



UNITED STATES
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

November 27, 1996

MEMORANDUM TO: Elizabeth Ten Eyck, Director
Division of Fuel Cycle Safety
and Safeguards, NMSS

THRU: Michael F. Weber, Chief *W*
Licensing Branch
Division of Fuel Cycle Safety
and Safeguards, NMSS

FROM: Gary C. Comfort, Jr. *ACC*
Licensing Section 2
Licensing Branch
Division of Fuel Cycle Safety
and Safeguards, NMSS

SUBJECT: TRIP REPORT FOR MEETING WITH DOE ON OAK RIDGE TRU PROCESSING

On November 19, 1996, I attended a Department of Energy (DOE) pre-solicitation conference for the removal, treatment, containerization, certification for disposal, and transportation and disposal of transuranic (TRU)/alpha low-level waste at the Oak Ridge National Laboratory. Attached are copies of the agenda, presentation handouts, and attendance list.

The presentation focused on the background of the proposed project, procurement issues, and the schedule of procurement. The scope of the project has expanded from treatment of sludges containing TRU material to also include the supernate in the tanks (with undetectable quantities of TRU) and a significant number of solid wasteforms contaminated with TRU material. All of the waste would be treated for disposal at either the Nevada Test Site (NTS) or the Waste Isolation Pilot Plant (WIPP) depending upon its characteristics. The winning vendor would gain ownership of the tanks and be leased adjacent land for construction of their facility to treat the wastes. DOE would take back ownership of the tanks upon project completion; however, the vendor would be responsible for decommissioning any constructed facilities. The contract is expected to be awarded by October 1, 1997, and licensing would be expected to be completed by April 2000. The facility would be expected to begin operations by July 2002 and to complete sludge treatment within five years. Other waste treatment activities may continue past this date.

After the presentations, there was a discussion period. Although most of the participants were concerned about procurement issues and project details, there were a few questions regarding NRC participation. The vendors were clearly in favor of NRC licensing the project. The vendors, however, were primarily concerned about the available resources and timeliness of NRC's licensing activities and how it would impact their schedules (DOE called for 2.5 years for licensing). Other issues related to NRC licensing included:

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PDR

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X 08M-7 DOE

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083

Elizabeth Ten Eyck

2

NRC requirements and availability of nuclear indemnification insurance for a site surrounded by DOE, whether the state (as an agreement state) would have to license any aspects of the project, and if the tanks would meet NRC's licensing requirements.

Two issues came to my attention which may require followup. First, DOE was not completely sure that systems associated with tank operations could be isolated and therefore could make no commitment that they would be transferred to the vendor. Second, DOE stated that DOE would do the associated NEPA work and that this had been discussed with NRC.

DOE plans to next meet with the vendors during the week of December 9, 1996, to give presentations and tours of both NTS and WIPP. A copy of this notice is attached. Finally, DOE made reference that they are planning to meet with NRC sometime in December to continue discussions on this project.

Attachments:

1. 11/19/96 mtg agenda
2. 11/19/96 mtg handouts
3. 11/19/96 attendance list
4. Notice of NTS and WIPP presentations

Distribution

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NRC requirements and availability of nuclear indemnification insurance for a site surrounded by DOE, whether the state (as an agreement state) would have to license any aspects of the project, and if the tanks would meet NRC's licensing requirements.

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AGENDA
U. S. DEPARTMENT OF ENERGY
OAK RIDGE OPERATIONS
TRU WASTE TREATMENT PROJECT
DRAFT INVITATION FOR BID CONFERENCE
NOVEMBER 19, 1996

8:00 a.m. - 8:30 a.m.

Registration

8:30 a.m. - 8:45 a.m.

Welcome

- Conference Purpose
- Today's Agenda
- Logistics

8:45 a.m. - 9:30 a.m.

Project Overview

- TRU Program
- SOW
- Schedule
- Deliverables

9:30 a.m. - 10:00 a.m.

Question & Answers

10:00 a.m. - 10:15 a.m.

Break

10:15 a.m. - 11:30 a.m.

Overview of Acquisition Process

- Acquisition Process to Date
- Two Step Sealed Bid Process
- Responsibility Criteria
- Technical Qualification Criteria
- Alternate Proposals
- Acquisition Schedule
- Questions and Answers

11:30 a.m. - 1:00 p.m.

