

**CENTER FOR NUCLEAR WASTE
REGULATORY ANALYSES**

ADMINISTRATIVE PROCEDURE

Proc. AP-003

Revision 1

Page 1 of 4

Title **CNWRA TRIP/MEETING REPORTS**

EFFECTIVITY AND APPROVAL

Revision 1 of this procedure became effective on 7/18/89. This procedure consists of the pages and changes listed below.

Page No.

Change

Date Effective

A11

-

7/18/89

SUPERSEDED

Superseded by Revision 2

Supersedes Procedure No. **AP-003 Rev. 0**

Approvals

Written By

Stuart Malin

Date

7/18/89

Cognizant Director

[Signature]

Date

7/18/89

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AP-003 CNWRA TRIP/MEETING REPORTS

1. INTRODUCTION

To standardize trip reports and meeting reports so that they are reasonably uniform within Center Elements and Subelements, this procedure provides a content guide and standard formats. Also, this procedure prescribes when such reports are to be written.

2. PURPOSE AND SCOPE

The purpose of providing a written report of trips and meetings is to disseminate information to appropriate personnel and to provide a record of what occurred. The purpose of this procedure is to provide a guide and appropriate formats from which each Element/Subelement can structure trip and meeting reports. Such reports are required for all CNWRA technical trips, seminars, conferences, workshops, programmatic meetings, and as requested by the NRC. (In all cases, the NRC or CNWRA management may elect to have a specific office or person to write a trip or meeting report.) Typically, reports are not prepared for routine management project type meetings.

3. RESPONSIBILITY

- 3.1 Each Element/Subelement Manager is responsible for the implementation of this procedure and for its application as required.
- 3.2 The Report preparer is responsible for completing the report within four (4) weeks of the trip or meeting.
- 3.3 Trip and meeting reports shall be reviewed the preparer's supervisor. An approval signature of the preparer's supervisor shall appear on all trip reports.

4. PROCEDURE

The following information is provided as a guide to producing an

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informative, useful and well-written trip or meeting report.

- 4.1 Prior to embarking on an approved trip or meeting, review content of agenda or other available information to serve as a guide in collecting information for the report.
- 4.2 Coordinate with other travelers or participants to minimize duplication of efforts and ensure that two separate reports are not written.
- 4.3 Collect and organize the materials obtained from the trip or meeting and prepare a draft for review by the appropriate supervisor at least one week prior to the date of the report.
- 4.4 Incorporate comments of other into the report and submit for concurrence of supervisor.
- 4.5 Transmit to the appropriate NRC office/individual and affected/interested CNWRA staff.
- 4.6 The final trip or meeting report shall be maintained in the appropriate Element/Subelement folder (or electronic file) for a period of six (6) years or until entered into the Licensing Support System (LSS).

5. FORMAT

The basic formats for trip and meeting reports are provided in Attachments 1 and 2, respectively. The report contents appearing under the principal headings is as indicated in this section. The final version of the report can be in hard-copy or electronic form, or both, as specified by then-current contract requirements.

- 5.1 **SUBJECT** - A concise title for the meeting. Use the subject from the meeting agenda, where available.

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- 5.2 DATES, PLACES OF TRIP/MEETING - A concise itinerary with the inclusive dates of trip/meeting and the associated locations.
- 5.3 PERSONS PRESENT - A list of the attendees, in column fashion, indicating organizational affiliation. For large meetings, reference to an attached list of attendees is acceptable.
- 5.4 BACKGROUND AND PURPOSE OF TRIP/MEETING - A short descriptive paragraph on the background for and purpose of the trip/meeting.
- 5.5 SUMMARY OF PERTINENT POINTS - A short summary of the pertinent points or conclusions resulting from the trip/meeting.
- 5.6 SUMMARY OF ACTIVITIES - A detailed description of all aspects of the trip/meeting. Secondary headings indicating the subject and date of the topic being discussed should be in upper and lower case letters, for example:
- Specific Activities - Date:
- 5.7 IMPRESSIONS/CONCLUSIONS - A brief listing of significant conclusions resulting from the trip or meeting. These should be based simply on observations. In cases where analysis might be appropriate, the need for such should be noted on RECOMMENDATIONS.
- 5.8 PROBLEMS ENCOUNTERED - A succinct statement of any problems encountered or identified. Personnel matters should not be included.
- 5.9 PENDING ACTIONS - Statements of actions required, together with the associated due date and action party or organization, as appropriate.
- 5.10 RECOMMENDATIONS - Specific recommendations regarding the subject matter, if any. This may include recommendations regarding the conduct of the meeting, future attendance, etc.

