

January 29, 2003

Ms. Cynthia Cardwell, Chairperson
Conference of Radiation Control
Program Directors, Inc.
Bureau of Radiation Control
Texas Department of Health
1100 West 49th Street
Austin, TX 78756-3189

Mr. Pearce O'Kelley, Chair
Organization of Agreement States
Bureau of Radiological Health
Department of Health and
Environmental Control
2600 Bull Street
Columbia, SC 29201

Dear Ms. Cardwell and Mr. O'Kelley:

This letter is being provided to inform you of progress on the National Materials Program Pilot Projects, and to ask for your assistance in identifying individuals to serve on the pilot project working groups.

As you know, NRC, the Organization of Agreement States (OAS), and the Conference of Radiation Control Program Directors (CRCPD) are working together on five National Materials Program Pilot Projects using a blend of the "Current Program" and "Alliance" Options to test how well NRC and Agreement States can collaborate in the identification of work products and establish priorities for products needed in the materials program, and demonstrate the parties' ability and willingness to participate and accept products.

Enclosed for your information are final basic Charters for pilot projects 1, 2, 4, and 5. Each Charter includes the objectives for the pilot project, and identification of work products (scope), Chairs and any current working group membership. Most Charters also include a schedule and estimated level of effort expected. We anticipate distributing Charter 3 next week.

Please note that the Implementation Plan (Enclosure 6) includes an additional step for each working group to prepare a work product plan which will subsequently be provided to OAS, CRCPD, and NRC management for concurrence. The next step, therefore, is for each pilot project working group to begin their work, or for those pilot projects that have already started, to continue this work. Working group representatives from both NRC and the Agreement States are needed. To assist in identifying working group representatives, we have prepared the enclosed "table of openings" for individuals needed to serve on working groups (Enclosure 7.) This table identifies the skills and organization representation, time frame and estimated level of effort needed, and a point of contact for more information. In order for work on the pilot projects

Contact: Shawn Smith
301-415-2620

Cynthia Cardwell
Pearce O'Kelley

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January 29, 2003

to continue to progress on schedule, please review the enclosed Charters and list of opportunities for participation, and identify individuals in your organization to serve on the pilot projects. Names and contact information for these individuals should be provided as soon as possible but not later than February 28, 2003, to Shawn Smith, srs3@nrc.gov.

We thank you in advance for your assistance. If you have any questions, please contact Shawn Smith at srs3@nrc.gov or 301-415-2620.

Sincerely,

/RA/

Paul H. Lohaus, Director
Office of State and Tribal Programs

Enclosures:

1. NMP Pilot Project Charter 1
2. NMP Pilot Project Charter 2
3. Reserved
4. NMP Pilot Project Charter 4
5. NMP Pilot Project Charter 5
6. Implementation Plan
7. List of Volunteer Opportunities for NMP Pilot Projects

cc: K. Allen, IL
M. Howard, OH
J. Endahl, TX

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Pearce O'Kelley

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DATE	01/28/03		01/28/03		01/29/03				

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National Materials Program Pilot Project 1 Establishment of Priorities

Charter

Objectives

1. Help establish a process and understanding on how NRC and Agreement States can collaborate in the identification of work products and establishment of priorities for products needed in the materials program.
2. Help demonstrate NRC's willingness to involve Agreement States to ensure that State needs are known and considered along with those identified by NRC staff in the establishment of national priorities for materials program work.
3. Help demonstrate the willingness and process which the Agreement States could use to establish a collective position on national needs and priorities for the materials program.
4. Help demonstrate how decisions on implementing plans for materials program work could be shared by NRC and individual Agreement States (e.g. how NRC and the Agreement States could reach agreement on respective responsibilities for completion of work products identified in a national priority list).

Scope of Work

1. Obtain information and develop understanding of the process utilized by NRC to establish work priorities for the materials program.
2. Define a process which the Agreement States could use to identify State materials priorities and a collective view or position on those priorities.
3. Examine and identify points in NRC's process where States can participate and provide input in the establishment of priorities for development of materials policy, rulemaking, and guidance products.
4. Examine and identify whether a different process could be utilized by NRC and the States in the establishment of priorities for development of materials policy, rulemaking, and guidance products.
5. Examine processes which NRC and the Agreement States could use to make decisions on implementing plans for materials program work and how that work would be shared by NRC and individual Agreement States (e.g. Examine ways that NRC and the Agreement States could reach agreement on respective responsibilities for completion of work products identified in a national priority list).

