UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

February 1, 1995

MEMORANDUM TO: Joseph J. Holonich, Chief
High-Level Waste and Uranium Recovery
Projects Branch
Division of Waste Management

Michael J. Bell, Chief
Engineering and Geosciences Branch
Division of Waste Management

John H. Austin, Acting Chief
Performance Assessment and
Hydrology Branch
Division of Waste Management

FROM: Malcolm R. Knapp, Director
Division of Waste Management

SUBJECT: GUIDANCE FOR HIGH-LEVEL WASTE MANAGEMENT TEAMS

As you are aware, recent staffing changes in the Division of Waste Management's (DWM) High-Level Waste Repository Program have resulted in revised assignments for the Yucca Mountain, Quality Assurance (QA), and License Application Review Plan (LARP) team leaders as well as two On-Site Representatives. These new assignments together with the new initiatives for improving program integration and for conducting high-level waste (HLW) work more independently by each branch results in the need to establish the appropriate teams and provide guidance to the staff. The High-Level Waste Repository Program will have the following three teams: LARP Development Team; Technical Assessment Team; and Yucca Mountain Review Team. The attached guidance (Attachment 1) for each of these teams will assist: 1) the new team leaders in project managing their teams; 2) technical staff to fully understand their responsibilities as well as those of the team leaders; and 3) branch chiefs and section leaders in supervising their staff's work on these teams. In addition, guidance is also attached for Quality Assurance and On-Site Representatives (Attachment 2). Therefore, the purpose of this memorandum is to provide the attached guidance. This guidance includes: 1) organization and assignments; 2) responsibilities; 3) applicable policy, plans, and procedures; 4) U.S. Department of Energy (DOE) contacts; and 5) work priorities.

Contact: Robert Johnson, HLUR
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Coordinating work assignments and providing the Yucca Mountain Team Leader with a copy of all outgoing Yucca Mountain correspondence to DOE will help the team leader maintain a perspective of the overall program. Similarly, by keeping the tracking system and operating plan current, DWM management will be able to track the status of ongoing work on their individual PCs at any time. This new process should allow for a balance between more independent and efficient work while maintaining appropriate integration, consistency, and a single overall program perspective.

If you have any questions or comments regarding this guidance please contact Robert Johnson.

Attachments: As stated

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G. Arlotto
J. Greeves
DWM Staff
W. Patrick, CNWRA
B. Sagar, CNWRA
P. Mackin, CNWRA
F. Costanzi, RES
W. Reamer, OGC
S. Bahadur, RES

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DOCUMENT NAME: S:\DWM\HLUR\RLJ\TEAMS *See Previous Concurrence

OFC	HLUR	C	HLUR		ENGB		PAHB		DWM		DWM	
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DATE	01/24/95		01/15/95		01/24/95		01/25/95		01/ /95		01/ /95	

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GUIDANCE FOR

YUCCA MOUNTAIN REVIEW TEAM

LARP DEVELOPMENT TEAM

TECHNICAL ASSESSMENT TEAM

ATTACHMENT 1

GUIDANCE FOR THE YUCCA MOUNTAIN REVIEW TEAM

Objectives

Conduct prelicensing reviews of DOE documents and interactions with DOE regarding DOE's Site Characterization Program at Yucca Mountain.

Conduct prelicensing reviews and interactions with DOE regarding DOE's License Application Outline (LAAO) and supporting Topical Reports. Such reviews should be conducted using the LARP.

Team Organization and Assignments

Yucca Mountain (YM) Team Leader: Mark Delligatti
LA Annotated Outline Review Leader: Sandra Wastler
Geology Technical Leader: Harold Lefevre
Hydrology/Climatology/Meteorology Technical Leader: Neil Coleman
Geochemistry Technical Leader: John Bradbury
GROA/ESF Design/Rock Mechanics/Repository Operations
Technical Leader: Mysore Nataraja
EBS/Waste Package Technical Leader: Kien Chang
Overall System Performance Technical Leader: Michael Lee
Quality Assurance Technical Leader: John Buckley

Licensing Assistant: Anne Garcia

Team Responsibilities

YM Team Leader:

- Project management of YM Team activities consistent with policies, review plans, and procedures listed below
- Overall YM Team Contact with DOE/YMSCPO
- Maintains overall perspective for all site characterization, LAAO, and topical report reviews and interactions including trends and roots cause of staff concerns
- Chairs YM Team meetings including DOE interactions (where projects has the lead), weekly team meetings, and quarterly management reviews
- Agrees on need, plans and schedule for reviewing incoming DOE documents with appropriate Section and Technical Leaders
- Reports on overall YM Team progress in Quarterly Management Reviews, Semi-annual Progress Report to Commission, Annual Report, and Media Update
- Supports management in planning