ATTACHMENT 1

CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES

DATE: February 21, 1989

MEMORANDUM FOR: John J. Linehan, Director
Repository Project Licensing and Quality
Assurance Directorate
Office of Nuclear Materials Safety and Safeguards
U.S. Nuclear Regulatory Commission

THRU: Joseph O. Bunting, Chief
Engineering Branch
Office of Nuclear Materials Safety and Safeguards
U.S. Nuclear Regulatory Commission

FROM: Wesley C. Patrick and John L. Russell

SUBJECT: VISIT WITH NRC ON-SITE REPRESENTATIVES

DATE/PLACE OF TRIP: February 16 and 17, 1989, Yucca Mt. Vicinity and Las Vegas,
NV

PERSONS PRESENT: CNWRA NRC

W. Patrick	J. Gilray, NRC-OR
J. Russell	P. Prestholt, NRC-OR

BACKGROUND AND PURPOSE OF TRIP:

The purposes of this visit were to (1) establish point-of-contact with the NRC-ORs in preparation for joint NRC, DOE, State of Nevada meeting in Las Vegas, on March 13, 1989, (2) conduct informal discussions with key DOE staff to obtain their insights regarding this meeting agenda, and (3) obtain a broad overview and familiarity with the Yucca Mt. site and associated facilities.

SUMMARY OF PERTINENT POINTS:

Each of the three purposes of the trip were fully achieved. Arrangements for the Nevada Test Site (NTS) site visit and informal meetings with DOE personnel and transportation on the NTS were ably provided by P. Prestholt. NRC plans for providing accommodations for the March 13, 1989 meeting (individual quarters and a meeting room) were clarified. Input was obtained from P. Prestholt, C. Gertz, and E. Wilmot concerning topics of interest for the upcoming meeting. The Center personnel observed the DOE Yucca Mt. Project (YMP) facilities and discussed relevant procedures for the collection, storage, analysis, and archiving of geological samples.

SUMMARY OF ACTIVITIES:

Yucca Mt. Site and Vicinity, February 16, 1989

The travellers visited the Yucca Mt. site and vicinity February 16, 1989. In the vicinity of Fran Ridge, the original air-coring test site and two test pit locations were observed. The test pits are apparently in use to evaluate both traditional mapping techniques and special platform-mounted photographic

techniques that are currently under development by the YMP. The rock exposed in these pits is heavily weathered and caliche is abundant in fractures and weathering surfaces. This near-surface exposure is probably not representative of at-depth conditions. Although it may represent a type of "worst case" in terms of complexity and frequency of fracturing, highlighting of the geological features by caliche may make them easier to map. This could give the (nonconservative) impression that the novel mapping techniques work better than they will in actual practice.

Several exploratory drilling sites were visited in the course of the day. One of these was having a new hydrological data acquisition shed installed. Rufus Getzen, USGS Menlo Park, provided an informative description of the facility and certain aspects of the hydrological investigations that are underway at Yucca Mt. These custom-built sheds are designed with three separate compartments: work area for routine manned access; data acquisition system compartment for the digital multimeters, scanners, and related electronics; and power compartment where the uninterruptable power supply and power conditioning equipment is located. The sheds are skid-mounted and are constructed to allow for their easy installation and replacement at the sites.

The Sample Management Facility (SMF) in Area 25 of the Nevada Research and Development Area (NRDA) was also visited. A tour of the facility was provided by the SAIC facility manager. The SMF comprises two large warehouse-type buildings, an enclosed compound, and several smaller storage areas. The buildings include a reception area, office space, low-temperature storage area, a large core warehouse/archive, and sample preparation areas and associated equipment. All core recovered from YMP drilling activities (some 50,000 ft.) is in storage at the SMF. Both administrative and branch technical procedures have been prepared to control the acquisition, chain-of-custody, storage, and preparation of samples from drill core and cuttings.

DOE Program Update, February 16, 1989

The DOE program update meeting at the Aladdin Hotel the evening of February 16 provided an unexpected opportunity to hear an overview of the DOE YMP and to observe public comment and reaction to the program. DOE brochures, copies of briefings, and general literature regarding the YMP were obtained and are being circulated to Center staff independently of this report.

