GENERIC COMMUNICATIONS REGARDING MATERIALS AND FUEL CYCLE ISSUES

0730-01 PURPOSE

To establish responsibilities, criteria, and guidance on the issuance of and followup to Nuclear Regulatory Commission (NRC) generic communications regarding materials and fuel cycle issues. If a generic communication pertains to both reactor and nonreactor issues, the responsibilities, criteria, and guidance in NRC Inspection Manual Chapter (MC) 0720, "Generic Communications Regarding Nuclear Reactor Issues," shall also apply. If the responsibilities, criteria, or guidance in these two manual chapters conflict, MC 0720 shall take precedence with respect to nuclear reactor issues.

0730-02 OBJECTIVE

This chapter describes the use of generic communications and provides criteria and guidance on their preparation, distribution, response, and followup.

0730-03 DEFINITIONS

03.01 Generic Communication. A transmittal addressed to one or more classes of licensees. There are four general types of such communications: (1) regulatory issue summaries, (2) information notices, (3) bulletins, and (4) generic letters. In addition to licensees, generic communications are also sent to manufacturers, suppliers, service groups, and regulatory organizations to broadly disseminate safety information that may be relevant to their activities.

03.02 Regulatory Issue Summary. A type of generic communication issued for purposes such as the following:

a. Document NRC endorsement of industry-developed resolutions to issues.

b. Inform licensees of opportunities for regulatory relief.

c. Announce staff technical or policy positions not previously communicated nor broadly understood.

d. Solicit voluntary licensee participation in staff-sponsored pilot programs.

e. Inform addressees of administrative procedure changes to implement new regulations or requirements.

f. Announce the availability of technical reports or guidance documents that may be of particular interest to the addressees without discussing technical safety issues. (An information notice should be used to discuss safety issues.)

g. Announce NRC organizational changes or address/telephone changes.

h. Announce events of interest (i.e., workshops, etc.).

i. Request voluntary submittal of administrative information (i.e., how many persons will attend a workshop, etc.).

With the exception of requesting voluntary submittal of information, a regulatory issue summary may not request specific actions. Therefore, an addressee response to NRC is not required. However, an Office of Management and Budget (OMB) clearance is required when the summary requests voluntary submittal of information.

03.03 Information Notice. A type of generic communication issued to inform addressees of recently identified safety issues. Addressees are expected to review the information for applicability to their operations and consider actions, as appropriate, to avoid similar problems. An information notice shall not convey nor imply new requirements, nor transmit new interpretations of regulations, and shall not require nor request specific actions[1]. Therefore, an addressee response to NRC is not required. In some cases, the staff may, after further evaluation, also issue a bulletin or generic letter on a topic addressed in an information notice.

03.04 Bulletin. A type of generic communication issued to inform addressees of recently identified safety issues, and request specific corrective actions that can be accomplished over a short term. Bulletins require a written response. It is the only type of generic communication that may be designated "urgent" and, therefore, be issued with response requirements that have not been published for public comment. Bulletins, in general, do not request continuing actions and may not explicitly or coercively solicit licensee commitments. If a bulletin states a new staff position not previously communicated nor broadly understood, the staff will inform the Commission of the new position before (if practicable) or immediately after the bulletin is issued. Reactor-related bulletins must comply with additional requirements specified in MC 0720. An OMB clearance is required for the written response.

03.05 Generic Letter. A type of generic communication issued to address technical issues only. Generic letters may be used only for routine matters (not urgent matters), and there must be staff

[1] Most NMSS information notices may recommend good practices. However some information notices may not contain suggestions or recommendations because of backfit requirements applicable to reactors and certain fuel cycle facilities. When suggestions or recommendations for these facilities are necessary, a bulletin or generic letter containing a backfit discussion must be used.

interaction with the industry and the public before they are issued. Draft generic letters will be published in the *Federal Register* for public comment. If a generic letter states a new staff position or requests new licensee commitments, the staff will inform the Commission before the generic letter is issued. Reactor-related generic letters must comply with additional requirements specified in MC 0720. An OMB clearance is required if a written response is requested. These letters may address the following:

a. Requests that analyses be performed or descriptions of proposed corrective actions be submitted regarding matters of safety, safeguards, or environmental significance. The addressees may be asked to accomplish the actions and report their completions by letter with or without prior NRC approval of the actions. Information relating to these analyses may be requested on a voluntary basis or required. This type of generic letter may request new or revised licensee commitments or other continuing actions.

b. Requests addressees to submit technical information that NRC needs to perform its function. The information may be requested on a voluntary basis or required.

0730-04 RESPONSIBILITIES AND AUTHORITIES

04.01 Executive Director for Operations (EDO). Approves and signs information papers or memoranda informing the Commission of generic communications that state a new staff position or request new licensee commitments.

04.02 Director, Office of Nuclear Materials Safety and Safeguards (NMSS). Concurs on information papers or memoranda informing the Commission of generic communications that state a new staff position or request new licensee commitments.

04.03 Director, Office of Public Affairs (OPA). Evaluates the need for an NRC public announcement concerning matters of high visibility or having potential for high public interest and, where appropriate, develops, obtains necessary concurrences, and issues the public announcement.

04.04 Director, Division of Nuclear Material Safety (DNMS), Regions I-IV

a. Ensures that generic communications proposed by regional staff are forwarded to the Materials Safety and Inspection Branch (MSIB) for coordination and issuance.

b. Ensures that inspector actions defined in temporary instructions pertaining to bulletins or generic letters are carried out in a timely manner.

