



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

May 8, 2002

OFFICE OF THE  
SECRETARY

COMMISSION VOTING RECORD

DECISION ITEM:      SECY-02-0060

TITLE:                      PROPOSED POLICY ON ENHANCING PUBLIC  
   PARTICIPATION IN NRC MEETINGS

The Commission (with all Commissioners agreeing) approved the subject paper as recorded in the Staff Requirements Memorandum (SRM) of May 8, 2002.

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Commission.

A handwritten signature in black ink, appearing to read "Annette Vietti-Cook", written over a horizontal line.

Annette L. Vietti-Cook  
Secretary of the Commission

Attachments:

1. Voting Summary
2. Commissioner Vote Sheets

cc:      Chairman Meserve  
         Commissioner Dicus  
         Commissioner Diaz  
         Commissioner McGaffigan  
         Commissioner Merrifield  
         OGC  
         EDO  
         PDR

VOTING SUMMARY - SECY-02-0060

RECORDED VOTES

	APRVD	DISAPRVD	ABSTAIN	NOT PARTICIP	COMMENTS	DATE
CHRM. MESERVE	X				X	5/6/02
COMR. DICUS	X					4/9/02
COMR. DIAZ	X					4/17/02
COMR. McGAFFIGAN	X				X	5/6/02
COMR. MERRIFIELD	X				X	4/15/02

COMMENT RESOLUTION

In their vote sheets, all Commissioners approved the staff's recommendation and some provided additional comments. Subsequently, the comments of the Commission were incorporated into the guidance to staff as reflected in the SRM issued on May 8, 2002.

NOTATION VOTE

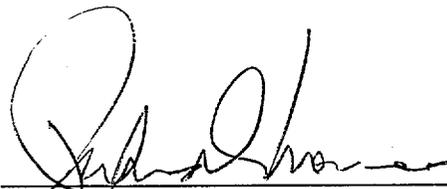
RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary  
FROM: CHAIRMAN MESERVE  
SUBJECT: **SECY-02-0060 - PROPOSED POLICY ON ENHANCING  
PUBLIC PARTICIPATION IN NRC MEETINGS**

Approved XX Disapproved \_\_\_\_\_ Abstain \_\_\_\_\_

Not Participating \_\_\_\_\_

COMMENTS: *Approved subject to comments of Commissioners McGaffey  
and Hemfield*



\_\_\_\_\_  
SIGNATURE

*May 6, 2002*

\_\_\_\_\_  
DATE

Entered on "STARS" Yes ✓ No \_\_\_\_\_

NOTATION VOTE

RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary  
FROM: COMMISSIONER DICUS  
SUBJECT: **SECY-02-0060 - PROPOSED POLICY ON ENHANCING  
PUBLIC PARTICIPATION IN NRC MEETINGS**

Approved  Disapproved \_\_\_\_\_ Abstain \_\_\_\_\_

Not Participating \_\_\_\_\_

COMMENTS:

None.

  
SIGNATURE

  
DATE

Entered on "STARS" Yes  No \_\_\_\_\_



NOTATION VOTE

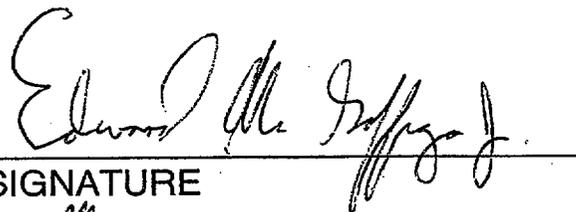
RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary  
FROM: COMMISSIONER MCGAFFIGAN  
SUBJECT: **SECY-02-0060 - PROPOSED POLICY ON ENHANCING  
PUBLIC PARTICIPATION IN NRC MEETINGS**

Approved  Disapproved \_\_\_\_\_ Abstain \_\_\_\_\_

Not Participating \_\_\_\_\_

COMMENTS: I approve with minor edits and comment in  
the edits proposed by Commissioner McLaughlin.



SIGNATURE

May 6, 2002

DATE

Entered on "STARS" Yes  No \_\_\_\_\_

**Follow-up** - Staff follow-up is similar to Category 2, but meeting summaries or transcripts and participant lists will be provided in ADAMS and linked to the web site. Feedback forms will also be provided at this level meeting.