Approximately 200 to 150 people were in attendance, a number of whom were YMP personnel. Interactions/interchanges were open and, frequently, quite energetic. Several questions were raised regarding the regulatory framework for the YMP and the (publically) perceived lack of "criteria" for site acceptance. It was the travellers' impression that the briefings and responses to questions did not convince the public that this matter was being adequately addressed.

NRC-OR and DOE Informal Visits, February 17, 1989

February 17, 1989, was spent in the NRC and DOE offices in Las Vegas. Roles and responsibilities of the two NRC-ORs were discussed. At this time, Mr. Paul Prestholt appears to be broadly responsible for NRC-DOE interactions in Nevada, including NTS site visits and coordination of activities of offsite personnel (such as the travellers' visit). Mr. John Gilray is the principal point of contact for matters related to quality assurance and certain technical areas.

Visits with DOE concerned the upcoming meeting, availability of databases, and DOE planning activities. Specific discussions led to the following points:

1. With regard to the upcoming March 13, 1989, meeting in Las Vegas, DOE-YMP expressed interest in obtaining the following information on the Center: purpose and role, current and near-term activities, products, flow down of requirements (requirements analysis), and QA requirements for Center work. It was noted that DOE-HQ should be present in the meeting to support decision-making.
2. DOE-HQ is currently negotiating with the Bechtel team regarding the management and operating contract. The contract is not officially in place at this time. Roles, interfaces, and responsibilities of the various parties are to be determined.
3. DOE-YMP is currently engaged in a long-term planning effort. Three working groups have each been assigned 3 elements of the Work Breakdown Structure (WBS) and a fourth group is identifying the "prerequisites" that cut across all WBS elements. They are developing what was described as a "basically unconstrained" plan through January 1995. Top-down guidance is provided from the Gertz/Wilmot level. The "APEX 8000" system is being used for cost/schedule analysis and earned value calculations. It is intended to have all "critical work" on the system by September 1989.
4. There was a high level of interest in obtaining early knowledge of the NRC expectations regarding format and content of the License Application. It may be appropriate for the NRC to brief DOE on the status of the Format and Content Guide.
5. The Scientific and Engineering Properties Data Base (SEPDB) and the Reference Information Base (RIB) are both currently resident at and apparently the responsibility of the Sandia National Laboratories in Albuquerque. The former is an electronic database whereas the latter (a subset of the former) has been made available to YMP participants in hardcopy form. There was considerable questioning of the travellers by the DOE representatives concerning the necessity and appropriateness of Center access to such data on a routine basis.
6. The Automated Records System (ARS) is operated by the SAIC for the DOE. This system accomplishes the total process used by DOE-YMP to identify, capture, assign accession numbers, store, retrieve, and protect information/documentation relevant to the project. OCRWM has established a "data dictionary" for the ARS. Apparently, not all SEPDB data will go into the ARS.
7. Discussions with document control personnel were fruitful. It appears that the YMP will support requests for procedures and other documents (either controlled by YMP or by contractor organizations).

IMPRESSIONS/CONCLUSIONS:

The following impressions and conclusions arose as a result of this trip.

1. The trip provided a firm basis for planning the March 13, 1989, meeting. The NRC-ORs are making all necessary plans for accommodations for the March 13, 1989 meeting (individual quarters and a meeting room).

2. Important input was obtained from P. Prestholt, C. Gertz, and E. Wilmot concerning topics of interest for the upcoming meeting. This should help formulate an appropriate agenda and guide the conduct of meeting to make it as effective as possible for all participants.

3. Personal observations by Center staff of the Yucca Mt. site and the DOE YMP facilities, as well as discussion concerning procedures for the collection, storage, analysis, and archiving of geological samples were particularly beneficial.

PROBLEMS ENCOUNTERED: None.

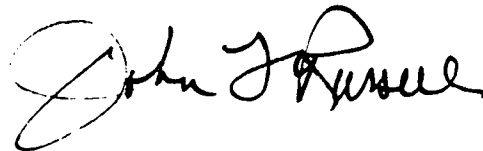
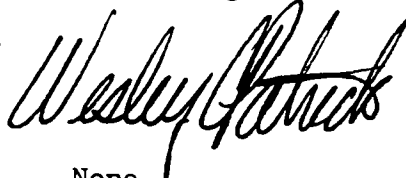
PENDING ACTIONS:

Center will provide a draft agenda to the NRC (J. Bunting and J. Linehan) for the March 13, 1989, meeting.

