

February 18, 2003

ALL AGREEMENT STATES, MINNESOTA, PENNSYLVANIA, AND WISCONSIN

**OFFICE OF STATE AND TRIBAL PROGRAMS (STP) FINAL PROCEDURE(S)  
SA-1100, "ANNUAL OAS AND CRCPD COMMISSION BRIEFING" AND SA-1101,  
"MONTHLY NRC/OAS/CRCPD TELECONFERENCE" (STP-03-014)**

We are providing notice that we have completed STP Final Procedures SA-1100, *Annual OAS and CRCPD Commission Briefing* and SA-1101, *Monthly NRC/OAS/CRCPD Teleconference*. SA-1100: describes the procedure for coordination and notification for the Annual OAS Executive Board and the CRCPD briefing of the U.S. Nuclear Regulatory Commission; SA-1101: describes the procedure for NRC/OAS/CRCPD coordination, notification, and administration of the monthly teleconference. These procedures can also be used as guidance for planning other Commission briefings and Staff teleconferences.

We appreciate the many comments provided on the draft procedures, sent to you on June 20, 2001, most of which were incorporated into the final version.

If you have any questions regarding this correspondence, please contact me at (301) 415-3340 or the individual named below.

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***/RA By Cardelia Maupin Acting for/  
Paul H. Lohaus, Director  
Office of State and Tribal Programs***

Enclosures:  
As stated

STP-03-014

February 18, 2003

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**DOCUMENT NAME: C:\MYFILES\Copies\STP-03-014.wpd**

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ML030580093

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## STP Procedure Approval

# *Annual Organization of Agreement State and Conference of Radiation Control Program Directors Inc. Commission Briefing*

**SA-1100**

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Issue Date: February 18, 2003

Review Date: February 18, 2006

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Paul H. Lohaus  
*Director, STP*

Original signed by  
*Paul H. Lohaus*

*Date: 2/18/2003*

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Josephine M. Piccone  
*Deputy Director, STP*

Original signed by  
*Josephine M. Piccone*

*Date: 2/11/2003*

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John G. Zabko  
*Procedure Contact, STP*

Original signed by  
*John G. Zabko*

*Date: 2/6/2003*

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### **NOTE**

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



**Procedure Title:**

***Annual Organization of Agreement States and  
Conference of Radiation Control Program Directors, Inc.,  
Commission Briefing***

**Procedure Number: SA-1100**

**Page: 1 of 3**

**Issue Date:  
2/18/2003**

**I. INTRODUCTION**

This document describes the procedure for the coordination and notification of the Office of State and Tribal Programs (STP), the Organization of Agreement States (OAS) and Conference of Radiation Control Program Directors, Inc. (CRCPD), briefing of the U.S. Nuclear Regulatory Commission (the Commission). This procedure can also be used as guidance for planning other Commission briefings.

**II. OBJECTIVES**

- A. To provide guidance to STP, OAS and CRCPD staff on scheduling the Annual OAS/CRCPD Commission Briefings, taking into account west coast state's interest in observing the briefing via teleconference or webcast.
- B. To provide guidance to OAS and CRCPD on the submission of briefing materials in advance of the annual Commission briefing.
- C. To provide guidance to STP, OAS and CRCPD staff on interactions with the Office of the Executive Director for Operations (OEDO) and the Office of the Secretary (SECY) of the Commission staff.
- D. To provide guidance to STP staff on interactions with the Office of the Chief Information Officer (OCIO) staff regarding arrangements for audio visual support, including video tape requests, and Commission video streaming for interested States.

**III. BACKGROUND**

The Annual OAS/CRCPD Commission briefing provides an opportunity for the OAS Executive Board and the CRCPD Chairperson to inform the Commission of radioactive materials policy and regulatory issues of mutual interest. The annual OAS/CRCPD Commission briefing originated from an annual letter presented to the Commission, following the OAS annual Meeting, discussing areas of concern or mutual interest between the Commission and the OAS. The CRCPD was included in this briefing as the two organizations, OAS and CRCPD, developed a closer working relationship. The participants of the briefing usually include the Chair, Chair elect and past Chair of the OAS and the current Chair of the CRCPD. The annual Commission briefing has been used in place of this annual OAS/CRCPD Commission letter.

**IV. ROLES AND RESPONSIBILITIES**

- A. The OAS and CRCPD should notify STP on an annual basis of their desire to brief the Commission and will identify areas for discussion. This notification should be in the form of a letter addressed to the Director of STP and should usually follow the annual fall Agreement State meeting.
- B. STP has the lead responsibility for coordinating the scheduling of the Annual OAS/CRCPD Commission Briefing with SECY through the OEDO, as well as coordinating any audio/visual support.
- C. STP will request a detailed listing of briefing topics, from the OAS and CRCPD, following the scheduling of the briefing. OAS and CRCPD should provide the list to STP no later than 45 days prior to the briefing date.
- D. STP will provide the listing of topics together with background information on each topic, developed by the Staff, to the Commissioner Assistants no later than 14 days prior to the brief. Included in the briefing package, STP will also forward to the Commissioner Assistants, a synopsis of Agreement States and Regions Integrated Materials Performance Evaluation Program (IMPEP) reviews.
- E. OAS has the lead responsibility, in consultation with CRCPD, for soliciting topics of discussion and coordinating State participation in the annual Commission briefing.
- F. STP will provide Agreement and non-Agreement States with notification of the Commission briefing, including information concerning the webcast of the briefing from the NRC website, as soon as possible following the confirmation of the Commission brief date with OAS, CRCPD and SECY.