Lunch

1:00 p.m. - 4:45 p.m.

Questions & Answers

*Welcome to the
Pre-Solicitation Conference for the Removal,
Treatment, Containerization, and Certification for
Disposal, Transportation and Disposal of
Transuranic/Alpha Low-level Waste at the
Oak Ridge National Laboratory*

*A
U. S. Department of Energy Acquisition*

November 19, 1996



*Conference Purpose -
Information Exchange*



*Department of Energy
Oak Ridge Operations

Transuranic/Alpha Low-level Waste
Treatment Project
Draft Invitation for Bid Conference*

*Gary Riner, ORO TRU Program Manager
November 19, 1996*



Treatment Objective

- **Treatment of the Transuranic/Alpha Low-level Waste (Sludge, Supernate, RH and CH Solids) to:**

- Meet Resource Conservation and Recovery Act Land Disposal Restrictions
- Meet the Waste Isolation Pilot Plant's Waste Acceptance Criteria (Most Current Revision)
- Meet Nevada Test Site Waste Acceptance Criteria (NVO 325)



Available Utilities

Water

1-12" line @ 75 psi

1-6" line @ 75 psi

Fire Protection, Process, and Potable Water Are Provided from These Two Lines.

Electrical

Aerial Feeder Providing 2.4kv

Sewer

None. MVST Area System Provided by Septic Tanks or Portable Facilities

Compressed Air

None. Instrument Air Is Also Not Available.



Sludge Information

- MVSTs Contain Approximately 700 m³ of TRU Waste Sludge
- Typical Tank Has a Bottom Layer of Sludge Approximately 4 Feet Deep with Depth Ranges from 19 to 68 inches
- Sludge Has pH Range of 12 to 13.5



Sludge Information (Cont.)

- Sludge Contains Some Heavy Metals Listed Under RCRA As Hazardous (Cadmium, Chromium, Lead, and Mercury) but TCLP Has Not Been Performed
- Tank Surface Has a Dose Rate Greater Than 200 $\mu\text{rem/hr}$ Thus Requiring Remote-Operations
- Samples Have Shown Dose Rate to be 1.0-2.8 R/h Per 250ml Sample
- Sludge Is Not Expected to be Completely Homogeneous



Radiological Constituents of the Sludge

Constituent	High	Low
Total Curies (Ci)	15,463	1,283
TRU (nCi/g)	2,057	145
Cesium 137 (Bq/g)	6.84 E+05	1.94 E+05
Curium 244 (Bq/g)	1.67 E+05	1.64 E+04



Supernate Information

- MVSTs Contain Minimum 900 m^3 of Supernate
- An Aqueous Top Layer of Supernate Approximately 6.5 Feet Deep Covers the Sludge
- Supernate Has a pH Range of 7.0 to 13.1
- Samples Have Shown Dose Rates to be 0.1-0.5 R/hr per 250 mL
- Supernate Is Not Expected to be Completely Homogenous
- Supernate Periodically Solidified to Meet NTS NVO-325



Radiological Constituents of the Supernate

Constituent	High	Low
Total Curies (Ci)	6,776	210
TRU (nCi/g)	non detectable	non detectable
Cesium 137 (Bq/g)	2.07 E+06	1.86 E+05
Curium 244 (Bq/g)	1,150	4



RH and CH Solids Information

- At least 150 m³ of retrievable RH solids stored in approximately 102 cylindrical concrete casks
- At least 900 m³ of retrievable CH solids stored in approximately 3,400 drums and boxes
- Solids generated from glove box operations, laboratory operations, hot cell cleanup operations, equipment repair and maintenance, sources, and radiochemical processing



RH and CH Solids Information (cont.)

- Solids consist of a heterogeneous mixture of glass, plastic, tubing, filters, pumps, protective clothing, metal cans/drums, glove boxes, cloth, and other miscellaneous debris
- Solids have not been characterized for chemical and radiological characteristics to determine if they are hazardous or non-hazardous and transuranic or non-transuranic
- RH solids contain approximately 550 curies
- CH solids contain approximately 100,000 curies



RH and CH Solids Information (cont.)