RECOMMENDATIONS:

The travellers recommend that the March 13, 1989, meeting be structured to provide opportunity for meaningful technical dialogue. Based on discussions during this trip, it appears that emphasis should be placed on introducing the Center to the DOE and the State of Nevada. This could be effectively accomplished by following an agenda that considers the scope of work of the Center, its near- to intermediate-term work products, the fundamental systems approach being pursued, the current research program, and the NRC-intended role of the Center.

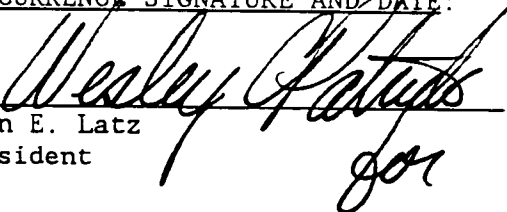
SIGNATURES:



REFERENCES: None.

CONCURRENCE SIGNATURE AND DATE:

John E. Latz
President


for

Date

2/22/89

ATTACHMENT 2

CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES

Date .5/8/89.....

To: ALL CENTER STAFF..... From: W. C. PATRICK.....

Subject: TRIP REPORTS

The Center has adopted a standard format for its Meeting Reports (see attached). Please use this format for all Meeting Reports.

NOTE that a separate format is used for "trips" which involve interactions other than with the NRC.

/b

CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES

MEETING REPORT

SUBJECT: Management/Interface Discussions
DATE and PLACE: April 5 and 6, 1989
AUTHORS: Wesley C. Patrick and Robert E. Adler

DISTRIBUTION:

CNWRA

J. Latz	J. Hageman
H. Garcia	P. Nair
A. Whiting	J. Russell
B. Mabrito	T. Romine
R. Johnson	R. Weiner

CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES

MEETING REPORT

SUBJECT: Management/Interface Discussions
DATE and PLACE: April 5 and 6, 1989
AUTHORS: Wesley C. Patrick and Robert E. Adler

PERSONS PRESENT: CNWRA NRC
R. Adler R. Browning
W. Patrick J. Linehan
J. Latz S. Coplan
R. Weiner P. Altomare
J. Holonich
M. Delligatti

BACKGROUND AND PURPOSE:

The purposes of this series of meetings were (a) to discuss NRC staff and management reactions to the final "R9" report "Analysis of Regulatory Uncertainties Related to the Site Characterization Plan and the Exploratory Shaft Facility", April 1989, (b) to further examine interactions and required areas of support in performance assessment, (c) to provide a briefing on Program Architecture (PA) and the upcoming PA and PA Support System User Need Survey, and (d) to attend the NRC staff briefing to the Commissioners on the activities and accomplishments of the Center.

SUMMARY OF PERTINENT POINTS:

1. R9--Analysis of Regulatory Uncertainties Related to the Site Characterization Plan and the Exploratory Shaft Facility:

The subject report appeared to be quite well received. It also appears that follow-up will be appropriate to "interpret" the results and to provide insights to the NRC on how the report might be most effectively used in the review of the draft SCP point papers, DAA comments, etc.

In his review of the document, Mr. R. Bernero focused on the large number of uncertainties associated with 10CFR60.122 (potentially adverse conditions). He believes that the occurrence of such uncertainties strongly suggests the early need for NRC to see a DOE performance assessment for the Yucca Mt. site.

A big questions continues to be "How many more rulemakings are likely to be required?" As currently defined, the Center is constrained from making such a determination and from expressing it in the upcoming "R8" report. The Center staff can work with NRC to develop the necessary weighting factors for the attributes, to perform the required calculations, and to interpret the results in terms of those uncertainties that are "best" addressed by rulemakings.

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Washington Office

MEETING REPORT

January 10, 1989

SUBJECT: NRC Staff SCP Kickoff Meeting

DATE and PLACE: Wednesday, 4 January 1989, NRC-White Flint

AUTHORS: R. Adler, W. Patrick

DISTRIBUTION: J. Latz
W. Patrick
R. Adler
A. Whiting
J. Hageman
P. Nair
J. Russell
B. Mabrito
N. K. Brown
S. Spector
R. Weiner

Lucy - Please distribute to San Antonio Staff

CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES
Washington Office

MEETING REPORT

January 10, 1989

SUBJECT: NRC Staff SCP Kickoff Meeting

DATE and PLACE: Wednesday, 4 January 1989; NRC-White Flint

AUTHORS: R. Adler, W. Patrick

PERSONS PRESENT:

NRC/NMSS

Entire Staff
Special Guests:
Prestholt and Gilray
NRC Nevada office

CNWRA

R. Adler
W. Patrick

BACKGROUND AND PURPOSE:

To provide preliminary information and encouragement to NMSS staff members in preparation for the SCP review. Mr. King Stablein discussed the review plan.