04.05 Director, Division of Waste Management (DWM), NMSS. Assigns an Advisory Committee Coordinator to coordinate generic communications regarding materials and fuel cycle issues with the Advisory Committee on Nuclear Waste (ACNW) and the Advisory Committee on Reactor Safeguards (ACRS) as necessary.

04.06 Director, Lead Technical Division, NMSS

a. Ensures that generic communications are prepared in accordance with the procedures in this manual chapter.

b. Ensures that generic communications are properly coordinated with the Commission, other NRC offices, and with industry groups (when appropriate) before they are issued.

c. Approves and signs generic communications for which the Division has lead technical responsibility.

d. Evaluates the need for an NRC press release concerning matters that are highly visible or may be of significant public interest and, where appropriate, coordinates with OPA on the development and issuance of press releases.

e. Evaluates the need to issue an order if an addressee does not perform an action requested in a bulletin or generic letter and, when necessary, coordinates with the Office of the General Counsel (OGC) and the Office of Enforcement (OE).

04.07 Chief, Lead Technical Branch, NMSS

a. Evaluates the need to issue generic communications in response to events, proposals from other offices, or other information. If needed, prepares and distributes generic communications in accordance with this manual chapter.

b. Ensures that responses to generic communications issued by the branch are reviewed and evaluated in accordance with this manual chapter.

c. Initiates changes to licensee guidance or regulatory requirements if responses to generic communications indicate a need for such changes.

d. Initiates changes to NRC licensing or inspection procedures if responses to generic communications indicate a need for such changes.

e. Ensures that generic communications issued by the branch requesting addressees to take actions are closed out in accordance with this manual chapter.

04.08 Chief, Materials Safety and Inspection Branch (MSIB), Division of Industrial and Medical Nuclear Safety, NMSS

a. Receives all proposed generic communications regarding materials and fuel cycle issues that originate outside of NMSS and forwards them to the appropriate technical branch to determine the need for issuance and additional development.

b. Coordinates with the Office of Nuclear Reactor Regulation (NRR) on generic communications that involve reactor issues.

c. Assists the lead technical branch in preparing generic communications.

d. Assigns a Generic Communications Coordinator to review all generic communications regarding materials and fuel cycle issues, and to verify that the content and format comply with this manual chapter.

e. Assists the lead technical branch in obtaining OMB clearance for generic communications when required.

f. Places generic communication announcements into the “Morning Report”.

g. Tracks NMSS generic communications that request actions and verifies that they are closed out by the lead technical branch.

04.09 Director, Division of Regulatory Improvement Programs (DRIP), NRR. Coordinates NRR review and approval of bulletins and generic letters involving reactor issues, and ensures compliance with MC 0720.

04.10 Program Director, Operating Reactor Improvements Program (RORP), DRIP/NRR

a. Coordinates NRR review and approval of regulatory issue summaries and information notices involving reactor issues, and ensures compliance with MC 0720.

b. Ensures that generic communications issued by NMSS are entered into the generic communication databases maintained by NRR, including the NRC web site.

04.11 Chief, Publishing Services Branch (PSB), Information Management Division (IMD), Office of the Chief Information Officer (OCIO). Distributes generic communications in accordance with the distribution lists and program codes requested.

04.12 Chief, Information Services Branch (ISB), IMD/OCIO. Ensures that codes and standards referenced in generic communications are procured, indexed, retained, and made available in the technical library in accordance with NRC Management Directive (MD) 3.52, "Availability, Retention, and Indexing of Codes and Standards."

04.13 Chief, Records Management Branch (RMB), IMD/OCIO

a. Acts as the NRC point of contact on matters relating to OMB clearances.

b. Ensures generic communications are provided to the Public Document Room (PDR) via the Regulatory Information Distribution System (RIDS).

c. Provides a pre-assigned accession number to the Generic Communications Registrar for each generic communication before it is distributed.

d. Processes generic communications into the Agency Document Access and Management System (ADAMS) and ensures that the records include the generic communication identification number.

e. Receives and distributes responses to generic communications in accordance with MD 3.50, "Document Management."

f. Under the direction of the NMSS Document Liaison Officer, establishes RIDS distribution codes for responses to generic communications that include the lead technical division, branch, and contact.

04.14 Generic Communications Registrar, RORP/DRIP/NRR

a. Controls identification numbers and obtains accession numbers for all generic communications.

b. Maintains lists of recently issued generic communications.

c. Ensures that generic communications involving reactor issues are issued and distributed in accordance with MC 0720.

d. Provides electronic text of each generic communication to RMB/OCIO.

0730-05 ORIGIN OF GENERIC COMMUNICATIONS

05.01 Within NMSS. Any organizational unit within NMSS may originate a generic communication regarding materials or fuel cycle issues within its purview. All such documents shall be prepared in accordance with this manual chapter.

05.02 Other Sources. Other offices in Headquarters or the regions may recommend generic communications regarding materials or fuel cycle issues. Such initiatives should be coordinated with MSIB/NMSS and the NMSS lead technical branch to verify support for issuing the generic communication before expending substantial staff effort.

