

September 24, 2001

ALL AGREEMENT STATES
PENNSYLVANIA, MINNESOTA, WISCONSIN

**PROGRAM MANAGEMENT INFORMATION: REQUEST FOR COMMENTS ON TWO
DRAFT PROCEDURES - AGREEMENT STATE LIAISON TO THE MRB AND AGREEMENT
STATE PARTICIPATION AS IMPEP TEAM MEMBERS (STP-01-072)**

You are invited to review and comment* on the enclosed subject procedures within 45 days of receipt. The first document, Enclosure 1, describes the procedure for the coordination of the Agreement State Liaison to the Management Review Board (MRB). The MRB provides a senior-level review of the IMPEP team's findings and recommendations and issues for Agreement State or NRC Regional reviews. The second document, Enclosure 2, describes the procedure for the coordination and recruitment for the participation by Agreement State staff as Integrated Materials Performance Evaluation Program (IMPEP) team members by the Office of State and Tribal Programs (STP) and Organization of Agreement States (OAS).

Thank you for your attention on this matter. If you have any questions regarding this correspondence, please contact me or the individual named below.

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/RA/
Frederick C. Combs, Deputy Director
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Enclosures:
As stated

*This information request has been approved by OMB 3150-0029, expiration 06/30/04. The estimated burden per response to comply with this voluntary collection is approximately 6 hours. Forward any comments regarding the burden estimate to the Information and Records Branch (T-6F33), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0029), Office of Management and Budget, Washington, DC 20503. If a document does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information.

STP-01-072

September 24, 2001

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STP-A-4



STP Procedure Approval

Agreement State Liaison to the Management Review Board

Issue Date:

Expiration Date:

Paul H. Lohaus
Director, STP

Date:

Frederick C. Combs
Deputy Director, STP

Date:

Procedure Contact, STP

Date:

NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.



Procedure Title:
Agreement State Liaison to the Management Review Board
Procedure Number: SA-

Page: 1 of 4
Issue Date:

I. INTRODUCTION

This document describes the procedure for the coordination of the Agreement State Liaison to the Management Review Board (MRB). The MRB provides a senior-level review of the Integrated Materials Performance Evaluation Program (IMPEP) team's findings and recommendations and issues for Agreement State or NRC Regional reviews.

II. OBJECTIVE

- A. To provide guidance to the Organization of Agreement States (OAS) on the coordination of the Agreement State Liaisons to the Management Review Board.
- B. To provide guidance to the Office of State and Tribal Programs (STP) staff on coordination of the Agreement State Liaisons for the MRB meetings.

III. BACKGROUND

- A. It is the policy of the U.S. Nuclear Regulatory Commission to evaluate the NRC regional materials programs and Agreement State radiation control programs in an integrated manner. Guidelines for IMPEP are found in *Management Directive (MD) 5.6, Integrated Materials Performance Evaluation Program*.
- B. The MRB makes the overall assessment of each NRC Region or Agreement State program on the basis of the proposed final report and recommendations prepared by the IMPEP team that conducted the review. The guidelines followed by the MRB when conducting MRB meetings for IMPEP reviews and issuing findings for Regions and Agreement State programs are outlined in STP Procedure State Agreements (SA) 106, *Management Review Board*.

IV. ROLES AND RESPONSIBILITIES

- A. OAS Executive Board:
 - 1. Designates an OAS member to be responsible for the coordination of Agreement State Liaisons with the Senior Project Manager for IMPEP Coordination, STP.

2. Sets commitments on a year to year basis given approval of the volunteer's management and OAS Executive Board.

B. The OAS Designee:

1. Coordinates senior Agreement State managers' interest to participate in the MRB with STP.
2. Is responsible for the coordination of Agreement State Liaison assignments to specific MRB meetings and of backup/substitutions in emergency cases.
3. Provides the Senior Project Manager for IMPEP Coordination, STP the list of Agreement State Liaison MRB assignments.

C. STP Director:

1. Designates the Senior Project Manager for IMPEP Coordination as contact with the OAS designee.
2. Provides invitational travel for the MRB liaison travel for attendance at MRB meetings.