SUMMARY OF PERTINENT POINTS:

1. B. J. Youngblood feels the schedule can be shortened in the Management and QA areas but not in technical areas.
2. SCP and references were briefly reviewed.
Study Plans and Design Acceptance Analysis were not received.
A road map to the responses to NRC questions was provided.
3. Key schedule points:
 - o Acceptance Review Completed 27 January
 - o Technical review Completed 7 April
 - o ACNW Conducts Review 2-30 June
 - o Commission Review 30 June - 14 July
 - o Printing 14 July - 28 July
 - o Issue 28 July
4. Two weeks of the 14 week technical review will be devoted to integration of comments.
5. Internal QA and Management review will be conducted by section leaders.

January 10, 1989

Subject: NRC Staff SCP Kickoff Meeting

6. There is a possibility that a meeting will be held with the State of Nevada. The ACNW is expecting a briefing by Nevada in February.
7. Center is directed to have someone attend weekly coordination meetings.
8. Thompson believes ESF is a "lightning rod" and desires any issues be identified early.
9. J. Holonich will be reviewing the Design Acceptance Analysis - to be published shortly.
10. Objectives of Technical Review are:
 - o Identify Program Concerns
 - o Identify Information needed
 - o Identify activities threatening the site and its characterization
 - o Evolve CDSCP concerns.
11. Center involvement:

Some residual money resides with Weston Geophysical, Bureau of Mines and National Institute for Science & Technology. The Center and NRC Research will be used for support.
12. The DOE overview document (Road Map) should be read and understood.
13. J. Kennedy feels preclosure Q list is a gray area.
14. DOE was reasonably responsive in that in some cases they provided additional justification, or adopted NRC position. They indicate that they addressed all issues raised. The above is based on a quick look.
15. P. Prestholt observed there were a lot of changes, some superficial, some rewritten, some answers were purposely vague.

ACTIONS: Additional SCP documents were obtained for Center - Adler

Washington Staff will attend weekly meetings unless someone from San Antonio is present - Adler

RECOMMENDATIONS:

1. Staff assigned to SCP become familiar with overview document and road map. Recommended reading for all Element Managers and Directors.
2. Staff involved with SCP tasks be sensitive to integration requirements.

SIGNATURES:

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Title AP-003 CNWRA MEETING/TRIP REPORTS

EFFECTIVITY AND APPROVAL

Revision 2 of this procedure became effective on 1/14/92. This procedure consists of the pages and changes listed below.

Page No.

Change

Date Effective

ALL

0

1/14/92

Supersedes Procedure No. AP-003 REV. 1

Approvals

Written By

Bruce Malento

Date

1/14/92

Cognizant Director

[Signature]

Date

1/14/92

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AP-003 CNWRA MEETING/TRIP REPORTS

1. INTRODUCTION

Standardization of meeting/trip reports allows for the timely dissemination of meeting/trip information and data that will provide a consistent statement of the substance of the proceedings and the capture of such information and data to complement this statement. Center personnel associated with each Element and/or Research Project can present standardized reports which convey the essence of the meeting and/or trip along with materials that were secured during such meetings/trips.

2. PURPOSE AND SCOPE

The scope of this procedure is any and all meetings and/or trips of contractual, programmatic and technical relevance to the Center in pursuit of each sponsor's activities. These meetings and/or trips may include, but are not limited to, technical field trips, seminars, conferences, and workshops. Results of staff exchanges are documented in accordance with AP-008. Typically, reports are not prepared for routine interactions related to the Element and/or Research Project matters.

The purpose of this procedure is to provide a standard format and content guide for the presentation of reports associated with Center staff attendance and/or participation at various meetings and trips. Moreover, it gives guidance concerning the timing for conveying each such report.

Written reports of meetings and/or trips are useful in distributing information and/or data to both Center and sponsor personnel, especially as a formal recording of the proceedings and events connected with each meeting and/or trip.

3. RESPONSIBILITY

3.1 Each Element Manager is responsible for the implementation of this procedure and for its application as required.

3.2 The report preparer is responsible for completing the report, in accordance with this procedure, within two (2) weeks of completing the meeting or trip.

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3.3 Meeting/trip reports shall be reviewed and approved by the cognizant Element Manager.

4. PROCEDURE

The following information is provided as a guide to producing an informative, useful, and well-written meeting/trip report.

