

MEMORANDUM FOR: R. L. Ballard, Chief, HLGP, DHLWM
J. O. Bunting, Chief, HLEN, DHLWM
S. Treby, OGC
M. Silberberg, RES

NOV 28 1988

FROM: J. J. Linehan, Acting Director, RLPD, DHLWM

SUBJECT: FEEDBACK ON DEVELOPMENT OF HLWM MANUAL

Presently, the Repository Licensing Project Directorate (RLPD) is developing the Division of High-Level Waste (HLWM) Manual. In this Manual, HLWM will identify the policies, requirements, guidance, and procedures it will use to implement the high-level waste repository program. The first step in this development was to prepare the proposed Table of Contents for the Manual contained in Enclosure 1. In order to help you understand how the HLWM Manual is developed, Enclosure 2 is a copy of Chapter 0020, "HLWM Manual System," which describes the manual setup. In addition, Enclosure 3 is a list of all WM Policies along with a proposed disposition, e.g., incorporate into the Manual or eliminate.

The purpose of this memorandum is to obtain input on the proposed Table of Contents as well as the disposition of the WM Policies. Please review the information in the enclosures and provide suggestions to the RLPD project manager, Joe Holonich. Also available from Joe are some preliminary versions of chapters. If you are interested in seeing these chapters, please contact him at extension 23403. Any comments or suggestions should be provided to Joe by December 16, 1988.

ORIGINAL SIGNED BY

J. J. Linehan, Acting Director, RLPD, DHLWM

Enclosures: As stated

cc: H. Thompson, Jr.
R. Bernero
R. E. Browning
B. J. Youngblood

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OFC :HLPM	:HLPM	:	:	:	:	:
NAME: JHolonich	:JLinehan	:	:	:	:	:
DATE: 10/1/88	:10/ /88	:	:	:	:	:

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ENCLOSURE 1
HLWM MANUAL CHAPTER 0010



UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
Washington, D.C. 20555

HIGH-LEVEL WASTE MANAGEMENT

Chapter 0010

TABLE OF CONTENTS

Part

Chapter

0000 High-Level Waste Management Manual

- 0010 Table of Contents
- 0020 HLWM Manual System
- 0030 Issuance of Temporary Instructions

0100 Program Responsibilities

- 0110 Site Characterization Phase Site Visits
- 0112 Observation Audits of DOE
- 0113 Activities for the West Valley Demonstration Project and Savannah River
- 0120 Center for Nuclear Waste Regulatory Analysis

0200 Program Management

- 0210 HLWM Staff Objectivity
- 0211 Conduct of Employees
- 0212 Center for Nuclear Waste Regulatory Analysis
- 0220 HLWM Staff Interactions with DOE
- 0230 Interactions with Affected States, Indian Tribes, and Local Units of Government
- 0240 Receipt of Information
- 0250 Work Plan for the Development of Technical Positions
- 0260 Internal Quality Assurance
- 0270 Review of Waste Acceptance Documents for the West Valley Demonstration Project and the Defense Waste Production Facility

0300 Site Characterization Phase Field Activities

- 0310 Conduct of Site Visits
- 0320 Conduct of Observation Audits

0400 Inspection Policy

- 0410 Inspections during Repository Construction (Reserved)
- 0420 Inspections during Repository Operation (Reserved)

0500 Enforcement Policy (Reserved)

Part

Chapter0700 Emergency Preparedness (Reserved)0800 Reserved0900 Reserved1000 Notifications1010 Notification of Defects and Noncompliance Identified During the
Prelicensing Phase (Reserved)1020 Procedure for Conveying New Information to Licensing Boards
(Reserved)1030 Notification of Defects and Noncompliance Identified After
Licensing (Reserved)

1040 Reports of Nonroutine Events (Reserved)

1100 Inspector Requirements (Reserved)1200 Interfaces With Regional Offices (Reserved)1300 Reserved1400 Reserved1500 Reserved1600 Reserved1700 Reserved1800 Reserved1900 Reserved2500 Construction Inspection Program (Reserved)2600 Special Material Inspection Program (Reserved)2700 Repository Operation Inspection Program (Reserved)2800 DOE Contractor and Vendor Inspection Program (Reserved)3000 Quality Assurance (Reserved)4000 Repository Construction Inspection Areas (Reserved)5000 Special Materials Inspection Areas (Reserved)6000 Repository Operation Inspection Areas (Reserved)7000 Contractor and Vendor Inspections Areas (Reserved)8000 Reserved9000 Reserved



ENCLOSURE 2

HLWM MANUAL CHAPTER 0020



UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
Washington, D.C. 20555

HIGH-LEVEL WASTE MANAGEMENT

Chapter 0020

HLWM MANUAL SYSTEM

0020-01 PURPOSE

This Chapter describes the Division of High-Level Waste Management (HLWM) Manual and defines responsibility and authority for preparing, issuing, and revising Manual directives.

