



To: Robert E. Browning
MS 623-5

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UNITED STATES
NUCLEAR REGULATORY COMMISSION
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May 29, 1987

Mr. J. H. Anttonen
Assistant Manager for Commercial Nuclear Waste
Richland Operations Office
U.S. Department of Energy
P.O. Box 550
Richland, Wa. 99352

Dear Mr. Anttonen:

Per conversation with Mr. Olson on May 18, 1987 I volunteered to prepare the attached protocol for implementing improved verbal communication between NWA program participants at the respective staff and subcontractor staff levels. I consider the attachment is consistent with mutually agreed upon general objectives for such communication, voiced by DOE, NRC, the Yakima Indian Nation (YIN) and others at the hydrology workshop in April, 1987 at Richland. It reflects comments from J. Mecca regarding provisions for requesting records verbally by one or the other parties in a conversation.

I consider the content of the protocol is consistent with NRC Staff specific objectives for the communications it covers.

I hope you will find it useful and expedient for establishing such a protocol with the respective DOE/RL contractors and subcontractors, as I am assured that the NRC Staff and our contractors eagerly await its implementation.

Sincerely,

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F. Robert Cook
Senior On-Site Licensing
Representative, BWIP
Division of Waste Management
Office of Nuclear Material Safety
and Safeguards

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Enclosure: PROTOCOL FOR VERBAL COMMUNICATIONS BETWEEN NWA PARTICIPANTS OR NRC (INCLUDING CONTRACTOR AND SUBCONTRACTOR STAFF) AND DOE AND DOE CONTRACTOR AND SUBCONTRACTOR STAFF PERSONNEL

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PROTOCOL FOR VERBAL COMMUNICATIONS BETWEEN NWSA PARTICIPANTS OR
NRC (INCLUDING CONTRACTOR AND SUBCONTRACTOR STAFF) AND DOE AND
DOE CONTRACTOR AND SUBCONTRACTOR STAFF PERSONNEL

OBJECTIVES:

1. Promote free communications among NWSA program participants at all levels of activity, particularly between persons having first hand technical knowledge about a pertinent subject, and thereby facilitate understanding and cooperation and allow an up-to-date knowledge of the status of NWSA related work.
2. Specify ground rules for telephone conversations and direct face-to-face conversations between or among the subject personnel not already covered by other agreements or protocols.
3. Provide for an accurate record of subject verbal communications.

PROTOCOL:

1. SCOPE--a. Verbal communication of information and concerns regarding program matters, either face-to-face or by telephone between NWSA program participants are covered by this protocol.
 - b. Requests for records are covered by this protocol.
 - c. Requests for actions or suggestions as to actions, excluding requests for records, are outside the scope of this protocol, as well as agreements on any matter, except the content of the record of a specific conversation.
2. AUTHORIZATION AND ENCOURAGEMENT--Conversation between NWSA program participants, is hereby authorized and encouraged.
3. ETIQUETTE--a. It shall not be necessary for persons being called or addressed to communicate with a participant attempting to initiate a conversation; however, communications are encouraged. The extent in time and the subject of a conversation shall be mutually agreeable to the conversationalists.
 - b. Requests to obtain copies of records discussed or identified are appropriate, and, on a basis not to interfere with other work, should be fulfilled as is practical consistent with the procedures of the respective organization having the record requested.
4. RECORD OF CONVERSATION--a. A draft record of conversation (record) shall be created by the party initiating a conversation within one working day of the conversation for review by the other participant. The record shall identify the parties in the conversation, the time (beginning and end) of the conversation, a summary of the information conveyed during the conversation and notation of agreement to the text. The detail contained in the record shall be such as deemed appropriate by the conversationalists to inform other program participants who may have an interest in the information being conveyed, with an accurate and comprehensive record always encouraged. Requests for records by either party shall be identified in the record.
 - b. Follow-up telecons for the purpose of reading and obtaining agreement on draft records is encouraged. The draft record, changed as necessary to obtain agreement, shall be completed by the originator and distributed to interested program participants within one week of the conversation. No separate record of the follow-up telecon is necessary.
 - c. Additional formal records of conversations, prepared in parallel to the record created by the initiator, are discouraged.