

FEB 14 1986

MEMORANDUM FOR: - Those on Attached List

FROM: Michael J. Bell, Deputy Director
Division of Waste Management

SUBJECT: OR INTERACTIONS WITH HEADQUARTERS

The following On-site Licensing Representative (OR) responsibilities were developed to provide direction for headquarters/OR interactions during FY86 and specifically to provide guidance for reducing the subjectivity of the OR reports. Criteria for the OR reports have been established in the Operating Plan based on discussions initiated during the October 8, 1985 meeting with B. Cook and T. Verma and through subsequent conversations with P. Prestholt, to enable the Deputy Director of the Division of Waste Management to make the performance appraisals of the OR's more objective. The activities addressed herein are not intended to substitute for previously established staff communications, but to supplement overall staff interactions.

Written Reports (Average Monthly):

- issues and recommendations are to be raised at the discretion of each OR. These need to be stated factually and supported by discussion. Documents or references to other information should be provided, when available. Opinions should be noted as such.
- ongoing update of activities in the technical areas listed below (at least highlights of these activities) should be addressed.

- I. Geology
- II. Hydrology
- III. Geochemistry
- IV. Repository Engineering (Design/Rock Mechanics)
- V. Waste Package
- VI. Site/Environmental
- VII. Quality Assurance
- VIII. Performance Assessment

Other areas, as appropriate: i.e., State/Tribal Activities, Transportation, etc.

The ORs are expected to plan their surveillance and review activities so that the above technical areas are addressed approximately once every two months and important findings/activities are reported. These surveillance and reporting activities are not intended to duplicate or substitute for

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the information obtained through established chains of communication between project team members and DOE technical contacts.

2. HQ reviews/briefings

- bi-annual Office Director briefing.
- quarterly division level meeting's (those not coinciding with the office level briefings may be held at alternate sites).
- yearly "OR effectiveness" briefing of Office Director, to be conducted by appropriately designated staff. OR input will be required.

The OR positions were established to provide an extension of the staff on site to observe project specific activities and provide information and recommendation on those activities. The OR role and responsibilities have been evolving since the positions were established in 1983. While interactions with headquarters staff to date have been satisfactory, the subject meeting and revised workplans are to provide additional direction for the current fiscal year (FY86).

Original Signed by
MICHAEL J. BELL

Michael J. Bell, Deputy Director
Division of Waste Management

Record Note: The content of memorandum was developed in coordination with B. Cook, P. Prestholt, and T. Verma (the ORs).