0730-06 DEVELOPMENT OF GENERIC COMMUNICATIONS

06.01 The Chief of the NMSS lead technical branch is responsible for completing the following tasks:

a. When the decision is made to begin preparing a generic communication --

1. Assign the technical contact, and

2. Provide advance notice immediately to the NMSS Generic Communications Coordinator, MSIB.

b. Ensure that all facts are ascertained by coordinating the generic communication (as appropriate) with regional staff, other headquarters offices, other Federal agencies, applicable licensees, and other industry groups. The lead technical branch shall brief senior NMSS management and obtain early approval for developing all proposed generic

letters, bulletins, and those regulatory issue summaries that involve endorsement of industry initiatives, opportunities for regulatory relief, or new staff positions. These types of generic communications (except for urgent bulletins) must be published in the *Federal Register* for public comment. This is not required for information notices and regulatory issue summaries addressing administrative matters. If a copy of the draft generic communication is published for comment, ensure that a record copy of the transmittal letter, draft communication, and each response is provided to RMB/OCIO for processing related to ADAMS and the OMB clearance.

c. Draft the generic communication in accordance with the standard formats provided in this manual chapter. The generic communication shall remain unnumbered until all concurrences have been received. Codes and standards referenced in a substantive manner shall be clearly identified in an attachment.

d. Identify which of the License Tracking System (LTS) program codes should be used for generating licensee mailing labels and include them in the concurrence package. MSIB can provide a list of the current program codes.

e. Prepare and route a concurrence package using the routing slip provided in Exhibit 5. RORP/DRIP/NRR and the appropriate NRR technical division shall concur on all regulatory issue summaries and information notices applicable to reactor licensees including those addressed to all NRC licensees. DRIP/NRR shall concur on all bulletins and generic letters applicable to reactor licensees. OE shall concur on generic communications that discuss enforcement policy. OGC shall concur on all bulletins and generic letters. OGC shall also concur on information notices that discuss previously published interpretations of the regulations or other staff positions.

f. If the generic communication states a new staff position or requests new licensee commitments, prepare an EDO memo to the Commission explaining the staff's intent to issue the generic communication. The memo should be issued before the generic communication is issued unless the matter is urgent, in which case the memo should be issued immediately after the generic communication. See Exhibit 7 for the standard format of the memo.

g. If the generic communication is a bulletin or generic letter that requests addressees to take specific actions, determine whether inspectors should verify the adequacy of the addressee's actions. If so, prepare a temporary instruction (TI) for the inspection staff in accordance with IMC 0040, "Preparing, Issuing, and Revising Documents for the Inspection Manual." Determine whether the verification should be performed at all facilities or at a sample of facilities. The TI should include the basis for the sample size (if applicable) and a requirement for the Regions to provide the NMSS lead technical branch with a summary of the inspection findings and a recommendation as to whether additional actions are warranted.

06.02 The DWM Advisory Committee Coordinator shall forward advance copies of bulletins and generic letters to ACNW and ACRS as appropriate. The Advisory Committee Coordinator shall forward the concurrence package immediately after distributing necessary copies to the committees. Advisory Committee review should not delay the issuance of generic communications.

06.03 The MSIB Generic Communications Coordinator shall review the concurrence package for proper format, forms, and distribution codes.

06.04 After the issuing Division Director has concurred on the content of the generic communication, the lead branch secretary shall e-mail the generic communication to the Generic Communications Registrar, RORP/DRIP/NRR. The registrar shall assign a serial number, obtain an accession number, and add the appropriate lists of recently issued communications. The file shall then be e-mailed back to the branch secretary.

06.05 The lead branch secretary shall print the final generic communication for signature. After the generic communication is signed, the lead branch secretary shall request the LTS Coordinator in MSIB to print the mailing labels for NMSS licensees using the program codes identified by the originator. The lead branch secretary shall distribute the communication in accordance with the final distribution checklist provided in Exhibit 8.

0730-07 CORRECTIONS TO GENERIC COMMUNICATIONS

07.01 Reason for Corrections. Although the staff makes every effort to provide complete and accurate information in each generic communication, the staff may obtain additional information from addressee responses or other sources after a generic communication has been issued. In addition, time constraints may make it necessary to issue preliminary information promptly and then provide additional information as it becomes available. When additional information becomes available, the lead technical branch shall determine whether a correction to the initial communication is warranted.

07.02 Types of Corrections. The nature of the change will determine whether the staff issues a revision, a supplement, or a new generic communication.

a. Revision. A revision replaces the original generic communication in its entirety and therefore must include all portions of the original document that are still relevant. It is used when a generic communication is to be superseded because it contains incorrect information or it needs to be addressed to a different class of addressees.

b. Supplement. A supplement adds additional information to a generic communication. It is used when the original generic communication needs to be updated, expanded, or clarified. The original communication remains in effect and its contents do not need to be repeated in the supplement.

c. New Generic Communication. A new generic communication should be issued when the content of the original communication has changed significantly and should be addressed as a new issue.

07.03 Preparation of Corrections. Prepare revisions and supplements using the same procedures described in this manual chapter for new generic communications. Specifically address the reason(s) for issuing the correction in the "Background" section of the generic communication.

0730-08 BULLETIN AND GENERIC LETTER CLOSEOUT ACTIVITIES

08.01 Distribution. RMB/OCIO distributes responses to bulletins and generic letters in accordance with the appropriate distribution lists.

08.02 Review of Addressee Responses

a. Adequate Replies. The lead technical branch shall ensure that each addressee response is evaluated for timeliness, completeness, and technical adequacy. If a large number of responses will need to be evaluated by regional staff, the specific details of the evaluation shall be defined in a memorandum or temporary instruction.

b. Inadequate Replies. If the staff finds a reply to be inadequate, the lead technical contact or the appropriate project manager will prepare a request for additional information. If an addressee is unwilling to provide an adequate response or to demonstrate that the requested actions are not required for its facility, the matter shall be brought to the attention of the Director of the lead technical division to determine the need for an NRC order.

c. Replies Involving Amended License Conditions. If the reply from an addressee includes actions that involve an unreviewed safety question or amendments to the license, technical specifications, or the safety analysis report, the lead technical contact for the response shall coordinate with the appropriate licensing project manager. Followup inspections associated with amended license conditions should be addressed in a temporary instruction or identified as an inspection followup item for the next routine inspection.