- Concrete RH casks have outer dimensions of 7.5 feet high by 4.5 feet in diameter
- Solids may contain small amounts of potentially hazardous material such as mercury (light bulbs), lead (shielding), oil/solvents (cleaning rags), unknown liquids, and unknown solids



RH and CH Solids Information (cont.)

- CH containers include:
 - 59 metal boxes
 - 99 30-gallon drums
 - 3,331 55-gallon drums
- RH containers
 - 102 Cylindrical Concrete Casks



External Regulations

Applicable Laws, Codes, and Regulations that May be Associated with the Project Include, but Are Not Limited to:

- National Fire Protection Association (NFPA)
- Toxic Substance Control Act (TSCA)
- Resource Conservation and Recovery Act (RCRA)
- Clean Water Act (CWA)
- Clean Air Act (CAA)
- Occupational Safety and Health Act (OSHA)
- Nuclear Regulatory Commission (NRC)



External Permits

DOE Anticipates the Contractor Will Have to Obtain Regulatory Permits and/or Licenses from the:

- Tennessee Department of Environment and Conservation (TDEC)
- Environmental Protection Agency (EPA)
- Nuclear Regulatory Commission (NRC)



Description of Services

Phase I - Contractor to Obtain All Applicable Permits and Licenses

- DOE Will Provide up to 5 Gallons of Waste Sludge
- Contractor to Perform Additional Characterization or Testing
- Contractor to Initiate Interface with WIPP or NTS
 - Documentation
 - Quality Assurance Project Plans
 - Audits
 - Characterization
 - Waste Certification



Description of Services (cont.)

Phase II - Contractor to Perform Site Preparation, Treatment Unit Construction, and Pre-operational Testing

- Complete Final Design of the Treatment Unit
- Mobilize to the Site
- Take Over Operation of MVST Tank and Vault Ventilation System
- Provide All Materials, Labor, and Additional Utilities for Site Preparation and Construction of the Treatment Unit



Description of Services (cont.)

Phase II (cont.)

- Meet All Applicable Local, State, and Federal Codes and Standards
- Perform Pre-operational System Testing or Other Operational Demonstration as Required by Applicable Permits or Licenses
- Continue interface with the WIPP or NTS for Waste Form Certification



Description of Services (cont.)

Phase III - Waste Treatment

- Perform Pre-treatment Sampling and Characterization, as Needed
- Measure Volume of Waste Sludge and Supernate in Each of the Eight Melton Valley Storage Tanks
- Remove the Sludge from Each of the Eight Melton Valley Storage Tanks
- Continue Routine Maintenance and Operation of the Tank and Vault Ventilation Systems



Description of Services (cont.)

Phase III - Waste Treatment (cont.)

- Transfer the Sludge and Supernate from the Storage Tanks to the Contractor's Treatment Unit
- Receive Solid Waste Containers and Perform Characterization as Required for Treatment
- Remove Solid Waste from Containers and if Required, Perform Characterization and/or Sorting
- Continue interface with WIPP or NTS to Ensure Final Waste Certification
- Treat the Waste to Meet the RCRA LDR's and WIPP or NTS WAC (Current Revisions) and Achieve a 50% volume reduction for Solids
- Procure WAC-approved Containers



Description of Services (cont.)

Phase III - Waste Treatment (cont.)

- Containerize and Certify the Final Waste Form to the WIPP or NTS WAC

Phase IV - Decontamination and Decommissioning

- Perform Closure Per the RCRA Permit and Decontamination and Decommissioning (D&D) of All Equipment and Material Except the Existing Tanks and Ventilation System.
- Dispose All Secondary Waste Generated During the Project



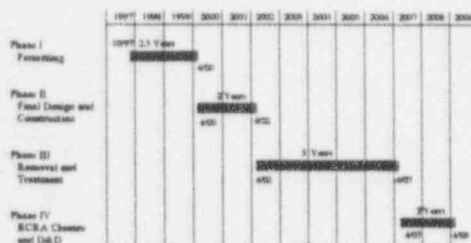
Description of Services (cont.)

Phase III - Waste Treatment (cont.)