E. Notice to the Public

Meeting announcement information is to be provided to the public as soon as the staff is certain that a meeting will be held and firm date, time and facility arrangements have been made, but generally no fewer than 10 calendar days before the meeting. Where a meeting must be scheduled but cannot be announced 10 calendar days in advance, the staff will provide as much advance notice as possible. Public notice of meetings will be made via the internet on the NRC web site. Meeting changes or cancellations will also be announced promptly on the NRC web site. Members of the public who cannot access the NRC web site can contact the NRC Public Document Room staff via a toll-free number (1-800-397-4209) or by e-mail (pdr@nrc.gov) for information on scheduled NRC meetings. Some meetings having very high public interest will also be noticed via a press release or paid advertisement in local newspapers, or both.

*Handwritten notes:* "Reasonable?" and "Confidential?" with question marks.

The assigned category level of the meeting, agenda, background documents, Commission papers, or other material that could be helpful to attendees at the meeting will be entered into ~~the agency's document management system~~ ADAMS, and made available through the public meeting notice system.

X

Teleconferencing may be requested by participants to the extent that travel to a meeting is considered difficult for interested citizens. Requests for teleconferencing should be made directly to the meeting contact listed on the public meeting web site. Such requests may be granted to the extent budget resources are available and technical factors can be accommodated.

F. Visitors and Security

1. Registration, Badging, and Sign-in Procedures

All visitors to the NRC's White Flint North (WFN) complex in Rockville, Maryland are screened through metal detectors and their packages are x-rayed. All visitors ~~over the age of 18~~ must present a picture identification.

X

During normal security access hours (6 a.m. – 6 p.m. Monday through Friday), NRC employees must register their visitors (visitor's name, organization, time, place and purpose of visit, and whether the visit involves classified information) with the guard force.

Visitors who have been registered in advance are issued a visitor badge by a guard and may move about freely without an escort in the public spaces. The public spaces in One White Flint North are the Public Document Room, the Commission Meeting Room (when open for a meeting), and the NUREG Café. In Two White Flint North, the public spaces are the Exhibit Area, Cafeteria, Snack 'n Go, and the Credit Union. Public restrooms are public spaces in both building complexes.

Visitors to the Public Document Room, the Commission Meeting Room or Credit Union are not normally registered in advance and their access to the public spaces is restricted.

## 2. Parking Procedures

Visitors to the NRC are encouraged to use Metro because parking availability is limited. Vehicles driven by visitors are subject to inspection (undercarriage, trunk, hood, and inside), before being allowed to enter the complex. Visitors must have prior approval (arranged by an NRC employee) to park inside the garage or in the outside visitor parking area behind the buildings. Visitors who want to park in the garage must have an NRC escort before driving into the garage. The NRC escort must accompany the visitor from the garage to a receptionist area on the lobby level for screening, registration, and badging. Visitors pre-approved to park in the outside visitor parking area are directed by a guard to park their vehicles in the visitor parking area and proceed to the lobby of either building to meet their escorts and go through screening, registration, and badging.

## 3. Recording Devices and Cameras

Portable electronic devices are allowed into NRC buildings and public meetings. These include cellular telephones, pagers, palm-size computing devices, two-way radios, and portable computers.

Visitors may bring recording devices into public meetings held in NRC headquarters spaces on the lobby levels designated as a "public access area." Cameras are permitted in public meetings on a case-by-case basis, with the approval of the Director, Office of Public Affairs or the Director, Division of Facilities and Security.

and video recording devices (eg. cameras)

Any article that could cause property damage or personal injury is prohibited in NRC buildings. Prohibited articles include firearms, explosives, and incendiary devices. Members of the public going to NRC "controlled spaces" inside the buildings above the lobby levels are allowed access with recording devices with the approval of the sponsoring office and under the escort of an NRC employee.

## 4. Restrictions on Signs and Banners

Signs, banners, posters, and displays not larger than 18"x18" are permitted at NRC public meetings, but cannot be waved, held over one's head, or generally moved about in the meeting room because they are distracting to the participants and audience. Signs, banners, posters, and displays affixed to sticks, poles, etc., are not permitted in the meeting rooms.

## 5. Escort Requirements

All visitors going to locations above the first floor lobby level must display an NRC visitor badge and must be escorted by an NRC employee - one employee may escort up to five visitors.

6. Use of NRC Copiers, Telephones, and Fax Machines

*(inconsistent with #3 re recording via cameras)*

Visitors may not use NRC copiers and fax machines without the approval and supervision of an NRC employee. Visitors may use building lobby level telephones to make brief in-house and local calls. Those visiting the PDR or attending public meetings are also prohibited from bringing copying or imaging devices, including scanners, CD-ROM writers, photocopy machines, or other devices which permit the duplication of NRC documents *because of the devices' intrusive and disruptive nature.*

7. Other Locations or Regions

Visitor controls and related security procedures are established for public meetings held in NRC regional offices or other remote locations based on an overall assessment by the Physical Security Branch relative to potential security concerns. Security requirements nationwide may differ based on various factors and therefore meetings are evaluated on a case-by-case basis.

