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SEP 28 1984

MEMORANDUM FOR:

Regis R. Boyle
 Regulation and Environmental
 Section Leader
 Repository Projects Branch
 Division of Waste Management

Seth M. Coplan
 NTS Section Leader
 Repository Projects Branch
 Division of Waste Management

James E. Kennedy
 BWIP Section Leader
 Repository Projects Branch
 Division of Waste Management

John J. Linehan
 Salt Section Leader
 Repository Projects Branch
 Division of Waste Management

FROM:

Hubert J. Miller, Chief
 Repository Projects Branch
 Division of Waste Management

SUBJECT:

DOE ENVIRONMENTAL ASSESSMENTS-PRODUCTION COORDINATOR

WM Record File

109

WM Project 1

Docket No. _____

PDR

LPDR _____

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(Return to WM, 623-S3)

The upcoming review of the nine environmental assessments from DOE will involve a major review and production efforts by all RP sections, WM Branches plus many other reviewers outside the Division in a very short period of time. The EA review plan lays out the basic technical approach and schedule for our review and establishes an outline for what the product of our review will be. However, many more specific questions will have to be faced and answered as we actually produce the EA review documents (ie, coordination among technical reviewers, obtaining and dissemination of necessary information, establishing and tracking detailed schedules, and document production). In producing the EA's each project will face many common production related problems that, given limited resources, must be identified and managed in common manner.

The first step in developing a common production approach will be to collect ideas about the EA production from the PM's and staff members, to draw on experience gained during past production efforts (ie BWIP SCA) and then to brainstorm exactly what are the potential problems in producing comments on

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nine EA reviews simultaneously. Major idea differences about producing the EA's will be discussed and resolved in early meetings and, as necessary, periodically during the review in order that all tasks, both large and small, are identified, tracked, and completed. If necessary further guidance may be issued which will direct a common review and production approach.

Because there are several projects involved with potentially many ways of approaching these matters, I find it necessary to appoint a single individual who will assist me and you in overall document production. I am assigning Ken Parr lead responsibility within RP for coordination of the EA production effort. He will also assist me in assuring that, where appropriate, common approaches are being taken in the EA reviews and decisions on competing demands among projects are properly dealt with. In order for him to be a service to the projects, it is essential that you give him your cooperation so that practical production needs (both administrative and technical) can be anticipated and provided for. Chad Glenn, Pauline Brooks and Eileen Tana will also be working with Ken on detailed planning for and production of the EA review documents.

"ORIGINAL SIGNED BY"

Hubert J. Miller, Chief
Repository Projects Branch
Division of Waste Management

cc:

- L. H. Barrett
- J. R. Cook, FCUF
- M. R. Knapp
- R. L. Johnson
- R. J. Wright
- F. R. Cook
- P. T. Prestholt
- T. R. Verma

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