Work Products

Working Group Membership, Organization and Operations

Work under this pilot will be carried out by a working group with **Shawn Rochelle Smith, STP, as Chair**, and consisting of NRC and State staff selected by the OAS and CRCPD Boards. The composition of the working group includes staff from:

- Division of Industrial Medical and Nuclear Safety/NMSS
- Program Management, Policy Development and Analysis/NMSS
- STP
- OAS -Office of Chief Financial Officer/NRC Representative(s)
- CRCPD Representative(s)

Schedule

January 15, 2003

Finalize Basic Charters

March 28, 2003

Submit Work Product Plan for Each Charter and submit them with the Basic Charters to STP, and OAS and CRCPD Chairs for concurrence

February 2, 2004

Submit Draft Pilot Project and products, including an analysis against the success measures as set forth in SECY-02-0074 and provide to STP, OAS and CRCPD Chairs for review

April 15, 2004

Complete final pilot project reports and products and submit copies to the Director, STP, and OAS and CRCPD Chairs

Estimated Resources

**National Materials Program Pilot Project 2
National Industrial Radiographer Certification Program**

Charter

Objectives

The Conference of Radiation Control Program Directors, Inc. (CRCPD), through its G-34 Committee on Industrial Radiography will serve as the lead organization for the oversight of all activities associated with a national industrial radiographer certification program. This includes the review and approval of state government and independent certifying entities' initial applications for approval as recognized certifying entities and subsequent program changes, and follow up evaluations of program status, including test administration and program maintenance activities.

Scope of Work

The initial committee action will be to formalize the criteria and process in a CRCPD document for reviewing and approving requests to be recognized as certifying entities, through consistent application of criteria that reflect nationally-accepted standards, e.g. for radioactive materials only - 10 Code of Federal Regulations, Part 34, Appendix A; and the equivalent CRCPD document for x-ray only and combination certifications. The document will also include proposed strategies for accomplishing the follow-up program evaluations at predetermined intervals after recognition as a certifying entity is granted.

Step two will be to apply the process for obtaining approval as a certifying entity, including the initial approval or subsequent program changes. The committee will implement the actual mechanics of the sequence of events for initial approval or subsequent program changes.

Work Products

Work Product One is the CRCPD document that contains the formalized criteria and process for reviewing and approving an initial request to be recognized as a certifying entity, subsequent program changes, and proposed strategies for follow-up program evaluations after recognition as a certifying entity is granted.

Work Product Two is a documented evaluation of the application of the criteria and process established in the CRCPD document described as Work Product One. Due to time constraints, the follow-up evaluation of program activities proposed in the document will not be a part of this pilot. The pilot will be applied to either Option One or Option Two as described below, depending on which opportunity presents itself.

Option One: If presented, the committee will review the application of a potential certifying entity's program. The application could be an initial application or a program's proposed change. The committee will provide an evaluation of its review of the application against the application process and formalized criteria.

Option Two: If a new application or a program change is not presented for review, then the committee will review the process previously used in evaluating the American Society for Nondestructive Testing's application for approval of its x-ray and combination certification programs, and provide an evaluation of that review process.

Working Group Membership, Organization and Operations

The program will involve the participation of the three state representatives (David Turberville - AL; Lauren Palmer - GA; and **Chair, Jan Endahl - TX**) who serve on the G-34 Committee, and one federal representative (Jim Myers - NRC STP) who serves as the NRC resource person to the G-34 Committee. Mr. Donny Dicharry, who represents the American Society for Nondestructive Testing, Inc. (ASNT), and also the Nondestructive Testing Management Association (NDTMA) on the G-34 Committee will be invited to participate. Mr. Dicharry's participation as a representative from the industrial radiography industry will be at industry expense.

Schedule

Develop a Work Product Plan by March 28, 2003.

Work Product One: Formalization of the criteria and process for reviewing applications or program changes, and documentation of the proposed strategies for follow-up program evaluation will be completed by June 30, 2003.

Work Product Two:

Option One: Review of a new application or program change and evaluation of the process will be completed by December 1, 2003.

or:

Option Two: If no new application or program change is presented for review and approval, the evaluation of the process previously used for reviewing ASNT's application will be completed by October 31, 2003.

Other Important Dates:

Brief at CRCPD meeting, if needed - May 2003. (Travel and per diem to be paid by NRC STP.)

Brief at OAS meeting, if needed - October 2003. (Travel and per diem to be paid by NRC STP.)

Complete draft pilot project reports and products, including an analysis against the success measures established in SECY-02-0074 - February 2, 2004.

Complete final pilot project reports/products and submit copies to the Director, STP, and OAS and CRCPD Chairs - April 15, 2004

Brief at CRCPD meeting, if needed - May 2004.

Review draft report and submit comments to the Commission - July 30, 2004.

Provide concurrences prior to final report being sent to STP Director - September 30, 2004.

Estimated Resources

The estimated hours stated are per person.

Work Product One:

Formalize the evaluation criteria and process, and strategies for follow-up evaluation:

12 hours - initial face to face meeting (Travel time not included. Travel and per diem to be paid by NRC STP.)

12 hours - telephone conference calls (coordinated through CRCPD's OED)

8 hours - write up

32 hours

Work Product Two:

Option One:

Review of new application or proposed program change:

12 hours - initial face to face meeting (Travel time not included. Travel and per diem to be paid by NRC STP.)

24 hours - telephone conference calls (coordinated through CRCPD's OED)

8 hours - write up

44 hours

or:

Option Two:

Evaluation of the process previously used:

12 hours - initial face-to-face meeting (Travel time not included. Travel and per diem to be paid by NRC STP.)

12 hours - telephone conference calls (coordinated through CRCPD's OED)

8 hours - write up

32 hours

Estimated additional hours of effort for the project chair to coordinate, compile, format, review, and provide updates/reports on project activities and documents - 100 hours.