08.03 Staff Review of Inspection Findings. If the staff has issued a temporary instruction pertaining to a bulletin or generic letter, the lead technical branch shall perform the following:

a. When only a representative sample of the affected licensees has been inspected, review the inspection reports and recommendations prepared by the regions to determine whether the inspected licensees were a representative cross section of those requested to take action and whether additional inspections or other actions are required.

b. Review the inspection reports for significant safety findings. Determine whether the staff should issue an information notice to the industry for immediate safety concerns or for the historical record of all addressees. A NUREG-type report may be issued if the findings are lengthy.

c. Notify the Inspection Manual Coordinator in NRR when the verification requirements have been completed so that the temporary instruction pertaining to the bulletin or generic letter can be canceled.

08.04 Closeout Report. After reviewing all of the bulletin or generic letter responses, and inspection reports, the lead technical branch shall compile the results and issue an internal memorandum to summarize the status of affected licensees, the outstanding items that require additional actions, the persons responsible to perform these actions, and recommendations for

additional actions by other NRC offices. This summary may be documented in a NUREG-type report also. The closeout report shall be issued to the Director of the lead technical division, the DNMS Director in each region, the Office of State Programs (if materials issues involved), and any other affected NRC offices. A copy of the report shall be provided to MSIB to close out the tracking item.

0730-09 DIVISION OF RESPONSIBILITY BETWEEN HEADQUARTERS AND REGIONAL OFFICES

Any NRC office may propose a generic communication on issues within its technical purview. However, NMSS and NRR retain ultimate responsibility for determining the need for and issuing such documents. NRR has the responsibility for generic communications regarding nuclear reactor issues. NMSS has the responsibility for such documents regarding materials or fuel cycle issues.

If the subject matter pertains to both reactor and materials or fuel cycle issues, it may be signed by the appropriate officials of both offices or issued as separate generic communications. RORP/DRIP/NRR will distribute generic communications cosigned by NRR and NMSS.

Where appropriate, the lead technical branch will coordinate with the staff of other Headquarters or regional offices on proposed generic communications before they are issued. Also, if significant changes have been made to the initial draft, any office providing a proposed generic communication will be given the opportunity to review it before the lead technical branch issues it in final form.

0730-10 OMB CLEARANCE FOR GENERIC COMMUNICATIONS

10.01 Paperwork Reduction Act (PRA). Under the PRA of 1995 (44 U.S.C. 3501 et seq.), OMB must review the collection of information by independent regulatory agencies to ensure that the information required by the agencies is obtained with a minimum of burden on respondents and does not duplicate information already collected by Federal agencies. In addition, the independent regulatory agencies shall not collect identical information from 10 or more respondents unless first obtaining approval from OMB.

10.02 Paperwork Reduction Act Requirements on NRC. To carry out its mandate, the OMB promulgated rules and regulations requiring each agency to perform the following:

a. Ensure that agency-conducted or sponsored information collections are consistent with the needs of its programs and are undertaken in a manner that will place a minimum burden on respondents (10 or more) -- particularly small businesses and small entities that are required to maintain or furnish information to the agency.

b. Ensure that its information collections are reviewed at key intervals from the developmental to the implementation stage, so that appropriate decisions can be made about continuing, modifying, or terminating the information collections.

c. Ensure that its information has practical utility (i.e., it is necessary for the proper performance of the agency, has a purpose, and is needed).

d. Ensure that the most efficient, effective, and economical sources or means for obtaining or applying information resources have been considered.

10.03 OMB Generic Clearances. The requirement for advance OMB approval for each information request could conflict with the NRC mandate of protecting the health and safety of the public (42 U.S.C. 2012[d]), especially if an event at one facility strongly suggests a nonroutine generic safety problem at other facilities. Accordingly, so that NRC is not unduly restricted, OMB has granted generic clearance numbers for NRC to use in issuing bulletins and generic letters. MSIB will supply the appropriate generic clearance number or coordinate with RMB/OCIO to obtain a specific clearance number.

END

Exhibits:

1. Regulatory Issue Summary Format
2. Information Notice Format
3. Bulletin Format
4. Generic Letter Format
5. Generic Communication Routing Slip
6. Paperwork Reduction Act Statements
7. Commission Memo Format
8. Final Distribution Checklist
9. Format for Referenced Codes and Standards
10. Example Request for Printing Services (Form 20)

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC REGULATORY ISSUE SUMMARY (YY-##, SUPP./REV. #) (TITLE IN CAPS, BOLD, 15 POINT, CENTERED, 1.5 SPACING)

Addressees:

(Use short title such as "All material and fuel cycle licensees.")

Intent:

(Use one of the following paragraphs for all summaries.)

To inform addressees of (state subject title - don't start discussion). No specific action nor written response is required.

(or)

To request addressees, on a voluntary basis, to submit information pertaining to (state subject title - don't start discussion). The submittal of this information is strictly voluntary. No specific action nor written response is required.

Background:

(Use this section to (1) briefly summarize the events leading to the issuance of this summary and (2) in revisions and supplements, to summarize the contents of the original summary.)

Summary of Issue:

(Use this section to briefly discuss: (1) the information being transmitted and (2) how any requested information will be used by NRC. If transmitting lengthy information, put the bulk of the information in an attachment.)

