

From: John Hayes
To: "Carlos Gonzalez" <CMG3@nrc.gov>, "Michael Clark" <MJC1@nrc.gov>
Date: 10/30/2007 3:40:05 PM
Subject: Email Capture Presentation
cc: "Shieldalloy_Public_Emails" <Shieldalloy_Public_Emails@nrc.gov>

Revised Handout and agenda for your comments and additions

Hearing Identifier: Shieldalloy_DP_Public
Email Number: 3

Mail Envelope Properties (4727505C.HQGWDO01.TWGWPO02.100.131646F.1.147.1)

Subject: Email Capture Presentation
Creation Date: 10/30/2007 3:40:05 PM
From: John Hayes

Created By: JJH@nrc.gov

Recipients

"Shieldalloy_Public_Emails" <Shieldalloy_Public_Emails@nrc.gov>
"Carlos Gonzalez" <CMG3@nrc.gov>
"Michael Clark" <MJC1@nrc.gov>

Post Office
TWGWPO02.HQGWDO01

Route
nrc.gov

Files	Size
MESSAGE	62
proposed guidance handouts - 10302007.wpd	
10/30/2007 3:40:12 PM	

Date & Time
10/30/2007 3:40:05 PM
23514

Options

Priority: Standard
Reply Requested: No
Return Notification: None
None

Concealed Subject: No
Security: Standard

Agenda
Shieldalloy Hearing File E-mail Capture Presentation
November 1, 2007
10:00 AM
T8C5

- I Hearing File, Requirements & Responsibilities - Mike Clark**

- II. Email Capture - Jack Hayes**
 - A. Which Emails are Captured?**
 - B. Who Should Capture Them?**
 - C. How Do You Capture Them?**
 - D. How are Emails Classified?**
 - E. When is Clarifying Information Required?**

- III. Operational Overview of Hearing File Email Capture Tool - Carlos Gonzales**

- IV. Archiving Folders, Status & Capture - Mike Clark & Jack Hayes**
 - A. Archiving Directions**
 - B. Survey Questions**
 - C. Survey Results**
 - D. Handling Archived Material**
 - E. Retrieval of Non-archived Material**

Shieldalloy Hearing File E-mail Capture Presentation

Please use the following criteria when submitting e-mails to the electronic hearing file established for the administrative hearing on Shieldalloy's Decommissioning Plan (DP).

1. What emails should be captured?

Any e-mail that is associated with the Staff's review of Shieldalloy's DP & ER.

2. Who is responsible for capturing the email?

Sender if a Review Team Member and a possessor of a NRC.gov email address

Recipient if Sender is either not a Review Team Member or the sender does not have a NRC email address

3. Who is a Review Team Member?

The following is a list of Review Team Members.

4. Who should capture the email when Sender is *not* part of Review Team but one or more of the recipients is.

All when the Sender is a NRC employee.

NRC point of contact when the sender is not a NRC employee, e.g., possibly NRC Project Manager.

If there is no point of contact, then the first individual on the "To" List who is a Review Team Member.

5. How should Emails be captured?

Emails are captured by forwarding the email to either the "Shieldalloy_Public_Emails" or "Shieldalloy_NonPublic_Emails"

6. How should Emails be classified?

They should be classified as "Public" or "Non-Public" and assigned to such folder. When in doubt, classify as Non-Public.

7. What types of Emails should be considered as “Public”?

Public emails are any e-mail (including attachments) originating in the public domain that does not contain proprietary information, as well as any e-mail consisting entirely of publicly available information. Examples include emails

- ▶ from the applicant, its vendors or contractors;
- ▶ to the applicant, its vendors or contractors from the NRC;
- ▶ to or from other Federal, State or Local agencies which are non-confidential;
- ▶ from the public when commenting on staff documents (e.g., comments on the DEIS); and
- ▶ to or from members of the public.

8. What types of Emails should be considered as “Non-Public”?

Non-Public emails are any e-mail (including attachments) containing safeguards or security-related information, privileged, proprietary, or sensitive information or data. Examples include emails

- ▶ between staff and OGC
- ▶ between NRC and other Federal, State, or Local agencies which are confidential;
- ▶ involving pre-decisional information, e.g.,
 - changes to documents
 - those incorporating staff decisions
 - those involving RAIs or the DEIS, DSER, EIS or SER.
 - those between staff and contractors
- ▶ All containing proprietary, personal privacy or other sensitive information.

9. When is clarifying Information is necessary?

If it is unclear from the subject line why email is being submitted..

10. What should you do when providing clarifying information?

Provide an explanation in the text of the forwarding e-mail explaining what sections of Shieldalloy's DP an e-mail relates to or which of the contentions it addresses.