- Tracks issues/action items resulting from team activities; if issue/action item cannot be resolved by team, raises the issue/action item to level of managment needed to achieve resolution

- Updates policies, review plans, and procedures as needed and provides necessary training

Technical Leaders (for technical area assigned):

- Implements Overall Review Strategy (ORS) (Section 3) and applicable License Application Review Plan (LARP) review plans; implements ORS (Section 3) and LARP in reviewing LAAO and topical reports

- Coordinates and integrates technical work in lead area; plans, conducts, and documents: reviews, interactions (meetings, technical exchanges, site visits, and field verifications)

- Follows applicable policies, review plans, and procedures listed below; any deviations must be approved by Yucca Mountain Team Leader at a minimum before work begins

- Maintains current general knowledge of DOE's program

- Maintains informal contact with DOE contact and NRC On-site Representatives (ORs)

- Tracks and encourages DOE resolution of open items

- Acts as Temporary ORs as assigned

- Keeps section leader and branch chief and appropriate technical staff informed of important events and activities in lead area

- Reports plans and progress at weekly team meetings, quarterly management reviews, DOE Response Tracking System, and HLW Operating Plan

- Interacts with other YM team members to ensure appropriate technical integration of work and products

- Prepares weekly items of interest for interactions with DOE and other significant actions (these are used as inputs to the Semi-annual Progress Report to Commission)

- Through appropriate branch chief, issues notices of NRC-DOE meetings with less than 10 days notice.

Licensing Assistant:

- Issues all notices of NRC-DOE interactions with input from Technical Leaders that are within the 10 day notification requirement.

- Updates recording and lists of HLW meetings
- Updates NRC Products List

Reporting

Weekly team meeting with YM Team Leader, Technical Leaders, ORs
Quarterly Management Reviews
DOE Response Tracking System
HLW Operating Plan
Open Item Tracking System

Applicable Policy, Plans, and Procedures

Overall Review Strategy, NUREG 1495

License Application Review Plan, NUREG 1323

SCP Progress Report Review Plan

Study Plan Review Plan

Generic Document Review Plan

Topical Review Plan

LAAO Review Plan

NRC-DOE Procedural Agreements (6/14/93 Memo from Youngblood to Staff)

Open Item Tracking System User Guide

Design Review Observation Procedure

Field Verification Procedure (TBD)

Procedure for Initiating and Conducting DOE technical document reviews:

1. Appropriate Technical Leader immediately has copies of incoming DOE documents made and distributed to YM Team Leader, other Technical Leaders as needed, and Document Control Center;

2. Technical Leader enters document information into the DOE Response Tracking System on S:\DWM\HLUR\TRACKING.SYS;

3. YM Team Leader and appropriate Section Leader and Technical Leaders discuss and agree on plan for review including: need for review, priority, assignments, schedule;

4. Appropriate Technical Leader enters agreed to planning information into tracking system and HLW Operating Plan;

5. Conduct review and prepare letter and attached concerns in open item form following appropriate review plan; and

6. Following branch approval, appropriate technical branch transmits review results to DOE, other parties on standard distribution, and YM Team Leader (no concurrence) and documents completion of review in Open Item Tracking System, DOE Response Tracking System and HLW Operating plan.

DOE Contacts

DOE Points of Contact to be updated by DOE.

Priorities

- Reviews and interactions with DOE on new Program Approach
- Temporary OR assignments and TBM oversite/field verifications
- Review of SCP Progress Report
- Review LAAO and Topical Reports
- Complete Review of DOE TSPAs
- Screening reviews only of study plans

GUIDANCE FOR THE LARP DEVELOPMENT TEAM

Objectives

Develop the License Application Review Plan (LARP), identify the technical support (i.e., analysis methods and research) needed for the LARP, and help ensure that this technical support, as it is developed, will be integrated with the LARP.