Requested Information:

(For summaries requesting voluntary submittal of administrative information, specify the requested administrative information, by class of addressee.)

[Accession number will be inserted on the first page by NRR.]

Voluntary Response Requested:

(For summaries requesting voluntary submittal of information, if the information is time-sensitive, specify the date by which it needs to be received by NRC, to be of use.)

All addressees are requested to voluntarily submit a response to the previously requested information. To be of use to the NRC, responses should be submitted within ___ days of the date of this summary.

Address the voluntary response to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555.

Related Generic Communications:

(An optional list of other generic communications that have previously addressed the subject of the summary. If the summary contains a background section, it may be more appropriate to include this information in that section.)

Paperwork Reduction Act Statement:

(If the summary requests a voluntary response, insert the appropriate statement from Exhibit 6.)

(The following paragraph is used for all regulatory issue summaries.)

This regulatory issue summary requires no specific action nor written response. If you have any questions about this summary, please contact (one of) the contact(s) listed below or the appropriate regional office.

_____, Director

Division of _____
Office of Nuclear Material Safety
and Safeguards

Contact(s): _____(name)_____, NMSS
(301) 415-####
E-mail: xxx@nrc.gov

Attachments:

1. Referenced Codes and Standards[2]
2. List of Recently Issued NRC Regulatory Issue Summaries

[2] See Exhibit 9 for the format to be used when codes or standards are referenced.

Exhibit 2
INFORMATION NOTICE FORMAT

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC INFORMATION NOTICE (YY-##, SUPPLEMENT/REVISION #): (TITLE IN CAPS)

Addressees:

(Use short title such as "All material and fuel cycle licensees.")

Purpose:

The U.S. Nuclear Regulatory Commission is issuing this information notice to alert addressees to (state subject title -- don't start discussion). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid similar problems. However, suggestions contained in this information notice are not new NRC requirements; therefore, no specific action nor written response is required.

Background:

(Use this section in revisions and supplements to summarize the contents of the original notice. Otherwise, omit this section.)

Description of Circumstances:

(An historical account of the events that prompted the staff to issue the information notice which may include the corrective actions already taken by some licensees. Do not identify licensees by name unless it is necessary to describe the issue. The notice is intended to warn licensees about safety issues, not embarrass individual licensees.)

Discussion:

(A discussion of the safety significance of the issue identified above. If transmitting lengthy information, put the bulk of the information in an attachment. Good practices may be suggested, but INs may not request specific actions.)

Related Generic Communications:

(An optional list of other generic communications that have previously addressed the subject of the information notice. If the information notice contains a background section, it may be more appropriate to include this information in that section.)

[Accession number will be inserted on the first page by NRR.]

(The following paragraph is used for all information notices.)

This information notice requires no specific action nor written response. If you have any questions about the information in this notice, please contact (one of) the technical contact(s) listed below or the appropriate regional office.

_____, Director

Division of _____
Office of Nuclear Material Safety
and Safeguards

Contact(s): _____(name)_____, NMSS
(301) 415-####
E-mail: xxx@nrc.gov

Attachments:
1. Referenced Codes and Standards[3]
2. List of Recently Issued NMSS Information Notices
3. List of Recently Issued NRC Information Notices

[3] See Exhibit 9 for the format to be used when codes or standards are referenced in the information notice.

Exhibit 3
BULLETIN FORMAT

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC BULLETIN (YY-##, SUPPLEMENT/REVISION #): (TITLE IN CAPS)

Addressees:

For Action: (Use short title such as "All medical licensees using Brand-X remote afterloading units.")

For Information: (Use short title such as "All medical licensees using other remote afterloading units." If no information addressees, insert "None.")

Purpose:

The U.S. Nuclear Regulatory Commission is issuing this bulletin to: (1) notify addressees about (state subject title -- don't start discussion); (2) request that all action addressees implement the action(s) described herein; and (3) require that all action addressees provide NRC with a written response to this bulletin.

Background:

(Use this section: (1) to describe information notices that have been issued as advance notice of the issue; or (2) in supplements and revisions to summarize the contents of the original bulletin. Otherwise, omit this section.)

Description of Circumstances:

(An historical account of the event[s] that prompted the staff to issue the bulletin, which may include the corrective actions already taken by some licensees. Do not identify licensees by name unless it is necessary to describe the issue. The bulletin is intended to address safety issues, not to embarrass individual licensees.)

Discussion:

(A discussion of the safety significance of the issue identified above and the staff technical evaluation to date regarding the subject matter. If transmitting lengthy information, put the bulk of the information in an attachment.)

[Accession number will be inserted on the first page by NRR.]

Exhibit 3
BULLETIN FORMAT

Requested Action(s):

(Specifies: (1) the requested action(s), by class of addressee; and (2) the dates by which they are requested to be completed.)

Requested Information:

(Specifies any additional information requests, by class of addressee, beyond the actions defined above. Omit this section if no additional information is requested.)

Required Responses:

(The following is used for all bulletins requesting mandatory actions.)

1. Within ___ days of the date of this bulletin, each action addressee is required to submit a response indicating whether the addressee will implement the action(s) requested above, and providing the additional information requested. (Omit the reference to additional information if none is requested.) If the addressee intends to implement the requested action(s), provide a schedule for completing implementation. If an addressee chooses not to take the requested action(s), provide a description of any proposed alternative course of action, the schedule for completing the alternative course of action (if applicable), and the safety basis for determining the acceptability of the planned alternative course of action.

2. Within 30 days of completion of the requested actions, each action addressee is required to submit a report confirming completion.

