CITIZEN'S GUIDE TO
U.S. NUCLEAR REGULATORY COMMISSION INFORMATION

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INTRODUCTION

INTRODUCTION

ESTABLISHMENT OF THE NRC

The U.S. Nuclear Regulatory Commission's (NRC's) primary mission is to help ensure that public health and safety are protected in the many different peaceful uses of nuclear energy. Congress established the NRC as an independent agency in January 1975 by passing the Energy Reorganization Act of 1974. The NRC was given a mandate to take over from the former Atomic Energy Commission the responsibility for regulating various commercial, industrial, academic, and medical uses of nuclear energy. For example—

- NRC regulates over 100 commercial nuclear power plants that provide more than 20 percent of the Nation's electricity.
- NRC regulates such things as nuclear materials used in the diagnosis and treatment of cancer, in sterilizing instruments, in smoke detectors, and in gauges used to detect explosives in luggage at airports, in addition to the transport, storage, and disposal of these materials.
- Finally, NRC regulates fuel cycle and nuclear waste facilities.

Congress has passed other acts affecting NRC's regulation of peaceful uses of nuclear energy; these acts are available in two volumes titled "Nuclear Regulatory Legislation" (NUREG-0980) [see "Agency Information," Item 4, in this brochure] from the U.S. Government Printing Office (GPO).[1] [See Item 1 of "Obtaining Agency Information" in this brochure for ways to contact GPO and to contact each subsequent organization that has an endnote number associated with the entry.]

The NRC places a high priority on keeping the public fully informed of its activities. The information in this guide will allow you to explore in more detail some of the work we do and sources of information about it. Much NRC information is available at NRC's World Wide Web (WWW) site <http://www.nrc.gov>.

INFORMATION ABOUT NRC REGULATORY PROGRAMS

NUCLEAR REACTORS

Approximately one-fifth (22 percent) of the Nation's electricity is generated by 104 commercial nuclear reactors in 31 States. Of these States, 6 rely on nuclear power for more than 50 percent of their electricity and 13 rely on nuclear power for 25 to 50 percent of their electricity.

NUCLEAR MATERIALS

The NRC and the Agreement States have issued approximately 21,000 licenses for medical, academic, and industrial uses of nuclear material. Approximately 6,000 licenses are administered by the NRC, and the remaining licenses are administered by the 30 States that participate in the NRC Agreement States Program.

NUCLEAR WASTE

Low-level waste. Similarly, the NRC and the Agreement States regulate low-level waste facilities. South Carolina and the State of Washington regulate a low-level waste disposal site in each of these States. The State of Utah and NRC regulate the disposal of different types of bulk low-level radioactive waste at a site in Utah.

High-level waste. The Nuclear Waste Policy Act and its amendments outline a detailed approach for the disposal of high-level radioactive waste. They give the Department of Energy (DOE) operational responsibility and give the NRC regulatory responsibility for the transportation, interim storage, and geologic disposal of the waste. As with low-level waste, the disposal of high-level radioactive waste requires a determination of acceptable health and environmental impacts over thousands of years. Current plans call for the ultimate disposal of the waste in solid form in a licensed deep geologic repository. The amendments redirected DOE to investigate only one potential high-level waste repository at Yucca Mountain, Nevada. DOE is currently working on a viability assessment for the Yucca Mountain site. Ultimately, any high-level waste repository will require an NRC license.

FUEL CYCLE FACILITIES

The NRC licenses and inspects all commercial nuclear fuel facilities involved in the processing and fabrication of uranium ore into reactor fuel. Eight major facilities are licensed to operate in seven States, and two gaseous diffusion uranium enrichment facilities are licensed to operate in as many States.

NUCLEAR RESEARCH

The NRC conducts a wide range of research and technical studies related to nuclear reactors, nuclear materials, and nuclear waste. The studies include topics such as reactor materials, nuclear fuel, thermal-hydraulics, risk-safety analysis, health physics, and radionuclide transport in the environment. The information is used to develop independent analytical tools and technical expertise required in making timely regulatory decisions that are based on the

best available knowledge and operating experience. The results of major research programs are presented at a major public meeting each fall and in various rulemaking and technical reports that are issued by the Commission.

COMMON DEFENSE AND SECURITY AND INTERNATIONAL INVOLVEMENT

The NRC performs international activities in support of the agency's domestic mission and of broader U.S. national interests. Among these are licensing of imports and exports of nuclear facilities, equipment, material, and related commodities; developing legal instruments addressing issues such as nonproliferation, safety, spent fuel and waste management, and liability; maintaining arrangements with counterpart foreign national regulatory organizations for information exchange; taking a leadership role in activities of the International Nuclear Regulators Association, the International Atomic Energy Agency, and the Organization for Economic Cooperation and Development's Nuclear Energy Agency; and participating in more than 60 joint international safety research agreements. For more information about these activities, use WWW address <http://www.nrc.gov/IP/index.html>.

ENFORCEMENT

The Office of Enforcement (OE) issues semiannual progress reports, "Enforcement Actions: Significant Actions Resolved" (NUREG-0940), that include copies of significant Notices of Violation, civil penalty actions, and orders that have been issued to reactor licensees, materials licensees, and individuals involved in licensed activities.

From NRC's Home Page, access the About NRC icon and then Enforcement Program to obtain additional information. OE's Home Page at <http://www.nrc.gov/OE/> includes information such as the agency's current Enforcement Policy (NUREG-1600), copies of significant enforcement actions issued since March 1996, a schedule of upcoming predecisional enforcement conferences, and enforcement guidance, such as the "NRC Enforcement Manual" (NUREG/BR-0195).

