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October 4, 1985

Memorandum

To: Mr. Richard Lee
Project Officer, Geotechnical Branch
Branch of Waste Management
U.S. Nuclear Regulatory Commission
Washington, D.C. 20555

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WM Project 10, 11, 16
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From: Assistant Chief, Division of Minerals Availability

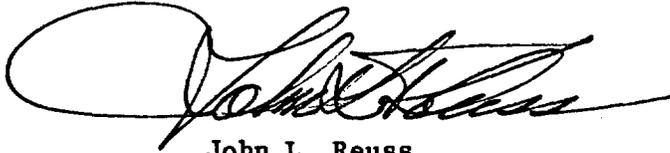
Subject: Final Version of a Standard Operating Procedure (SOP) for Bureau of Mines (BOM) Support to the Nuclear Regulatory Commission (NRC) under Interagency Agreement No. NRC-02-85-004

The SOP distributed for comment on August 9, has been modified to include element No. 8. As this element has been discussed with all participants, the following elements of a Standard Operating Procedure are considered to be final.

1. The Minerals Availability Field Office (MAFO) will receive all task orders, both verbal and written, and technical data (2 copies) from NRC. One copy of each will be forwarded to the Western Field Operations Center (WFOC).
2. The NRC will assess the man hours and other expenditures (if any) necessary to complete a task. WFOC and MAFO will independently review these estimates. Should either WFOC or MAFO have any differences with the NRC estimate of man hours, expenditures, or completion dates, the DMA/HQ, Project Manager, will adjudicate any differences.
3. No task is to begin at WFOC or MAFO without at least preliminary verbal approval from the NRC.
4. Technical questions regarding a task will be addressed directly between WFOC and the NRC, with notification to DMA/MAFO concerning any significant deviation from original task.
5. Prior to final completion of a task, WFOC will forward drafts of completed sections, plus any necessary supporting data to MAFO for preliminary review.
6. Tasks requiring field work by WFOC may, if necessary, require MAFO accompanying WFOC in the field, to assure quality control.

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7. MAFO will review preliminary and final outlines and all drafts of completed task orders for their technical accuracy, and will be responsible for technical review and final editing of all final reports. No final technical report will be modified by MAFO without concurrence by the DMA/HQ Project Manager. Upon completion of the final review and quality assurance verification, final reports will be forwarded to DMA/HQ Project Manager for final approval and transmittal to the NRC.
8. Cost for travel publications, and all project related expenses which exceed \$25 shall be reviewed and approved by the DMA/HQ Project Manager prior to the expenditure.

A handwritten signature in black ink, appearing to read 'John L. Reuss', is written over a large, empty oval shape.

John L. Reuss