- Remove All Waste or Other Contaminated Material that May Have Spilled During the Project.
- Remove from the Site All Equipment Including Structures Erected by the Contractor and All Other Contractor Materials and Equipment Associated with the Project



Waste Treatment Project Schedule



Project Deliverables

TDEC Commissioner's Order Milestones:

- By June 30, 1998, Award Contract for First Production Increment
- By June 30, 2002, Initiate Treatment of RH-TRU Sludges
- By September 30, 2002, Initiate Shipment of Stabilized RH-TRU Sludges to WIPP



Statement of Work Deliverables

<i>Phase I</i>	<i>Schedule</i>
Permitting Plan	With Bid and as Updated
Project Management Plan	With Bid and as Updated
Copies of Permit and License Applications and Related Correspondence	Upon submittal to the Regulatory Agency
Preliminary Design Report	As Specified in the Management Plan
Copies of Issued Permits and Licenses	Upon Issuance



Statement of Work Deliverables (cont.)

<i>Phase II</i>	<i>Schedule</i>
Final Design Report with Drawings and Specifications	As Complete
System Operational Testing Report	As Complete
Final Safety Analysis Report	As Complete
Readiness to Operate Report	As Complete
ES&H Plan	With Bid and As Complete



Statement of Work Deliverables (cont.)

Phase III	Schedule
Waste Sludge and Supernate Volumes	As Determined for Each Tank
Waste Form Certification	No Later Than June 30, 2001

Phase IV	Schedule
D & D Certification	No Greater than 2 Years After Completion of Treatment
RCRA Closure Certification	As Required in RCRA Permit



Statement of Work References

1. WIPP WAC
2. NTS WAC
3. Waste Handling Pilot Plant & MVST Site Information
4. Cost for Utilities
5. ORNL Liquid Low-level Waste System Information
6. MVST Ventilation System Drawings
7. "Sears Report" on Sampling and Analysis
8. RCRA Permit by Rule
9. Radiological Survey Data From MVST
10. TRU Waste Baseline Inventory Report
11. Feasibility Study for Processing TRU Waste in Existing and Modified Facilities
12. TDEC Commissioner's Order and Federal Facility Agreement



ORNL Liquid Low-level Waste System System Configuration



By Gary L. Riner

Pre-Solicitation Conference

Draft Invitation for Bid No. DE-IB05-96OR22516
November 19, 1996

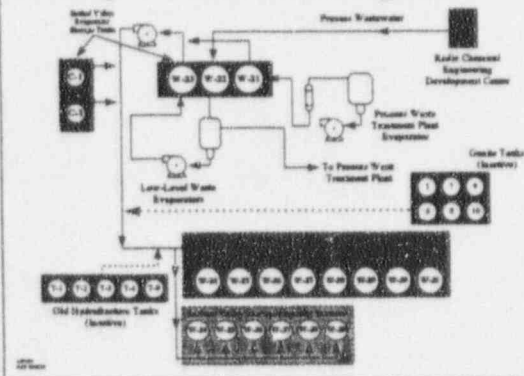
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Liquid Low-level Waste Design Features

- Forty active tanks range from 50 to 50,000 gallons in size
- Thirteen of the 40 active tanks are 50,000 gallon size
 - Melton Valley Storage tanks: W-24, -25, -26, -27, -28, -29, -30, and -31
 - Evaporator Tanks: C-1, and -2, and W-21, -22, and -23
- Stainless Steel Construction
- Tanks and piping which do not meet the secondary containment and leak detection requirements of the FFA are being removed from service

