



Department of Energy

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WM DOCKET CONTROL CENTER

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Paul P.

Note Page 4 of work shop procedure

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- T. O. Hunter, SNL, 6310, Albuquerque, NM
- L. D. Ramspott, LLNL, Livermore, CA
- W. W. Dudley, Jr., USGS, Denver, CO
- D. T. Oakley, LANL, Los Alamos, NM
- A. R. Hakl, W, NTS
- M. E. Spaeth, SAI, Las Vegas, NV

NRC WORKSHOPS AND DATA REVIEW MEETINGS

As you know, we are currently in the process of preparing NNWSI Project procedures for conducting WMPO/NRC Workshops and Data Review Meetings. It is expected that these procedures will be similar in scope to the procedure for "NNWSI Project Interactions with the NRC Site Representative" which you recently reviewed.

Since we are scheduling a Geochemistry Workshop, and two Data Review Meetings (Hydrology and Repository Design) for July, it will be necessary to establish "protocols" until the final procedures have been reviewed and issued. I am transmitting with this letter interim guidance for conducting workshops and Data Review Meetings with the NRC. The attached guidance will be effective until superceded by a final procedure.

The final procedures will, to a large extent, reflect our experience over the next several months while applying the interim guidance. We would therefore appreciate any comments or recommendations you have at this time or as a result of actual use of the interim guidance. Your comments should be provided to J. S. Szymanski of my office, or M. A. Glora at SAI.

Donald L. Vieth
Donald L. Vieth, Director
Waste Management Project Office

WMPO:JSS-896

Enclosures:
As stated

FILE NO:

- cc w/encl:
- M. A. Glora, SAI, Las Vegas, NV
- M. D. Voegele, SAI, Las Vegas, NV
- M. P. Kunich, WMPO
- M. B. Blanchard, WMPO
- J. S. Szymanski, WMPO
- P. T. Prestholt, NRC, Las Vegas, NV
- NNWSI Project File

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Docket No. _____

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Distribution: REB JOB LH

MSB HM King, Stablein

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(Return to WM, 623-SS) MK CZ.

and to Stablein from Prestholt

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PROTOCOL FOR NRC DATA REVIEWS

NRC, as part of the interaction process, may wish to review technical data accumulated by the NNWSI Project, that is, to conduct Data Review Meetings. While data reviews are relatively informal when compared to workshops or other interactions, certain limitations and controls must be enforced in order to effectively utilize resources and assure that the proper materials are made available to NRC.

1. All arrangements for Data Review Meetings will be made between WMPO and appropriate NRC HQ staff. Whenever practicable, Data Review Meetings shall be scheduled at least one month in advance. The scheduling process will normally be initiated by means of a formal written request from NRC to WMPO and should include a statement of purpose and objectives for the review, as well as a preliminary identification of the technical areas to be covered.
2. Following receipt of an NRC request or a Data Review Meeting, the responsible WMPO representative (normally the Project Engineer - Regulatory Interface) will consult with the involved TPO to determine:
 - a) General acceptability of request and availability and location of data categories to be reviewed.
 - b) Scheduling or other resource availability or conflicts.
 - c) Preliminary identification of NNWSI Project staff to be involved. A WMPO representative will normally be involved in all Data Review Meetings.

If it is determined that the NRC request can be satisfied as originally specified, the WMPO representative, involved TPO, and NRC staff will finalize the arrangements for the review.

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If it is determined that the NRC request cannot be satisfied, the WMPO Representative will notify the NRC to make alternate arrangements and the results documented in a letter to NRC.

For purposes of this procedure, the WMPO PE-RI may delegate all or part of the above functions to T&MSS Licensing, provided ultimate arrangements or determinations are approved by WMPO and the involved TPO.

The NRC Site Representative will be provided information copies of all correspondence regarding Data Review Meetings.

2. The following information will be provided by NRC at least two weeks in advance of the Data Review Meeting:

- a) A detailed listing of the categories and types of data to be reviewed.
- b) A comprehensive listing of anticipated NRC attendees. When the review is to be held at LLNL, LANL, SNL, or the NTS, NRC will provide the following information for all uncleared attendees (i.e., non-Q cleared): full name, date of birth, place of birth, Social Security number, and citizenship. Additionally, where cleared NRC staff is participating, NRC will be responsible for obtaining necessary clearance transfers through appropriate channels.

3. The responsible TPO, following approval of the Data Review Meeting plans and schedules will work within his organization to:

- a) Designate appropriate NNWSI Project staff participants.
- b) Make necessary arrangements for facilities and other support that may be required.
- c) Locate and assure availability of all involved records.

