



Department of Energy
 Carlsbad Area Office
 P. O. Box 3090
 Carlsbad, New Mexico 88221

NOV 17 1994

Steve Z. SOB
Barbara

I sent copies of white papers to Connie I have a duplicate set for file in SOB

File W/PO

NOV 18 1994

Mr. Benito Garcia
 NMED - Water and Waste Management Division
 525 Camino De Los Marquez
 Suite 4
 Santa Fe, NM 87502

Dear Mr. Garcia:

You are cordially invited to attend the fourth System Prioritization Method (SPM) Workshop on December 8-9, 1994, at the Holiday Inn, 601 S. Canal in Carlsbad, New Mexico. A block of rooms has been reserved for your convenience. To make your reservations, please contact the Holiday Inn at (505) 885-8500 by December 2, 1994.

This workshop will focus on Radionuclide source term, hazardous constituents, and gas generation. On the first day, discussions will begin at 10:30 a.m. and will finish at 5 p.m. On the second day, we will reconvene at 8 a.m. and will adjourn at 5 p.m. The position papers for the topics to be discussed during the workshop are enclosed for your review. Although, this does not allow quite three weeks for review, you will have three weeks to review the position papers prior to workshops for all other topics. If you have any questions regarding the workshop please call Mr. Bob Bills of the Department of Energy (DOE), Carlsbad Area Office (CAO), at (505) 234-7481.

As you know, the SPM, is designed to:

- Address regulator and stakeholder concerns early and throughout the process of regulatory compliance.
- Lead to a scientifically sound Performance Assessment (PA) used in demonstrating regulatory compliance.
- Use taxpayer dollars in an efficient manner.

Please notify Ms. Jessica Lloyd at (505) 234-7241, if you will be attending the workshop.

If you do not have budget available to fund your trip to SPM Workshops, the DOE will reimburse you for transportation, lodging, meals and incidental expenses. Enclosed are travel tips that list allowable expenses and the reimbursement process.



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Mr. Garcia

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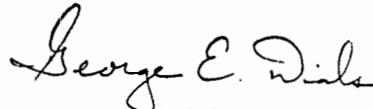
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One additional workshop will be held. The planned date and topic is:

Date	Topic
• January 9, 1995	Non-Salado Fluid Flow

Your participation in the December SPM Workshop will be greatly appreciated. Although three workshops have already been held, we welcome any comments or concerns regarding the topics that have already been discussed. Your input is important to us.

Sincerely,



George E. Dials
Manager

Enclosure

Travel Tips for Department of Energy, Carlsbad Area Office Stakeholders

If you do not have budget available to fund your trip to System Prioritization Method Workshops, the Department of Energy will reimburse you for transportation, lodging, meals and incidental expenses.

Please remember to save all receipts for allowable expenses.

Receipts must be submitted within 10 days after travel. Expense account forms will be audited, and a reimbursement check will be sent to you in approximately two weeks.

Allowable Expenses:

- *Airfare*
Coach fare only even if your tickets have been prepaid by the Department of Energy.
- *Rental Cars*
Rental of a subcompact car is authorized. Rental of a compact or mid-size car is authorized only when a subcompact car is not available. Return the car with a full fuel tank; the cost of fuel is also allowable.
- *Lodging*
The government per diem for lodging in Carlsbad is \$42 per night including tax.
- *Meals and Incidental Expenses*
The government per diem for meals and incidental expenses in Carlsbad is \$26 per day, the reimbursement is prorated according to the following schedule:

For Departure from the traveler's home or work station:

Before 7 a.m.
7:01 a.m. - 1 p.m.
1:01 p.m. - Midnight

Traveler will be allowed:

Breakfast, Lunch, Dinner and Incidentals
Lunch, Dinner, and Incidentals
Dinner and Incidentals

For Arrival at the traveler's home or work station:

Prior to 12 p.m.
12:01 p.m. - 7 p.m.
After 7:01 p.m.

Traveler will be allowed:

Breakfast and Incidentals
Breakfast, Lunch, and Incidentals
Breakfast, Lunch Dinner, and Incidentals

Please reference the following for partial day travel:

	<u>\$26.00</u>
Breakfast	\$ 5.00
Lunch	\$ 5.00
Dinner	\$14.00
Incidentals	\$ 2.00

Submittal:

Please mail receipts to:

U. S. Department of Energy
Carlsbad Area Office
C/O Gloria Morales
P. O. Box 3090
Carlsbad, NM 88220

If you have any questions or if we can be of any help, please contact Gloria Morales at (505) 234-7303.