National Materials Program Pilot Project 4
Agreement State Assumption of Responsibility for Development of Guidance for New
Use or Modality Not Previously Reviewed and Approved

Charter

Objectives

To identify an implementation strategy for pilot project #4 defined in SECY-02-0074, and to develop licensing and inspection guidance for a new use of material, or new modality, not previously reviewed and approved by the NRC. This pilot project will better define the feasibility and viability of the Alliance Option recommendation by the National Materials Program Working Group. This pilot project is to be implemented by the Organization of Agreement States (OAS).

Scope of Work and Work Products

Under this pilot project an Agreement State, groups of Agreement States, or individual experts within the Agreement States would develop licensing and inspection guidance for a new use of material, or new modality, not previously reviewed and approved by the NRC.

Planned accomplishments include:

1. Survey the Agreement States, NRC Headquarters, and the NRC Regions to ascertain if there is a new use of material or new modality that would qualify under this pilot project.
2. For the new use of material or new modality identified, the OAS Executive Board will assign a Chair for this Working Group.
3. The Chair will identify which medical modality to be used for the Pilot Project from the list of potential modalities identified as a result of the survey completed in Objective 1. Once the medical modality has been identified, Agreement States (and NRC) will be solicited for volunteers to the Working Group.
4. The Working Group will develop inspection and licensing guidance for the new modality and work with the OAS and NRC to determine the process for accepting the guidance and incorporating it into the existing licensing and inspection system.

Working Group Membership

Working Group **Chair: Kathy Allen, Illinois**

The Working Group shall consist of the Chair and not more than 5 members from Agreement States and the NRC if they choose to participate.

Working Group Operations

It is anticipated that this group will work via e-mail and teleconferences. There may be need to meet face-to-face or travel to meet with a manufacturer or expert in the use of a particular modality.

Working Group members are expected to research the chosen modality, participate in drafting and reviewing documents, and assist in editing the final product.

The NRC will provide special logistics, such as multi-line teleconferencing, and travel support for this pilot project, including travel and per diem expenses.

Working Group Milestones

October 1-3, 2002	Survey the Agreement States, NRC Headquarters, and the NRC Regions at the OAS Meeting to determine if there is a new use of material or new modality that needs licensing or inspection guidance.
January 15, 2003	Draft Charter to NRC
February 1, 2003	Chair to identify modality to be used for Pilot Project
February 15, 2003	Solicit state members for Working Group
February 28, 2003	Receive nominations from NRC for NRC membership on Working Group
March 2003	First Conference Call for Working Group
September 2003	Draft Work Product available for comment
October 2003	Receive comments
November 2003	Finalize Work Product

Estimated Resources

Working Group participants should anticipate spending up to 40 hours on the initial drafting/reviewing process during late spring of 2003, and possibly up to 20 hours in late summer/early fall 2003 to finalize the Draft. All times are approximations.

National Materials Program Pilot Project 5
Writing Team to Revise IMC 2800, Materials Inspection Program, February 28, 2002,
as amended January 15, 2003, for the National Materials Program Pilot Projects
[SRM–SECY-02-0107–SECY-02-0074–SECY-01-0112, August 20, 2002]

Charter

Objectives

In order to implement Phase I and Phase II recommendations and conserve resources for the materials program in the remainder of FY02 and thereafter, the Writing Team (WT) is chartered to revise IMC 2800 and its associated non-medical Inspection Procedures (IP) and non-medical Temporary Instructions (TI) in order to align the materials inspection program with the risk-informed and performance-based regulatory approach.

The WT may incorporate innovative approaches not included in Phase I and II recommendations for the implementation of the inspection process to achieve long-term increases in effectiveness and efficiency.

In order to obtain information on the feasibility and viability of the NMP-“Alliance” option, the WT will solicit Agreement State participation for the work described below.

Background

On November 14, 2000, the Mallinckrodt Lessons Learned Task Group Report (Phase I) recommended specific actions to NMSS as short-term changes, long-term changes, rulemaking, referral to Phase II (review of the entire materials program), and referral to the National Materials Program Working Group. The Phase I recommendations addressed IMC 2800 and IP 87110-series that describe the materials inspection program. NMSS developed an action plan that was provided to the Phase II Review Group.

On August 13, 2001, the Phase II Byproduct Materials Review Report endorsed the majority of the recommendations that had been referred by Phase I, thereby encouraging NMSS to complete action on those items. Phase II recommended broad changes to NMSS policies, procedures, and processes to improve effectiveness and gain efficiencies to save NMSS resources for the materials program. Phase II recommendations addressed IMC 2800 changes and provided resource estimate costs and savings for implementation of each recommendation.

With input from the Regional Administrators, NMSS considered this information and committed to implement the Phase II recommendations, including the endorsed Phase I recommendations. NMSS decided not to consider any impacts from potential additional security measures resulting from the September 11 terrorist activities at this time. NMSS will consider impacts from security considerations based on information available from the Commission.

Scope of Work

The WT will revise IMC 2800, IP 87110-series, and TIs to implement the following Phase II recommendations that specifically addressed IMC 2800:

- II-5 (revise inspection priorities),
- II-9 (inspector empowerment),
- II-10 (streamlined inspection preparation),
- II-11 (initial inspections),
- II-12 (field office inspections), and
- II-16 (expanded use of NRC Form 591).

The WT will not validate the risk-informed inspection priorities determined by the Phase II Review Group. Implementation of II-6 (periodic assessment) will provide the opportunity to revisit this issue in the future.

The WT may select additional Phase I and II recommendations to be included in the revisions, e.g., II-6 (periodic assessment) and II-7 (performance-based IP's).

The WT will initiate a Temporary Instruction for the revised Materials Inspection Program (TI 2800/033) in order to evaluate resource savings for the materials program. The WT will incorporate selected Phase I and II recommendations for IMC 2800 into TI 2800/033. The revisions to the IP 87110-series will not include the interim compensatory measures (ICM). A separate TI may be developed by other staff for the ICM. However, if information is available from staff actions regarding security that could influence the routine inspection program, this information will be considered in the final version of IMC 2800.

The WT will revise the seven non-medical IPs (87110, 87111, 87112, 87113, 87114, 87117, 87120) and will coordinate during this period with another writing team that will be revising the four medical IPs (87115, 87116, 87118, and 87119) for the implementation of revised Part 35.

The WT will analyze TI 2800/033 and the revised inspection procedures, prepare final versions of IMC 2800 and the associated inspection procedures, and provide a lessons learned report for the NMP Pilot Projects.

Working Group Membership, Organization and Operations

Under the expedited process, the roles of the WT and Pink/Red Team (PRT) are as follows. The PRT is responsible for providing policy direction to the WT and will be engaged regularly throughout the process. The WT provides the first draft of revised IMC 2800 to the PRT for review and comment before initiating TI 2800/033 on April 1, 2002. Interim approvals are not required on subsequent draft revisions of IMC 2800, TIs already in effect, or the IPs. At the end of the schedule, the WT will submit final versions of the revised products for the PRT's approval that will be substituted for the Office concurrence process. The work products will be coordinated with the Implementation Plan for NMP Pilot Projects. This organization and operation will accomplish the objectives set forth above within the expedited schedule indicated below. WT business will be conducted by teleconference and email. Several week-long meetings will be held at NRC in Rockville, MD. Following are the members of the WT and PRT.

As duties and needs arise, the inherent authority of substitutes for the WT and PRT members will be recognized for a member who finds it necessary to be absent from their assignment.

Writing Team		Pink/Red Team	
NMSS	Thomas Young (pilot project Chair and Team Leader), Anita Turner, Jim Smith	NMSS	Patricia Holahan Lawrence Kokajko
Region I	John McGrath	RII	Douglas Collins
Region II	John Pelchat	RIV	Elmo Collins
Region III	Jamnes Cameron	STP	Josie Piccone
Region IV	Michael Fuller	OGC	Stuart Treby
STP	Richard Blanton	OAS/CRCPD	TBD, as necessary
OAS/CRCPD	Robert Gallagher (Massachusetts)		

Schedule

February 6, 2002	WT Teleconference, NMSS explains tasks and initial assignments to the appointed members
February 25 - 28, 2002	WT, 1 st draft (revised IMC 2800 and TI 2800/033) for PRT
February 28, 2002	PRT approves WT Charter
March 1, 2002	WT provides 1 st draft to PRT
March 6 - 22, 2002	WT revises TI 2800/033
March 25 - 29, 2002	WT finalize TI 2800/033 and develop training and implementation plans for TI 2800/033 roll out
March 31, 2002	WT issues TI 2800/033
April 1 - 14, 2002	WT, Regional training and implementation for TI 2800/033
April 15, 2002 - June 30, 2003	Pilot use of the TI 2800/033 and collection of data
July 2002	WT 1 st draft of the revised IPs
October 1, 2002	Implementation of IPs
October 2002	Mid-pilot evaluation of data (April - September, 2002)
November 2002	WT develop training for revised IPs
January 2003	WT provides Regional training for revised IPs
January 15, 2003	Amended Charter to STP for NMP
March 28, 2003	Work Product Plan to STP for NMP
March 31, 2003	Work Products posted in STP, NMP Web Page
July - August 2003	WT final analysis, lessons learned report, final versions
September 2003	PRT approves lessons learned report and final versions
October 2003	Final versions of IMC 2800 and IPs are effective
February 2, 2004	Final versions and lessons learned report to STP for NMP

Estimated Resources

Each WT member will contribute a total resource of 0.1 FTE in FY03.

National Materials Program Pilot Projects
Implementation Plan

January 2003

NATIONAL MATERIALS PROGRAM PILOT PROJECTS

Implementation Plan

The Nuclear Regulatory Commission (NRC), the Organization of Agreement States (OAS), and the Conference of Radiation Control Program Directors (CRCPD) are working together on five National Materials Program (NMP) pilot projects using a blend of the "Current Program" and "Alliance" Options to test how well NRC and Agreement States can collaborate in the identification of work products and establish priorities for products needed in the materials program, and demonstrate the parties' ability and willingness to participate and accept products.