Address the required written responses to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555. In addition, submit a copy to the appropriate regional administrator.

Related Generic Communications:

(Use this optional section to identify other generic communications that have previously addressed the subject of the bulletin. If the bulletin contains a background section, it may be more appropriate to include this information in that section.)

Backfit Discussion:

(This section is used only when the action addressees include licensees subject to backfit requirements, such as Part 72 licensees. See MC 0720 for the standard format of this section.)

Exhibit 3
BULLETIN FORMAT

Paperwork Reduction Act Statement:

(Use the appropriate statement from Exhibit 7.)

Information Addressees:

(Omit this section if there are no information addressees.)

NRC is issuing this bulletin to information addressees to alert them to (subject of the bulletin). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid similar problems. However, the requested actions and required responses applicable to the action addressees are not applicable to information addressees; therefore, no specific action nor written response is required from them.

(The following paragraph is used for all bulletins.)

If you have any questions about this matter, please contact (one of) the technical contact(s) listed below or the appropriate regional office.

_____, Director

Division of _____
Office of Nuclear Material Safety
and Safeguards

Contact(s): _____(name)_____, NMSS
(301) 415-####
E-mail: xxx@nrc.gov

Attachments:
1. Referenced Codes and Standards[4]
2. List of Recently Issued NMSS Bulletins
3. List of Recently Issued NRC Bulletins

[4] See Exhibit 9 for the format to be used when codes or standards are referenced in the bulletin.

Exhibit 4
GENERIC LETTER FORMAT

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC GENERIC LETTER (YY-##, SUPPLEMENT/REVISION #): (TITLE IN CAPS)

Addressees:

For Action: (Use short title such as "All medical licensees using Brand-X remote afterloading units.")

For Information: (Use short title such as "All medical licensees using other remote afterloading units." If no information addressees, insert "None.")

(If the generic letter simply transmits information, omit the “For Action” and “For Information” headers and just identify the addressees.)

Purpose:

(Use the following paragraph when requesting actions.)

The U.S. Nuclear Regulatory Commission is issuing this generic letter to: (1) notify addressees about (state subject title -- don't start discussion); (2) request that all action addressees implement the action(s) described herein; and (3) require that all action addressees provide NRC with a written response to this generic letter.

(Use the following paragraph when requesting information.)

The U.S. Nuclear Regulatory Commission is issuing this generic letter to: (1) notify addressees about (state subject title -- don't start discussion); and (2) request that all action addressees provide NRC with certain information regarding the subject of this generic letter.

(Use the following paragraph when transmitting information only.)

The U.S. Nuclear Regulatory Commission is issuing this generic letter to notify addressees about (state subject title -- don't start discussion). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid problems. However, no specific action nor written response is required.

[Accession number will be inserted on the first page by NRR.]

Background:

(Use this section: (1) to describe any information notices that have been issued as advance notice of the issue; or (2) in revisions and supplements to summarize the content of the original generic letter. Otherwise, omit this section.)

Description of Circumstances:

(An historical account of the event[s] that prompted the staff to issue the generic letter which may include the corrective actions already taken by some licensees, if applicable. Do not identify licensees by name unless it is necessary to describe the issue. The generic letter is intended to address safety issues, not to embarrass individual licensees.)

Discussion:

(A discussion of the safety significance of the issue identified above and the staff technical evaluation to date regarding the subject matter. If transmitting lengthy information, put the bulk of the information in an attachment.)

Requested Action(s):

(Specifies: (1) the requested action(s), by class of addressee; and (2) the dates by which they are recommended to be completed. If the requested action(s) are voluntary, such as participation in a pilot program, that should be clearly indicated in this section. Omit this section if no actions are requested.)

Requested Information:

(Specifies the requested information, by class of addressee. If the requested information is voluntary, that should be clearly indicated in this section. Omit this section if no information is requested.)

Required Response:

(Omit this section if nothing is requested, or if the requests are voluntary. Use the following paragraphs if a response is mandatory.)

1. Within ___ days of the date of this generic letter, each action addressee is required to submit a response indicating whether the addressee will implement the action(s) requested above, and providing the additional information requested. (Omit the reference to additional information if none is requested.) If the addressee intends to implement the requested action(s), provide a schedule for completing implementation. If an addressee chooses not to take the requested action(s), provide a description of any proposed alternative course of action, the schedule for completing the alternative

course of action (if applicable), and the safety basis for determining the acceptability of the planned alternative course of action.

2. Within 30 days of completion of the requested actions, each action addressee is required to submit a report confirming completion.

(Use the following paragraph if information, but no action, is requested.)

Within ___ days of the date of this generic letter, each action addressee is required to submit a response to the previously requested information.

(Use the following paragraph for any required response.)

Address the required written response(s) to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555. In addition, submit a copy to the appropriate regional administrator.

Voluntary Response Requested:

(Use this section only when voluntary requests are made.)

Each action addressee is requested to voluntarily submit a response to the previously requested (action/information). To be of use to NRC, responses should be submitted within ___ days of the date of this letter.

Address the voluntary response to this generic letter to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555.

Related Generic Communications:

(Use this optional section to identify other generic communications that have previously addressed the subject of the generic letter. If the generic letter contains a background section, it may be more appropriate to include this information in that section.)

Backfit Discussion:

(This section is used only when the action addressees include licensees subject to backfit requirements such as Part 72 licensees. See MC 0720 for the standard format of this section.)

Paperwork Reduction Act Statement:

(If a response is requested, use the appropriate statement from Exhibit 7.)

Information Addressees:

(Omit this section if there are action addressees, but no information addressees.)

