

December 20, 2002

MEMORANDUM TO: E. William Brach, Director /s/ /RA/  
Spent Fuel Project Office  
Office of Nuclear Material Safety  
and Safeguards

FROM: Robert Lewis  
SFPO Licensing Process Task Force

SUBJECT: TASK FORCE PRODUCT ON SFPO LICENSING PROCESS

On June 20, 2002, you chartered a staff Task Force (TF) to evaluate the licensing process and procedures used in the Spent Fuel Project Office, and suggest ways to increase effectiveness and efficiency in these activities. The TF consisted of Julia Barto, Randy Hall, Robert Lewis, Bernard White, and Carl Withee. In response to the charter, this memorandum provides: (1) a proposed replacement (in total) to SFPO Internal Procedure 98-006, "Staff Interactions with Applicants," (2) and a report that documents the TF work and recommendations. The TF focused on several key areas of the licensing process, including: (1) acceptance reviews, (2) scheduling process, (3) prioritization, (4) "rules of engagement," (5) project manager - technical review interface, and (6) systems for measuring/tracking progress. In a search for more effective and efficient approaches, the TF also reviewed how the other Divisions of NMSS and the Office of Nuclear Reactor Regulation treat these issues.

The TF recommends that you distribute the internal procedure to SFPO staff for comment before implementation, and concurrently distribute the report for information. Broad participation in finalization of the procedure might identify strengths, better approaches, or weaknesses that the TF may have missed; and should support increased staff awareness, acceptance, and use. We offer assistance to you in resolving any comments or presenting these findings. We also call your attention to several suggestions for additional SFPO work, or internal process improvements that the TF viewed as beyond the scope or time frame of the project. These are compiled in section 2.1 of Attachment 2.

Attachments: 1. Draft SFPO Internal Procedure, "Staff Interactions With Applicants."  
2. Final Report on Review of SFPO Licensing Process.

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C. Miller      M.W. Hodges      S. Baggett      SFPO r/f      J. Guttman  
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<b>OFC:</b>	SFPO	e	SFPO	e	SFPO	e	SFPO	e	SFPO	
<b>NAME:</b>	J. Barto*		J. Hall*		B. White*		C. Withee*		R. Lewis	
<b>DATE:</b>	12 /20 /02		12 /20 /02		12 /20 /02		12 /20 /02		12 /20 /02	

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