Battelle Project Management Division TECHNICAL MANAGEMENT PROCEDURE	Title Document Reviews Requested by DOE	
	Procedure Number TMP-22	Page 1 of 3
Approval JR Kirk October 20, 1986	Revision Number 1	Effective Date 10/27/86

1.0 Purpose

The purpose of this procedure is to establish the requirements and method for reviewing documents when requested by the DOE.

2.0 Scope

This procedure applies to the review of documents prepared by an organization other than BPMD. The scope of the BPMD review will be as directed by the DOE on a document-by-document basis.

This procedure applies to both formal and informal DOE review requests. The procedure primarily identifies the requirements in response to the formal commitment item type of request and defines the interface with the BPMD Commitment Item Coordinator necessary for tracking and close-out purposes. The procedure also covers the differences when responding to the informal, noncommitment item requests associated with the routine, frequent reviews of DOE designated documents as part of a department's standing technical integration responsibility.

DOE requests to BPMD regarding the review of a DOE Headquarters or field office level Baseline Change Proposal is a special request case and is not covered by this procedure.

3.0 References

3.1 TMP-13, Quality Records for Internal Work Packages

4.0 Procedure

RESPONSIBILITY	ACTION
4.1 Formal Requests	
BPMD Commitment Item Coordinator	1. Assign the review commitment to a responsible responsible manager.
Responsible Manager	2. Act as or designate a review coordinator.
	3. Assure request will not create an organizational conflict of interest.
Review Coordinator	4. Contact requesting DOE office to obtain additional relevant information, e.g., background, intended use, review requirements, etc.

8710220268 870910
PDR WMRES EECITAS
D-1016 PDR

RESPONSIBILITY	ACTION
	5. Prepare memorandum announcing planned review and identifying individual reviewers, and review support needed from other departments.
Review Coordinator's Supervisor	6. Approve memorandum.
Review Coordinator	7. Issue memorandum to individual reviewers, support department managers, QA Department and files.
	8. Initiate review by sending a copy of the document to be reviewed and a BPMD-340* form to all reviewers. Attach all relevant information and review instructions.
Support Department Managers	9. Designate qualified personnel as reviewers.
Reviewers	10. Document review comments on BPMD-340 and sign the form. Attach or reference data utilized to substantiate a comment (only published references can be used).
	11. Send all completed review comments to review coordinator.
Review Coordinator	12. Evaluate all review comments and develop a single set of integrated comments. If forms and checklists are provided by DOE, document comments on their forms. Otherwise, document on BPMD-357. Complete Items 1-6 at top of form.
	13. Prepare recommendation/position statements.
	14. Coordinate response with reviewers and QA Specialist.
	15. Sign BPMD-357 in Box 13.
QA Specialist	16. Verify response is in compliance with DOE review requirements and that an integrated review process was accomplished.
	17. Signify concurrence on BPMD-357 in Box 14.

* See the "Forms" section in this manual for BPMD forms referenced in this procedure.

RESPONSIBILITY	ACTION
Responsible Manager	18. Prepare letter of transmittal to submit integrated review comments, recommendations, and position statements to DOE. If DOE forms were used to document integrated comments, and QAD concurrence was not obtained as part of review process, send letter of transmittal to Manager, QAD, for review and concurrence.
	19. Transmit to DOE per existing program/project procedures regarding external correspondence approval and transmittal authority.
	20. Send copy of transmittal letter to the Commitment Item Coordinator.
Commitment Item Coordinator	21. Close out commitment item.
Responsible Manager	22. Send review records to Records Management in accordance with TMP-13 including, as a minimum, the following: o The DOE review request, if appropriate o The review memorandum o Additional information and review instructions o Completed Review and Comment forms (BPMD-340) o Integrated comments (BPMD-357) o Letter of transmittal o Document reviewed.

4.2 Informal Requests

Perform Steps 2 through 19 and Step 22.

5.0 Forms Referenced in this Procedure*

BPMD-340, Review and Comment Form
BPMD-357, Technical Comment Review and Response Form

---

* See "Forms" section in this manual for BPMD forms referenced in this procedure.

Battelle
Project Management Division

REVIEW AND COMMENT FORM

Page No. of

To: _____

From: _____ Date _____

Document No.	Document Title	Rev. No.	Doc. Date

Project	Work Package Manager	Originator	Requested Completion Date: _____

Document Intended Usage:

Sections of Document to be Reviewed:

If Applicable:
CDMS No. _____
WP No. _____

Page, Para. & Line No.	Man-datory	Non-Man-datory	Review Comment Note: Peer review comments shall include rationale	Comment Disposition

A. Reviewer	Date	Dispositioned By	Date

Comment Resolution Complete

B. Reviewer	Date	Responsible Manager	Date	QA Specialist	Date

BPMD-340 (11/86) Revision 2

Battelle
Project Management Division

VIEW AND COMMENT FORM
(Continuation Sheet)

Page No. of

Document No.	Document Title	Rev. No.	Doc. Date

Page, Para. & Line No.	Man-datory	Non-Man-datory	Review Comment	Comment Disposition

A. Reviewer	Date	Dispositioned By	Date

BPMD-340-1 (04/86) Revision 1

WM DOCKET CONTROL
CENTER

'87 SEP 14 A11:18

Wm-Res
WM Record File
D1016
Itasca

WM Project 10, 11, 16
Docket No.
PDR ✓
xLPDR ✓ (B, N, S)

Distribution:
x T. Kitsky

(Return to WM, 623-SS)

