

Appendix A

<p style="text-align: center;">NUCLEAR WASTE MANAGEMENT PROCEDURE</p> <p>Sandia National Laboratories</p>	<h2 style="margin: 0;">Document Review and Comment (DRC)</h2>	<p>Form Number: NP 6-1-1</p> <p>Page 1 of _____</p>						
<p>REVIEW REQUESTER (e.g., author/Sandia contact) Complete items 1-6. Provide the DRC and review document to the reviewer.</p> <p>REVIEWER: Review the document applying the criteria specified below, and complete items 7 and 8. Return DRC to review requester/delegate.</p> <p>REVIEW REQUESTER/DELEGATE: If there are comments requiring response, prepare response to each comment on following page(s); complete item 9, and return to reviewer.</p> <p>REVIEWER: Review responses to comments. Indicate acceptance or rejection on the DRC and complete item 10.</p> <p>NOTE: REVIEWER AND REVIEW REQUESTER/DELEGATE are encouraged to discuss comments. If comment(s) cannot be resolved, refer the issue(s) to management. Entries must be complete, legible, and in reproducible ink or completed electronically.</p>								
<p>1. Document Title _____ 2. Rev. # (if applicable) _____</p> <p>3. Document Description: (e.g. abstract, procedure, SAND report) _____</p> <p>4. Type of Review & Criteria</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> Technical (Technical adequacy, accuracy, completeness) -Are objectives clearly stated and fulfilled? -Is the technical activity clearly described? -Are equations/calculations accurate? -Does logic lead to reasonable conclusions? -Are the results drawn from the data supported by data presented? -Data/tables/figures: Are they easily understood? Are legends complete? </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> QA (Compliance and completeness) -Are applicable QA requirements adequately cited/ incorporated and met (content, reviews)? - <u>Has the technical review been performed by someone who is "independent"?</u> (see NP 6-1, Section 2.2) </td> <td style="width: 33%; border: none; vertical-align: top;"> <input type="checkbox"/> Management(Completeness and correctness) -Is report consistent with policy? -Is there consensus with other program documents? -Does the document meet applicable criteria? </td> </tr> <tr> <td colspan="3" style="border: none;"> <input type="checkbox"/> Other type of review (please specify or leave blank if not applicable) _____ </td> </tr> </table> <p>5. Additional criteria (if applicable) _____ 6. Review Requester _____ Date: _____ <small style="margin-left: 100px;">(Printed Name)</small></p> <p>7. Review Prepared by: _____ <small style="margin-left: 100px;">Reviewer's Printed Name</small> <small style="margin-left: 100px;">Reviewer's Signature</small> <small style="margin-left: 100px;">Org.</small> <small style="margin-left: 100px;">Date</small></p> <p>8. One of the following boxes must be checked: <input type="checkbox"/> No comments <input type="checkbox"/> Comments; record on following pages.</p>			<input type="checkbox"/> Technical (Technical adequacy, accuracy, completeness) -Are objectives clearly stated and fulfilled? -Is the technical activity clearly described? -Are equations/calculations accurate? -Does logic lead to reasonable conclusions? -Are the results drawn from the data supported by data presented? -Data/tables/figures: Are they easily understood? Are legends complete?	<input type="checkbox"/> QA (Compliance and completeness) -Are applicable QA requirements adequately cited/ incorporated and met (content, reviews)? - <u>Has the technical review been performed by someone who is "independent"?</u> (see NP 6-1, Section 2.2)	<input type="checkbox"/> Management(Completeness and correctness) -Is report consistent with policy? -Is there consensus with other program documents? -Does the document meet applicable criteria?	<input type="checkbox"/> Other type of review (please specify or leave blank if not applicable) _____		
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<input type="checkbox"/> Other type of review (please specify or leave blank if not applicable) _____								
<p>(This section to be left blank if there are no comments requiring a response)</p> <p>9. Response to comments prepared by: _____ <small style="margin-left: 100px;">Review Requester's/Delegate's Printed Name</small> <small style="margin-left: 100px;">Review Requester's/Delegate's Signature</small> <small style="margin-left: 100px;">Org.</small> <small style="margin-left: 100px;">Date</small></p> <p>10. Response Concurrence: _____ <small style="margin-left: 100px;">Reviewer's Signature</small> <small style="margin-left: 100px;">Date</small></p>								

