

WM Record File
101.1

WM Project WM-10 DISTRIBUTION:

Docket No. WMHT r/f

PDR NMSS r/f

LPDR CF

JBMartin

REBrowning

MJBW11

PAItomare

HJMiller

RUleck & r/f

RWright

PDR Delayed

101/RBU/82/11/22/0

Distribution: NOV 30 1982

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(Return to WM, 623-83)

WM-10
WMHT: 101, /

MEMORANDUM FOR: BWIP REVIEW TEAM

FROM: R. B. Uleck/ R. Wright, WMHT, WM

SUBJECT: INSTRUCTIONS FOR SUBMITTING SCA PRODUCTS

The arrangements we have with CRESS for typing BWIP SCA products are working very well. We do not anticipate that CRESS will have problems in typing future drafts of BWIP SCA products, and all this material should go through CRESS.

To systemize things on our end, the following procedures should be observed in submitting BWIP SCA products for processing.

Authors' Responsibility

1. Log in product in BWIP SCA log book located in WMHT office (See WMHT secretaries for instructions).
2. Fill out CRESS form (sample is attached) found by BWIP log book.
3. Attach CRESS form to material to be typed and leave in BWIP typing tray (located in WMHT office) for delivery to CRESS.
4. When SCA product is completed in final form for delivery to PM for BWIP team review, complete "BWIP DSCA PRODUCT" form (sample attached) and leave product in BWIP tray marked as complete for PM. Lead secretary will log in and deliver to PM.

Lead Secretary's Responsibility

1. Lead secretary will deliver SCA product to CRESS.
2. Lead secretary will pick up SCA product from CRESS and log date received from CRESS in BWIP SCA log book.
3. Lead secretary will distribute typed product to author.

OFC :	:	:	:	:	:	:
NAME :	:	:	:	:	:	:
DATE :82/11/30	:	:	:	:	:	:

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The lead secretary for this effort is Ilene Kotok. See her or any other WMHL/WMHT secretary if you have questions about completing forms, etc.



Ronald B. Uleck
High-Level Waste Technical
Development Branch



Robert J. Wright
High-Level Waste Technical
Development Branch

Attachments

1. CRESS Work Request and Control Sheet
2. BWIP DSCA Product Summary Sheet

cc: WMHT/WMHL Secretaries

OFC	: WMHT:isk	: WMHT	:	:	:	:	:
NAME	: RUleck	: RJWright	:	:	:	:	:
DATE	: 82/11/30	: 11/30/82	:	:	:	:	:

CONTROL NUMBER
(TO BE FILLED IN AT CRESS)

ROOM NUMBER

BUILDING

DRAFT	REDRAFT	CLEAN COPY	FINAL	PROOF	
1st GALLEY	2nd GALLEY	PMU	FINAL PMU	YES	NO
ORIGINAL COPY ONLY		LETTERHEAD SET (Multi-color)	PLAIN PAPER SET (Multi-color)		
DOUBLE SPACE		SINGLE SPACE	1½ SPACE X		

SPECIAL MATS
A, B, or C

DEADLINE

DATE
NEXT
DAY
OR SOONER

TIME
Request A.M. ☐
time P.M. ☐

☐ CLASSIFIED--CLASS
☐ UNCLASSIFIED

OPERATOR

EQUIPMENT USE

STARTED	COMPLETED
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SCANNER

PROOFREADER

INITIALS

DEGREE OF DIFFICULTY CODES

D- RECORD TABLES,
TRANSCRIPTION,
COMPARATIVE
TEXT, AND
EQUATIONS

LINE COUNT

SIZE	SINGLE	DOUBLE	1½ SPACE
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8½ x 11	51	25	34
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8½ x 14	67	34	45
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MATS	72	36	48
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SPECIAL MATS	62		
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To: BWIP Project Manager

FROM: _____

DATE: _____

BWIP DSCA PRODUCT

1. Name of Product (e.g., Chapter 3, SIA 2.1.1, Appendix K, etc.).

2. Author: _____

3. Review Stage (e.g., draft #1 to PM, etc.).