0020-02 POLICY

The HLWM Manual communicates policies, requirements, procedures, and guidance for the Nuclear Regulatory Commission's (NRC's) implementation of the high-level waste (HLW) repository program.

0020-03 DEFINITIONS

- 031 Issuing Authority. An official authorized to establish or modify HLWM policy. This includes the Director and Deputy Director of the Office of Nuclear Material Safety and Safeguards (NMSS), the Director or Deputy Director of HLWM, the Director of the Repository Licensing Project Directorate HLWM, and others the Director of NMSS designates.

0020-04 RESPONSIBILITIES

- 041 Director, HLWM. Approves HLWM directives involving new overall policy and major changes.
- 042 Deputy Director, HLWM. Performs duties of Director, HLWM, if delegated.
- 043 Director, Repository Licensing Project Directorate.
- Administers the HLWM Manual. This includes the preparation of new and revised Chapters and their implementing procedures. Reviews and evaluates the Manual for effectiveness.
 - Develops and manages the system for printing, stocking, and distributing the HLWM Manual.
 - Determines the coverage and content of Parts and Chapters to ensure that directives are current and accurate.
 - Ensures that HLWM policies, criteria, and procedures are incorporated into the HLWM Manual.

0020-05 STRUCTURE AND CONTENT OF THE HLWM MANUAL

- 051 Table of Contents. Serves as an index to the subject content of the Manual and as an outline of the structure. Certain numbers and titles are reserved; some have been left open for future Manual development.
- 052 Manual Part. The Manual is indexed into different parts covering various aspects and phases of the NRC HLWM program. Four digits are used for the Manual numbering system. The first two digits denote the Manual Part and the last two identify the individual Chapter. Parts 0000 through 2900 deal with the policies and programs of HLWM. Parts 3000 through 7000 contain the detailed procedures for implementing the NRC HLWM program. Parts 8000 and 9000 are reserved for future use.
- 053 Chapter. Each Manual Part is divided into Chapters which contain statements of policy, define and delegate authority and responsibility, and contain subject and program areas. Chapters are numbered consecutively within each part.
- 054 Procedures. Individual procedures define the scope and depth of inspections. Procedures are contained in Parts 3000 through 7000 and are numbered consecutively within each of those Parts.
- 055 Temporary Instructions. Temporary Instructions (TIs) are an interim directive issued in place of a new or revised Part or Chapter of the Manual. The time a TI will be in effect will be specified in the TI; however, no TI will be in effect longer than a year from its issuance date. TIs normally are issued to implement a temporary change to the Manual, until a formal revision is made.

0020-06 PREPARING, ISSUING, AND REVISING THE MANUAL

- 061 Development of Parts and Chapters
- a. The Repository Licensing Project Directorate (RLPD) prepares drafts of new Parts and Chapters and the Director, HLWM, issues them. Where appropriate, the Director, RLPD will request a review of new or revised parts of the Manual from other organizational units within NRC, including:
- (1) the Office of Nuclear Regulatory Research (RES);
 - (2) the Office of Nuclear Reactor Regulation (NRR);
 - (3) Regional Offices;
 - (4) other branches in HLWM; and
 - (5) other divisions within NMSS.

- b. When staff does not incorporate substantive comments into the Manual, appropriate staff will explain why to those offering the comments. The Director, RLPD will inform the Director, HLWM about substantive issues that staff members can not resolve among themselves.

062 Requests for Guidance, Revisions, and New Directives.

Staff should direct requests for guidance and suggested revisions or additions to the HLWM Manual to the Director, RLPD.

0020-07 BASIC REQUIREMENTS

- 071 Exceptions or Deviations. The Staff shall follow Parts and Chapters of the Manual unless the Director, RLPD or Director, HLWM approves deviations from them.

- 072 Incorporation of Other Directives. The HLWM Manual shall incorporate, to the extent necessary, pertinent NRC directives or those of other agencies. The Director, HLWM or Director, RLPD, will be responsible for Manual incorporation of additional pertinent directives.

- 073 Use of Temporary Instructions. HLWM staff shall issue as a TI, material of a continuing nature which the HLWM program urgently requires and which staff can not incorporate into the Manual, promptly, by revision of an existing Manual Part or Chapter. Staff should incorporate TIs with material of a continuing nature into the appropriate Part or Chapter by the next scheduled revision, but no later than 12 months from the TI issuance. Staff shall not use a memorandum for issuing directives.

- 074 Effective Dates of Parts and Chapters. Staff will specify that Parts and Chapters issued will be effective 30 days after the issue date, unless the Part or Chapter notes otherwise. TIs may be effective on the date of issuance.

0020-08 DISTRIBUTION OF THE HLWM MANUAL

081 HLWM Program Participants

- a. Administrative staff routinely shall distribute new or revised Parts or Chapters, on a semiannual basis with issuance planned on or about January 1 and July 1 of each year. A new or revised directive will be issued immediately upon approval when immediate implementation is required.