Background

The "National Materials Program" is a term developed to define the broad collective framework within which both the NRC and the Agreement States function in carrying out their respective radioactive materials regulatory programs. Such a framework also includes the OAS and the CRCPD. The NMP defines the day-to-day activities carried out by a radioactive materials regulatory program, such as licensing and inspection activities. It also defines responsibilities shared by federal and state programs to help maintain an adequate national base of rules and guidance needed for effective program operation.

In November 1999, NRC Commissioners (Commission) approved the staff plan (SECY-99-250) to form a working group to address the impacts of the increased number of Agreement States and to provide advice to the NRC on the NMP.

The NMP Working Group, which included six representatives from States, six NRC representatives, and an NRC advisor, completed its Final Report in May 2001. After evaluating comments from stakeholders, considering the advantages and disadvantages for each of the structural options, and the potential resource implications for each option, the working group provided its final report and recommended that the Commission adopt the Alliance Option (SECY-01-0112). The Alliance Option is a structure in which the Agreement States collaborate and participate with the NRC and assume and carry out a greater responsibility for developing rules and guidance needed for an effective consensus process for the NMP.

Subsequently, the NRC staff, and OAS and CRCPD Boards collaborated in the development of five pilot projects which were provided to the Commission in SECY-02-0074, dated May 3, 2002. The five pilot projects were intended to provide additional information to help understand the feasibility and viability of the Alliance Option recommended by the NMP Working Group. An Addendum to SECY-02-0074 was issued on June 18, 2002 (SECY-02-0107) to request Commission approval of the staff's and OAS and CRDPD Boards' recommendation for using a blended approach of the "Current Program" and "Alliance" options to carry out the pilot project. The Commission approved implementation of the blended approach on August 20, 2002.

The five pilot projects approved by the Commission are:

1. Involvement of Agreement States in the establishment of priorities for development of materials policy, rulemaking, and guidance products in the materials and waste arenas. This pilot project would include, if there is development of interest in the AIF concept, a rule for an assured isolation facility (AIF) as a pilot program (SECY-02-0127).
2. Assumption by Agreement State/CRCPD of lead responsibility for administration of a national radiographer certification program, including development, approval and administration of tests.
3. Participation of Agreement States and NRC in a joint process to evaluate the collective set of Agreement State and NRC licensee events for possible generic implications and possible additional regulatory action.
4. Assumption by an Agreement State of responsibility for development of licensing and inspection guidance for a new use of material, or a new modality, not previously reviewed and approved.
5. Implementation of specific Phase II recommendations, including ongoing work of the existing working group to draft and pilot test revisions to Inspection Manual Chapter 2800.

In analyzing the success of NRC/State cooperative efforts, the Commission also recommended that interactions between NRC and the States addressing additional security measures for materials licensees be studied and lessons learned applied to the NMP (SECY Suspense 1999900114, August 20, 2002.) This effort is being lead by the Office of State and Tribal Programs.

Initial Process For Development of the Implementation Plan

Two participants in the Senior Executive Service Candidate Development Program are working in succession over a seven month period with the NRC Office of State and Tribal Programs (STP) staff, and the OAS and CRCPD Boards to help guide the pilot projects through a range of activities, including finalization of the pilot project Charters, development of an implementation plan, and monitoring and management to ensure that timely progress on each of the pilot projects is made.

Pilot project Chairs were confirmed in November 2002. They are:

- | | |
|-------------------------|---|
| Pilot Project 1 Chair – | Shawn Smith, Physicist, NRC/STP |
| Pilot Project 2 Chair – | Jan Endahl, Manager, Industrial Radiographer Certification,
Bureau of Radiation Control, Texas Department of Health) |
| Pilot Project 3 Chair – | Michael Markley, Health Physicist, NRC/Office of Nuclear Material
Safety and Safeguards (NMSS) |

Pilot Project 4 Chair – Kathy Allen, Immediate Past Chair, Organization of States (Senior Project Manager, Office of Radiation Safety, Illinois Department of Nuclear Safety)

Pilot Project 5 Chair – Thomas Young, Health Physicist, NRC/NMSS

NRC/STP staff met with the pilot project Chairs and State staff to begin planning for organizing the pilot project activities into a comprehensive project starting with finalizing the Charters (attached) and resulting in analyses of the success of the pilot projects, recommendations and plans for the future of the NMP, and a final report to the Commission. On November 25-26, 2002, NRC/STP staff and Marcia Howard, Administrator, Nuclear Materials Safety Program, Ohio, met to draft an outline and schedule for an implementation plan. Using this draft, NRC/STP staff met in person or held a teleconference with each pilot project Chair to refine the first draft of the implementation plan, and arranged a teleconference on December 12, 2002, to finalize the basic plan and several major milestones. Refinement continued through the use of e-mail.

To help ensure balanced working groups, a letter to the OAS and CRCPD Chairs, and a memorandum to NRC Offices (Directors of NMSS, Office of General Council (OGC), Office of the Chief Financial Officer (OCFO); and Regional Office Administrators) was issued on January 29, 2003, by the Director, NRC/STP, to provide the final basic pilot project Charters, Implementation Plan, and to request working group members, where needs existed.

Development of Work Product Plans for Each Pilot Project

One key milestone is the development and approval by NRC, OAS and CRCPD of a work product plan for each pilot project. The pilot project Chair has responsibility to prepare a work product plan based on the basic pilot project Charter and input/participation by working group members. The work product plans, which are due to be completed and submitted with the Basic Charters to NRC/STP, and OAS and CRCPD Chairs for concurrence by March 28, 2003, will guide implementation of each pilot project.

