

Allen, Pam, NMENV

From: Maestas, Ricardo, NMENV
Sent: Tuesday, June 28, 2011 8:31 AM
To: Allen, Pam, NMENV
Cc: Kieling, John, NMENV
Subject: FW: Consistency in WIPP Correspondence spreadsheet

Good morning Pam,

As promised earlier I am forwarding a guideline that Steve sent me back in April on the WIPP correspondences (below). I'm not sure if this will help any as you have your own process. Please delete if you don't need this.

I'll be by your office in a few to hand you the WIPP correspondences for June 2011. April and May are being entered into the old WIPP excel file and as soon as they are complete I will let you know and you can transfer them into your system.

As always, just let me know if you have any lingering questions or if I can help you in any way.

John:

I believe all is set for Pam to start handling the WIPP correspondences. As discussed I will forward Pam any other relevant WIPP stuff that we are Cc'd on and let her know what kind of correspondences they are. After Pam enters all correspondences in her system I can go for them and file them in the WIPP filing cabinets.

Thanks!

Ricardo

From: Zappe, Steve, NMENV
Sent: Wednesday, April 20, 2011 4:13 PM
To: Maestas, Ricardo, NMENV
Subject: Consistency in WIPP Correspondence spreadsheet

Ricardo –

Here are some guidelines for entering stuff into the correspondence spreadsheet:

1. Anything to do with CBFO or NTP should have DOE as the first acronym, Thus, "CBFO" becomes "DOE CBFO," "CBFO/WTS" becomes "DOE CBFO/WTS," and "NTP" becomes "DOE CBFO NTP".
2. There should be very few, if any, "DOE" organizations without further delineation. If it's from headquarters, it would be "DOE HQ".
3. With the various DOE field offices, don't use hyphens for the organization. For example, use "DOE ID", "DOE RL", etc.
4. The acronym for Defense Nuclear Facilities Safety Board is DNFSB.
5. Someone who submits comments and is not affiliated with a group should have their organization listed as "Interested Person".
6. Documents of the type "Press Release" and "Public Notice" should have a blank Recipient and Recipient Organization of "Public". If the specific author is unknown, leave "Author" blank and identify the originating Organization (i.e., there is no need to repeat the organization as the author).
7. If a document is sent by a specific author or organization to a distribution list (i.e., not specifically addressed to a single person or just two people), the recipient should be "Distribution" and the organization should be "Various organizations".