NRC is issuing this generic letter to the information addressees to alert them to (subject of the generic letter). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid problems. However, the requested actions and required responses applicable to the action addressees are not applicable to the information addressees; therefore, no specific action nor written response is required from them.

(The following paragraph is used for all generic letters.)

If you have any questions about this matter, please contact (one of) the technical contact(s) listed below or the appropriate regional office.

_____, Director

Division of _____
Office of Nuclear Material Safety
and Safeguards

Contact(s): _____(name)_____, NMSS
(301) 415-####
E-mail: xxx@nrc.gov

Attachments:
1. Referenced Codes and Standards[5]
2. List of Recently Issued NRC Generic Letters

[5] See Exhibit 9 for the format to be used when codes or standards are referenced in the generic letter.

Exhibit 5
NMSS GENERIC COMMUNICATION ROUTING SLIP

Title: _____

_____

Concurrence:

(Please expedite. Mark any editorial or minor technical comments on the original and send it to the next person on the list. All comments will be considered before the document is issued. If there are major technical comments, please call the originator and discuss them.)

	NAME	DATE
Originator	_____	_____
Originating section leader	_____	_____
Originating branch chief	_____	_____

Concurrence routing: (specify offices)

NOTE: NRR concurrence required for communications applicable to reactors (includes INs addressed to all NRC licensees).
OGC concurrence required for all bulletins and generic letters.

_____

_____

_____

Technical editor	_____	_____
Advisory Committee Coordinator, DWM (Coordinate BLs & GLs with ACNW/ACRS)	_____	_____
Chief, RMB/OCIO (Review OMB clearance)	_____	_____
Generic Communications Coordinator, MSIB (Verify format, forms, & program codes)	_____	_____
Issuing Division Director **(Concurrence only)**	_____	_____
Generic Communications Registrar, REXB/NRR (Numbers assigned, attachments provided)	_____	_____
Issuing Branch Secretary (Print final document)	_____	_____
Issuing Division Director **(Signature)**	_____	_____
License Tracking System Coordinator, MSIB (provide mailing labels and count)	_____	_____

Issuing Branch Secretary
(Complete final distribution checklist) _____ _____

When publishing a proposed generic communication for comment, use the following:

This (generic letter, bulletin, etc.) contains information collections that are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.). These information collections were approved by the Office of Management and Budget (OMB), approval number 3150-0011, which expires _____.[6]

The public reporting burden for this (voluntary/mandatory) information collection is estimated to average _____ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Although the U.S. Nuclear Regulatory Commission (NRC) already has OMB clearance authorizing the agency to collect the information sought in (generic letters, bulletins, etc.), NRC is seeking public comment on the potential impact of the information collections contained in this specific (generic letter, bulletin, etc.) and on the following issues:

1. Is the proposed information collection necessary for the proper performance NRC's functions; will the information have practical utility?

2. Is the estimate of burden accurate?

3. Is there a way to enhance the quality, utility, and clarity of the information to be collected?

4. How can the burden of the information collection be minimized, including the use of automated collection techniques?

Send comments on any aspect of this information collection, including suggestions for reducing the burden, to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet electronic mail to bjs1@nrc.gov; and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0011), Office of Management and Budget, Washington, DC 20503.

Public Protection Notification

If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct nor sponsor, and a person is not required to respond to, the information collection.

[6] Contact RMB/OCIO for the current expiration date.

For final generic communications that are not urgent, use the following:

This (generic letter, bulletin, etc.) contains information collections that are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.). These information collections were approved by the Office of Management and Budget (OMB), approval number 3150-0011.

The public reporting burden for this (voluntary/mandatory) information collection is estimated to average _____ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection.

Public Protection Notification

If a means used to impose an information collection 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, the information collection.

For **emergency** generic communications, use the following:

This (generic letter, bulletin, etc.) contains information collections that are covered by the Office of Management and Budget clearance number 3150-0012, which expires ___ _____.[7] The public reporting burden for this (voluntary/mandatory) information collection is estimated to average _____ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments about this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet electronic mail to bjs1@nrc.gov; and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0012), Office of Management and Budget, Washington, DC 20503.

Public Protection Notification

If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct nor sponsor, and a person is not required to respond to, the information collection.

[7] Contact RMB/OCIO for the current expiration date.

Exhibit 7
COMMISSION MEMO FORMAT

MEMORANDUM TO: Chairman _____(name)_____
Commissioner _____(name)_____
Commissioner _____(name)_____
Commissioner _____(name)_____
Commissioner _____(name)_____

FROM: _____(name)_____
Executive Director for Operations

SUBJECT: GENERIC COMMUNICATION CONCERNING (subject)

This is to inform you that the staff intends to issue the attached (bulletin/generic letter) within 10 days of the date of this memorandum unless directed otherwise.

Attachment: As stated

cc: SECY
OGC
OCA
OPA
CIO
CFO

Contact: _____(name)_____, NMSS
(301) 415-####

Exhibit 8

FINAL DISTRIBUTION CHECKLIST FOR
NMSS GENERIC COMMUNICATIONS

[ ] Send a signed copy to each of the following:

Each technical contact listed on the document
Originating Branch Chief
Generic Communications Coordinator, MSIB/NMSS
Chief, REXB/NRR
Generic Communication Registrar, REXB/NRR
CRGR Coordinators, DSARE/RES
Chief, ISB/OCIO
(ONLY WHEN LIST OF CODES AND STANDARDS IS ATTACHED)
Advisory Committee Coordinator, DWM
(BULLETINS AND GENERIC LETTERS ONLY)

[ ] For generic communications that require/request licensees to respond, send a copy to the Document Liaison Officer, PMDA with a note requesting a new RIDS distribution code for the Document Control Desk to forward responses to the originators and technical contacts (include mail stops), the PDR, and the NRC File Center.

