



State of New Mexico
ENVIRONMENT DEPARTMENT
 Hazardous & Radioactive Materials Bureau
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August 23, 1996

Mr. G. Thomas Todd
 DOE/LAAO
 538 35th Street
 Los Alamos, New Mexico 87545

Dear Mr. Todd:

New Mexico Environment Department's Hazardous and Radioactive Materials Bureau (HRMB) is transmitting the following document handling procedures that will be used by HRMB while addressing Department of Energy (DOE) or Los Alamos National Laboratory (LANL) documents.

1. HRMB currently does not have the resources to address "Draft" documents unless the "Draft" document is requested by HRMB to facilitate other related document review(s). All documents received, that are marked "Draft" will be handled as a low priority.
2. Notices of Deficiency and or Notices of Determination for Permit Modifications will not be issued on draft documents. This includes Environmental Restoration Documents such as Workplans, and Reports.
3. All submittals must be in three (3) hard copies and one 3.5" Computer Disk containing the software version of the document in Word Perfect 5.X.
4. All requests for extension must be submitted a minimum of ten (10) calendar days prior to the original due date and must contain the proposed due date.

Should you or your staff have any questions concerning these procedures please contact me or Mr. Robert S. (Stu) Dinwiddie of my staff at the above address or by telephone at (505) 827-1561.

Sincerely,

Barbara Hoditschek
 Barbara Hoditschek
 Program Manager
 RCRA Permits Management Program

cc: Joe Vozella
 Jody Plum
 Ted Taylor
 Jorg Jensen
 Jack Ellvinger
 David Neleigh

cy FPLS
Tracy
Dave
LOTS

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COMMUNICATIONS TRACKER

TRACKER NO. C149

DATE RECEIVED: 08/29/96

LOGGED BY: Norris, Gloria

CODE INFO

REQUESTOR: Hoditscheck, Barbara

DOCUMENT NUMBER

AFFILIATION NMED

SUBJECT Handling procedures that will be used by HRMB while addressing DOE or LANL documents.

ACTION REQUIRED
 YES NO

DUE DATE TO REQUESTOR

ASSIGNED TO

STATUS/
PROGRESS

10-DAY DUE DATE TO PROJECT OFFICE

DATE RECEIVED BY PROJECT OFFICE

5-DAY DUE DATE TO PROJECT OFFICE

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Dave
Lars

ACTION DUE DATE TO LAAO

ACTION DUE DATE TO REGULATOR

RENEGOTIATED DATE

APPROVALS REQUIRED

Yes No

DATE COMPLETED:

APPROVALS OBTAINED

Yes No

DATE SENT OUT:

DATE APPROVALS OBTAINED

RESPONSE SYMBOL NO.

COMMENTS