

MEETING REPORT

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TO: M. R. Knapp, Chief, WMGT H. J. Miller, Chief, WMRP	FROM: RBrowning J. A. Pohle, WMGT
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MEETING PLACE Willste Building Silver Spring, Maryland	DATE OF MEETING 10/22/85 to 10/25/85
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PERSONS PRESENT
See Attached List of Attendees

PURPOSE OF MEETING
First organizational and planning meeting for recently awarded TA W&A contracts in hydrogeology (NRC-02-85-008; NRC-02-85-009).

WM-RES
 WM Record File
 0-1021-(11020)
 WM Project 10, 11, 16
 Docket No. _____
 PDR
 LPDR
 BNS
 SAC

Distribution:

(Return to WM, 623-SS)

ACCOMPLISHMENTS
Completed agenda (refer to attachment). Discussed and achieved a common understanding of the objectives and conceptual approach to be taken to accomplish successfully work under this program effort. Laid foundation for early organization and consistent review products. Involved project management early to assure integration of contractor efforts with site team efforts and familiarize contractors with the NRC program.

PROBLEMS ENCOUNTERED
Discussions related to business and/or financial aspects of contracts was limited because contract administrator was unable to attend.

PENDING ACTIONS
Discussions with contract administrator to clarify procedures for utilizing optional tasks included in current contracts. Complete duplication and transfer of significant documents to contractors as required by current contracts. Tasked contractors to develop summary review plans (checklist oriented) to direct consistent reviews of various types of technical documents. Tasked NWC to continue to develop format of data inventory files.

RECOMMENDATIONS
Recommend regular meetings for organizational and planning purposes in which detailed technical discussions of particular HLW sites are excluded specifically from the agenda. Traditionally, our focus has been on technical meetings with contractors and not management meetings.

8512120534 851029
 PDR WMRES EECWILA
 D-1020 PDR

SIGNATURE *Jeff A. Pohle* *JR* **DATE** 10/29/85

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LIST OF ATTENDEES

Jeffrey Pohle, WMGT
Mike Fliegel, WMGT
Fred Ross, WMGT
Dick Codell, WMGT
Neil Coleman, WMGT
Mike Weber, WMGT
Robert Johnson, WMRP
King Stablein, WMRP
Alma Hale, WMPC
Joel Hunt, WMEG
Roy Williams, W&A
Gerry Winter, W&A
Jim Osiensky, W&A
Adrian Brown, NWC
Mark Logsdon, NWC
David McWhorter, WWL
Lyle Davis, WWL
Daniel Stephens, S&A
James Knowlton, S&A
Michael Galloway, TTI

AGENDA

**CONTRACTOR "KICK-OFF" MEETING
TECHNICAL ASSISTANCE IN HYDROGEOLOGY
PROJECTS A AND B (TESTING; ANALYSIS)
D1020; D1021**

**OCTOBER 22-25, 1985
WILLSTE BUILDING
SILVER SPRING, MARYLAND**

<u>Time</u>	<u>Topic</u>	<u>Lead</u>
<u>Tuesday</u>	<u>October 22, 1985</u>	<u>Room 110</u>
9:00 am	Introduction	J. Pohle, NRC P.O. B. Bromberg, Contract Administrator
9:30	Outline of Statements of Work - General Task Discussion	J. Pohle
10:30	Identification of Significant Documents Outlining Past NRC/DOE Interaction	Project Managers (WMP)
11:15	Identification of Significant Documents for SCP Review (Plans)	Project Managers (WMP)
12:00 - 1:00	Lunch	
1:00	Discussion of NRC Site Rep's a) Contractor Interaction b) Access to DOE data bases c) Appendix 7 visits	WMP
1:30 - 5:00	Detailed Task Discussions a) Document Reviews 1. Format 2. Scheduling 3. Review b) Meetings 1. Scheduling 2. Agenda Preparation 3. Trip Reports	J. Pohle

Wednesday

October 23, 1985

Room 110

Time

Topic

Lead

9:00 - 12:00

Detailed Task Discussion

J. Pohle

- c) Data Base - Proposed
 - 1. Use
 - 2. Format
 - 3. QA (verification)
 - 4. Input Restrictions
 - 5. Updates

NWC

- d) Conceptual Model Evaluation
 - 1. Schedule
 - 2. Format
 - 3. Updates

J. Pohle

12:00 - 1:00

Lunch

1:00 - 5:00

Detailed Task Discussions

J. Pohle

- e) Work Plans for Numerical Analyses
 - 1. Schedule
 - 2. Proposed Format/Scope
 - 3. Updates

J. Pohle/NWC

- f) Monthly Progress Reports
 - 1. Format

Thursday

October 24, 1985

Room 461

Time

Topic

Lead

9:00 - 12:00

Task 5
1. STP's
2. GTP's
3. Planning Discussion

J. Pohle

12:00 - 1:00

Lunch

1:00 - 5:00

Reference Audit
1. Document Identification
and Transfer

Hydro Site Leads

Friday

October 25, 1985

Room 461

Time

Topic

Lead

9:00 - 5:00

Reference Audit
continued

Hydro Site Leads