

<b>WASHINGTON TRU SOLUTIONS MANAGEMENT CHARTER</b>	Number/Rev.                      MC 9.5, Rev. 14 Page    1 of 3
<b>TITLE: NUCLEAR REVIEW BOARD</b>	

COGNIZANT SENIOR MANAGER:	APPROVED BY:
<u>Approval on File by J.J. Garcia 9/17/08</u>	<u>Approval on File 9/17/08</u>
D. W. Freeman, Chief Nuclear                      Date Engineer; Manager, Engineering	M. F. Sharif    Date WTS General Manager

**1.0 ROLE**

The Nuclear Review Board (NRB) conducts formal reviews of activities, documents, and issues related to the nuclear material and its co-contaminants at the Waste Isolation Pilot Plant (WIPP). The NRB will provide policy guidance and direction in areas involving nuclear safety and transuranic (TRU) waste handling/disposal operations at WIPP.

NRB concurrence will be required on positive Unreviewed Safety Question (USQ) justifications for continued operation, and any proposed changes to the WIPP Technical Safety Requirements. Additionally, the NRB will forward action plans and USQ Determinations to the Carlsbad Field Office for their concurrence.

**2.0 MEMBERSHIP**

The NRB shall consist of the following permanent voting members:

- WTS Operations and Disposal Manager (chairperson) or designee
- WTS Chief Nuclear Engineer (alternate chairperson) or designee
- WTS Nuclear Safety Manager or designee
- WTS Operations and Disposal, Deputy Manager
- WTS Quality Assurance Manager or designee
- WTS Safety and Health Manager or designee

The NRB will have a nonvoting secretary appointed by the NRB chairperson.

A quorum must be present to transact NRB business. The minimum NRB quorum members shall be defined as Operations, Engineering, and Nuclear Safety. The NRB Chairperson may be in one of those organizations or a separated individual. The voting members may delegate NRB voting authority during their absence. This delegation should be identified to the NRB chairperson or alternate chairperson. The delegated individuals must have the same training as the person they are replacing.

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### **3.0 RESPONSIBILITIES**

The chairperson is responsible for:

- Determining when meetings will be held (any voting member may request that the chairperson convene a meeting of the NRB).
- Preparing meeting agendas.
- Conducting meetings.
- Assuring that topics are appropriate for the NRB to address.
- Approving meeting minutes.
- Maintaining current USQ training in accordance with WP 02-AR3001, Unreviewed Safety Question Determination. (The chairperson must receive USQ evaluator training, but need not be qualified to perform USQs.)

Each voting member is responsible for:

- Attending NRB meetings.
- Evaluating and establishing a position on each issue or a recommendation for disposition.
- Registering individual concurrence or nonconcurrence with recommended actions, policies, or direction.
- Reviewing meeting minutes.
- Maintaining current USQ training in accordance with WP 02-AR3001. (Quorum members must receive USQ evaluator training, but need not be qualified to perform USQs.)

The NRB secretary is charged with the administrative function of the NRB, including the following:

- Coordinating the location, time, and attendance of a quorum at the NRB meetings.
- Typing and distributing the meeting notice with agenda.

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- Preparing and issuing NRB meeting minutes, including information copies.
- Maintaining NRB records.
- Forwarding and tracking of any written action plans delivered to the Carlsbad Field Office for concurrence.

#### **4.0 AUTHORITY**

Decisions of the NRB will be based on consensus of voting members, and are considered binding. In case of a voting tie, the Chief Nuclear Engineer will cast the deciding vote.

The NRB may form ad hoc committees to research and make recommendations to the board on specific issues. The scope of work and authority assigned to an ad hoc committee are the responsibility of the NRB.

#### **5.0 KEY EXTERNAL INTERFACES**

Carlsbad Field Office