OFFICE OF THE INSPECTOR GENERAL

The Office of the Inspector General (OIG) for the NRC was established on April 15, 1989. The Inspector General reports to and serves under the general supervision of the NRC Chairman but operates with personnel and contracting and budget authority independent of that of the NRC. This office is statutorily mandated to promote the economy and efficiency of NRC's programs and operations and to prevent and detect fraud and abuse should it

occur in these programs and operations. To fulfill its mandate, the OIG conducts, and supervises the conduct of, audits and investigations and reviews and comments on existing and proposed regulations and legislation. From NRC's Home Page, access the Reference Library icon and then (1) Inspector General Audit Reports to see copies of OIG audits or (2) NRC (NUREG) report number to see OIG semiannual reports to Congress. Additionally, OIG operates a confidential, toll-free hotline (1-800-233-3497) to which individuals may report incidents of possible fraud, waste, and abuse.

DEVELOPMENT OF NRC REGULATIONS

When Congress enacts legislation to create a Federal agency, it provides general authority for the agency to perform its mission. One way the NRC more specifically accomplishes this mission is by issuing regulations. The process of developing regulations is called rulemaking. A regulation is sometimes referred to as a rule. The NRC's regulations are found in Chapter I of Title 10, "Energy," of the *Code of Federal Regulations* (CFR).[2] Chapter I is divided into Parts 1 through 199. These regulations are binding on all persons and organizations who receive a license from NRC to use nuclear materials or operate nuclear facilities.

Most NRC rulemakings are initiated by NRC's technical staff, although a member of the public may petition the NRC to develop, change, or rescind any of its regulations [see "Petitions for Rulemaking" in this brochure]. Most rulemakings provide the public with at least one opportunity to comment on a proposed rule.

The *Federal Register*. After a proposed rule is developed, the Commission will decide whether to approve it for publication in the *Federal Register*[3] for public comment. When it is published, the notice will include the name of an NRC employee who can reply to questions about the rule and the address to which you may send comments on the rule. The NRC may also hold public meetings and workshops to discuss the proposed rule and receive further comments. You may access all proposed rulemakings published in the *Federal Register* on the NRC's rulemaking Web site at <http://ruleforum.llnl.gov>. This Web site permits any member of the public to upload comments on proposed rules (i.e., submit comments electronically). These comments will be considered in the same way as written comments.

The *Federal Register* is the official publication used by all Federal agencies to inform the public of various actions that the Government is considering. It is published each Federal workday. The NRC publishes proposed and final rules, advance notices of proposed rulemakings, policy statements, memoranda of understanding, petitions for rulemaking, and a semiannual agenda of regulations

(NUREG-0936) [see "Agency Information," Item 4, in this brochure], general notices, and announcements informing the public of NRC actions.

Petitions About Regulations. You may petition the NRC to issue, amend, or rescind a regulation [see 10 CFR 2.802, "Petitions for Rulemaking"]. Before filing a petition, you are encouraged to contact the NRC's Rules and Directives Branch in the Office of Administration[4] about the process. The NRC is permitted to (1) describe the procedure and process for filing and responding to a petition for rulemaking, (2) clarify an existing NRC regulation and the basis for the regulation, and (3) assist you in clarifying a potential petition so that the Commission is able to understand the nature of the issues of concern to you.

National Codes and Standards. NRC regulations and regulatory guides [see "Agency Information," Item 1, in this brochure] may incorporate or refer to national codes and standards developed by professional societies, such as the American Society of Mechanical Engineers. NRC has assembled a reference collection consisting of codes and standards in current use. The collection may be consulted by appointment at the NRC Library.[5] Copying of most codes and standards is restricted because they are copyrighted.

NRC AUDIENCES

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THE PUBLIC

The NRC recognizes the public's interest in the safe regulation of nuclear activities and provides opportunities for citizens to make their opinions known, participate in regulatory proceedings, and ask questions about nuclear regulation. For types of information not specifically described in this "Citizen's Guide," members of the public may contact the Office of Public Affairs[6] (OPA) staff at NRC Headquarters or the Public Affairs Officer at one of NRC's four regional offices. The OPA staff is available to answer questions on NRC policies, programs, and activities.

THE CONGRESS

Members of the Commission and NRC senior staff reply to inquiries from and present information to various committees of the House and the Senate and Members of Congress interested in aspects of NRC's responsibilities. NRC's Office of Congressional Affairs[7] routinely gives members of Congress NRC publications that they request, responds to their inquiries, and apprises them of policy or regulatory matters in which they may be interested.

FEDERAL, STATE, TRIBAL, AND LOCAL ORGANIZATIONS

While NRC's contacts with States are far-reaching and involve activities of many of the agency's offices, as well as the Commission itself, NRC's program of Cooperation with Federal, State, and local governments, interstate organizations, and Indian Tribes is administered primarily through the Office of State Programs (OSP).[8] The goals of this office are to ensure that NRC maintains effective relations and communications with these organizations and to promote greater awareness and mutual understanding of the policies, activities, and concerns of all parties involved as they relate to radiological safety at NRC and at Agreement State licensed facilities.

A total of 30 States have formal agreements with the NRC by which those States have assumed regulatory responsibility over byproduct, source, and small quantities of special nuclear material. Additionally, five States have filed a notice of intent with NRC to become an Agreement State. The Atomic Energy Act of 1954, as amended, requires that NRC review Agreement State radiation control programs periodically to ensure adequate

protection of public health and safety and to ensure that their programs are compatible with NRC's program.

The NRC provides technical assistance to both Agreement and non-Agreement States and provides opportunities for training of personnel at NRC-sponsored courses. NRC sponsors conferences and special workshops on specific areas when needed. NRC also disseminates information of interest to a variety of officials and organizations and engages in cooperative efforts with a number of regional and State organizations, including the Agreement States; the Conference of Radiation Control Program Directors, Inc.; the National Governors' Association; the National Association of Regulatory Utility Commissioners; and the National Congress of American Indians.

The NRC's Web site for the OSP <http://www.hsrd.ornl.gov/nrc/home.html> contains documents related to NRC's Agreement State Programs and information about both the Agreement State and State Liaison Programs. It also contains directions for subscribing to OSP Announcements. The office's net server provides immediate distribution of Agreement State Program business process information.

NRC maintains communications with affected State, local, and tribal governments in order to provide timely and complete information on radioactive waste repository determinations or plans. In addition, NRC regulations (10 CFR Part 60, Subpart C, and 10 CFR Part 61, Subpart F) specify a variety of mechanisms by which affected parties may participate in NRC's high- and low-level waste disposal licensing activities.

