CCNPP3COLA PEmails

From: Quinn-Willingham, Laura
Sent: Thursday, September 15, 2011 1:58 PM
To: Quinn-Willingham, Laura; Bernal, Sara; Brown, David; Cook, John; Cushing, Jack; Dehmel, Jean-Claude; Dusaniwskyj, Michael; Echols, Stan; Emch, Richard; Fuller, Edward; Garcia-Santos, Norma; Hart, Michelle; Imboden, Stacey; Jones, Henry; Kugler, Andrew; Lopas, Sarah; Mussatti, Daniel; Nash, Harriet; Shepherd, James; Stieve, Alice; Tammara, Seshagiri; Tiruneh, Nebiyu; Vechioli, Lucieann; Wilson, Anthony; Gendelman, Adam
Cc: Parkhurst, Mary Ann; Chapman, Elaine G
Subject: Reminder - Hearing File Update September 2011

TO CALVERT CLIFFS 3 ENVIRONMENTAL REVIEW TEAM MEMBERS:

The staff has to monthly update the hearing file by sending all related emails, letters, and correspondence into the hearing file so that it can be processed and reviewed by OGC and then signed by the lead PM. Please process all emails by **COB Friday, September 23, 2011,** for the next monthly update. This means that all emails and other correspondence from August 24, 2011 up to and including September 23, 2011 must be processed.

Emails that pertain to the Calvert Cliffs COLA review need to be sent to the following email address: CCNPP3COL.Resource@nrc.gov. For emails that you have already sent you will need to forward the emails **as attachments** to that address (putting <ADAMS ENVELOPE> or <AE> in the subject line of such forwarding emails). Also if the email is Non-Public in nature, then place "NON-PUBLIC" in the subject line. An easy way of keeping up with the hearing file is to copy (in the cc line of the email) CCNPP3COL.Resource@nrc.gov in the emails as you send them. If you cc the hearing file in the email as you send it then the <AE> is not needed in the subject line.

Since the environmental team relies on contractor support to develop the EIS, emails from contractors must also be put into the hearing file. The responsibility of submitting contractor emails is on the NRC counterpart.

As general guidance on the matter of preserving documents, we need to save all documentation submitted by the applicant, all correspondence (letters, emails, documents etc.) between the applicant and staff related to the application, any documents supporting or opposing the Staff's review of the application, and any documents representing the Staff's determination on the application. Also included is relevant correspondence between you and our contractors. If you have such documentation not in an email you must submit it to ADAMS under a 665 Form.

For more detailed discussion of preserving documents, please go to the following link:
http://nrr10.nrc.gov/NRO/training/docs/hearing.ppt.

Not sure if it's an Official Agency Record? Check OIS's interactive question and answer tool:
http://www.internal.nrc.gov/ois/help/faq-rec-mgt.html#top.

Please contact me if you have any questions or need additional information regarding this matter.

Thanks
Laura

Hearing Identifier: CalvertCliffs_Unit3Cola_Public_EX
Email Number: 2708

Mail Envelope Properties (Laura.Quinn-Willingham@nrc.gov20110915135800)

Subject: Reminder - Hearing File Update September 2011
Sent Date: 9/15/2011 1:58:26 PM
Received Date: 9/15/2011 1:58:00 PM
From: Quinn-Willingham, Laura

Created By: Laura.Quinn-Willingham@nrc.gov

Recipients:
"Parkhurst, Mary Ann" <maryann.parkhurst@pnl.gov>
Tracking Status: None
"Chapman, Elaine G" <elaine.chapman@pnl.gov>
Tracking Status: None
"Quinn-Willingham, Laura" <Laura.Quinn-Willingham@nrc.gov>
Tracking Status: None
"Bernal, Sara" <Sara.Bernal@nrc.gov>
Tracking Status: None
"Brown, David" <David.Brown@nrc.gov>
Tracking Status: None
"Cook, John" <John.Cook@nrc.gov>
Tracking Status: None
"Cushing, Jack" <Jack.Cushing@nrc.gov>
Tracking Status: None
"Dehmel, Jean-Claude" <Jean-Claude.Dehmel@nrc.gov>
Tracking Status: None
"Dusaniwskyj, Michael" <Michael.Dusaniwskyj@nrc.gov>
Tracking Status: None
"Echols, Stan" <Stan.Echols@nrc.gov>
Tracking Status: None
"Emch, Richard" <Richard.Emch@nrc.gov>
Tracking Status: None
"Fuller, Edward" <Edward.Fuller@nrc.gov>
Tracking Status: None
"Garcia-Santos, Norma" <Norma.Garcia-Santos@nrc.gov>
Tracking Status: None
"Hart, Michelle" <Michelle.Hart@nrc.gov>
Tracking Status: None
"Imboden, Stacey" <Stacey.Imboden@nrc.gov>
Tracking Status: None
"Jones, Henry" <Henry.Jones@nrc.gov>
Tracking Status: None
"Kugler, Andrew" <Andrew.Kugler@nrc.gov>
Tracking Status: None
"Lopas, Sarah" <Sarah.Lopas@nrc.gov>
Tracking Status: None
"Mussatti, Daniel" <Daniel.Mussatti@nrc.gov>
Tracking Status: None
"Nash, Harriet" <Harriet.Nash@nrc.gov>
Tracking Status: None
"Shepherd, James" <James.Shepherd@nrc.gov>

Tracking Status: None
"Stieve, Alice" <Alice.Stieve@nrc.gov>
Tracking Status: None
"Tammara, Seshagiri" <Seshagiri.Tammara@nrc.gov>
Tracking Status: None
"Tiruneh, Nebiyu" <Nebiyu.Tiruneh@nrc.gov>
Tracking Status: None
"Vechioli, Lucieann" <Lucieann.Vechioli@nrc.gov>
Tracking Status: None
"Wilson, Anthony" <Anthony.Wilson@nrc.gov>
Tracking Status: None
"Gendelman, Adam" <Adam.Gendelman@nrc.gov>
Tracking Status: None

Post Office:

Files	**Size**	**Date & Time**
MESSAGE	2401	9/15/2011 1:58:00 PM

Options

Priority:	Standard
Return Notification:	No
Reply Requested:	No
Sensitivity:	Normal
Expiration Date:	
Recipients Received:	