G. Contact

The primary point of contact in the agency for general issues related to this policy will be the Assistant for Communications, Deputy Executive Director for Management Services, Office of the Executive Director for Operations. The Office of Public Affairs is also available to receive questions and suggestions. There are also opportunities for comment on our public participation policies, or on any of our programs, at the link on the public involvement page of our web site.

Other Action Items Related to NRC's Public Meeting Policy

A. Training

The training for NRC employees emphasizes certain areas of concern that were raised by members of the public at a meeting in April of 2001 that was held to engage the public on these issues. These areas include: use of plain language in slides, attitude and presentation styles of NRC staff, choice of local moderators, balancing types of invited participants groups, seating arrangements, and timing and location of meetings. The training has been used extensively in headquarters and the regions with a high level of success and has resulted in positive feedback by the staff. This policy will be provided to participants as part of their standard training material.

B. Public Participation Primer

A primer targeted to the public explaining this policy is being prepared by the Office of Public Affairs. The primer will be included in training materials and made available at various public meetings.

C. Meeting Notification Methods

The OCIO staff will develop a "checklist" for NRC staff to follow when planning for a public meeting. The checklist will be housed on the internal web site and will indicate how the staff should reserve meeting rooms, create and submit meeting notices to the public meeting notice

NOTATION VOTE

RESPONSE SHEET

TO: Annette Vietti-Cook, Secretary  
FROM: COMMISSIONER MERRIFIELD  
SUBJECT: **SECY-02-0060 - PROPOSED POLICY ON ENHANCING  
PUBLIC PARTICIPATION IN NRC MEETINGS**

Approved  Disapproved  Abstain

Not Participating

COMMENTS:

*See attached edits.*

  
\_\_\_\_\_  
SIGNATURE  
\_\_\_\_\_  
DATE 4/15/02

Entered on "STARS" Yes  No

held prior to a facility restarting, as well as meetings held on licensing actions (or applications), renewals and amendments, new facilities, away-from-reactor storage sites, large or complex fuel cycle facilities, or waste disposal sites. Certain inspection exit meetings such as those for Incident Investigation Teams, Augmented Inspection Teams or others as appropriate, would also be included in this category.

**Level of Public Participation** - The public is invited to observe the meeting consistent with past practice, and the NRC staff will be available to answer questions from the public after the business portion of the meeting, but before the meeting is adjourned. This does not preclude the licensee from responding to questions if they choose to do so.

*> will have the opportunity to communicate w/ the NRC*

For Category 1 meetings longer than two hours, one or more opportunities may be provided for the public to ask questions before the end of the meeting, if practicable. In advance of the meeting, members of the public may request, via e-mail or telephone, that the meeting coordinator consider changing the meeting to a Category 2 meeting (discussed below), depending on the level of public interest in the activity being discussed. Meetings that the staff believe will generate high public interest should also contain more than one opportunity for public comments and questions. The decision on whether to change the category of any particular meeting is a matter left to the discretion of the staff on a case-by-case basis.

**Types of Information Provided** - At a minimum, an agenda or a list of items to be discussed will be entered into the Agencywide Documents Access and Management System (ADAMS). The ADAMS document accession number would be provided in the meeting notice that is posted at our public web site for access to any primary or background documents.

**Follow-up** - No formal follow-up will be provided beyond the normal period for questions. Informal follow-up (telephone or e-mail) may be appropriate for certain questions that cannot be answered at the meeting. Members of the public ~~are always free to write or e-mail~~ the staff about particular concerns. These concerns will be considered by the staff as it deliberates on the issue. Feedback forms would also be provided at this type of meeting, so that comments can be reviewed and offices can track any planned improvements or resulting actions in their operating plans, as appropriate. Meeting summaries and participant lists will be publicly available in ADAMS.

*also have the option of*

## Category 2

**Description** - Meetings in this category are typically held with a group of industry representatives, licensees, vendors or non-governmental organizations.

**Meeting Purpose** - The purpose of this type of meeting is for NRC to obtain feedback from the regulated community and other external stakeholders on issues that could potentially affect more than one licensee. At this type of meeting, NRC anticipates that the public would obtain factual information and provide the agency with feedback on the analysis of the issues, alternatives and/or decisions.

**Examples** - This type of meeting includes task force groups, industry groups (such as the Nuclear Energy Institute or owners groups), or public interest and citizen group discussions that

focus on issues that could apply to several facilities, such as plant system aging, license renewal, decommissioning, or spent fuel storage.