AGENCY INFORMATION

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Once Congress authorizes an agency's mission and its basic operating regulations are in place, other types of information evolve from its regulatory mission. For example, at NRC, we have (1) regulatory guides, (2) generic communications, (3) two categories of documents designated according to NRC's document classification system of which, Category 1 comprises licensee-related material designated by a certain "docket" number and Category 2 comprises other NRC information, which is not "docketed," designated by alphanumeric identification codes; (4) a variety of reports and brochures designated as NUREG-series publications, (5) press releases and speeches, (6) information about obtaining contracts, including procurement opportunities for Section 8(a), small, small disadvantaged, and women-owned businesses; and (7) information about obtaining forms.

Some of this information is available at NRC's Web site <http://www.nrc.gov>. Access any of the major areas of NRC information shown in a circle of icons on NRC's home page or explore the "Contents" to find the information that interests you. Also on the Web site is NRC's Government Information Locator System (GILS) [see "Systems of Information" in this brochure].

1. REGULATORY GUIDES

These guides are issued to describe acceptable methods of implementing NRC regulations, techniques used by the NRC staff in evaluating specific problems or postulated accidents, and data needed by the staff in its review of applications for permits and licenses. An NRC licensee may commit to following a regulatory guide as a condition of its license. The guides are issued in 10 numbered divisions:

1—Power Reactors

2—Research and Test Reactors

3—Fuels and Materials Facilities

4—Environmental and Siting

5—Materials and Plant Protection

6—Products

7—Transportation

8 —Occupational Health

9 —Antitrust and Financial Review

10 —General

The guides are issued at 2 stages—as drafts for public comment and then as active (final) guides. Comments are solicited on draft guides for approximately 2 months following their issuance. All comments received on a draft regulatory guide, and information on the resolution of those comments, may be inspected and copied for a fee at the NRC's Public Document Room (PDR).[9] Recent draft guides are available on NRC's Web site, as well as the comments on these draft guides. From NRC's Home Page, access Reference Library and then Regulatory Guides for a list of all regulatory guides and certain active guides.

A single copy of each guide, whether draft or active, is sent to each affected NRC licensee. Requests for single copies of draft or final guides (which may be reproduced) or for placement on an automatic distribution list for single copies of future draft guides in specific divisions should be made in writing to the NRC[10].

2. GENERIC COMMUNICATIONS

The NRC issues generic communications, which include bulletins, generic letters, information notices, and administrative letters, to inform groups of licensees about specific problems, developments, or other matters of interest to the licensees. A generic letter may request a licensee to take action or to submit information.

The NRC distributes these generic communications to appropriate licensees and interested groups or organizations. Generic communications are available on NRC's Web site. From NRC's Home Page, access the Reference Library icon and then Generic Letters. You may consult them or copy them for a fee in the PDR and in most Local Public Document Rooms[11] (LPDRs). You may purchase a subscription for generic communications by contacting GPO.

3. NRC'S DOCUMENT CLASSIFICATION SYSTEM

A comprehensive description of the two categories of information in this system is in "U.S. Nuclear Regulatory Commission Public Document Room File Classification System" (NUREG/BR-0052) available from GPO [see "Agency Information," Item 4, in this brochure].

Category 1. Licensee-Related (Docketed) Documents. Each organization engaged in a nuclear activity licensed and regulated by NRC is assigned a docket (case) number. This number is sometimes the same as that assigned the part of the regulations with which that type of licensee must comply. For example, Part 60 of the CFR is titled "Disposal of High-Level Radioactive Wastes in Geologic Repositories," and Docket 60 is identified with the same title. Documents exchanged between NRC and the license applicant or the licensee are organized by that number. The first two digits of the docket number identify the type of nuclear activity in which the organization is engaged. The docket numbers are assigned as follows:

27—Licensing for land disposal of low-level radioactive waste (Pre-Part 61 licensees)

30—Licensing of the possession or use of nuclear or byproduct material in medicine, industry (including low-level waste management at power reactors), agriculture, or research

40—Licensing of nuclear source material facilities

50—Licensing of nuclear reactors or fuel reprocessing plants

52—Licensing of standard design certification and combined licensing of nuclear power plants

60—Disposal of high-level radioactive wastes in geologic repositories

61—Licensing requirements for land disposal of radioactive wastes

70—Licensing of special nuclear material

71—Licensing of the packaging and transportation of radioactive material

72—Licensing requirements for spent fuel storage installations

Category 2. Other (Nondocketed) Documents. The types of documents in this category, preceded by alphanumeric identification codes, are as follows.

10 CFR 9.7—Commission meeting records

ACRS—Advisory Committee on Reactor Safeguards documents

ADVCM—NRC Advisory Committees

Commission—NRC Commissioner correspondence

Contract—NRC contracts and grants

FOIA—Freedom of Information Act Requests and Appeals

Gen Tech Is—General technical issues

I&E—Inspection and enforcement issuances

Misc—Public Document Room miscellaneous

NUREG—NRC-issued formal reports and related correspondence

ORG—Organizational files

PR—Proposed rules

PRESS—Press releases

PRM—Petitions for rulemaking

PROJ—Projects

Pt 21—10 CFR Part 21 deficiency reports

QA 999—Quality assurance inspections

REGGD— Regulatory guides

RES—Research and technical assistance reports

REVIEW GRP—Research review groups

RM—Rulemakings

SECY—Staff position papers before the Commission

SPEECHES

SSD—Sealed source documents

STATE PROG—State programs

TOPREP—Vendor topical reports and correspondence

WASH—AEC-issued formal reports and correspondence

WM—Waste management documents

WMRES—Waste management contract documents

XPORTLIC—Export and import licenses

The PDR in Washington, D.C., maintains a comprehensive collection of NRC's publicly available documents, both docketed and nondocketed, in paper, microfiche, and, selectively, diskette. The materials are searchable via the PDR's computer system.