4.1 Review content of agenda or other available information prior to departing for an authorized meeting and/or trip to serve as a guide in collecting information for the report.

4.2 Coordinate with other attendees and/or participants to minimize duplication of efforts, and ensure that only one composite report is written.

4.3 Collect and organize the materials obtained from the meeting or trip and prepare a draft for review by the appropriate supervisor at least one week prior to the date of the report.

4.4 Incorporate comments from others into the report and submit for concurrence of supervisor.

4.5 Transmit to the appropriate personnel per Element Manager instruction.

4.6 Foreign trip/meeting reports must be sent to the NRC "Office of Governmental and Public Affairs, International Programs."

5. FORMAT

The basic format for a meeting and/or trip report is provided in Attachment 1. A common format is used for meetings and trips. The report contents appearing under the principal headings are as indicated in this section. The final version of the report may be in hard-copy or electronic form, or both, as specified by then-current contract requirements.

5.1 SUBJECT - A concise title for the meeting or trip. Use the subject from the meeting or trip agenda, where appropriate.

5.2 DATES AND PLACES OF MEETING/TRIP - A concise itinerary with the inclusive dates of meeting/trip and the associated locations.

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- 5.3 AUTHOR(S) - Name and, where appropriate, affiliation of author(s).
- 5.4 DISTRIBUTION - List the persons who should receive a copy of the report. Then-current minimum distributions should be provided for each sponsor office. NOTE: Items 5.1 through 5.4 are provided on the cover page of the report; Items 5.1 and 5.2 are repeated on the second page (Attachment 1).
- 5.5 PERSONS PRESENT - A comprehensive list of attendees. Attach an attendance list, if extensive. If the meeting or trip had multiple sessions with different attendances, delineate such differences.
- 5.6 BACKGROUND AND PURPOSE OF MEETING/TRIP - A short descriptive paragraph on the background for and purpose of the meeting/trip.
- 5.7 SUMMARY OF PERTINENT POINTS - A short summary of the pertinent points or conclusions resulting from the meeting/trip.
- 5.8 SUMMARY OF ACTIVITIES - A detailed description of all important aspects of the meeting/trip. Secondary headings indicating the subject and date of the topic being discussed should be in upper and lower case letters. For example:
- Specific Activities - Date:
- 5.9 IMPRESSIONS/CONCLUSIONS - A brief listing of significant conclusions resulting from the meeting or trip. These should be based simply on observations. In cases where analysis might be appropriate, the need for such should be noted on the "RECOMMENDATIONS" section of the report.
- 5.10 PROBLEMS ENCOUNTERED - A succinct statement of any problems encountered or identified. Personnel matters should not be included.
- 5.11 PENDING ACTIONS - Statements of actions required, together with the associated due date and action party or organization, as appropriate. Note that such actions should also be entered into the Commitment Control Log in accordance with AP-002.
- 5.12 RECOMMENDATIONS - Specific recommendations regarding the subject matter, if any. This may include recommendations regarding the conduct of the meeting, future attendance, etc.

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5.13 SIGNATURE AND DATE - The signature of the author(s) and the date of issue.

5.14 CONCURRENCE SIGNATURE AND DATE - The signature of the cognizant Element Manager and/or Director, along with the date of signature.

5.15 REFERENCES - List of appropriate references associated with the meeting and/or trip.

6. RECORDS

A copy of the final meeting or trip report shall be maintained in the appropriate Element Research Project file (or electronic file) for a period of six (6) years or until other disposition is approved.

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ATTACHMENT 1

CENTER FOR NUCLEAR WASTE REGULATORY ANALYSES
San Antonio Office

MEETING/TRIP REPORT
Date

SUBJECT:

DATE AND PLACE:

AUTHOR(S):

DISTRIBUTION:

CNWRA

NRC-NMSS

NRC-RES

President
Directors
Element Managers

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San Antonio Office

MEETING/TRIP REPORT
Date

SUBJECT:

DATE AND PLACE:

PERSONS PRESENT:

BACKGROUND AND PURPOSE:

SUMMARY OF PERTINENT POINTS:

SUMMARY OF ACTIVITIES:

IMPRESSIONS/CONCLUSIONS:

PROBLEMS ENCOUNTERED:

PENDING ACTIONS:

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RECOMMENDATIONS:

AUTHOR(S):

DATE: _____

(typed name)

CONCURRENCE:

DATE: _____

(typed name)

REFERENCES: