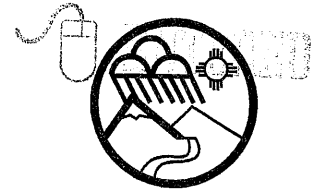




**BILL RICHARDSON**  
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**RON CURRY**  
SECRETARY

**DERRITH WATCHMAN-MOORE**  
DEPUTY SECRETARY

**MEMORANDUM**

**TO:** Derrith Watchman-Moore, Deputy Secretary  
New Mexico Environment Department

**THROUGH:** *cl* Charles Lundstrom, Director  
Water & Waste Management Division

**FROM:** James Bearzi, Chief *Jk for BRZ*  
Hazardous Waste Bureau

**CC:** John E. Kieling, Manager, Permits Management Program  
Bryon Pippin, Manager, Financial & Date Management Program

**SUBJECT:** **COST SAVING PROPOSAL FOR OUT-OF-STATE TRAVEL FOR WIPP AUDITS**

**DATE:** July 8, 2004

As required by the Waste Isolation Pilot Plant (WIPP) hazardous waste facility permit, staff from the Hazardous Waste Bureau (HWB) travel out-of-state to various Department of Energy (DOE) generator sites for WIPP audits. HWB staff average fifteen trips annually.

In the past, Carlsbad Field Office (CBFO) of DOE often gives NMED a thirty days notice of the audit activity. During this time, the WIPP group initiates travel plans, including airfare quotes for the air travel. It must be noted that *early* bookings of flights can save an abundance of existing funds. The current situation per existing policy calls for the Bureau Program Manager, the Bureau Chief, the Division Director, and the Deputy Secretary to approve the required travel prior to actual booking of the airfare. History has proven that this could take up to three weeks. Upon final approval for the requested travel, the airfares are available at an inflated cost from the original price quote.

For example, if a WIPP audit to Idaho Falls, Idaho were to be conducted on August 16-20, 2004 were given today, July 8, 2004, the air fare would be \$397.00. If it took three weeks for approval signatures, and the bookings could not be arranged until July 29, 2004, the air fare would be \$793.00. An increase of \$401.00 or an increase of 102.30%. This data was accumulated from the Travelocity website.

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Memorandum – Out-of-State Travel for WIPP Audits

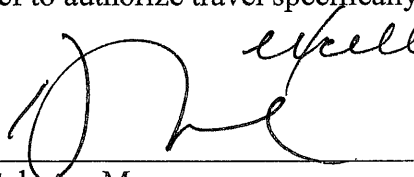
July 9, 2004

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There is a potential to save an abundance of funds for airfare. HWB proposes that required WIPP audit out-of-state travel be excluded from the current policy in order to save on funding. In our continued effort to conserve funding, the HWB recommends that the Program Manager and Bureau Chief have the authority approve the required travel to WIPP audits. This authority can be provided by your signed acceptance of this memo and a copy will be attached to all WIPP audit travel requests.

Your kind consideration is greatly appreciated.

I agree with the suggested out of state travel waiver exemption and give authority to the HWB Bureau Chief to authorize travel specifically for required out-of-state WIPP audits.

*excellent idea!*  


\_\_\_\_\_  
Derrith Watchman-Moore  
NMED Deputy Secretary

*7-12-04*  
\_\_\_\_\_  
Date