4130

ESF TITLE II 60 PERCENT DESIGN REVIEW
INTRODUCTORY MEETING
AUGUST 31, 1987

NAME	ORGANIZATION	ROOM NO.	HOME PHONE NO.
WAYNE SADIK	PB/PB-KBB	—	531-6069
DICK HANG	PB		(415) 474-4500
SUSAN ZIMMERMAN	Texas Nuclear Waste Programs Office	—	512-463-2198
Dean STUCKER	DOE/HQ (OGR)	-	(202) 586-1244
ROBERT SWATEK	PB/PB-KBB		531-6069
KENNETH STAYER	PB/PB-KBB		(713) 531-6069
S. RAGHURAMAN	PB/PB-KBB		(713) 531-6069
Günter Matthes	PB/PB-KBB		(713) 531-6069
IVO LANGER	PB/PB-KBB		(713) 531-6069
WITOLD OSTROWSKI	MK		(303) 988 8039
DONALD R. McMULLIN	P-R		(602)-839-0652
BRUCE F. HARVEY	P-R		(806)-374-2655
Dean Nottingham	P-R		(806) 374-2655
HARRY GLESER	PB/PB-KBB.		(713) 531-6069
Bruce Stanley	PB/PB-KBB		(713) 531-6069
VOLKER EBERT	PB/PB-KBB		(713) 531-6069
DICK GAST	PB/PB-KBB		(713) 492-7175
Randy Lentell	Woodward-Clyde (PB/PB-KBB)		(713) 531-6069
CHUCK HATCHER	PB/PB-KBB		(713) 531-6069
William F. Jebb	PB/PB-KBB		(713) 531-6069
JAMES F. Thompson	Consultant Texas NWPO		(713) 462-6250

NAME	ORGANIZATION	ROOM NO.	HOME PHONE NO.
VINCENT C. LEPARDO	PB/PB-KBB		
BOB JANOWSKI	PB/PB-KBB		(713) 531-6069
JANET MONTGOMERY	WESTON/JACOBS		202-646-6697
JIM HALL	GOLDER	4112	206 883 0777
Hemi Kalia	ONWI	4102	806 364 8910
B.R. Chytrowski	ONWI	4212	614-424-6504
HENRY L. BERMANIS	WESTON/UEEC	5612	202-646-6664
VICTOR MONTENYOHL	WESTON/WILLIAMS BROS.	5215	202-646-6642
R.S. SAUNDERS	HKE	5308	208 386 5434
HENRI KOZA	FLUOR	3203	714-975-5544
Justin Zamirowski	DOE-CH	3205	(FTS 972-2245) 312 972-2245
MICHAEL SAAR	DOE-CH	3207	312 972-2248
WALTER SAMSON	PARSONS-Redpath	3610	806 364-8922
JIM Berg	Battelle, SRPO/ONWI Liaison		~~713-531-6~~ 713-578-5941.
Gerald M. Steen	DOE-CH	5105	FTS (972-2261) (312) 972-2261

NAME	ORGANIZATION	ROOM NO.	~~HOME~~ OFFICE PHONE NO.
MANNY COMAR	SRPO	5203	806-374-2320
TOM GOODELL	BATTELLE	4803	806-361 8910
MAHMOOD B. MIRZA	PB/PB-KBB	—	(713)-531-6069
D. Ross Doman	Battelle	5419	806-376-6224
Charles Gilbert	USArmy Corps of Engineers - Buffalo Dist.	3406	(716)-876-5454 Ext. 2210
TOM DANOWSKI	CORPS ENGRS	4108	505 766 2817
ROBERT MILLS	PARSONS - REDPATH	3101	818-440-6161
GREGORY ROLBIN	MKE	3508	208-386-6890
GEORGE BABEJ	BATTELLE ONWI-ENG.	4101	(614)424-5144
Donald Teske	Parsons - Redpath	3502	(818) 440-200
Jerry Rowe	Golder Associates	4214	(206) 883-0777
PAUL BRAY	PARSONS - REDPATH	4KA	(806) 374-2655
NEIL PACEY	PARSONS - REDPATH	5409	(602) 345-2611
George Sturgis	" "	5408/5410	806/374-2655
David B Winsor	PB/PB-KBB		(713) 531-6069
RICHARD S MCCUTCHEN	BMD/ONWI-ECL	4622	(806) 267-2143
MAREK J. MRUGALA	PB-KBB		(713) 531-6069

p. 4 of 4

NAME	ORGANIZATION	ROOM NO.	HOME PHONE NO.
SAL GRANATA	BATTELLE	5111	(806) 376 6224
Ram Lahoti	DOE/SRPO		806 357 7223
Steven Smith	Battelle	3501	806/376-6224
Thomas Smith	Rockwell/PB-KBB		(818) 700 - 3317
Arthur Watkins	Battelle	5206	(806) 376-6224
Romeo S. Jurani	Battelle	4206	(806) 376-6224
GRANT C. DUFFIN	BATTELLE	5118	(806) 376-6224 X141
GORAN ERIKSEN	BATTELLE	2205	(614) 424-7893
Bruce Lewis	BATELLE	5610	(806) 655-4217
Jack Daemen	U of Alaska for NRC		(602) 621 2501
NAIEM TANIOUS	NRC		(301) 427-4736
John C. Phillips	Battelle	5101	(806) 376-6224
Charles H. Sisk	USDOL/MSHA		214/767-8401
William R. Wilcox	US DOL / MSHA		214/767-8401 8/[illegible]-8401
Bruce E. Berzonsky	USBM	4217	412-892-6638
James C Cawley	USBM	4203	412-892-6651
Jorge Echemendia	PB/PB-KBB		(713) 771-8044
Alberto S. Balbona	PB/PB-KBB		(713) 498-5061
W. Alan Bowman	Battelle	5613	(806) 355-6683
KEN BEALL	BATTELLE	5415	806-376-6224
MARTHA MANN THOMPSON	DOE-SSD	2507	(312) 986-5372