Team Organization and Assignments

LARP/LAAO Team Leader: Sandra Wastler
Geology Technical Leader: John Trapp
Hydrology/Climatology Technical Leader: Neil Coleman
Geochemistry Technical Leader: Virginia Colten-Bradley
GROA/ESF Design/Rock Mechanics/Repository Operations
Technical Leader: Banad Jagannath
EBS/Waste Package/MPC Technical Leader: Charles Interrante
Overall System Performance Technical Leader: Mike Lee
Quality Assurance Technical Leader: Pauline Brooks
General Information Technical Leader: Ken Kalman
Office of General Counsel (OGC) Leader: William Reamer
Licensing Assistant: Anne Garcia

Team Responsibilities

LARP Team Leader:

- Project management of team activities consistent with policies, plans, and procedures listed below
- Overall team contact with CNWRA/WSE&I
- Maintains overall perspective for all LARP development
- Chairs team meetings including DOE interactions, weekly team meetings, and quarterly management reviews
- Supports management in planning
- Overall Research coordination
- Reports on overall team progress in quarterly management reviews, Semi-annual Progress Reports and Annual Report
- Updates policy and procedures as needed and provides necessary training
- Determines need for deviations in policies and procedures

- Tracks issues/action items resulting from team activities; if issue/action item cannot be resolved by team, raises the issue/action item to level of managment needed to achieve resolution.

Technical Leaders (for technical area assigned):

- Implements Overall Review Strategy (ORS) (section 4) and LARP in further developing LARP
- Coordinates and integrates technical work in lead area; plans and develops Compliance Determination Strategies (CDSs) and Compliance Determination Methods (CDMs) for input to LARP
- Follows applicable policies, review plans, and procedures listed below; any deviations must be approved by at a minimum the LARP Team Leader before work begins
- Maintain informal contact with NRC On-Site Representatives
- Keeps section leader, branch chief, and other technical staff informed of important events and activities in lead area
- Report plans and progress at weekly team meetings, quarterly management reviews and HLW Operating Plan
- Interacts with other team members and technical staff to ensure appropriate technical integration of activities and products

OGC Leader: Conduct reviews of inputs to LARP and provide legal advise on implementing 10 CFR Part 60 and developing LARP.

Reporting

Weekly team meeting with team leader and technical leaders
Quarterly Management Reviews
HLW Operating Plan
Open Item Tracking System

<u>Applicable Policy, Plans, and Procedures</u>

Overall Review Strategy, NUREG 1495

License Application Review Plan, NUREG 1323

CDS Procedure

CDM Procedure

Procedure for Review and Approval of Systematic Regulatory Analysis (SRA) inputs to LARP:

1. CDS/CDM team prepares draft;

2. Team draft receives NRC branch chiefs, OGC, and editorial review and resolution;

3. Revised draft receives formal CNWRA review and resolution at CNWRA and informally with NRC;

4. Final transmittal of CNWRA deliverable to NRC;

5. NRC accepts deliverable;

6. CNWRA enters accepted deliverable into Repository Program Database for use in preparing LARP.

Priorities

- Complete CDM/HLF correlation table and revised CDM process and schedule (Long-range LARP Development Plan)

- CDS/KTU Integration Review

- Prepare Technical Support Needs (Assessment and Research needs)

- Complete LARP "Roadmap" of interfaces and findings hierarchy

- Complete FY94 CDMs

- FY95 CDMs needed to review DOE's High-Level Findings Technical Basis Reports and ESF Design and Construction

- Other FY95 CDM

- Complete LARP-Regulatory/Institutional Uncertainty Crosswalk

GUIDANCE FOR THE TECHNICAL ASSESSMENT TEAM

Objectives

The primary objective of the technical assessment team is to help coordinate the development, maintenance, and enhancement of the NRC staff analytical capability. This capability supports the review of performance assessments and other analyses submitted for support of the U.S. Department of Energy's prelicensing activities and the license application. This team is intended to provide a greater degree of coordination than in the past, among technical assessment activities as to avoid duplication, enhance consistency, and assure a more definitive fit between supporting activities.

The technical assessment capability also supports the following other program activities:

- Evaluating the ongoing DOE site characterization program under the Yucca Mountain Review Team (including field studies, laboratory studies, and analyses, and interim performance assessments generated by DOE or its contractors).

- Evaluating the implementability of the 10 CFR Part 60 performance objectives. Providing input to the ongoing evolution of the radiation protection standard for the geologic repository, set forth by the U.S. Environmental Protection Agency in 40 CFR Part 191, which is incorporated by reference in 10 CFR Part 60.

- Providing input to regulatory guidance and other regulatory products related to performance assessment.

- Providing input to the staff's License Application Review Plan including review procedures, acceptance criteria, and evaluation of key technical uncertainties.

- Assisting in the definition, evaluation, and coordination of the Division of Waste Managements technical assistance and research programs in the area of HLW.