Monthly Meeting Progress Reports

To help manage individual pilot projects and this overall National Materials Program project, the pilot project Chairs will participate in progress meetings, normally by conference call. On March 19, 2003, pilot project Chairs and NRC/STP staff will participate in a monthly progress meeting by conference call. NRC/STP staff will make the arrangements and additional teleconference calls will be held on the third Wednesday morning of the month, continuing as necessary. The initial meetings will be held monthly, with the long term schedule to be developed to meeting the needs of the Chairs, and as necessary for sharing of information.

Travel

NRC/STP will fund travel and per diem to pilot projects working group meetings for State employees who are members of the working groups. Pilot project Chairs will first notify the Director, NRC/STP, of meeting dates and State participants, and after acknowledgment, contact the NRC/STP Management Analyst (bgu@nrc.gov, 301-415-2348) to make specific travel arrangements.

Time and Labor Data For Working Group Participation

For use in reporting and analyses of the pilot projects, time and labor data will be collected for each working group participant. Each Chair will periodically (monthly suggested) collect information, in terms of hours worked, from each State participant. For NRC working group participants, the following time and labor codes have been established:

J00177	National Materials Program - Working Group (for work on the overall project, e.g., implementation plans, work on Commission paper, monthly progress reporting teleconferences)
J00183	Materials Program Priorities (Pilot No. 1)
J00184	National Radiographer Certification (Pilot No. 2)
J00185	Event Evaluation (Pilot No. 3)
J00186	State Guidance Development (Pilot No. 4)
J00187	Revised Materials Inspection Program (Pilot No. 5)

Each Chair will inform their NRC working group members of the need to record their time spent on the pilot projects and of the appropriate time and labor codes to be used. Time spent on work which supports the pilot project but which would be accomplished by the individual as a part of his/her normal work should not be recorded using the above codes, but rather should be recorded using the normally used codes. State staff time will be recorded separately.

Communications Plan/Stakeholder Involvement

The CRCPD and OAS Boards, and NRC, OAS and CRCPD, and individual State staffs have worked together to develop the following steps to ensure an appropriate level of communications and involvement of stakeholders:

1. OAS Meeting

The Director, NRC/STP, made a presentation on the NMP and the pending pilot projects at the annual OAS meeting, on October 1, 2002. OAS members were surveyed for their interest in participating in the pilot projects.

2. Advisory Committee on Medical Use of Isotopes (ACMUI) Meeting

The Director, NRC/STP, made a presentation on the NMP and the pending pilot projects at the ACMUI meeting, on October 28, 2002. ACMUI provided comments/input after the meeting.

3. NRC Web Site

The NRC's NMP web site will be revitalized and used to post materials and documents for use by the pilot project Chairs, meeting notices, and to solicit comments on the resultant reports from a broad range of stakeholders.

4. Working Group Meetings

Working group meetings will be open to the public in accordance with NRC Management Directive 5.3, "NRC/Agreement State Working Groups." In some cases, meetings may be closed in part or whole, when the working group is discussing predecisional information.

5. *Federal Register* Notice

The NRC will use the *Federal Register* to post, for interested parties, a notice that will inform interested parties about the pilot projects and opportunities to provide input, and that notices for pilot project working group meetings will be posted on the NRC's NMP web site.

6. Special Interest Session at Annual CRCPD Meeting

The pilot project Chairs and NRC/STP will participate in a special interest session at the annual CRCPD meeting in May 2003 to discuss the pilot projects. Participation in the May 2004 meeting is also anticipated. The Chairs will present status reports on their pilot project work, take questions and comments, and use the opportunity to get stakeholder feedback.

7. Briefings at Organization of Agreement States

Another opportunity for providing information to stakeholders is the annual meeting of the Organization of Agreement States, which occurs each October. The format is to be determined, but may be a presentation to update status and bring any appropriate issues to the stakeholders, during a general session. In combination with the CRCPD briefings in May, these presentations will ensure that stakeholders receive a face-to-face briefing every six months while the pilot projects are being carried out.

8 .RAD_RAP

Another means of obtaining stakeholder involvement in the pilot projects is through the use of the RAD_RAP, an electronic forum for sharing information among state regulators administered by OAS. This system, which has a membership limited to State and Federal regulators, will be used to post messages about items appearing on the NRC NMP web site, or by individual Chairs to post pilot project products for input.

9. Informational Updates During Monthly OAS/NRC Teleconferences

NRC/STP staff, and pilot project Chairs, as available, will participate in the monthly OAS/NRC teleconferences, to provide a brief update of progress for the benefit of State officials and NRC managers.

10. Other Opportunities For Stakeholder Input

NRC staff and the pilot project Chairs will also seek other opportunities for input by stakeholders, including licensee representatives, ACMUI and ACNW.