[ ] Fax a signed copy to the Regional Administrator and the Director, DNMS in each region.

[ ] Send a copy of the generic communication with all concurrence sheets to RMB/OCIO for processing related to ADAMS and OMB clearances.

[ ] Send the original generic communication with an NRC Form 20 (see Exhibit 10) and the mailing labels for NMSS licensees to the copy center. Record the number of mailing labels on the Form 20. Mark the OTHER CODES block on the Form 20 and type in CO, CY, FB, 1V, 1CV, 9L, 9R, and 191. If addressees includes reactors, type in reactor codes also.

Definitions:
1V - Vendors
1CV - Scientific attaches (Foreign)
9L - Branch Chiefs and above, technical only
9R - Resident Inspectors
CO - State liaison officers
CY - Agreement States
FB - Inspection bulletins, circulars, and notices
191 - NMSS generic communications

If sending to reactors, list the following codes also:
1A - All Pressurized Water Reactors (PWRs)
1B - All Boiling Water Reactors (BWRs)
1R - All Test and Research Reactors

Exhibit 9

REFERENCED CODES AND STANDARDS[8]

Each reference to a code or standard must contain the following information:

I. The name of the organization, if it is other than the American National Standards Institute

II. The identification number of the code or standard

III. The title of the code or standard

IV. The date of issue, if the date is not given as part of the identifying number

V. An availability statement, if the code or standard is still in draft form, that is, available in the NRC Public Document Room for inspection and copying

Examples:

American National Standards Institute/American Nuclear Society, ANSI/ANS 3.1-1978, "Selection and Training of Nuclear Power Plant Personnel," ANS, LaGrange Park, Illinois

Institute of Electrical and Electronics Engineers, IEEE Standard 279-1971, "Criteria for Protection Systems for Nuclear Power Generating Stations," Piscataway, New Jersey

For references to the Boiler and Pressure Vessel Code of the American Society of Mechanical Engineers, include the section, division, subarticle, and addendum in which the subarticle appeared.

Example:

American Society of Mechanical Engineers, Boiler and Pressure Vessel Code, 1986 edition, Section III, Subsection NCA, "General Requirements for Division 1 and Division 2," 1988 addenda, New York

[8] Copies of industry codes and standards used in a substantive manner in the NRC regulatory process are maintained at the NRC Library and are available there for reference by the public. Codes and standards are usually copyrighted and may be purchased from the originating organization or, if they are American National Standards, from the American National Standards Institute, 11 West 42nd Street, 13th floor, New York, NY 10036.

NRC FORM 20 (2-1998) — U.S. NUCLEAR REGULATORY COMMISSION — JOB NUMBER

REQUEST FOR PRINTING AND COPYING SERVICES

NOTE: DO NOT USE THIS FORM FOR ADMINISTRATIVE SERVICES (USE NRC FORM 30), FOR AUDIOVISUAL AND PHOTOGRAPHIC SERVICES (USE NRC FORM 459), OR FOR GRAPHIC SERVICES (USE NRC FORM 460).

REQUESTER	OFFICE	TELEPHONE	MAIL STOP	E-MAIL I.D.	DATE OF REQUEST
Originating Branch Secretary	NMSS	301-415-0000	T8F5	XXX	01/01/1999

TITLE OF DOCUMENT	NUREG NO./FORM NO.		DATE AND TIME REQUIRED *(not ASAP)*
Information Notice 99-00	N/A	☐ CALL FOR PICKUP ☐ RETURN BY MAIL ☑ DELIVER TO DISTRIBUTION	01/03 05:00pm

Typically 2 days after request

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☐ SENSITIVE UNCLASSIFIED
☐ COPYRIGHT MATERIAL
☐ PROPRIETARY

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SIGNATURE -- ADMINISTRATIVE OFFICER

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				TEXT (PAPER)	White	Black

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	☐ ASSEMBLE (As original) ☐ TAPE BIND ☐ GBC BIND ☐ PERFECT BIND ☐ LOOSE-LEAF	☐ 1 -- TOP LEFT ☐ 2 -- LEFT SIDE ☐ LANDSCAPE ☐ SADDLESTITCH	NUMBER OF PADS	SHEETS PER PAD	☐ 2 HOLES ☐ 1/4" ☐ 3 HOLES ☐ 3/8"	

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☐ TECH ONLY	☐ STATE C	☐ REG GUIDES S	☑ OTHER CODES CO, CY, FB, 1V, 1CV, 9L, 9R, 191
☐ SUPT. DOC. AVAILABILITY	☐ COMM. ACTION F	☐ EXTERNAL 1 "cc" copies	
☐ NTIS AVAILABILITY			
☐ YES ☐ NO ☐ AN			

ADDITIONAL INSTRUCTIONS

URGENT!

FIRST CLASS - SELF MAILER

PROVIDE ___ COPIES TO REQUESTER.

MAILING LABELS FOR NMSS LICENSEES ARE ATTACHED. THE COUNT IS _____.

Primary addressees

DOCUMENT SUBMITTED BY	DATE	REQUEST FOR EXPEDITED SERVICE *(Branch Chief or above)*	DATE
Originating Branch Secretary	01/01/1999		

NRC FORM 20 (2-1998) PRINTED ON RECYCLED PAPER This form was designed using InForms