4. NUREG-SERIES PUBLICATIONS

In its NUREG series, the NRC publishes scientific, technical, and administrative information dealing with licensing and regulation of civilian nuclear facilities and materials. These publications present information supporting regulatory decisions, guidance for meeting NRC regulations, results of task force investigations of specific topics or incidents, results of research programs, resolution of generic safety issues, analyses of certain regulatory programs, proceedings of conferences and workshops, and administrative information of interest to the staff, the industry, and the public. The publications contain no legally binding requirements and only unclassified material.

4.1 REGULATORY PROCEEDINGS. These publications are related to regulatory proceedings and encompass Safety Evaluation Reports, Environmental Impact Statements, Safety Analysis Reports, and Standard Review Plans. They are free to parties to a given proceeding. Publications in this category related to proceedings that began before 1975 will not have a NUREG-series designator but are referenced by docket numbers assigned to the case involved in a proceeding.

Standard Review Plans. The NRC staff follows a plan for review of various licensee submittals. Each plan addresses—

- the responsibilities of the NRC staff performing the review,
- the matters that are reviewed,
- the Commission's regulations and acceptance criteria necessary for the review,
- how the review is accomplished,
- the conclusions that are appropriate, and
- the implementation requirements.

These plans are published for a variety of NRC regulatory areas.

Nuclear Power Reactors Plan. "Standard Review Plan for the Review of Safety Analysis Report for Nuclear Power Reactors" (NUREG-0800).

Low-Level Radioactive Waste Plans. "Standard Review Plan for the Review of a License Application for a Low-Level Radioactive Waste Disposal Facility" (NUREG-1200); "Environmental Standard Review Plan for the Review of a License Application for a Low-Level Radioactive Waste Disposal Facility" (NUREG-1300); and "Standard Review Plan for the Review of Safety

Analysis Reports for Nuclear Power Plants, LWR (Light-Water Reactor) Edition" (NUREG-0800).

Transportation and Interim Storage of Spent Fuel Plans. "Standard Review Plan for Dry Storage Systems" (NUREG-1536).

High-Level Radioactive Waste Plan. "License Application Review Plan for a Geologic Repository for Spent Nuclear Fuel and High-Level Radioactive Waste" (NUREG-1323). This review plan will be revised into the Yucca Mountain Review Plan beginning in Fiscal Year (FY) 1999 and will incorporate acceptance criteria from the following published NRC Issue Resolution Status Reports: "Igneous Activity," "Structural Deformation and Seismicity," "Evolution of the Near Field Environment," "Repository Design and Thermal Effects," " Container Life and Source Term," "Thermal Effects on Flow," and "Total System Performance Assessment and Integration." These status reports are available from NRC's PDR.

Uranium Mill Tailings Remedial Action Plan. "Standard Review Plan for the Review of Remedial Action of Inactive Mill Tailings Sites Under Title I of the Uranium Tailings Radiation Control Act" and a "Draft Standard Review Plan for *In Situ* Leach Uranium Extraction License Applications."

Decommissioning Plans and Documents. "Standard Review Plan for the Review of Financial Assurance Mechanisms for Decommissioning Under 10 CFR Parts 30, 40, 70, and 72"; "Standard Review Plan: Evaluating Decommissioning Plans for Licensees Under 10 CFR Parts 30, 40, and 70"; and "NMSS Handbook for Decommissioning Fuel Cycle and Materials Licensees," which is similar to a standard review plan. The staff is preparing a standard review plan for licensee submittals related to compliance with the Final Rule on Radiological Criteria for License Termination, which was issued in July 1997.

Guidance for Preparing License Applications. In addition to the review plans, certain publications give guidance for preparing a license application: "Standard Format and Content of a License Application for a Low-Level Radioactive Waste Disposal Facility" (NUREG-1199) and "Licensing of Alternative Methods of Disposal of Low-Level Radioactive Waste" (NUREG-1241). Note that certain regulatory guides (RGs) provide similar information (e.g., RG 3.48 and RG 3.61).

4.2 GUIDES TO PUBLICATIONS IN THE NUREG SERIES. The "Title List of Documents Made Publicly Available" (NUREG-0540) is published monthly. It identifies publications and lists docketed and nondocketed material received and produced by the NRC related to its role as a regulatory agency for a particular month. The publication "Abstracts for

Publications in the NUREG Series" (NUREG-0304), formerly titled the "Regulatory and Technical Reports (Abstract Index Journal)," is published semiannually and gives an abstract for each publication in the series.

4.3 GENERAL REFERENCE INFORMATION. These publications include annual compilations of NRC information mandated by such recent acts as the Government Performance and Results Act and other information about agency regulatory programs and organization such as the "Strategic Plan" (NUREG-1614), the "Annual Report" (NUREG-1145), the "Accountability Report" (NUREG-1542), the "NRC Information Digest" (NUREG-1350), the "NRC Regulator of Nuclear Safety" (NUREG/BR-0164), "NRC Organization Charts" (NUREG-0325), and the "NRC Telephone Directory" (NUREG/BR-0046).

4.4 OPERATIONAL INFORMATION. Operational information includes reports such as the "Report to Congress on Abnormal Occurrences" (NUREG-0090) and the "Analysis and Evaluation of Operational Data (NUREG-1272, Vols. 1, 2, and 3).

4.5 REGULATORY DECISIONS. "Nuclear Regulatory Commission Issuances" (NUREG-0750) contain adjudications, formal orders, opinions, and other Commission decisions, including those of the Atomic Safety and Licensing Boards, the Administrative Law Judges, Directors' Decisions, and the Decisions on Petitions for Rulemaking. Semiannual compilations of the monthly editions are published along with quarterly indices for them. The "Commission Staff Practice and Procedure Digest" (NUREG-0386) is a compilation spanning years of decisions interpreting NRC rules.