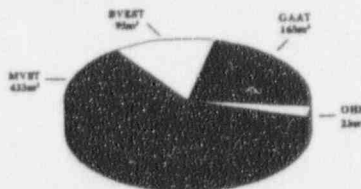


TRU Liquid Waste Flow Diagram



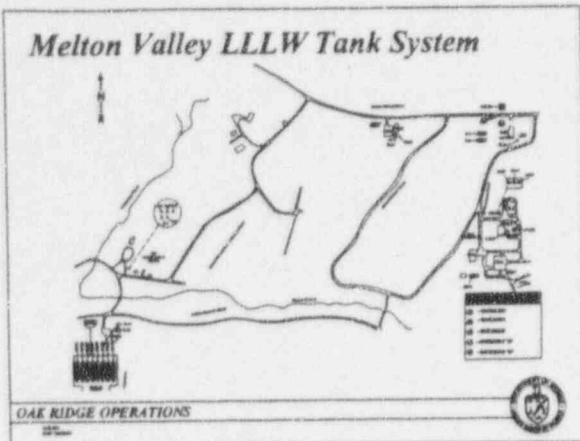
RH TRU Sludge Waste Volume

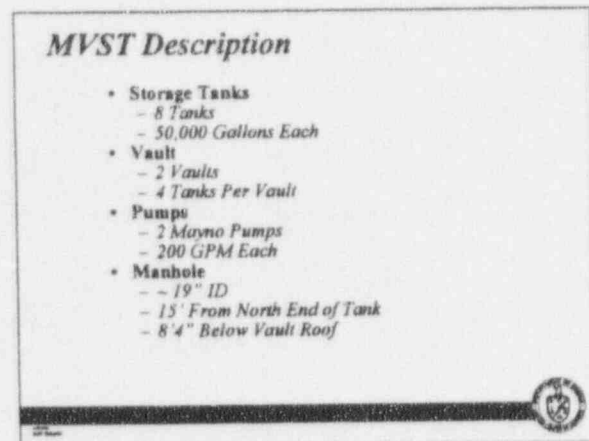
- Stored: 716m³ of sludge stored in the MVSTs, evaporator service tanks, old hydrofracture tanks, and gaseous tanks

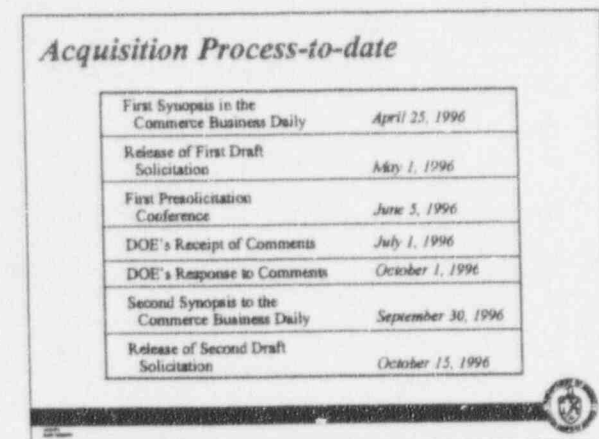


- The total sludge waste content is 111,000 Ci









Changes to solicitation in addition to those identified in DOE's response to comments dated October 1, 1996

- Optional quantities identified in Clause B.2
- Clause F.1 Time Of Delivery revised to extend term of contract to April 1, 2009
- Clause I.15 Option for Increased Quantity deleted
- Clause I.16 Option for Separately Priced Items revised
- Clause I.38 Drug-Free Workplace deleted
- Clause L.12 Telegraphic Bids deleted
- Clause L.15 Descriptive Literature deleted
- Clause M.1 Evaluation of Options added
- Clause M.3 Price Related Factors deleted



Attachments in Section J

- The final solicitation will include:
 - then current wage determinations (Attachment A)
 - lease agreement with all the blanks filled in (Attachment C)



Acquisition Process Two Step Sealed Bid (FAR Part 14)

- Step one consists of the request for, submission, evaluation, and (if necessary) discussion of a technical proposal
- Step two involves submission of sealed price² bids by those who submitted acceptable technical proposals in step one
- Award to the lowest responsive and responsible bidder
- Firm-fixed-price contract



A bidder will be deemed:

- Responsive if the bid conforms to the essential requirements of the invitation for bid, and
- Responsible if the bidder meets the general and special standards stated in the invitation for bid (Clause L.9)



General Responsibility Standards

(FAR 9.104 and DEAR 909.104)

- Adequate financial resources
- Compliance with proposed performance schedule
- Satisfactory performance record
- Satisfactory record of integrity and business ethics
- Necessary organization and skills
- Necessary equipment/facilities
- Otherwise qualified and eligible
- Written workplace substance abuse program



Special Responsibility Standards

(Clause L.10)

- Experience handling RH radioactive material and the removal of material from tanks
- Satisfactory record in environmental, health and safety matters



Price

Fixed and Fixed Unit Price Amounts:

1. Phase I, Licensing and Permitting
 - a. RCRA Part B (as necessary)
 - b. NRC License
 - c. CAA Permit (as necessary)
 - d. NPDES (as necessary)
2. Phase II, Design, Construction, and Operational Testing
3. Phase III, Removal and Treatment Operations (Volume of Untreated Waste)
 - a. Sludge
 - Guaranteed minimum of 700 cubic meters
 - Optional, for any additional quantities up to 1,000 cubic meters



Price (cont.)