D. Senior Project Manager for IMPEP Coordination:

1. Develops the yearly IMPEP schedule and projected MRB dates.
2. Coordinates MRB assignments with the OAS designee.
3. Provides training as appropriate for new Agreement State Liaisons.
4. Maintain a list for the OAS and STP of the Agreement State Liaisons and meetings attended.
5. Communicates and provides all necessary information to the individual Agreement State Liaison for the individual MRB meetings.

E. Agreement State Liaison:

The Agreement State Liaison will be available for participation at the MRBs per coordination with the OAS designee.

V. GUIDANCE

A. Coordination by OAS designee

1. The OAS designee will provide recruitment guidance to interested senior Agreement State managers, including unsolicited interest by Agreement State managers outside of the normal recruitment cycle.
2. The OAS designee, in coordination with STP, will decide the timing of recruitment.
3. The OAS designee will decide if there should be a 2-4 year limit for a given senior Agreement State manager or if the term should be as long as desired.
4. The OAS designee will solicit volunteers for the yearly list of MRBs and, based on the volunteer's availability, assign MRBs to the Agreement State Liaison.
5. The OAS designee, in coordination with the STP Senior Project Manager for IMPEP Coordination, will address any issues or concerns raised.

B. Senior Project Manager for IMPEP Coordination

1. The Senior Project Manager for IMPEP Coordination will develop an annual schedule of at least 12 months of planned MRBs and coordinate the assignment of Agreement State Liaison to individual MRBs. The Senior Project Manager for IMPEP Coordination will include a date certain for NRC transmitting the above list to the OAS designee.
2. The Senior Project Manager for IMPEP Coordination will provide training for the Agreement State Liaison as appropriate. The Senior Project Manager for IMPEP Coordination will provide details on timing, invitational travel, expectations and Annual IMPEP training to the Agreement State Liaisons to the MRB.
3. The Senior Project Manager for IMPEP Coordination will provide information to the Agreement State Liaison on specific MRB meetings as outlined in STP Procedure SA-106.

C. Participation in MRB

1. The Agreement State Liaison may attend either in person (invitational travel funded by NRC), by video conferencing or by teleconferencing
2. Since the MRB schedule is determined by the State/Region being reviewed, the date will be established as soon as possible. If it is not possible to attend because of conflicts, the Agreement State Liaison should contact the OAS designee to determine a replacement. The OAS designee will notify the STP Senior Project Manager for IMPEP Coordination of the change.

D. Follow-up reviews and special issues

Every effort will be made to try to keep the same MRB Agreement State Liaison for special issues or follow-up reviews that are State/Regional specific.

VI. APPENDICES

Not Applicable

VII. REFERENCES

1. Management Directive 5.6, *Integrated Materials Performance Evaluation Program*.
2. State Agreements Procedure 106, *Management Review Board*.



STP Procedure Approval

Agreement State Project Officers

Issue Date:

Review Date:

Paul H. Lohaus
Director, STP

Date:

Frederick C. Combs
Deputy Director, STP

Date:

Kathleen N. Schneider
Procedure Contact, STP

Date:

NOTE

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Procedure Title:
Agreement State Participation as IMPEP Team Members
Procedure Number: SA-

Page: 1 of 4
Issue Date:

I. INTRODUCTION

This document describes the procedure for the coordination and recruitment for the participation by Agreement State staff as Integrated Materials Performance Evaluation Program (IMPEP) team members by the Office of State and Tribal Programs (STP) and Organization of Agreement States (OAS).

II. OBJECTIVES

- A. To provide guidance to both the STP and OAS on the recruitment of Agreement State participants for IMPEP teams.
- B. To provide guidance to the OAS and STP staff on coordination of Agreement State participants for IMPEP reviews.

III. BACKGROUND

It is the policy of the U.S. Nuclear Regulatory Commission to evaluate the NRC regional materials programs and Agreement State radiation control programs in an integrated manner. Ten to twelve IMPEP reviews are conducted in most years. Agreement State staff participate as team members of the IMPEP team in accordance with Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program* and MD 5.10, *Formal Qualifications for Integrated Materials Performance Evaluation Program Team Members*.