- b. Distribution of the Manual shall be to all branch chiefs and division directors directly involved in the HLWM program; project managers within RLPD; and other individuals that the Director of RLPD identifies.

082 Public Information. The HLWM Manual is available in the NRC Public Document Room for inspection and copying, for a fee. The only information withheld from public disclosure is that protected under the Privacy Act.

END

ENCLOSURE 3

WM POLICY MEMOS

WM POLICY MEMOS

<u>Policy No.</u>	<u>Title</u>	<u>Proposed Disposition</u>
1	Control of and Response to Incoming Mail	Incorporate parts as needed into HLW Manual Chapter (MC) 0240
2	Information and Training Meetings	Eliminate
3	Trips and Meetings--Requirements for Reports	Incorporate as needed into MC 0610
4	Use of Docket Files	Eliminate
5	(Superseded by WM Policy 18-A)	Eliminate
6	Federal Register (FR) Notice of Receipt of License Applications	Not Applicable to HLWM
7	Promotion Request Format	Eliminate
8	New Information to Licensing Boards	Will become MC 1020
9	Advanced Preparation for Meetings and Trips	Incorporate as needed into MC 0310
10	Procedures for Processing Employment Applications	Eliminate
11	Establishment of Technical Areas of Responsibility and Related Administrative Procedures	Eliminate
12	Interface and Division of Responsibility between the Office of NMSS and I&E	Eliminate
13	Technical Work in Waste Management	Incorporate as needed into MC 0610
14	Quality Assurance Procedures for Technical Assistance Projects	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
15	Deletion of 10 CFR 20.304	Eliminate
16	DWM Participation in Preparation of Environmental Impact Statements	Eliminate
17	Transmittal of Personnel Actions	Eliminate
18	Coordination and Management of WM Technical Assistance and Research Projects	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.

<u>Policy No.</u>	<u>Title</u>	<u>Disposition</u>
18A	Review and Appraisal of Work Progress and Costs by Contractors	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
18B	Standard Statement for Contractor's Monthly Progress Reports	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
18C	Concurrence on WM Technical Assistance Projects	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
18D	Coordination on Procurement Actions	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
18E	Correspondence Between Division of Contracts and Waste Management Project Managers	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
18F	Assurance of Absence of Duplication Between NRC and DOE	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
18G	Internal WM Coordination of RES Projects	Review by HLEN and HLGP and incorporate into MCs 0120 and 0212 as needed.
19	WM Technical File Plan (updated as required by N. Still, WMPC)	Maintain as history file by Director's secretary in Division Administrative File
20	Suspense Copies	Eliminate
21	Procedure Governing Retiring of DWM Licenses	Not Applicable to HLWM
22	Procedure for Placing WM Documents in Public Document Room	Incorporate into MC 0240 as needed
23	Procedures for Notification of Regional Headquarters	Eliminate
24	Procedures for Requesting Review of NRC Documents by DOE	Eliminate
25	Procedures for Processing High-Level Waste Pre-Licensing Correspondence through the WM Docket Control Center	Incorporate into MC 0240 as needed

<u>Policy No.</u>	<u>Title</u>	<u>Disposition</u>
26	DWM Procedures for Hiring Consultants	Review by HLEN and incorporate into MCs 0120 and 0212 as needed.
27	Distribution of Documents Regarding Washington State and Tribal Activities	Incorporate into MC 0230 as needed
28	Printer Procedures for the IBM 5520	Eliminate
29	Tasking Outside Organizations	Eliminate
30	Establishment of Telephone Recording Device for High-Level Waste Meetings	Incorporate into MC 0220
31	Interim Work Flow Policy	Eliminate
32	Development of Work Plans for Planning and Tracking WM Projects	Eliminate
33	DWM Internal Quality Assurance (IQA) Policy	Incorporate into MC 0260.
34	Now WM Policy #18F	Incorporate into MC 0220 as needed.
35	Commission Correspondence Document Control	Eliminate
36	Tracking System--Req for Attendance at Meetings and Presentation of Speeches	Eliminate
37	Ensuring Fair Selection for GG-13 and Above Positions	Eliminate
38	Record of WM Briefings and Speeches	Eliminate
39	Procedures for Technical Applicant Interviews	Eliminate
40	Publication and Distribution of NUREG Reports, Technical Positions, and other Significant Documents	Eliminate
41	Standard Training for New Employees	Eliminate
42	Submittal of EDO Staff Items, Items of Interest for the Commission, and Plan of the Day	Place into Division Administrative File
43	Staff Guidance for Interfacing with DOE	Incorporate as MC 0220

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| 44 | Receipt and Use of Draft Information from DOE | Incorporate as MC 0240. |
| 45 | Staff Guidelines for the Conduct of Site Visits and Audits | Incorporate into MCs 0110,0112,0310,0320, 0610,0620 as needed. |
| 46 | Work Plan on the Development of Technical Positions | Incorporate as MC 0250. |
| 47 | Procedures for Travel Approval | Place into Division Administrative File |