

426.4/NLS/82/02/08/0

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FEB 10 1982

DISTRIBUTION:

✓ WMPI s/f 426.4

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NStill

JSurmeier

DMattson

JOBunting

REBrowning

JBMartin

HJMiller

WMPI: 426.4

MEMORANDUM FOR: Robert S. Brown, Jr.  
Assistant to the Director and Chief  
Program Support Branch, NMSS

FROM: John B. Martin, Director  
Division of Waste Management

SUBJECT: CONTRACT MODIFICATIONS RE MICROFICHE

The Division of Waste Management is beginning a microfiche reference system, as part of the Docket Control Center, for all currently operating and future contractor reports (interim and final). This system will not include draft or monthly reports. We have been informed by Steve Scott, Chief, Document Management Branch, TIDC, that the most cost-effective way of implementing this system is to have the contractors provide a microfiche of their reports directly to WM. He indicated that this microfiche can be purchased by the contractors at a minimal cost (approximately five dollars per fiche) through a microfiche contractor.

We request that each of our FY82 contracts be modified to include this requirement. We will include this requirement in all future WM contracts. Attached are the necessary specifications for this request. Please add the following paragraph to "Reporting Requirements" in these contracts:

"Microfiche is required of all interim and final reports. The specifications for this microfiche are listed in Attachment 1 and the distribution is as follows:

Document Management Branch  
Division of Technical Information  
and Document Control, 1 master

Docket Control Center  
Division of Waste Management, 1 duplicate

8303210014 820216  
PDR MISC  
8303210014 PDR

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In addition, please amend the following continuing contracts to include H. J. Miller, Chief, High-Level Waste Technical Development Branch, on distribution for all contractor reports.

B3109	B6986
B6932	B6995
B6934	B7327
B6935	B7328
B6983	B7330

Original Signed by  
John B. Martin

John B. Martin, Director  
Division of Waste Management

Enclosure:  
Microfiche Specifications

cc: Steve Scott, Chief, DMB/TIDC

DIST:

TICKET NO:

2/8/82

C	: WPPI	: WPPI	: WPPI	: WPPI	: WM	:
ME	: NStill:nls	: JSurmeier	: DMattson	: JOBunting	: JBMartin	:
TE	: 82/02/08	: 2/8/82	: 2/8/82	: 2/16/82	: 2/16/82	:

MICROFORM SPECIFICATIONS FOR  
DIVISION OF WASTE MANAGEMENT CONTRACTS

Microfiche used for submittal purposes shall conform to the following specifications:

1. Microfiche containing source documentation shall conform to the NMA Type 1 format (ANSI/NMA MS.5) consisting of 98 frames arranged in 7 rows and 14 columns.
  2. The reduction ratio shall be 24:1 for all microfiche.
  3. The microfiche shall be standard 148mm X 105mm.
  4. The microfiche shall be one silver-halide master and one diazo placed in individual acid free envelopes.
  5. Diazo duplicates may be either blue/black or black.
  6. The microfiche shall be titled in the following manner:

FIN No.	Title of Report	Date
Contract No.		
NUREG/CR No.		
Fiche No.		
- Fiche number refers to 1 of 2, 2 of 2 etc. information.
7. Title information shall be eye readable on a clear background.
  8. The submittal of microfiche containing proprietary material shall be coordinated with the Document Management Branch, Division of Technical Information and Document Control, U.S. Nuclear Regulatory Commission, 20555 to set format and procedures for submittal.
  9. Foldouts, if any, shall be segmented and filmed in logical order.
  10. The first frame shall be blank, and the second frame shall contain the resolution target (NBS 1010A.)
  11. Questions on microfiche specifications should be submitted in writing to:

Document Management Branch, Division of Technical Information  
and Document Control, U.S. Nuclear Regulatory Commission,  
Washington, DC 20555.