

JAN 10 1990

Mr. Mark Matthews, Acting Project Manager
Uranium Mill Tailings Project Office
Albuquerque Operations Office
U. S. Department of Energy
P. O. Box 5400
Albuquerque, NM 87115

Dear Mr. Matthews:

We have received your comments on the draft guidelines for the DOE/NRC weekly telecon on the UMTRA Project status, transmitted by your letter dated December 20, 1989. Based on the comments and a January 3, 1990, telephone discussion with Frank Bosiljevac we have prepared the enclosed final version of the guidelines. This document now will serve as the basis for the conduct of our weekly telephone interactions.

Should you have any questions regarding this transmittal, please contact me or Dan Gillen of my staff (FTS 492-0517).

Sincerely,
(SIGNED) PAUL H. LOHAUS

Paul H. Lohaus, Chief
Operations Branch
Division of Low-Level Waste Management
and Decommissioning, NMSS

Enclosure: As stated

cc: Sally Mann, DOE Hq.
F. Bosiljevac, DOE Alb.
M. Abrams, DOE Alb.

Distribution: Central File # WM-39 NMSS r/f RHall, URFO
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PDR YES
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ACNW YES NO

SUBJECT ABSTRACT: TRANSM. FIN. GUIDELINES FOR WEEKLY TELECON-UMTRA STATUS
* See Previous Concurrence

OFC :LLUB* :LLOB* :LLOU
NAME:DGillen/jj:MFlliegel :PLOhaus
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Guidelines for the DOE/NRC
Weekly Telecon on UMTRA Project Status

To improve communication between NRC and DOE with regard to the status and schedules of the UMTRA Project sites, a weekly conference call has been established. The following criteria are provided to set general guidelines and goals for the conduct of these telecons.

1. The DOE Uranium Mill Tailings Project Office, the NRC Division of Low-Level Waste Management and Decommissioning (LLWM), and the NRC Uranium Recovery Field Office (URFO) should assign appropriate staff to participate in these weekly telecons. There should be a primary participant from each group and one or more backup participants to provide coverage in the event of leave, travel, or other absence. The telecons shall include management participation.
2. In preparation for each telecon, the primary participants should ensure that they are aware of the up-to-date status of all review items in their respective organizations. In addition, they should check with appropriate staff and management to be informed of any generic issues that should be discussed.
3. DOE will initiate each telecon. The day and time may vary depending on participant agreement and schedule; however, the telecons should be conducted early in the week.
4. Each telecon should begin with a DOE discussion of the items that are scheduled to be submitted to NRC within the next few months (forecast list). DOE should indicate any changes to existing dates-to-NRC and the basis for the changes. Further, new items to be added to the list and items that have been transmitted to NRC should be identified.
5. Next, LLWM and URFO each should discuss the status of all casework reviews in their respective organizations. The NRC participants should indicate any changes to the dates-to-DOE and the basis for the changes. NRC should also indicate any casework that has just been completed and sent to DOE. During the discussion of NRC reviews, DOE should establish and update the priorities for the various casework.
6. Following the discussion of specific casework, the participants should raise and discuss any generic or programmatic issues or questions.
7. The telecon should be concluded with a summary of any action items resulting from the call.
8. After each telecon, LLWM shall update their casework tracking system and provide a copy to DOE and URFO for information purposes. Other items or issues of a generic or programmatic nature that are discussed during each telecon shall be documented by LLWM and attached to the tracking system update. Any disagreement DOE may have with the updated tracking system and/or accompanying documentation shall be addressed in the next weekly telecon and documented by LLWM.