- b. RH Solids
 - Guaranteed minimum of 150 cubic meters
 - Optional, for any additional quantities up to 700 cubic meters
- c. CH Solids
 - Guaranteed minimum of 900 cubic meters
 - Optional, for any additional quantities, up to 1500 cubic meters
- d. Supernate
 - Guaranteed minimum of 800 cubic meters
 - Optional, for any additional quantities, up to 1,600 cubic meters

4. Phase IV, Decontamination and Decommissioning



REQUIRED BILLED AMOUNTS

Fixed and Fixed Unit Price Amounts:	Unit Price	Quantity	Amount
1. Phase I, Licensing and Permitting			
a. RCRA Part B (as necessary)			
b. NRC License			
c. CAA Permit (as necessary)			
d. NPDES (as necessary)			
2. Phase II, Design, Construction, and Operational Testing			
3. Phase III, Removal and Treatment Operations (Volume of Untreated Waste)			
a. Sludge			
- Guaranteed minimum of 700 cubic meters			
- Optional, for any additional quantities up to 1,000 cubic meters			
b. RH Solids			
- Guaranteed minimum of 150 cubic meters			
- Optional, for any additional quantities up to 700 cubic meters			
c. CH Solids			
- Guaranteed minimum of 900 cubic meters			
- Optional, for any additional quantities up to 1,500 cubic meters			
d. Supernate			
- Guaranteed minimum of 800 cubic meters			
- Optional, for any additional quantities up to 1,600 cubic meters			
4. Phase IV, Decontamination and Decommissioning			
Total Contract Value Not to Exceed			



Alternate Bids Solicited

- A bid based on the "required" delivery schedule **MUST** be submitted
- A bid based on the most cost efficient schedule as seen by the bidder **MAY** be submitted



Acquisition Schedule

Receipt of Comments	<i>November 25, 1996</i>
Request for Technical Proposals (Step One)	<i>January 18, 1997</i>
Prebid Conference and Site Tour	<i>January 27, 1997</i>
Technical Proposals Due	<i>May 1, 1997</i>
Invitation for Bid Released (Step Two)	<i>June 2, 1997</i>
Priced Bids Due	<i>August 1, 1997</i>
Contract Awarded No Later Than	<i>October 1, 1997</i>



OAK RIDGE PRESOLICITATION CONFERENCE ATTENDEES
NOVEMBER 19, 1996

Name	Company	Name	Company
H. Nesteruk	M4	T. Berg	M4
W. Starke	BNFL	D. Skrincosky	ADTECHS
A. Benear	OHM	S. Hodges	OHM
H. Harmon	Self	R. Keenan	Raytheon
R. Chance	Raytheon	S. du Mont	HAZMED
D. Schweikert	J.A. Jones Environmental	H. Dastmalchion	Black & Veatch
S. Brown	Horne Eng.	G. Kodman	Battelle
T. Difilippo	Raytheon	P. Myers	Framatone Technologies
M. Christman	Glasstech, Inc.	G. Cunliffe	Spar Aerospace
M. Reibold	Merrick	M. Eisenhower	Waste Control Specialists
B. Adams	Self	B. Wowak	Roy F. Weston
N. Jetta	Vortec Corp.	G. Benda	NUKEM
L. Peterfreund	NCEIT	K. Wetmore	Stir-Melter
D. Miller	SM Stoller	A. Vaughn	NFS
T. Denmeade	Red Zone Robotics	G. Comfort	USNRC
J. Fabian	J.A. Jones	K. Jefferies	SAIC
D. Schmidt	NUKEM	E. Day	Pell Resources
D. Mayfield	IT Corp.	K. Shah	ALA, Inc.
B. Bath	Sonsub International	P. Kruse	Spar
D. Mark	DOE-Mound	R. Linger	Radian International
J. Elrod	Elk	G. Pierce	Merrick
S. Reid	Strategic Sciences	A. Kelsey	Bechtel Environmental
R. Bannister	HTA	G. Hall	Black & Veatch
R. Meccia	Foster Wheeler Environmental	M. Leslie	CDM Federal