- d) Obtain the necessary access authorizations for uncleared staff based on the information provided under 2b.
 - e) At least one week before the Data Review Meeting, brief the WMPO PE-RI (or SAI Licensing, as delegated) on status.
4. The following general guidelines shall be applied to Data Review Meetings:
- a) NRC representatives may read, but will not be allowed to reproduce or remove copies of, raw data that has not been made publically available at the time of the review. Any deviations from this guideline must be specifically approved by the responsible TPO and the WMPO Director.
 - b) NRC may be provided with reproductions of data or copies of documents that are publically available, or otherwise approved by DOE for release.
 - c) Requests by NRC for access to data, other than that specified prior to the Data Review Meeting, will not be honored until TPO and WMPO approval is obtained.
 - d) Nevada state representatives may be invited to participate in data reviews if they so desire.
5. Following completion of the review, the responsible TPO or his representative, will prepare a report to WMPO (with a copy to SAI Licensing) providing the following information:
- a) Date of location of Review.
 - b) A listing of all NRC and NNWSI Project participants involved.

- c) A summary listing of the categories of data involved with specific identification of any deviations from the originally planned scope.
- d) An objective summary of the results/utility of the Data Review Meeting including concerns, issues, or questions raised by NRC.
- e) Recommendations, if any, for future actions on the part of the NNWSI Project.

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Interim Guidance for WMPO/NRC Workshops

Until such time as a formal WMPO procedure for organizing and conducting workshops between NRC and NNWSI Project participants can be issued, the following guidance will be applied when scheduling, planning, and conducting WMPO/NRC workshops.

A. WMPO/NNWSI Project position on intent and objectives for workshops

WMPO/NRC workshops, if properly planned and conducted, will provide the most effective mechanism of any available to the NNWSI Project for productive dialogue between DOE and NRC at the technical level. It is essential, therefore, that NNWSI Project participants in workshops exert every effort to assure that the development of agendas and the technical content of workshops reflect the highest level of commitment.

Relative to preparation of the SCP, workshops should be conducted so as to encourage not only review of "what is known," but also to provide free and open discussion in those areas where additional work needs to be done, or where technical uncertainty or disagreement exists. NRC input and comment should be actively solicited. The following items summarize those points which must be considered if the above objectives are to be satisfied:

- o Open and frank discussion between all parties will be encouraged to assure mutually profitable information exchange. Workshops should be organized and conducted so as to maximize information exchange at a technical level, with emphasis for the immediate future on the Site Characterization Plan.
- o Clear definition will be provided, by WMPO, of the objective(s) of the workshop and, to the extent possible, specific identification of NRC's desired goals will be incorporated.
- o Results of the workshop will be documented in a manner designed to provide a traceable record which will be subject to review and evaluation in terms of future Project needs.

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B. Scheduling of Workshops and Development of Agendas (Technical Content)

1. Scheduling of workshops will be the responsibility of the WMPO Project Engineer-Regulatory Interface (PE-RI) and responsible NRC HQ staff in consultation with the appropriate NNWSI Project TPO(s). For purposes of this procedure, the WMPO PE-RI may delegate all, or part of his responsibility to T&MSS Licensing, provided ultimate arrangements or determinations are approved by WMPO and the involved TPO.
 - a. Intent and objectives of the workshop shall be defined at the time the workshop is scheduled.
 - b. To the extent possible, workshops will be scheduled at least two months in advance of the anticipated date.
 - c. Host agency, probable key participants, and workshop location will be identified when the meeting is scheduled.
 - d. The NRC Site Representative will be provided information copies of all correspondence relative to scheduling and planning WMPO/NRC workshops.

2. Development of agendas will be managed to assure that the content of the workshop will equitably meet the intent and objectives of all parties, and that adequate lead time will be available to prepare for the workshop.
 - a. Based on the stated intent and objectives to be accomplished during the workshop, the "host agency" will prepare a detailed proposed agenda, including a summary statement for the content of each agenda item, at least 6 weeks before the workshop date. When the meeting is to be hosted by a prime NNWSI Project

participant (SNL, LLNL, LANL, USGS, W, SAI), the involved TPO will be responsible for drafting the proposed agenda, including internal coordination with other Project participants who may be involved.

