

SEP 1 1992

89001665

MEMORANDUM FOR: Margaret V. Federline, Chief
Hydrology and Systems Performance Branch
Division of High-Level Waste Management

Ronald L. Ballard, Chief
Geology and Engineering Branch
Division of High-Level Waste Management

FROM: Joseph J. Holonich, Director
Repository Licensing and Quality
Assurance Project Directorate
Division of High-Level Waste Management

SUBJECT: REVIEW OF PREPARATION OF TRIP REPORTS PROCEDURE

This procedure provides specific guidance to Division of High-Level Waste Management (HLWM) staff on the preparation of trip reports following domestic travel paid for by the NRC. The attached procedure is intended to supersede the guidance presented in WM Policy #3.

Please review the attached procedure and provide comments to John Buckley or Ken Hooks by September 11, 1992.

Original Signed by

J. J. Holonich
J. J.

Joseph J. Holonich, Director
Repository Licensing and Quality
Assurance Project Directorate
Division of High-Level Waste Management

Attachment: Preparation of Trip Reports Procedure

DISTRIBUTION

| | | |
|-----------------|----------------|-------------------|
| CNwRA | HLPD R/F | LSS |
| ACNW | PDR | BYoungblood, HLWM |
| JLinehan, HLWM | RBallard, HLGE | MFederline, HLHP |
| JHolonich, HLPD | On-Site Reps | KHooks, HLPD |
| JBuckley, HLPD | KKalman, HLPD | PBrooks, HLPD |
| JSpraul, HLPD | WBelke, HLPD | AGarcia, HLPD |
| LPDR | | |

| | | | |
|---------------------|-----------------|-----------------|---|
| OFC :HLPD <i>JB</i> | :HLPD <i>JK</i> | :HLPD <i>JH</i> | : |
| NAME:JBuckley | :KHooks | :JHolonich | : |
| Date:08/2/92 | :08/02/92 | 08/02/92 | : |

s:\jbimp350

OFFICIAL RECORD COPY

*44.8.1
WM-1
NHK-1*

0 9209040101 920901
PDR WASTE PDR
WM-1

Chapter 0350

PREPARATION OF TRIP REPORTS

0350-01 PURPOSE

The purpose of this procedure is to provide guidance to the Division of High-Level Waste Management (HLWM) staff on the development of trip reports following domestic travel paid for by the NRC.

0350-02 SCOPE

This procedure applies to all HLWM employees (managers and staff) traveling at NRC expense or representing the NRC at meetings. Reports on officially noticed NRC/DOE interactions (including meetings, technical exchanges and site visits), observation audits, management meetings with the Center for Nuclear Waste Regulatory Analyses for which Program Management & Policy Development and Analysis staff has the lead, internal management & administrative meetings, training, and foreign travel are addressed in other procedures and, therefore, outside the scope of this procedure. Reports on officially noticed NRC/DOE interactions should be prepared in accordance with WM Policy #43. (However, the meeting minutes for any such interactions that involve site visits, field trips, or laboratory visits should include the types of information discussed in this procedure). Foreign trip report requirements are presented in NRC Manual Chapter 1501. In addition, due to the specific format requirements for Observation Audit Reports (OAR), the procedure for development of OARs is outlined in the HLWM Manual. This procedure supersedes the guidance presented in WM Policy #3 and should be followed in conjunction with the NRC Manual Chapter 1501.

0350-03 PROCEDURE

031 Responsibilities

A. Traveler

1. Prepares (including writing and word processing or submitting to secretary for word processing), reviews, signs and dates the trip report. Trip reports should be prepared within 10 working days after returning to travelers duty station. Major team trip reports should be completed within 25 working days after returning to team's duty station.
2. Submits (via memorandum) trip report for review and concurrence. Staff trip reports should be submitted to the traveler's branch chief (BC) through the section leader (SL). SL trip reports should be submitted to the BC. BC and Deputy Director trip reports should be submitted to the Director. Trip reports prepared by the Director should be submitted to the Director, Office of Nuclear Material Safety and Safeguards (NMSS).

3. Assures that trip reports are distributed to appropriate parties. Trip reports prepared by staff and SL's should be distributed to HLWM BC's and above. Trip reports prepared by BC's and above should be distributed to all SL's in HLWM. SL's should distribute trip reports to their staff as applicable.

B. Management

1. Reviews and concurs on traveler's trip report consistent with the requirements stated above.

032 Contents of Report

A. Domestic Travel

Trip reports for domestic travel should contain the following information, as applicable:

1. Date and destination of trip
2. Purpose of trip
3. List of persons contacted, with titles and organizations
4. Detailed summary of work activities, including:
 - a. Meeting topics discussed (attach meeting agenda)
 - b. Site locations visited, if any
 - c. Technical/programmatic concerns raised during the trip including alternative technical interpretations
 - d. Technical/programmatic and safety significance of any new concerns identified
 - e. Technical/programmatic concerns addressed during the trip and the potential rationale for closure
 - f. Recommended methodology for correcting questionable or adverse conditions
 - g. Listing of the documents reviewed during trip

5. Conclusions and recommendations for future or
follow-up activities

Attachment 1 provides a more detailed checklist of the types of information to include in a trip report.

B. NRC On-Site Licensing Representatives

NRC On-Site Licensing Representatives can also use Attachment 2 for recording their routine activities if desired.

ATTACHMENT 1

Trip Report Checklist

1. Date and destination of trip
2. Purpose of trip
3. List of persons contacted, with titles and organizations
4. Detailed summary of work activities, such as:
 - a. Meeting topics discussed
 - * relevant study plans
 - * relevant open items
 - * SCA Objections
 - b. Site locations visited, if any, and significance of activities or features observed
 - * borehole locations
 - * laboratory facilities
 - * surface test locations
 - * outcrop locations
 - * details of activities observed
 - c. Technical/programmatic concerns raised during the trip
 - * details of concern and alternative technical interpretations
 - * has the concern been raised before
 - * where and when was concern raised before
 - * when & how was concern transmitted to DOE
 - * did DOE attempt to address the concern earlier
 - * DOE's, as well as other parties, comments on the concern
 - * is DOE currently addressing the concern
 - significance of concern to HLW program
 - d. Technical/programmatic and safety significance of any new concern identified
 - * rationale for new concern
 - * related existing concerns
 - * how does new concern affect the HLW program
 - * what priority should be given to resolution
 - e. Technical/programmatic concerns addressed during the trip and potential rationale for closure

f. Recommended methodology for correcting questionable or adverse conditions

- * identify adverse quality condition
- * estimate severity of adverse condition
- * recommendation for closure of condition

g. Listing of the documents reviewed during trip

- * procedures
- * study plans
- * maps, drawings and specifications

5. Conclusions and recommendations for future or follow-up activities

- * good practices observed
- * related upcoming activities
- * related upcoming meetings
- * follow-up activities for HLWM staff

NUCLEAR REGULATORY COMMISSION
OFFICE OF THE ON-SITE LICENSING REPRESENTATIVE
Las Vegas, Nevada

Activity Report

Name & Title of Preparer

Date of Activity

Activity

Location of Activity - Organization and Address

Personnel Involved

N.R.C.

Other (Organization/Individual)

Narrative

Signature

Date