IV. ROLES AND RESPONSIBILITIES

- A. OAS Executive Board:
 - 1. Designates an OAS member to be responsible for coordination with the Senior Project Manager for IMPEP Coordination, STP for the participation by Agreement States in IMPEP reviews.
 - 2. Sets a year by year term of service given approval of the volunteer's management and the Board.

3. Coordinates any interest by Agreement States to participate in IMPEP with STP.
4. Identifies candidates for IMPEP teams prior to annual training.

B. STP Director:

1. Designates the Senior Project Manager for IMPEP Coordination to be responsible for coordination with the OAS designee on Agreement State participation in IMPEP reviews.
2. Provides training for new team members, which will include travel support.
3. Maintains a list of team members and provides coordination for IMPEP reviews.

C. Individual Agreement State team members:

1. Will usually be available for 1-2 IMPEP reviews per year.
2. Will attend training, and submit IMPEP qualifications to Senior Project Managers for IMPEP Coordination per MD 5.10.

V. GUIDANCE

A. Coordination by OAS designee

1. The OAS designee will provide recruitment guidance to interested Agreement State participation, including unsolicited interest by Agreement States outside of normal recruitment cycle.
2. The OAS designee, in coordination with STP, will decide the timing of recruitment.
3. The OAS designee will set commitments on a year to year basis given approval of volunteer's management and the OAS Executive Board.

- B. Senior Project Manager for IMPEP Coordination, STP
1. The Senior Project Manager for IMPEP Coordination, through a monthly teleconference to OAS and as necessary with the OAS designee, will coordinate the annual IMPEP schedule and resource needs for Agreement State participation in IMPEP reviews.
 2. The Senior Project Manager for IMPEP Coordination will provide details on the timing, funding and expectations of annual training.
- C. Participation in IMPEP reviews by Agreement State Participants
1. Specific guidance given in STP Procedure State Agreements (SA) 100, *Implementation of the Integrated Materials Performance Evaluation Program*, should be utilized for preparing, conducting and reporting results of the IMPEP reviews.
 3. Specific guidance on reviewing individual common and non-common indicators can be found in SA-101, *Reviewing Common Performance Indicator #1, Status of Materials Inspection Program*, SA-102, *Reviewing Common Performance Indicator #2, Technical Quality of Inspection*, SA-103, *Reviewing Common Performance Indicator #3, Technical Staffing and Training* SA-104, *Reviewing Common Performance Indicator #4, Technical Quality of Licensing Actions*, SA-105, *Reviewing Common Performance Indicator #5, Response to Incidents and Allegations* and SA-107, *Reviewing Non-Common Performance Indicator #1, Legislation and Program Elements Required for Compatibility*.
 3. Normally, the expected time commitment from an Agreement State participant is 4 weeks (significant problems identified in specific reviews may take additional resources).

VII. APPENDICES

Not Applicable

VIII. REFERENCES

1. Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program.*
2. Management Directive (MD) 5.10, *Formal Qualifications For Integrated Materials Performance Evaluation Program Team Members.*
3. State Agreement Procedure 100, *Implementation of the Integrated Performance Evaluation Program.*
4. State Agreement Procedure 101, *Reviewing Common Performance Indicator #1, Status of Materials Inspection Program.*
5. State Agreement Procedure 102, *Reviewing Common Performance Indicator #2, Technical Quality of Inspection.*
6. State Agreement Procedure 103, *Reviewing Common Performance Indicator, #3, Technical Staffing and Training.*
7. State Agreement Procedure 104, *Reviewing Common Performance Indicator #4 Technical Quality of Licensing Actions.*
8. State Agreement Procedure 105, *Reviewing Common Performance Indicator #5, Response to Incidents and Allegations.*
9. State Agreement Procedure 106, *Management Review Board.*
10. State Agreement Procedure 107, *Reviewing Non-Common Performance Indicator #1, Legislation and Program Elements Required for Compatibility.*