

Department of Energy
Carlsbad Field Office
P. O. Box 3090
Carlsbad, New Mexico 88221
10 JUN 2003

ENTERED



Mr. James Bearzi, Chief
Hazardous Waste Bureau
New Mexico Environment Department
2905 E. Rodeo Park Drive, Bldg. 1
Santa Fe, NM 87505

Dear Mr. Bearzi:

The Department of Energy, Carlsbad Field Office (CBFO) has selected the date to begin the independent Peer Review of the revised conceptual model for the spalling process at the Waste Isolation Pilot Plant (WIPP), and the mathematical and numerical representation of this conceptual model in the DR_SPALL code. This model will be utilized within a greater set of models that make up the performance assessment system for WIPP.

The peer panel will convene in Albuquerque, New Mexico on July 7, 2003. The meetings will be held at the Energy Training Complex on 1406 Maxwell Street (see enclosed map). Presentations will begin at 8:00 AM and end at 5:00 PM each day, with an hour for lunch. The entryway in the lobby will contain a bulletin board with information on the assigned meeting room.

Meetings will continue through the week of July 7th until all information has been presented and all Panel questions have been addressed. This peer review is anticipated to last a maximum of five days, with intermission periods in between.

Enclosed is information regarding the question and comment process for any observers of the Peer Review. The peer review will be conducted according to CBFO Management Procedure 10.5.

If you have any questions regarding this announcement, please contact Mr. Steve Casey at (505) 234-7643.

Sincerely,

Barbara Edmitt
for Dr. Inés R. Triay
Manager

Enclosure



Mr. James Bearzi

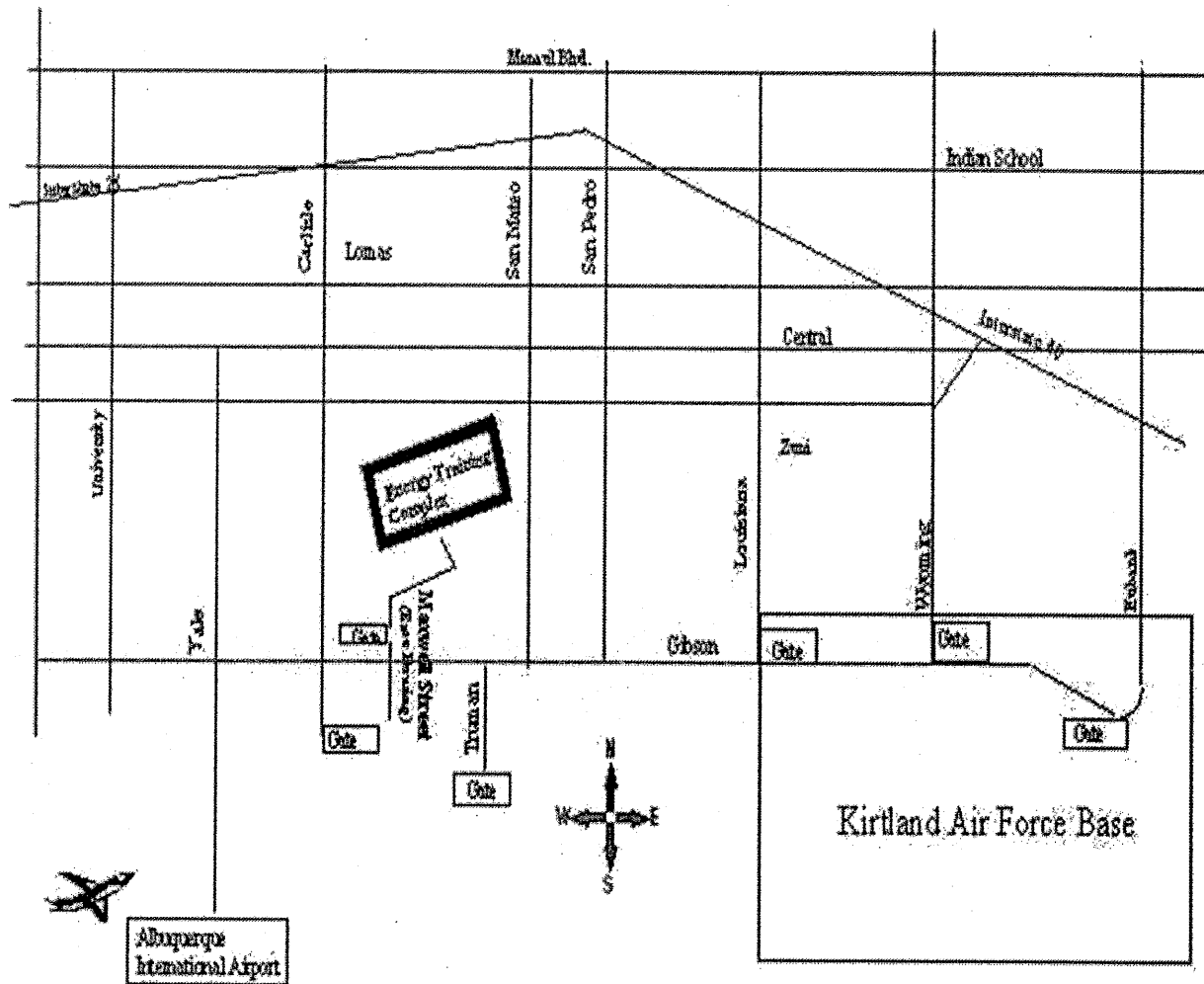
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10 JUN 2003