4.6 OPPORTUNITIES FOR PUBLIC PARTICIPATION. Public involvement in the NRC's activities is a cornerstone of appropriate regulation of the nuclear industry. The NRC recognizes the public's interest in the safe regulation of nuclear activities and provides opportunities for citizens to make their opinions known. The NRC elicits public involvement early in the regulatory process so that safety concerns that may affect individuals or a community can be resolved in a timely and practical manner. This process is considered vital to assuring the public that the NRC is making sound, balanced decisions about nuclear safety. Some publications in this area include "A Guide to Open Meetings" (NUREG/BR-0128), the "Public Petition Process" (NUREG/BR-0200), "Public Involvement in the Nuclear Regulatory Process" (NUREG/BR-0215), and the "Public Document Room User's Guide" (NUREG/BR-0004).

You may purchase final NUREG-series publications from GPO and the National Technical Information Service[12] and obtain draft publications, free to the extent of supply, from NRC's Reproduction and Distribution Services

Section. Draft reports are usually issued for comment and their availability announced in the *Federal Register.* These publications are also available at the PDR and some LPDRs and Federal Depository Libraries [see "Sources of Information" in this brochure]. From NRC's Home Page, access the Reference Library icon and then Technical Reports to consult some of these reports.

5. PRESS RELEASES AND SPEECHES

The Office of Public Affairs (OPA) routinely provides news releases and speeches to the media and to others who request them. OPA posts these documents daily to the Web site under News and Information and e-mails a weekly compilation to those who request it.

The PDR maintains a collection of news releases and speeches in microfiche and paper. Copies of the weekly compilation are maintained for 3 months at most LPDRs.

Members of the news media may request that OPA place them on a daily facsimile or e-mail list for all NRC news releases and speeches. Any member of the public may request placement on the weekly mailing list to receive free weekly compilations. From NRC's Home Page, access the News and Information icon and then Public Affairs to obtain additional OPA information.

6. OBTAINING NRC CONTRACTS

You may obtain NRC procurement documents from several sources. NRC publicizes proposed competitive procurements of more than $25,000 in the *Commerce Business Daily* (CBD) in accordance with the Federal Acquisition Regulation. The CBD is available free online through CBDNet. You may obtain solicitations by following the instructions reflected in each *CBD* notice. NRC also develops a "Forecast of Contract Opportunities" each fiscal year that is available online at the NRC's Home Page under Doing Business with NRC. This forecast includes a brief description of the procurement and NRC's projected date for initiation of the action.

Firms interested in doing business with NRC may be added to the NRC solicitation mailing list. This list comprises eligible firms interested in receiving copies of NRC solicitations for agency needs in their areas of expertise. Firms on the list are used on a rotating basis to identify potential sources for NRC work. To be eligible to receive solicitations for future procurements, complete a Standard Form 129 entitled "Solicitation Mailing List Application" and submit it to the NRC. To obtain a copy of this form, access NRC's Home Page under Doing Business with NRC or contact the Division of Contracts and Property Management staff.[13]

Finally, copies of solicitations and awarded contracts are posted in the NRC's PDR. By the year 2000, NRC expects to make these documents available electronically through an Agencywide Documents Access and Management System [see "Systems of Information" in this brochure].

Procurement Opportunities for Small Businesses. The Office of Small Business and Civil Rights serves as an advocate for Section 8(a), small, small disadvantaged, and women-owned businesses to facilitate full and fair opportunities to compete for NRC contracts. NRC establishes annual goals for awarding contracts to these businesses as a means of integrating them into the base of contractors from which NRC purchases goods and services.

An information line, including automated facsimile service, is available to businesses for obtaining information about NRC's procurement preference programs. The toll-free number[14] provides 24-hour access to this information.

7. OBTAINING NRC FORMS

Copies of forms related to NRC regulatory requirements are available free on request by calling the Graphics and Electronic Composition Section[15]. Requesters must identify the specific form by number. Allow 2 weeks for delivery.

SYSTEMS OF INFORMATION

SYSTEMS OF INFORMATION

AGENCYWIDE DOCUMENTS ACCESS AND MANAGEMENT SYSTEM. Effective management of information is critical to NRC's performing its mission. Much of this information is in the form of documents. The Commission's policies, decisions, and bases for regulatory action depend on these documents. Today, the NRC operates in a predominantly paper-based environment with an aging, microfiche-based, legacy document-indexing system (the Nuclear Documents System, known as NUDOCS) that has limited functionality to support NRC's needs. To take advantage of current technology and better accommodate the information needs of the licensees, the public, and the staff, the NRC conceived and began developing in FY 1997 a modern, fully functional document management capability called ADAMS (Agencywide Documents Access and Management System). Limited use of ADAMS may be available to the public in FY 1999.

INTERNET WORLD WIDE WEB SITE. The NRC staff has implemented an Internet World Wide Web (WWW) server, which can be accessed by the public with Web browsers, such as Netscape or Microsoft Internet Explorer at <http://www.nrc.gov>. The NRC Home Page provides a gateway to a variety of agency information and is available via the Internet. The availability of the NRC Home Page is cited by reference in the home page for the White House, the National Center for Supercomputing Applications, the European Laboratory for Particle Physics (developer of the WWW), and other domestic and international sources.

The Internet is a global structure of networks connecting computers worldwide. The NRC uses the Internet for message communications and to provide the public with access to NRC information. The NRC staff can send and receive Internet mail from their desktop workstations. The use of Internet mail simplifies communications with other Federal and State agencies, licensees, power plants, national laboratories and universities, and the public.

THE NRC GOVERNMENT INFORMATION LOCATOR SERVICE. The database for this system, known as GILS, contains the three mandated publicly available types of records: (1) locators for Information Dissemination Products (books, maps, publications); (2) locators for Automated Information Systems; and (3) a single aggregate locator for Privacy Act Systems of Records. From NRC's Home Page, access the Reference Library icon and then GILS to consult NRC's information.

SOURCES OF INFORMATION

SOURCES OF INFORMATION

WITHIN THE NRC

Commission Meetings. In accordance with the Government in the Sunshine Act, the public is welcome to observe all Commission meetings, unless a meeting is closed because it involves one or more of the "exempted" subjects described in NRC regulations (10 CFR Part 9). "Exempted" subjects usually involve classified information, investigations, enforcement actions, internal rules and practices, or personnel matters. Advance notices of Commission meetings are published in the *Federal Register*, posted on the NRC WWW Home Page, e-mailed to a regular list of recipients, and posted in the PDR.

