enter the new tag number

In the space below Description, write the following Change Notice:

CHANGED FROM <old tag #> TO <new tag #> by <name/signature> <date>

Note: the above note is referred to as the **Change Notice**.

The old tag, and the corresponding description, hanger location, etc. is (should be) already present in the database; there is no need to complete the remainder of the form unless this information needs to be updated.

8. *Attach new tag to the object.*
9. *Remove old tag from object.*
10. *Affix the obsolete tag to the original Wreckage Log using adhesive tape.*
11. *Mark the new tag, on the back side, with the **Change Notice**.*
12. *Mark the original wreckage log, beneath the old tag number, with the **Change Notice**; date and sign.*
13. *Date and sign the Updated Wreckage Log.*
14. *Check and initial the Tag Number Change Form in the spaces indicated.*
15. *Provide the following to database personnel:*
 - a) Completed Tag Number Change Form
 - b) Modified original Wreckage Log(s) w/ attached obsolete tag(s)
 - c) Confirmed Updated Wreckage Log(s)

By Database Personnel:

16. *In the Tags database:*

Go to the old tag number entry and enter the **Change Notice** in the Comment field.

Change the field Tag # to the new tag number.

For all dependant 2000-series tags using the old tag # as the source tag: change Source Tag # to this new tag number.
17. *File the Updated Wreckage Log.*
18. *Re-file the original Wreckage Log, with obsolete tag attached, according to its original tag number.*
19. *Describe the changes in the update table in the tags database, including any to affected dependant tags.*
20. *Note the changes in the Daily Event Log, including any to affected dependant tags.*
21. *Notify FBI personnel at the FBI Command Center of the changes, by hand-delivering a copy of the Tag Number Change Form.*
22. *Notify the Target database personnel in Moriches of the changes, by hand-delivering or faxing a copy of the Tag Number Change Form.*

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Procedure B — Tag Change to White:

1. *Identify problem tags* through hangar work or data validation activities.
2. *Research associated data records* to confirm that latitude/longitude information is uncertain.
3. *Complete Updated Wreckage Log sheet* and follow process as described in Procedure A, steps 7 through 22.

Procedure C — Tag Change to a Different Color:

1. Follow steps described in Procedure A.
2. In addition to the activities described, prepare documentation to justify the change. This information will be maintained as supporting documentation for the database. It should address not only why the original tag was incorrect, but also provide sufficient evidence to support the new tag information.