cc: w/enclosure
S. Casey, CBFO
CBFO M&RC

- Enclosure 1 -

Energy Training Complex, ETC
1401 Maxwell St. KAFB West, Albuquerque, NM. 87118
Phone (505) 845-5402 FAX(505) 845-5262



- Enclosure 2 -

Peer Review Process – Key Information for Observers

(excerpts from CBFO Management Procedure 10.5 – Peer Review, Revision 5)

Peer review observers - Representatives of regulatory entities, stakeholders, CBFO, and other CBFO participant organizations with the express need to observe the peer review process.

Interface Requirements

4.1 The observer protocol shall be maintained during the peer review process. Observers are not active participants in the peer review process. They are welcome to observe the process; however, communication with the peer review panel members during formal panel sessions is disallowed unless requested by the peer panel member(s) or prior approval is obtained from the peer review chairperson. The peer review manager is responsible for the conduct of the peer review and will maintain administrative control of the peer review process.

4.2 The peer review manager or the peer review chairperson will ensure that all observers are introduced in the pre-review meeting and initial review sessions.

4.3 Prior to starting the panel session, the peer review manager or the peer review chairperson will provide a brief introduction, summary of the objectives of the review, and expectations for observer conduct.

4.4 Observers will be requested to submit their questions in writing to the peer review manager or the peer review chairperson during breaks or other designated times unless otherwise requested by peer review panel member(s) or approved by the peer review manager. The observers should limit their questions to issues directly related to the information/data being reviewed. Observer questions and peer review panel responses will be addressed only if prior approval is obtained from the peer review manager and the approved questions are documented and retained as a QA record.

4.5 Observers shall be permitted copies of information distributed to peer review panel members during the peer review process upon request to the peer review manager. Any such requests for information shall be documented.

4.6 Observers are permitted to submit to the panel relevant information that is within the scope of the peer review. The information must first be given to the peer review manager for documentation as a QA record before submitting it to the panel.

4.7 Handbooks provided to peer review panel members will be made available for observers to review in the panel conference room.

Example of Observer Inquiry Form

Date: _____ Observer: _____

Organization: _____

Peer Review Subject or Title: _____

COMMENTS:

RESPONSE: _____

Peer Review Manager/Peer Review Chairperson:

Printed Name

Signature

Date