Milestones and Schedule

The following key milestones and schedule were developed by NRC and State staff, including the pilot project Chairs (See Attachment A for a detailed description of each milestone and schedule, and each Charter):

January 15, 2003	Finalize Basic Charters
January 23, 2003	Finalize Implementation Plan
February 28, 2003	Submit Commission Notation Vote Paper to Commission
March 19, 2003	Hold first monthly progress meeting by conference call.
May 4-7, 2003	Brief at CRCPD meeting
October, 2003	Brief at OAS meeting
February 2, 2004	Complete draft pilot project reports
April 15, 2004	Complete final pilot project reports/products for submission for approval of NRC/STP, NRC Offices, OAS and CRCPD
May, 2004	Brief at CRCPD meeting
August 31, 2004	Integrate comments and complete the Commission report to begin review and concurrence process
November 30, 2004	Submit final report to Commission

Future Updates to the Implementation Plan

This Implementation Plan will be updated and distributed to pilot project Chairs, as necessary to address additional administrative issues and changed conditions. Any changes will be discussed with the pilot project Chairs in person, by teleconference, or by e-mail prior to incorporating such changes.

Attachment:
As stated

Implementation Plan Milestones and Schedule
for National Materials Program (NMP) Pilot Projects

Finalize Basic Charters **January 15, 2003 (critical date)** (Pilot Project Chairs)

The Charters are to include the following:

- Descriptive title
- Objectives
- Scope of Activities (identification of work product)
- Organization (including identification of Chairman, and committee membership (as available))
- Schedule (include dates for pilot project draft and final reports; draft report must be completed by no later than **February 2, 2004 (critical date)**)
- Level of effort expected of participants

Note: (1) Dates provided will be used by NRC/STP to develop request to NRC Commission for extension; (2) Charters will be expanded in March to include detailed Work Product Plans.

Send out letter asking NRC Offices, and OAS and CRCPD Chairs for membership on pilot project working groups, by February 28, 2003. **January 17, 2003** (NRC/STP)

Finalize Implementation Plan, using agreement on this schedule and final Charters, including an introduction with Purpose and Background related to all pilot projects) **January 23, 2003** (NRC/STP)

Develop Commission Notation Vote Paper to request extension, in accordance with Implementation Plan, and distribute to Pilot Project Chairs, OGC/NRC, NMSS/NRC, and OAS and CRCPD Chairs for concurrence. **January 27, 2003** (NRC/STP)

Concurrences on the Commission Notation Vote Paper due **February 7, 2003** (Pilot Project Chairs, OGC/NRC, NMSS/NRC, and OAS and CRCPD Chairs)

Incorporate any comments on Commission Notation Vote Paper and submit it to Executive Director for Operations (EDO) **February 14, 2003** (NRC/STP)

Submit Commission Notation Vote Paper to Commission **February 28, 2003** (OEDO/NRC)

Submit nominations for membership on pilot project working groups to NRC/STP **February 28, 2003** (NRC Offices, and OAS and CRCPD Chairs)

Hold Monthly progress meetings by conference call¹– every third Wednesday morning of the month, and continuing as necessary. (Consider some as face-to-face meetings. Hold

¹Basic guidance will need to be drafted by NRC/STP and agreed upon by the parties to the calls, before the first call. The agenda for the first call should include further development of the guidance for future calls.

quarterly meetings with expanded group to include NRC Management, and OAS and CRCPD Boards. Continue status updates during OAS monthly conference calls.) starting **March 19, 2003**² (NRC/STP and Pilot Project Chairs)

Develop Work Product Plan for Each Charter and submit them with the Basic Charters to NRC/STP, and OAS and CRCPD Chairs for concurrence (by April 15, 2003) **March 28, 2003** (Pilot Project Chairs)

- Outline, to include major steps and completion dates for completing the pilot project, including analysis against the success measures as set forth in SECY-02-0074 Work Product (e.g., preliminary data gathering, committee meetings, draft report/product (same as provided in Basic Charter), final report/product (same as provided in Basic Charter))
- Estimated resources
- Committee member assignments, as appropriate
-

Publish *Federal Register* Notice **March 31, 2003** (NRC/STP)

Complete initial update NRC NMP Web site, adding Staff relevant Requirement Memoranda and other documents, and use for obtaining stakeholder feedback., with later updates as appropriate (NRC/STP)

Concurrences on Work Product Plans due **April 15, 2003** (NRC, and OAS and CRCPD Chairs)

Brief at CRCPD meeting **May 4-7, 2003** (NRC/STP and Pilot Project Chairs)

Brief at OAS meeting **October, 2003** (NRC/STP and Pilot Project Chairs)

Complete draft pilot project reports³ and products, including an analysis against the success measures as set forth in SECY-02-0074 and provide to NRC/STP, OAS and CRCPD Chairs for review **February 2, 2004 (critical date)** (Pilot Project Chairs)

Complete review⁴ of draft pilot project reports/products prepared by Pilot Project Chairs *no later than* **March 15, 2004** (NRC/STP, NRC Offices, OAS and CRCPD)

Complete final pilot project reports/products and submit copies to the Director, NRC/STP, and OAS and CRCPD Chairs *no later than* **April 15, 2004 (critical date)** (Pilot Project Chairs)

Brief at CRCPD meeting **May, 2004** (NRC/STP and Pilot Project Chairs)

²Agenda should include discussion of who will take the lead for developing guidance noted in footnotes 3-5.