Transcripts of Commission meetings that are open to the public are available on the NRC WWW Home Page by accessing the Commission's Activities under the circle of icons and are available in the PDR for inspection or duplication. Transcripts for closed meetings are made available when review of the meeting's discussion shows that public disclosure is appropriate. Papers relating to a meeting, along with illustrative view-graphs, are available to members of the public who attend a meeting. Copies of these papers are subsequently placed in the PDR.

Contact the Office of the Secretary of the Commission[16] to obtain meeting schedules or to be added to the list of recipients who regularly receive advance notice of these meetings. From NRC's Home Page, access the News and Information icon and then Public Meetings.

Commission's Decisionmaking Documents. The Commission's general policy is to publicly release written issue papers submitted by the NRC staff to the Commission for consideration. Policy, rulemaking, and adjudicatory matters, as well as general information, are provided to the Commission for consideration. Such documents are referred to as "SECY papers." All SECY papers will be released to the public unless they contain specific, limited types of information (adjudicatory, enforcement or investigatory lawyer-client or legal work product, classified or proprietary, or personal privacy) that the Commission has specifically agreed should be withheld. The Commission's decisions on a SECY paper are recorded in a "staff requirements memorandum" (SRM). The SRM includes a concise statement of any additional requirements or tasks to be performed by the staff. Along with the SRM, the Commission also issues a Commission Voting Record (CVR). This CVR contains clear indication of the individual votes of the Commissioners; a copy of each Commissioner's vote sheet; a comment resolution section indicating the extent

to which differing views, if any, were expressed in the individual vote sheets; and how these views were accommodated, resolved, and reflected in the final decision. To review or download publicly released SECY papers, SRMs, or CVRs, from NRC's Home Page, access the Commission's Activities under the circle of icons. These documents are also available for viewing and copying at the PDR.

Commission Action Memoranda (COMS), another decisionmaking tool used by the Commission and the staff, are (1) written memoranda between Commissioners on issues before the agency or on matters a Commissioner wants to bring to the attention of his or her fellow Commissioners or (2) memoranda from the NRC staff seeking guidance from the Commission. After voting is completed on a COM, an SRM is written to record the decision. The COM and the associated SRM can also be viewed and downloaded from the Commission Activities on the NRC Home Page. These documents are also placed in the PDR.

Commission's History Program. The NRC Historical Office, located in the Office of the Secretary, is currently conducting research for the third volume of a detailed, scholarly history of nuclear regulation. The first two volumes, *Controlling the Atom: the Beginnings of Nuclear Regulation, 1946-1962*, and *Containing the Atom: Nuclear Regulation in a Changing Environment, 1963-1971*, were published by the University of California Press and are available in local bookstores. These books are intended to serve as historical references for the agency staff and the general public. A brief summary of the books and the period after 1971 is available in "A Short History of Nuclear Regulation, 1946-1990" (NUREG/BR-0175). This publication is available from the GPO or for viewing and downloading from NRC's Home Page by accessing the About NRC icon and then History.

Participating in Regulatory Proceedings. The Commission's Rules of Practice (10 CFR Part 2) provide procedures, called discovery, that permit parties to a formal NRC proceeding under 10 CFR Part 2, Subpart G, to request documents or obtain answers to questions that are relevant to the issues in a proceeding. These procedures enable the parties to the proceeding to develop a better understanding of the position being taken by other parties and the basis for them. In addition to these procedures, the informal exchange of such information among the parties is encouraged. Parties may make formal discovery requests to other parties if the requested information is relevant to and necessary for a proper decision in the proceeding. The requesting party may appeal the denial of a formal request before the presiding officer or board. The NRC staff, which is usually a party to these proceedings, often responds to informal requests without insisting on compliance with the formalities of the Rules of Practice.

In informal proceedings conducted in accordance with 10 CFR Part 2, Subpart L, discovery procedures are not available, but the staff provides a "hearing file" comprising relevant documents to participants in the proceeding.

The Headquarters Public Document Room (PDR) serves as a bridge between the agency and the public, providing onsite and remote access to a comprehensive collection of publicly available NRC documents in paper, microfiche, or electronic format. Reflecting the Commission's openness policy, the NRC staff has released over two million documents to the PDR in Washington, D.C., since the agency's founding in 1975. This comprehensive collection includes regulatory guides, Freedom of Information Act responses, NUREG-series publications, Commission (SECY) papers, inspection reports, Weekly Information Reports, transcripts of Commission meetings, existing and proposed regulations and amendments, material from NRC's licensing proceedings, and correspondence on technical, legal, policy, and administrative matters. Certain items of immediate interest, such as press releases and meeting notices, are posted in the reading room. Documents from the regulatory activities of NRC's forerunner agency, the Atomic Energy Commission, are also available upon request from the PDR.

The PDR has a professional staff of technical information and documentation specialists. The staff provides reference services, has an online Bibliographic Retrieval System (BRS), announces newly released documents, and monitors an onsite contractor who copies documents (paper and electronic) and delivers them to users for a fee. The PDR also offers a Standing Order Subscription Service for automatic receipt of selected serially published documents. Use of the BRS and the PDR reference services is free except that the user is responsible for fees for those documents that must be reproduced.

The PDR staff does not maintain collections of such formally published materials as books, monographs, serials, periodicals, or general indexes that are usually available in a traditional library.

From NRC's Home Page, access the Public Participation and School Programs icon and then the Headquarters Public Document Room for additional information.

Local Public Document Rooms (LPDRs). NRC, in cooperation with a public, college, or university library, establishes an LPDR near each civilian nuclear power reactor site. LPDRs are also established for certain low-level waste and fuel cycle facilities and the potential high-level radioactive waste geologic repository. Power reactor and high-level waste LPDRs maintain microfiche collections containing all NRC publicly available documents issued since January 1, 1981. Documents issued before 1981 are not on microfiche but are available as paper copies and pertain only to the local facility. Documents in

these collections include hearing transcripts, safety evaluation reports, environmental impact statements, emergency plans, inspection reports, licensee event reports, and generic communications. Most of the low-level waste and fuel cycle LPDRs maintain copies (paper or microfiche) of documents pertaining only to the local facility.

