

Status: Active

DOE Lead: National Transportation Program (Judith Holm @ 505-845-4767)

Start Date: December 1996

End Date:

Purpose:

The TEC/WG is often asked to review information products in development for the L&C program as well as other DOE programs. Previously, these efforts were captured in separate task plans written for individual products. [see PI2 Shipment Information Packets and PI6 Evaluation of L&C Information Products] This task plan will provide a formal vehicle for TEC/WG to provide review and comment on developing information products.

Approach:

As general information products are developed or as TEC/WG or another group identifies the need for a product, the TEC/WG will be asked to review and comment to ensure the information is useful for the intended audience.

Updates:

(as of 01/97): Currently in development are a series of single sheet handouts on casks referred to as Quick Facts. TEC was given a draft version at the July 1996 meeting in Pittsburgh. Also in development is a revision of the Transport of Radioactive Materials Q&A about Incident Response booklet and an Information Resource Catalog CD-ROM. These will be discussed at the January 1997 meeting in Charleston.

(as of 06/97): Task is being conducted on an ongoing basis; no changes to approach at this time.

(as of 07/98): A revised set of Transportation Fact Sheets were distributed for TEC/WG review. A draft DOE Transportation Contacts Brochure, developed by the Senior Executive Transportation Forum, was distributed for review.

(as of 12/98): Suggested this task be merged with PI-9 due to the fact that the Communications task plan addresses a process for developing and reviewing information materials. Additionally, a standing review committee is being established. This question will be addressed at the January 1999 meeting in Jacksonville, Florida.

(as of 1/99): Task Plan has been adjusted to be consolidated with the Communications Task Plan.

(as of 7/99): "Review and Printing Process for National Transportation Program Printed Information Products" has been finalized and will be distributed to Communications Topic Group for July 1999 meeting. The aforementioned DOE Transportation Contacts Brochure, six fact sheets, and eight Quick Facts on packaging have been printed. The Q&A Booklet and TRANSCOM fact sheet are in the printing process. The DRAFT TEC/WG fact sheet has been forwarded to the Communications Topic Group for review and discussion at the Philadelphia meeting.

Schedule:

12/96	Task Proposed (from existing tasks)
01/97	Draft task plan completed
07/96	TEC/WG review of Draft Quick Facts
01/97	Discuss and review the progress of other current Information Products
01/97	Proposed information products for review
07/98	Newly revised Transportation Fact Sheets and a newly developed Transportation Contacts Brochure.