³Guidance will need to be finalized before first Pilot project reaches this step.

⁴Guidance will need to be finalized before first Pilot project reaches this step.

Complete draft report to the Commission⁵ and distribute for review by Pilot Project Chairs, OGC/NRC, NMSS/NRC, and OAS, and CRCPD Chairs **June 15, 2004** (NRC/STP)

End of comment period for draft report to the Commission **July 30, 2004** (Pilot Project Chairs, OGC/NRC, NMSS/NRC, and OAS and CRCPD Chairs)

Integrate comments submitted by Pilot Project Chairs, OGC/NRC, NMSS/NRC, and OAS and CRCPD Chairs and complete the report to the Commission **August 31, 2004** (NRC/STP)

Obtain concurrences of Pilot Project Chairs, OGC/NRC, NMSS/NRC, and OAS and CRCPD Chairs and submit final report to the Commission, to NRC/STP Director **September 30, 2004** (NRC/STP)

Obtain concurrence of NRC/STP Director and submit final report to the Commission, to EDO/NRC **October 29, 2004** (NRC/STP)

Submit final report to the Commission, to Commission **November 30, 2004** (*critical date*) (EDO)

Attachments:

Pilot Project Charter 1
Pilot Project Charter 2
Pilot Project Charter 3
Pilot Project Charter 4
Pilot Project Charter 5

⁵Format will need to be finalized prior to this time.

List of Working Group Members and Opportunities for NMP Pilot Projects

Pilot Project Number	Skill/Organizational Participation Needed	Current Working Group Members	Time Frame for Participation	Estimated Level of Effort Expected	Contact for Additional Information
Pilot No. 1, Materials Program Priorities	<p>NRC/OCFO representative (1)</p> <p>Agreement State representatives (2)</p> <p>NRC/NMSS representative (1)</p> <p>NRC/OGC representative (1)</p> <p>NRC/Regional Office representative (1)</p>	Shawn Smith, NRC/STP (Chair)	February 2003 through April 2004	Initial estimate: 3-5 days per month during initial phases and report preparation, including 2-3 meetings of 2 days duration. Estimate will be refined during work plan development	Shawn Smith 301-415-2620 srs3@nrc.gov
Pilot No. 2, National Radiographer Certification	To be determined	<p>Jan Endahl, Texas (Chair)</p> <p>J. Bruce Carrico, NRC/NMSS</p> <p>James Myers, NRC/STP</p> <p>Lauren Palmer, Georgia</p> <p>David Turberville, Alabama</p>	To be determined	To be determined	<p>Jan Endahl</p> <p>jan.endahl@tdh.state.tx.us</p> <p>512-834-6688</p>
Pilot No. 3, Event Evaluation	<p>Agreement State representative (2)</p> <p>NRC/STP representative (1)</p> <p>Regional Office representative (2)</p>	Mike Markley NMSS/NRC (Chair)	To be determined	To be determined	<p>Mike Markley</p> <p>mtm@nrc.gov</p> <p>301-415-5723</p>
Pilot No. 4, State Guidance Development	<p><i>Phase 2:</i></p> <p>Agreement State representative (2-3)</p> <p>NRC representative (1)</p>	<p>Kathy Allen, Illinois (Chair)</p> <p><i>Phase I:</i></p> <p>(facilitated discussion to arrive at suggested projects at October 2002 OAS Annual meeting)</p>	To be determined	Up to 40 hours on the initial drafting/reviewing process during late spring of 2003, and possibly up to 20 hours in late summer/early fall 2003 to finalize the Draft.	<p>Kathy Allen, Illinois (Chair)</p> <p>k_allen@idns.state.il.us</p> <p>217-785-9931</p>

List of Working Group Members and Opportunities for NMP Pilot Projects

<p>Pilot No. 5, Revised Materials Inspection Program</p>	<p>State Radiation Control Program Director for Pink/Red Team (See Charter)</p>	<p><i>Writing Team:</i> Thomas Young, NRC/NMSS (Team Leader and Pilot Chair)</p> <p>Anita Turner, NRC/NMSS</p> <p>Jim Smith, NRC/NMSS</p> <p>John McGrath, NRC/RI</p> <p>John Pelchat, NRC/RII</p> <p>Jamnes Cameron, NRC/RIII</p> <p>Michael Fuller, NRC/RIV</p> <p>Richard Blanton, NRC/STP</p> <p>Robert Gallagher, OAS/CRCPD</p> <p><i>Pink/Red Team(policy direction to Writing Team):</i> Patricia Holahan, NRC/NMSS</p> <p>Lawrence Kokajko, NRC/NMSS</p> <p>Douglas Collins, NRC/RII</p> <p>Elmo Collins, NRC/RIV</p> <p>Josie Piccone, NRC/STP</p> <p>Stuart Treby, NRC/OGC</p>	<p>August-September 2003</p> <p>Review 15 Work Products (i.e., Final Analysis, Lessons Learned Report, IMC 2800 and 12 Routine Materials Inspection Procedures)</p>	<p>5 days, total, including a 1-day meeting in Rockville, MD</p>	<p>Thomas Young 301-415-5795 tfy@nrc.gov</p>
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