Team Organization and Assignments

The following list describes the general assignments for the technical assessment team. This list will be expanded/amended to include specific assignments once the FY95 work is identified and approved.

Overall Technical Assessment Team Leader: Rex G. Wescott

General Technical Leaders:

Natural System --

Geology: Steve McDuffie

Hydro/Climate/Met.: William Ford (unsat.)/Neil Coleman (sat.)

Groundwater Travel Time	Jeff Pohle
Geochemistry (farfield)	John Bradbury

EBS/Waste Package:	
Containment/Release Rate	David Dancer
Thermohydrologics	William Ford
Geochemistry (nearfield)	Virginia Colten-Bradley
GROA/ESF Rock Mechanics/Design	Banad Jagannath
Overall System --	Rex Westcott
Scenario Analysis	Jim Park/Mike Lee
Sens./Uncert. Analysis	Tim McCartin
Dose Assessment	Robert Neel
Total System Code	Rex Westcott
Overall EBS	Richard Codell
Overall Natural System	Tim McCartin
Research Liaison	John Randall
Quality Assurance	John Buckley
CNWRA Coordination	Designated PAHB and ENGB staff

Team Responsibilities

Overall Technical Assessment Team Leader:

- Project management of team activities consistent with policies, plans, and procedures listed below
- Maintains overall perspective for all technical assessment capability development; assures consistency and compatibility
- Supports management in planning
- Reports on overall team progress in quarterly management reviews, Semi-annual Progress Reports and Annual Report
- Overall team contact with DOE/YMSCPO
- Overall team contact with CNWRA/PA-TA-Research Program Elements
- Chairs team meetings including DOE interactions and quarterly management reviews
- Tracks issues/action items resulting from team activities; if issue/action item cannot be resolved by team, raises the issue/action item to level of managment needed to achieve resolution.

General Technical Leads (for technical area assigned):

- Plans and conducts technical assessment capability development
- Follows applicable policies and procedures listed below; any deviations must be approved by at a minimum by the Team Leader before work begins
- Maintain current general knowledge of DOE's program
- Maintain informal contact with DOE contact and NRC ORs

- Report plans and progress at team meetings, quarterly management reviews, and HLW Operating Plan

- Interacts with other team members to ensure appropriate technical integration of activities and products

Research Liaison:

Coordination of Research plans and products with technical assessment development.

CNWRA Coordination Leads:

Coordination of CNWRA plans and products with technical assessment development.

Reporting

Team meeting with team lead and technical leads
Quarterly Management Reviews
HLW Operating Plan

Applicable Policy, Plans, and Procedures

Overall Review Strategy, NUREG-1495 (in particular, Section 4)
License Application Review Plan, NUREG-1323

Priorities

- Prepare and implement IPA Phase 3 Program Plan

- Prepare for review of DOE TSPA '95

- Provide input to Technical Support Needs (Analysis and Research Needs)

- Performance Assessment Strategic Plan (in preparation)

- Technical Assessment Development Plan (in preparation)

GUIDANCE FOR
QUALITY ASSURANCE
ON-SITE REPRESENTATIVES

ATTACHMENT 2

GUIDANCE FOR THE QUALITY ASSURANCE

Objectives

Conduct prelicensing quality assurance (QA) reviews and observations of DOE QA audits and surveillance to gain confidence in the acceptability of DOE's QA program and the effectiveness of it's implementation.

Team Organization and Assignments

QA Leader: Jack Spraul

Technical Support Staff: Assigned for specific activities

Team Responsibilities

QA Leader:

- Manages QA activities consistent with policies, review plans, and procedures listed below.
- Is the primary QA Contact
- Maintains overall perspective for all QA activities such as trends and root causes of staff concerns
- Chairs QA meetings including DOE QA interactions
- Agrees with technical support staff on needs, plans and schedules for reviewing incoming DOE QA documents and observations of DOE audits and surveillances including technical support
- Reports on overall QA progress in Quarterly Management Reviews, Semi-annual Progress Report to Commission, Annual Report, and Media Update
- Supports management in planning QA activities
- Maintains current knowledge of DOE's QA program
- Maintains informal contact with DOE QA contact, NRC QA On-site Representatives, the State of Nevada's QA Representative, and others.
- Updates policies, plans, and procedures as needed, and provides necessary training.
- Tracks and encourages DOE resolution of QA open items; evaluates NRC open items and DOE Corrective Action Reports and other information in order to evaluate trends, root causes, overall QA program effectiveness and plans for future NRC actions

QA Technical Support Staff:

- Provides technical support to assigned QA activities such as observation audits and surveillances
- Follows applicable policies, review plans, and procedures listed below; any deviations must be approved by the QA Leader at a minimum before work begins
- Coordinate to the extent practicable the technical support for QA activities with Yucca Mountain technical review activities including recommending areas for observation audits based on Key Technical Uncertainties or technical open items

Licensing Assistant:

- Issues all notices of NRC-DOE interactions with input from QA Leader
- Updates recording and lists of QA interactions
- Updates HLW products list for QA

Reporting

Weekly meeting with Yucca Mountain Team
Quarterly Management Reviews
DOE Response Tracking System
HLW Operating Plan
Open Item Tracking System

Applicable Policy, Plans, and Procedures

Overall Review Strategy, NUREG-1495 (section 3.2, Pre-license Application Strategy 3)
License Application Review Plan, NUREG-1323 (Ch. 10)
QA Observation Audit and Surveillance Procedure
Field Verification Plan (TBD)
Field Verification Procedure (TBD)
NRC-DOE Procedural Agreements (6/14/93 Memo from Youngblood to Staff).
Open Item Tracking System User Guide (applies to both technical and QA open items)

DOE Contacts

Donald Horton

Priorities

- Conduct Observation Audits
- Review DOE's QA documents (e.g., November 14, 1994, letter)
- Complete Observation Audit Reports
- Prepare Field Verification Plan and Procedure
- Resolve model/code QA questions for staff and CNWRA
- Set up a simple trending program

GUIDANCE FOR THE YUCCA MOUNTAIN ON-SITE REPRESENTATIVES

Objectives

Provide prompt information exchange with DOE and other parties to enhance mutual understanding of NRC's program, DOE's program, and programs of other parties.

Observe ongoing site investigations.

Support NRC headquarters staff by conducting assigned prelicensing activities such as observation audits, field verifications, site visits, and Appendix 7 visits.

Identify for NRC headquarters staff consideration, potential concerns with DOE's program

On-Site Representative Assignments

Senior On-Site Representative for Natural Systems and Total System: Chad Glen
Senior On-Site Representative for Quality Assurance and Engineered Systems: William Belke
Temporary On-Site Representative for Geology: Section Leader or designee
Temporary On-Site Representative for Hydrology: Section Leader or designee
Temporary On-Site Representative for Geochemistry: Section Leader or designee
Temporary On-Site Representative for Rock Mechanics/ESF: Section Leader or designee

Responsibilities

Senior On-Site Representative Responsibilities:

- Conducts activities consistent with Appendix 7 of the Site Specific Agreement
- Exchanges information with DOE about NRC and DOE program
- Exchanges information with other parties about NRC and programs of other parties
- Actively encourages exchange of information among NRC and DOE staff
- Arranges Appendix 7 assignments and site visits for NRC staff consistent with the procedural agreements
- Suggests areas for prelicensing reviews, observation audits, and field verifications

- Conducts assigned prelicensing activities, observe site activities, and raise potential concerns for staff consideration

- Provides NRC headquarters staff with selected DOE documents (as agreed to by DOE) including weekly highlights report, monthly progress reports, and others

- Manages office operations including supervising secretary (Natural System OR)

- Provides necessary training for temporary ORs related to Appendix 7 of the Site Specific Agreement.

Temporary On-Site Representative Responsibilities:

- Coordinates activities with Senior ORs and conducts activities consistent with Appendix 7 of the Site Specific Agreement

- Exchanges information with DOE about NRC and DOE programs

- Conducts assigned prelicensing review activities, observe site activities, and raises potential concerns for staff consideration

Reporting

Weekly Yucca Mountain Team Meeting via telecon
Weekly telecon with HLW/QA Section
Quarterly Management Reviews
Bimonthly Written Report

Applicable Policy, Plans, Procedures

Overall Review Strategy, NUREG-1495
License Application Review Plan, NUREG-1323
NRC-DOE Procedural Agreements (6/14/93 Memo from Youngblood to Staff)
Observation Audit Procedure
Field Verification Procedure (TBD)
Format/Content of previous OR Reports

Priorities for Senior ORs

- Transition to permanent status

- Establish office operations

- Evaluate status and need for improvements in office computer and electronic communication capability

- Evaluate status and need for branch OR office space and equipment at YMSCO, FOC, and ESF pad
- Establish DOE contacts
- Obtain necessary training and familiarity with site and ongoing activities
- Observe and report to NRC headquarters on Tunnel Boring Machine progress
- Begin routine duties
- Begin preparing for standard briefings and tours

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