**Level of Public Participation** - The public <sup>is</sup> ~~will be~~ invited to discuss regulatory issues with the agency at designated points identified on the agenda. Generally, there will be more opportunities provided for the public to ask questions and provide comments at a meeting of this type than at a Category 1 meeting.

**Types of Information** - An agenda, names of participants, and background documents will be entered into ADAMS, and the ADAMS package accession number will be provided in the meeting notice. A web page with links to other appropriate background information will be made available at NRC discretion. The ADAMS package accession number and any link to a web page will be posted to the public web site.

**Follow-up** - Staff will provide answers to questions as appropriate during the meeting. Questions that cannot be answered at the meeting will be assigned to a designated staff person as an action item. Meeting summaries or any transcripts and participant lists would be provided in ADAMS and on the web, if a web site is established. Feedback forms will be provided as they are in Category 1 meetings, so that comments can be reviewed and offices can track any planned improvements or resulting actions in their operating plans, as appropriate.

### Category 3

**Description** - This type of meeting would be held with representatives of non-government organizations, private citizens or interested parties, or various businesses or industries (other than those covered under Category 2) to fully engage them in a discussion on regulatory issues.

**Meeting Purpose** - The purpose of this type of meeting is to maximize discussions with the public to ensure that their issues and concerns are presented, understood and considered by the NRC. The NRC anticipates that the public would work with the agency to facilitate the widest exchange of information, views, concerns and suggestions with regard to license-specific or generic regulatory issues.

**Examples** - Examples might include town hall or roundtable discussions, Environmental Impact Statement scoping meetings, workshops, the Regulatory Information Conference, the Nuclear Safety Research Conference, or proposed rulemaking meetings.

**Level of Public Participation** - Public participation is actively sought at this type of meeting, which has the widest participation opportunities and is specifically tailored for the public to comment and ask questions throughout the meeting.

**Types of Information** - An agenda, names of participants and background documents will be entered into ADAMS, and the accession number will be provided in the meeting notice. In addition, a web page will be created where all relevant documents for the meeting will be posted. The ADAMS accession number and a link to the required web page will be posted to the public web site.

**Follow-up** - Staff follow-up is similar to Category 2, but meeting summaries or transcripts and participant lists will be provided in ADAMS and linked to the web site. Feedback forms will also be provided at this level meeting.

#### E. Notice to the Public

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Teleconferencing may be requested by participants to the extent that travel to a meeting is considered difficult for interested citizens. Requests for teleconferencing should be made directly to the meeting contact listed on the public meeting web site. Such requests may be granted to the extent budget resources are available and technical factors can be accommodated.

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2. Parking Procedures

Visitors to the NRC are encouraged to use Metro because parking availability is limited. Vehicles driven by visitors are subject to inspection (undercarriage, trunk, hood, and inside), before being allowed to enter the complex. Visitors must have prior approval (arranged by an NRC employee) to park inside the garage or in the outside visitor parking area behind the buildings. Visitors who want to park in the garage must have an NRC escort before driving into the garage. The NRC escort must accompany the visitor from the garage to a receptionist area on the lobby level for screening, registration, and badging. Visitors pre-approved to park in the outside visitor parking area are directed by a guard to park their vehicles in the visitor parking area and proceed to the lobby of either building to meet their escorts and go through screening, registration, and badging.

3. Recording Devices and Cameras

Portable electronic devices are allowed into NRC buildings and public meetings. These include cellular telephones, pagers, palm-size computing devices, two-way radios, and portable computers.

*However devices that could interrupt or distract from public meetings (cellular phones, pagers & two-way radios) are not used during public meetings*

*In addition* Visitors may <sup>use</sup> bring recording devices into public meetings held in NRC headquarters spaces on the lobby levels designated as a "public access area." Cameras are permitted in public meetings on a case-by-case basis, with the approval of the Director, Office of Public Affairs or the Director, Division of Facilities and Security.

Any article that could cause property damage or personal injury is prohibited in NRC buildings. Prohibited articles include firearms, explosives, and incendiary devices. Members of the public going to NRC "controlled spaces" inside the buildings above the lobby levels are allowed access with recording devices with the approval of the sponsoring office and under the escort of an NRC employee.

4. Restrictions on Signs and Banners

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### Other Action Items Related to NRC's Public Meeting Policy

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#### B. Public Participation Primer

A primer targeted to the public explaining this policy is being prepared by the Office of Public Affairs. The primer will be included in training materials and made available at various public meetings.

#### C. Meeting Notification Methods

The OCIO staff will develop a "checklist" for NRC staff to follow when planning for a public meeting. The checklist will be housed on the internal web site and will indicate how the staff should reserve meeting rooms, create and submit meeting notices to the public meeting notice