Members of the public are invited to read documents in the LPDRs and to utilize available copying equipment for a fee. Through the LPDR program, citizens living or working near nuclear power reactors and certain other nuclear facilities have access to the records used by the NRC in licensing and regulating those local facilities. The LPDR library reference staffs and NRC's PDR staff are available to assist patrons in locating documents in the collections. From NRC's Home Page, access the Public Participation and School Programs icon and then the Local Public Document Room Program for additional information.

The agency's electronic document management system (ADAMS) is scheduled to become operational in late 1999. When ADAMS is operational, publicly available records will be placed on the NRC Internet Web site, and the NRC's LPDR program will be discontinued.

Any NRC publicly available records can be ordered from the PDR Reference Services.

Freedom of Information Act and Privacy Act Requests. The Freedom of Information Act (FOIA) and Privacy Act (PA) program office is responsible for administering policies, programs, and procedures to ensure NRC compliance with the FOIA and the PA, 5 U.S.C. 552 and 5 U.S.C. 552a, respectively NRC regulations governing administration of the FOIA and PA programs are contained in 10 CFR Part 9.

You may submit an FOIA or a PA request to NRC in writing to the NRC FOIA and PA Officer. A great deal of NRC information is already publicly available at the PDR and LPDRs. When NRC's ADAMS is implemented in late 1999, NRC information will be accessible at the NRC Web Site's Electronic Reading Room.

FOIA. The FOIA *requires* that the NRC allow the public to have access unless the information is exempted under the FOIA from disclosure (e.g., classified national security, business proprietary, personal privacy, or investigative material). Submit these requests to the FOIA/PA Officer[17]. In your letter you must specifically state that it is an FOIA request, and you must adequately describe the specific records or type of records you seek so that the NRC staff can conduct a search for the requested records by exerting a reasonable amount of effort. Disclosure will be made by providing a copy of the

documents requested or by making copies of the documents requested available for viewing in the NRC Headquarters PDR or in one of the LPDRs.

If an individual is seeking records that pertain to another person, that information is usually not disclosed unless the requester obtains the other person's written consent and submits it along with the request. From NRC's Home Page, access the News and Information icon and then FOIA.

PA. Under the PA, a person may seek access to records that are retrieved by that person's name or other personal identifier, such as a social security number or an employee identification number. Such records will be made available unless they fall within the exemptions of the PA or the FOIA.

The request should adequately describe the types of records that NRC should search (e.g., investigative, personnel, or security clearance records). A person making a request under the PA must establish his or her identity by a signature, an address, his or her date of birth, an employee identification number, and one other item of identification, such as a photocopy of a driver's license or other document.

A requester may be required to pay fees for searching, reviewing, and copying records but will be notified beforehand if fees will exceed $25.

To obtain detailed information concerning NRC policies and procedures for obtaining access to information under the FOIA, review 10 CFR Part 9, or contact the FOIA/PA Officer.

The NRC Technical Library supports the programmatic needs of the NRC. In support of the NRC staff and the agency's mission, the library acquires scientific and technical books, journals, reports, standards, codes, and microforms necessary to support most regional and headquarters requirements. Further, the NRC Library staff provides information and document retrieval to all headquarters and regional staff as well as access to information resources outside the NRC Library through the interlibrary loan network. Although the primary function of the NRC Library is service to the NRC staff, limited resources are available to similarly serve the general public. The technical library is open to the public for reference use by appointment.

The Office of Public Affairs. The Nuclear Regulatory Commission's OPA has staff at the NRC Headquarters in Rockville, Maryland, and at four locations throughout the country: King of Prussia, Pennsylvania; Atlanta, Georgia; Lisle, Illinois; and Arlington, Texas. The staff develops policies, programs, and procedures for the Chairman's approval for informing the public of NRC activities; prepares, clears, and disseminates information to the public and the news media concerning NRC policies, programs, and activities;

keeps NRC management informed of media coverage of activities of interest to the agency; plans, directs, and coordinates the activities of public information staffs located at regional offices; and carries out assigned activities in the area of consumer affairs.

OUTSIDE THE NRC

Energy Science and Technology Software Center (ESTSC).[18] The ESTSC offers a variety of software that operates on personal computers, mainframes, or supercomputers. Many packages are designed to function in several computing environments, computers, and operating systems. Software is available on diskettes or magnetic tape, along with supporting documentation. The center serves as a repository for computer software sponsored by the DOE or the NRC. The collection also contains selected software from the Nuclear Energy Agency of the Organization for Economic Cooperation and Development. The prices for software vary according to customer category, the computer platform on which the software will be used, and the level of review received. Specific information on software in the collection and payment options can be obtained by contacting the ESTSC.

Although the NRC currently uses the ESTSC to distribute its computer software and to serve as the repository for the software, on January 1, 1999, the Office of Nuclear Regulatory Research, which has responsibility for this function, will transfer these activities from the ESTSC to the Radiation Safety Information Computational Center (RSICC) in Oak Ridge, Tennessee. This decision was based on favorable comments and support from current users in the NRC program offices.

RSICC, established in 1962 at the Oak Ridge National Laboratory, is a specialized analysis center authorized to collect, analyze, maintain, and distribute computer software and data sets in the areas of radiation transport and safety. RSICC's collection also contains selected software from the Nuclear Energy Agency of the Organization for Economic Cooperation and Development.

All NRC software currently at the ESTSC is now being moved to RSICC, and this transition is expected to take 4 weeks, during which time no codes will be distributed. RSICC will begin distributing codes the third week of January 1999. Users will be kept informed during this transition. The Internet address for RSICC is <www.pdr@ornl.gov>.