- b. The draft agenda will be forwarded by the originator to the WMPO Project Engineer-Regulatory Interface (WMPO PE-RI) or to T&MSS Licensing as delegated, for coordination with NRC, and resolution of any concerns prior to issuing a final agenda. To accomplish this objective, the draft agenda will be provided to the responsible NRC HQ staff representative for review and comment. A copy will also be provided to the NRC Site Representative.
- c. Following the development of an agenda satisfactory to all parties, the WMPO PE-RI will formally issue the agenda to the responsible TPO with instructions to proceed with preparations for the workshop. The NRC Site Representative, Weston Licensing (H. Bermanis), DOE/HQ Licensing Team (C. Newton), the appropriate Nevada State Representative, and T&MSS Licensing (M. Glora) will also be provided with copies of the final agenda.
- d. The NNWSI Project representative with lead responsibility for the meeting will direct and coordinate detailed preparations for the workshop including development of visual aids, other handout material, and presentation content.
 - o All handouts and visual aids will be transmitted to the WMPO PE-RI at least one month prior to the scheduled date of the workshop for WMPO/DOE Review and approval.
- e. Unless other arrangements are made, a "dryrun" for those portions of the workshop to be presented by NNWSI Project staff will be scheduled, at a location mutually acceptable to WMPO and other involved NNWSI Project organizations after approval of the proposed handouts and visual aids, but at least one week prior

to the workshop. The presentations will be finalized based upon agreements reached as a result of the "dryrun." Particular emphasis will be placed in the degree to which proposed meeting content satisfies stated workshop purposes and objectives.

C. Logistical Support for Workshops hosted by the NNWSI Project

1. The senior NNWSI staff member (TPO, WMPO representative, etc.) responsible for hosting the meeting will:

a. Arrange for meeting facilities to accommodate the anticipated number of NNWSI, NRC, and state attendees plus a contingency to allow for members of the public who may attend.

b. Develop an information sheet for known attendees including:

o Directions to the meeting location,

o Lodging sources,

o telephone contacts for questions prior to meeting and a phone number where messages may be left for participants during the meeting.

(Note that participants will be expected to make their own travel and lodging arrangements.)

c. Provide secretarial and travel arrangement assistance to participants throughout the course of the workshop including hard copy and viewgraph reproduction.

d. Provide support to take minutes during the workshop.

e. Provide complete sets of handouts for all known attendees.

f. Provide refreshments during breaks. The need for furnishing lunches, etc., will be determined on a case by case basis.

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D. Conduct of Workshop

The following guidance will be applied during and subsequent to, workshops to assure that stated objectives are met, and that an adequate record is maintained, including:

- o documentation of areas of agreement or disagreement,
 - o commitments made or anticipated,
 - o unresolved questions, and
 - o the need for future workshops or other necessary followup actions resulting from the workshop.
1. For all workshops, whether hosted by the NNWSI Project, or by the NRC, the official DOE spokesman will be the senior WMPO representative present. The responsible TPO, or his designee will serve as "co-chairman" and may, at the discretion of the WMPO representative, conduct all or part of the workshop. NRC will also normally provide a senior representative to serve as official spokesman.
 2. Changes to the "approved agenda" will be accepted only with the approval of WMPO and NRC management. Every effort must be made to avoid such perturbations.
 3. Draft minutes of the workshop will be prepared during a "close-out session" immediately following the completion of the workshop, based on the written record maintained by the host agency, supplemented as appropriate by additional input from the key participants.
 - a. Draft minutes will be prepared in executive session limited to key NRC, WMPO, and NNWSI Project staff and will be signed and dated by the senior WMPO and NRC staff member present.

- b. Preparation of final minutes will be the responsibility of the host agency (DOE/WMPO or NRC) and will reflect any "pen & ink" changes or other agreements reached during preparation of the draft minutes. Final minutes shall also reflect approval by the senior WMPO and NRC representative.
- c. The final minutes shall include, as a minimum, the following:
- o An attendee list,
 - o Copies of all viewgraphs and other handouts (unless otherwise agreed upon by both parties),
 - o Specific statements of the results and conclusions of the workshops, and
 - o Specific statement of resulting commitments, open items, and areas of concern.
- d. Distribution of final minutes will normally be responsibility of DOE/WMPO. In the case of workshops hosted by NRC, WMPO will retain responsibility for distribution of minutes to the involved state and public attendees--internal distribution within the NRC will be the responsibility of that agency. As a minimum, distribution shall include:
- o All attendees
 - o WMPO files
 - o WMPO PE-RI
 - o T&MSS Licensing (SAI)
 - o State of Nevada
 - o Weston (H. Bermanis)
 - o DOE/HQ (C. Newton)
 - o BWIP (J. Mecca)
 - o SRPO (L. Casey)

E. Follow-up and Tracking

As noted above, WMPO/NRC workshops will be conducted with specific objectives in mind, and may result in commitments, agreements, or insights which merit objective evaluation and follow-up within the NNWSI Project.

1. WMPO, the responsible TPO(s) or his designee, and T&MSS Licensing will, following each workshop:
 - (a) Assign responsibility and provide the necessary direction to address any commitments made.
 - (b) Evaluate workshop content for insights or other intelligence that should be considered by the Project relative to technical or NRC procedural concerns and recommend direct necessary modifications to the program.
2. T&MSS Licensing will maintain, on behalf of WMPO, a current record of issues, concerns, and commitments resulting from workshops and will track status and completion.