

JUL 21 1988

MEMORANDUM FOR: Division of High-Level Waste Management

FROM: Robert E. Browning, Director
Division of High-Level Waste Management
Office of Nuclear Material Safety
and Safeguards

SUBJECT: RECEIPT AND USE OF DRAFT INFORMATION FROM THE DEPARTMENT
OF ENERGY

As part of the Department of Energy's (DOE) effort to consult with the staff on an ongoing basis and to obtain staff feedback as programs are being developed, DOE has been providing draft information so that the staff can begin its evaluations. Draft information is information that is not yet final. The draft information received to date has been received both formally and informally from DOE. It should be noted that information is considered to be formally submitted only if it is transmitted by letter from DOE to the NRC.

It is agency policy to expend resources to review only information that has been formally submitted. However, NRC staff on occasion has access to draft DOE documents so they can maintain cognizance of DOE activities in their areas of responsibilities. If the staff receives information from DOE or one of the contractors that is not formally submitted, prior to taking the information, DOE or the contractor should be informed that the documents will be transmitted to the public document room (PDR) so that all interested parties may obtain copies. Placement of documents in the PDR does not make such information or data official until it is formally submitted. If draft information is formally submitted to the staff by letter from DOE, this formal, draft information should not be reviewed unless an appropriate level of management decides a review is warranted. This normally will be the appropriate section leader in the Technical Review Branch or Operations Branch (HLOB) and the Section Leader of the Projects Section of HLOB. Under no circumstances, should the staff conduct a review of informal information such as that which may be provided at meetings, during site visits or through any other means (perusal for familiarity is acceptable).

The above discussion does not apply to those situations where the on-site representative or staff assigned to the on-site representative's office review draft information at DOE or DOE contractor's offices. However, even the on-site representative must place any documents he has in his possession at the NRC office in the PDR.

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JUL 21 1988

This policy is not intended to address procedures for handling information received as part of an allegation, which requires that steps be taken to protect the identity of the allegor. In this case, information received as part of an allegation should be handled in accordance with Manual Chapter 0517, "Management of Allegations."

Original Signed by
Robert E. Browning

Robert E. Browning, Director
Division of High-Level Waste Management
Office of Nuclear Material Safety
and Safeguards

cc: H. L. Thompson, Jr.
R. M. Bernero

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