U.S. Government Printing Office (GPO). You may order NRC publications directly from GPO. Your order can be charged to VISA, Mastercard, or the Superintendent of Document Accounts. GPO also offers convenience deposit accounts. Upon receipt of an initial deposit ($50 minimum),

GPO will assign you a unique account number. You must maintain a minimum of $50 in your account to keep it open. You can charge future purchases against the deposit account to the extent the account possesses sufficient funds. For detailed information and forms, contact GPO.

The Federal Depository Library Program (FDLP) was established by Congress more than 130 years ago to ensure that the American public has access to its Government's information. The FDLP mission is implemented in depository libraries across the country by staffs who collect, organize, maintain, preserve, and assist users with information from the Federal Government. Participating libraries agree to operate the government documents program under FDLP's established policies and procedures, and FDLP staff conduct periodic inspections of the participants. The GPO provides government information at no cost to designated depository libraries, and these libraries, in turn, provide local no-fee access to government information in all formats in an impartial environment with professional assistance.

All but seven States have at least one Federal Regional Depository Library (FRDL), which collects Government documents comprehensively; a few States have two. All States have a number of libraries that collect selectively. The FRDLs are large academic or public libraries or State libraries.

National Technical Information Service (NTIS). You may purchase most NRC reports and regulatory guides from the NTIS of the U.S. Department of Commerce.

Nuclear Operations Analysis Center (NOAC).[19] This center performs analysis tasks, as well as information-gathering activities, for the NRC. Established in 1981, NOAC conducts a number of tasks related to the analysis of nuclear power experience and develops and manages databases used for these analyses. These databases contain diverse types of information on nuclear power reactors about routine and off-normal operation, including licensee event reports.

NOAC publishes *Nuclear Safety*, a peer-reviewed technical journal covering significant issues in the field of nuclear safety.

Office of Scientific and Technical Information (OSTI).[20] OSTI publishes monthly the journal *Energy Research Abstracts (ERA).* It provides abstracting and indexing coverage of energy information in reports prepared by Federal and State governments, foreign governments, universities, and research organizations. ERA is placed in GPO Depository Libraries. Members of the public may subscribe to it directly through GPO. Contact ERA for more information about ERA or other DOE publications.

OBTAINING AGENCY INFORMATION

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ADDRESSES AND TELEPHONE NUMBERS

1. U.S. Government Printing Office (GPO); Telephone: 202-512-1800 or World Wide Web address: <http://www.access.gpo.gov/su_docs>.

2. Chapter 1 of Title 10 of the Code of Federal Regulations is revised annually as of January 1 and is available in a softbound, two-volume edition from GPO. Additionally, the NRC publishes a compilation of its codified regulations and related documents in the NRC Rules and Regulations, a four-volume looseleaf set that is updated monthly. You may subscribe to this publication by contacting GPO.

3. The Federal Register is available in the NRC Library and many public libraries. You may view the table of contents for the day's issue of the Federal Register or search the Federal Register database for 1995 and 1996 at NRC's Web site <http://www@nrc.gov>.

4. Office of Administration, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, Attention: Chief, Rules Review and Directives Branch; Telephone: 301-415-7158, or toll-free, 800-368-5642.

5. Office of the Chief Information Officer, NRC Technical Library, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 301-415-5610, or Telecommunications Device for the Deaf (TDD) number, 301-415-5609.

6. Office of Public Affairs, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 1-800-368, 5642, or locally, call 301-415-8200. Region I Telephone: 610-337-5223; Region II Telephone: 404-562-4900; Region III Telephone: 630-829-9547; Region IV Telephone: 817-860-8128.

7. Office of Congressional Affairs, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 301-415-1776.

8. Office of State Programs, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 301-415-3340; WWW address <http://www.hsrd.ornl.gov/nrc/home.html>.

9. NRC Public Document Room, 2121 L Street, N.W., Lower Level, Washington, DC 20555-0001; Operating Hours: Monday through Friday: on site, from 7:45 a.m. to 4:15 p.m. or by telephone, 8:30 a.m. to 4:15 p.m., eastern time, except on Federal holidays. Telephone: 1-800-397-4209, or locally, 202-634-3273, or TDD number, 1-800-635-4512; Facsimile: 202-634-3343; or Internet address: <pdr@nrc.gov>.

10. Office of the Chief Information Officer, Reproduction and Distribution Services Section, Mail Stop O-P137; U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001 or Internet address <DISTRIBUTION@nrc.gov>.

11. Office of the Chief Information Officer, Local Public Document Room Staff, U.S. Nuclear Regulatory Commission, Mail Stop T-6 D8, Washington, DC 20555-0001 or, toll-free, 1-800-638-8081.

12. National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161-0002; Telephone: 703-487-4650; Facsimile: 702-321-8547; or WWW address: <http://www.ntis.gov/ordernow>.

13. Office of Administration, Division of Contracts and Property Management, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 301-415-6598; or Internet address <mer@nrc.gov>.

14. Office of Small Business and Civil Rights, Small Business Program, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 1-800-903-SBCR; WWW address <http://www.nrc.gov/nrc/contract.html>.

15. Office of the Chief Information Officer, Graphics and Electronic Composition Section, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 301-415-5877.

16. Office of the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: Recorded message at 301-415-2092. For more information about these meetings, call 301-415-1661.

17. Office of the Chief Information Officer, Information Services Branch, U. S. Nuclear Regulatory Commission, Washington, DC 20555-0001; Telephone: 301-415-7169 between 7 a.m. and 4 p.m.

18. Energy Science and Technology Software Center, Director's Office, P.O. Box 1020, Oak Ridge TN, 37831-1020; Telephone: 615-576-2606; WWW address: <http://apollo.osti.gov/html/osti/estsc/estsc.html>.

19. Nuclear Operations Analysis Center, P.O. Box 2009, Oak Ridge National Laboratory, Oak Ridge, TN 37831-8065; Telephone: Director, NOAC, 423-574-0394.

20. Office of Scientific and Technical Information, Department of Energy, P.O. Box 62, Oak Ridge, Tennessee 37831; Telephone 615-576-5636; WWW address: <http://www.doe.gov/osti/>.

Notes

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