



Office of Nuclear Material Safety and Safeguards Procedure Approval

Processing National Materials Program Procedures

AD-100

Issue Date: January 9, 2023
Review Date: January 9, 2026

Kevin Williams
Director, NMSS/MSST

Handwritten signature of Theresa Clark.

Clark, Theresa signing on behalf
of Williams, Kevin
on 01/09/23

Bethany Cecere
Acting Branch Chief, MSST/SLPB

Handwritten signature of Bethany Cecere.

Signed by Cecere, Bethany
on 01/05/23

Elaine Raphael
Procedure Contact, MSST/SLPB

Handwritten signature of Elaine Raphael.

Signed by Raphael, Elaine
on 06/23/22

ML22174A335

NOTE

Any changes to the procedure will be the responsibility of the National Materials Program Procedure Contact. All National Materials Program procedures are available through the NRC Web site at <https://www.nrc.gov/reading-rm/doc-collections/nmss-procedures/index.html>.

I. INTRODUCTION

This procedure establishes the maintenance, format, and content requirements for procedures issued by the Office of Nuclear Material Safety and Safeguards (NMSS) for use by the National Materials Program (i.e., NRC and Agreement States).

II. OBJECTIVES

To provide guidance to NMSS staff regarding the creation and update of standardized procedures that provide guidance on the policies, programs, and processes implemented by NMSS associated with the National Materials Program. This includes guidance on procedure categorization, numbering system, format outline, and content definition.

III. BACKGROUND

The intent of the National Materials Program procedures is to provide detailed guidance for the implementation and coordination of major activities related to State interactions, a number of which are generally addressed in the U.S. Nuclear Regulatory Commission (NRC) Management Directives.

IV. ROLES AND RESPONSIBILITIES

- A. The Director of the Division of Materials Safety, Security, State, and Tribal Programs (MSST) is responsible for review and approval of the appropriate procedures and revisions, as well as for assigning procedures to specific MSST branches.
- B. The Branch Chiefs of MSST are responsible for assigning staff as lead procedure contacts, and for the review and concurrence of those procedures assigned to their branches. Branch Chiefs will approve procedures that pertain only to their branch and determine review dates for procedures.
- C. Each procedure contact within MSST is responsible for tracking and updating their assigned procedure(s). Additionally, each MSST procedure contact should complete a review of their assigned procedure(s) within three months of the procedure review due date and develop recommended revisions and updates to the procedure, as well as a schedule for completion for MSST management review and approval.
- D. The Procedure Coordinator within MSST is responsible for providing interim procedure review to ensure overall coordination of the procedure update process and for tracking procedure status. The Procedure Coordinator is responsible for ensuring that the final procedure is posted on the NMSS external web site: <https://www.nrc.gov/reading-rm/doc-collections/nmss-procedures/index.html>, and that all documents are placed in the Agencywide Document Access and Management System (ADAMS). The Procedure Coordinator is also responsible for rescinding outdated procedures at the direction of MSST management.

V. GUIDANCE

- A. National Materials Program procedures fall into one of the following categories: Administrative (AD), State Agreements (SA), State Liaison (SL) and Tribal Liaison (TR)¹.
- B. All National Materials Program procedures will use the [NRC Editorial Style Guide](#) for document preparation.
- C. The first page of each procedure is designated as the approval page; see page one of this document as an example.
- D. The header will include the procedure number and title, page number, and issue date. Use the same style as the header in this procedure.
- E. A Comment Resolution Document will be prepared by the designated Procedure Contact to show the receipt, content, and disposition of any comments received from external stakeholders, Agreement States, or other organizations, as applicable. Once completed, the Comment Resolution Document will be placed in ADAMS and referenced in the State-Tribal Communication (STC) letter transmitting the final procedure.
- G. To avoid confusion that may result from single-page replacements, revised procedures are to be issued in their entirety.
- H. Lengthy, detailed procedures may benefit from the use of procedure-related handbooks. Handbooks become a permanent part of NMSS procedures and should be clearly marked and cited as appendices. Handbook format should follow the example in SA-700, *Handbook for Processing an Agreement*, or SA-300, *Reporting Material Events*.
- I. Reviews
 - 1. Designated Procedure Contacts will review, and revise assigned procedures, as needed. The designated Procedure Contacts will prepare a track change version of the document for the review and comment process. The cycle for review will be determined by the review date and will be not more than five years. During the review period, the current version of the procedure is still in effect until the revised procedure is finalized.
 - 2. The Procedure Coordinator will provide interim procedure review and ensure overall coordination of the procedure update process.

¹ TR-100, *Principal NMSS Tribal Liaison Roles and Responsibilities*, the only procedure in this category, is used by the NRC, not Agreement States. The TR procedure category is included because it is processed in the same manner as the National Materials Program procedures.

3. New or significantly revised procedures concerning the Agreement States will be distributed for review and comment to appropriate groups including MSST staff, Regional State Agreements Officers, Regional SL Officers, affected NRC offices, Agreement States, and other persons designated by the MSST Division Director (refer to NMSS SA-800, *Providing NRC Predecisional Documents to Agreement States, Organization of Agreement States, Inc., and Appropriate Working Groups of the Conference of Radiation Control Program Directors, Inc.*).
4. Procedure Contacts will prepare a comment resolution document only when comments are requested and received. The comment resolution document will address reviewer comments and serve as background to the final procedures. The Procedure Contact will also prepare the final track changes version of the procedure from the previous revision to serve as background to the final procedure.

J. Approvals

1. The approval cover sheet will include the MSST Division Director, the cognizant MSST Branch Chief, and the Procedure Contact.
2. Signature by the Chair of the OAS is required for those procedures that implement guidance or policies that have an agreement state role.
3. The procedure's issue date is the date that the MSST Division Director signs the National Materials Procedure Approval sheet. Procedures take effect on the issue date.
4. Final National Materials Program procedures, tracked-changes versions showing the updates, and comment resolution documents will be placed in ADAMS. The final procedure will be posted on the <https://www.nrc.gov/reading-rm/doc-collections/nmss-procedures/index.html>.
5. Notification of final versions of Procedures of particular interest to the Agreement States programs will be issued via STC letter or Radiation Control Program Directors letter, as appropriate.

VI. REFERENCES

All Procedures: <https://www.nrc.gov/reading-rm/doc-collections/nmss-procedures/index.html>.

VII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into ADAMS are listed below.

No.	Date	Document Title/Description	Accession Number
1	05/31/2001	STP Procedure AD-100, Format for STP Procedures	ML011870278
2	11/20/2006	FSME Procedure AD-100, Format for FSME Procedures	ML070770002
3	02/11/2011	FSME Procedure AD-100, Format for FSME Procedures	ML110330161
4	01/09/2022	NMSS AD-100, Processing National Materials Program Procedures	ML22174A335