Name	Company	Name	Company
P. Pimentel	Flour Daniel	S. Sharpe	BNFL, Inc.
J. Pride	Foster Wheeler	R. Lawson	Foster Wheeler Environmental
J. Beck	EET Corp.	S. Mitchell	Numatec
J. Boyd	IT Corp.	L. Smith	BNFL, Inc.
D. Yannitell	Parsons	D. Bennert	Envitco
P. Hopper	NMATS	P. Kulligra	Theta
J. Goskowicz	Bechtel	C. Toth	S.M. Stoller
T. Johnson	S.M. Stoller	P. Venkateran	TN Dept of Envt & Cons.
M. Vestal	TN Dept of Envt & Cons.	S. Clark	IT Corp.
K. Wills	Battelle	G. Pennington	Jacobs Eng.
M. Brownstein	SEG	T. Snyder	SEG
J. Allen	Arrakis, Inc.	L. Draus	Framatone
J. Tucker	Arrakis, Inc.	P. Cantin	NUMATEC
R. Eddins	Dames & Moore	C. Hutess	S.M. Stoller
H. Haselton	Waselwood Int., Inc.	F. Davis	Delta 4
A. Clay	DOE-CAO	E. Wannimacher	Rust
R. Trent	Foster Wheeler Environmental	W. Goldsmith	Theta Eng.
M. Duff	SAIC	R. Petersen	EET TN Corp.
D. Murphy	LATA	F. Gardner	GCS
S. Carr	DES	J. Suminers	Theta Eng.
L. Yong	AIMSI	S. Stockinger	MMT
T. Davis	Afftrex Ltd.	W. Oldendorf	Camber
W. Greenman	GTSD	A. Azadeth	CNSI-IDSSI
E. Watson	Camber	N. Durfee	SAIC
J. Smalling	Canberra	J. O'Hearn	Morrison- Knudsen
K. Chaney	DOE-HQ	J. Mocknick	DOE-HQ
D. Jessep	Diversified Env. Services		

NOTICE

Presentations by NTS and WIPP on Waste Acceptance and Disposal Procedures

December 10 and 12, 1996

Nevada Test Site Presentation

The DOE Oak Ridge Operations in conjunction with Nevada Operations, is setting up a session for potential vendors of the TRU Waste Treatment Project to acquaint vendors with all the requirements and procedures for treating, packaging, transporting, and disposing waste of at the Nevada Test Site (NTS). This NTS presentation will be held in Las Vegas on Tuesday December 10, 1996, beginning 8:30 am at the EG&G/EM Complex in Building C-1, Room 6339. A tour of NTS will be conducted Wednesday morning December 11, 1996.

Mr. Carlos Ramirez, Bechtel Nevada, is coordinating these activities for NTS. His telephone number is 702-295-1184 and fax number is 702-295-3084. Mr. Ramirez has provided a DOE/NV Security Badge Form for completion and information on the location of the presentation. If you plan on attending the NTS presentation, fax the completed Security Badge Form to Mr. Ramirez to reserve your space.

Waste Isolation Pilot Plant Presentation

Another presentation for potential vendors on the Waste Isolation Pilot Plant (WIPP) requirements and procedures for treating, packaging, and disposal certification at the WIPP will be presented. The presentation will be held Thursday December 12, 1996, beginning 8 am at the Pecos River Village Community Center in Carlsbad, NM. A tour of the WIPP will be conducted Friday morning December 13, 1996 beginning at 7:30 am. The tours usually finish around 1:30 to 2 pm. Those attending will need to wear leather shoes and safety glasses.

Mike Brown, Carlsbad Area Office, is coordinating these activities for the WIPP. His telephone number is 505-234-7476 and fax number is 505-887-0707. Mr. Brown has provided a tentative agenda, hotel and Pecos River Village Center Map, and Mesa Airlines Schedule.

If you are interested in attending one or both of these presentations, please complete the Sign-up Sheet.