

WM Record File  
101.1

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Distribution: NOV 30 1982  
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(Return to WM, 623-83)

WMHT: WM-10  
101, /

MEMORANDUM FOR: BWIP REVIEW TEAM  
FROM: R. B. Uleck/ R. Wright, WMHT, WM  
SUBJECT: INSTRUCTIONS FOR SUBMITTING SCA PRODUCTS

The arrangements we have with CRESS for typing BWIP SCA products are working very well. We do not anticipate that CRESS will have problems in typing future drafts of BWIP SCA products, and all this material should go through CRESS.

To systemize things on our end, the following procedures should be observed in submitting BWIP SCA products for processing.

Authors' Responsibility

1. Log in product in BWIP SCA log book located in WMHT office (See WMHT secretaries for instructions).
2. Fill out CRESS form (sample is attached) found by BWIP log book.
3. Attach CRESS form to material to be typed and leave in BWIP typing tray (located in WMHT office) for delivery to CRESS.
4. When SCA product is completed in final form for delivery to PM for BWIP team review, complete "BWIP DSCA PRODUCT" form (sample attached) and leave product in BWIP tray marked as complete for PM. Lead secretary will log in and deliver to PM.

Lead Secretary's Responsibility

1. Lead secretary will deliver SCA product to CRESS.
2. Lead secretary will pick up SCA product from CRESS and log date received from CRESS in BWIP SCA log book.
3. Lead secretary will distribute typed product to author.

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OFC :	:	:	:	:	:	:
NAME :	:	:	:	:	:	:
DATE :82/11/30	:	:	:	:	:	:

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The lead secretary for this effort is Ilene Kotok. See her or any other WMHL/WMHT secretary if you have questions about completing forms, etc.

Ronald B. Uleck  
High-Level Waste Technical  
Development Branch

Robert J. Wright  
High-Level Waste Technical  
Development Branch

Attachments

1. CRESS Work Request and Control Sheet
2. BWIP DSCA Product Summary Sheet

cc: WMHT/WMHL Secretaries

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OFC	: WMHT:isk	: WMHT	:	:	:	:	:
NAME	: R Uleck	: R J Wright	:	:	:	:	:
DATE	: 82/11/30	: 11/30/82	:	:	:	:	:

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To: BWIP Project Manager

FROM: \_\_\_\_\_

DATE: \_\_\_\_\_

BWIP DSCA PRODUCT

1. Name of Product (e.g., Chapter 3, SIA 2.1.1, Appendix K, etc.).

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2. Author: \_\_\_\_\_

3. Review Stage (e.g., draft #1 to PM, etc.).

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