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MEMORANDUM FOR: BWIP Review Team

FROM: Hubert J. Miller, Chief
High-Level Waste Technical
Development Branch
Division of Waste Management

Michael J. Bell, Chief
High-Level Waste Licensing
Management Branch
Division of Waste Management

SUBJECT: ORGANIZATION OF WORD PROCESSING ACTIVITIES

With the diversity of authors and products involved in preparation of the draft SCA, and the large volume of work, there is a considerable task in controlling the flow of work into and out of our word processing facilities.

Ron Uleck has been assigned responsibility to assist Bob Wright in coordinating the SCA production. In this capacity he will:

1. Receive all BWIP team material that is ready for word processing;
2. Determine, in consultation with Linda Sprecher and Linda Crouch, whether the job is to be done by WMHL/WMHT or CRESS;
3. Track documents through word processing;
4. Deliver processed documents to the proper recipients; and
5. Maintain records on the flow of documents.

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To implement this arrangement, the following principles need to be observed:

1. All authors should deliver all documents that need word processing to Uleck, not to the branch secretaries.
2. Because of the variable turn-around time under this system, the date of delivery to Uleck will be used in satisfaction of delivery deadlines.
3. In spite of the substantial word processing capabilities at our disposal, there is a real risk of overload. Each author has a responsibility to see that:
 - a. handwriting is legible,
 - b. corrections are made in the style approved by CRESS,
 - c. an effort is made early to adopt the NUREG format for both text and references.

You will be hearing more from Ron Uleck on what will be required in the way of input to the document production effort.

Hubert J. Miller, Chief
High-Level Waste Technical
Development Branch
Division of Waste Management

Michael J. Bell, Chief
High-Level Waste Licensing
Management Branch
Division of Waste Management

cc: L. Crouch, WMHL
L. Sprecher, WMHT
Joanne Johnson, CRESS
Jeanette Kiminas, CRESS

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|------|--------------------------|--------------------------|-----------|---|---|---|---|
| OFC | : WMHT <i>[initials]</i> | : WMHT <i>[initials]</i> | : WMHL | : | : | : | : |
| NAME | : RUleck | : HJMiller | : MJBell | : | : | : | : |
| DATE | : 82/11/04 | : 11/4/82 | : 11/4/82 | : | : | : | : |