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16 February 1984
Ref No. 1148-001-01
Proj. Ltr. No. 001

WM Record File

PDR

WM Project 10, H, L

Docket No.

PDR

LPDR B, N, S

High Level Waste Technical Development Branch
Division of Waste Management
U. S. Nuclear Regulatory Commission
7915 Eastern Avenue
Silver Spring, MD 20910

Distribution:

I Buckley

(Return to WM, 623-SS)

Attention: Mr. John Buckley, Project Officer
Mail Stop 623-SS

Subject: Contract No. NRC-02-84-002, Meeting Report for
19 January 1984, meeting held in Silver Spring, MD

Dear Mr. Buckley:

Enclosed is one (1) copy of the subject meeting report. If there are
any questions, please contact the undersigned.

Sincerely,

ENGINEERS INTERNATIONAL, INC.

Robert A. Cummings

Robert A. Cummings
Project Engineer

Francis S. Kendorski
Francis S. Kendorski
Project Manager

FSK/RAC/cgk

Enclosure

cc: Ms. Cindy Fleenor, Contracting Officer

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ENGINEERS INTERNATIONAL, INC.

MEETING REPORT

NRC Contract No. NRC-02-84-002

EI Project No. 1148-001

Technical Assistance For In Situ Testing

DATE 19 January 1984

PLACE U. S. Nuclear Regulatory Commission
7915 Eastern Avenue
Silver Spring, MD 20910

PURPOSE Kickoff meeting to discuss contracting procedures and technicalities to develop an effective work relationship.

PARTICIPANTS

U. S. Nuclear Regulatory Commission (NRC)

- J. Buckley
- B. Datta
- J. Greeves
- M. Nataraja
- B. Rice

Engineers International, Inc. (EI)

- R. Cummings
- F. Kendorski

DISCUSSION

A sample monthly report was provided by NRC as a guide for the reporting format.

Work is to be carried out for salt, basalt, and tuff repository host rock types. The focus will be on underground in situ testing issues and related aspects of engineering geology.

Work will fall under two Tasks. Task 1 will comprise reviews of DOE documents, and Task 2 will comprise reviews of NRC materials.

Certain contract requirements were highlighted. Monthly reports, due on the 25th of each month, are to address work performed (by task and task order number), work in progress, problems (such as deadlines) with work pursuit, and a separate

report of personnel assigned and expenditures. Meetings and Trip Reports are to be submitted 10 working days after the meeting/trip. There will be draft and final reports for some Task Orders. Correspondence is to be numbered. Authorization to proceed can come only from the Contracting Officer.

Procedures for expediting EI's services were explored. NRC is looking at ways to anticipate its needs and specify the work to be performed with a minimum of delay. Ways of categorizing work needs were discussed that could provide reasonable control while enabling the maximum responsiveness, within the contractual Task Order format.