## **V. GUIDANCE**

- A. Scheduling Commission Briefing
  - 1. STP, in coordination with OEDO and SECY, will provide the OAS and CRCPD with proposed Commission briefing dates. Commission briefings are generally scheduled for approximately 1.5 hours. To the degree possible, STP will work with SECY to identify briefing times no earlier than 11:00 a.m. EST to accommodate the viewing by States in the Pacific time zone. The first 45 minutes is generally devoted to the OAS/CRCPD briefing and the remaining time is reserved for the Commissioners' questions and answers.

**B. Submission of Commission Briefing Materials**

1. OAS and CRCPD will provide STP with the names of the Commission briefing participants. STP will provide that information to OEDO and SECY.
2. OAS and CRCPD will provide STP copies of all briefing materials including any electronic presentations in advance of the briefing in a format following Commission guidance. These materials should be submitted to the OEDO for submission to the Commission **at least** five business days in advance of the scheduled Commission briefing.
3. STP will make 75 copies of the submitted briefing material or other relevant written information, provided by OAS and CRCPD, and make that information available in the Commissioners' Conference Room approximately 20 minutes before the start of the Commission briefing.

**C. Scheduling Audio/Visual Needs and Support**

1. STP has the lead responsibility for coordinating with OCIO on audio/visual support for the OAS/CRCPD Commission briefing.
2. OAS and CRCPD briefing materials should be reviewed, and electronic presentations programmed into the audio/visual booth in the Commissioners Conference Room at least 30 minutes before the start of the Commission briefing.

**D. Agreement and Non-Agreement State participation**

1. The annual OAS/CRCPD Commission briefing is accessible for viewing via the world wide web. It will be webcast from the NRC web Site at: <http://www.nrc.gov/public-involve/public-meetings/webcast-live.html> States are encouraged to go to the site in advance of the scheduled day of the briefing to verify that their computer system contains the appropriate software for viewing the briefing. The web site contains information on the software necessary for viewing and where to obtain system upgrades to allow webcast viewing.



## STP Procedure Approval

*Monthly*  
**U.S. Nuclear Regulatory Commission**  
**Organization of Agreement States**  
**Conference of Radiation Control Program Directors, Inc.**  
**Teleconference**  
**SA-1101**

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Issue Date: February 18, 2003

Review Date: February 18, 2006

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*Date: 2/18/2003*

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**Procedure Title:**  
*Monthly NRC/OAS/CRCPD Teleconference*  
**Procedure Number: SA-1101**

**Page: 1 of 3**

**Issue Date:**  
**2/18/2003**

## **I. INTRODUCTION**

This document describes the procedure for the Nuclear Regulatory Commission (NRC) Office of State and Tribal Programs (STP), Organization of Agreement States (OAS) and Conference of Radiation Control Program Directors, Inc. (CRCPD) for coordination, notification, and administration of the Monthly NRC/OAS/CRCPD Teleconference (Monthly Teleconference) to discuss items of mutual interest. This procedure can also be used as guidance for planning other teleconferences with the OAS and the CRCPD, as needed.

## **II. OBJECTIVES**

To provide guidance to STP, OAS, CRCPD, NRC offices and other interested States on the coordination, notification and administration of the Monthly Teleconference.

## **III. BACKGROUND**

The Monthly Teleconference was established on July 14, 1995, between NRC and OAS. The purpose of the conference was to discuss with OAS the programmatic changes that STP was in the process of developing in the areas of the Integrated Materials Performance Evaluation Program (IMPEP) and the Policy Statement on the Adequacy and Compatibility of Agreement State Programs. Due to the success of the 1995 Teleconference, OAS and NRC agreed the teleconference should be held on a monthly basis and the agenda should be expanded to include other current topics, and the CRCPD should also join the Teleconference. The Monthly Teleconference continues to provide a regular opportunity for the NRC, OAS, and CRCPD to discuss regulatory issues of mutual interest.

## **IV. ROLES AND RESPONSIBILITIES**

### **A. STP**

1. STP has the lead responsibility for coordination, notification, and administration of the Monthly Teleconference with the OAS, the CRCPD and NRC staff.
2. STP will designate a project manager who will be responsible for coordination and notification of the Monthly Teleconference.
3. STP will establish an electronic notification list of participants based on inputs from the OAS, CRCPD, NRC staff and other interested States.

4. STP will periodically update the list of participants as directed by the OAS, CRCPD, NRC staff and other interested States.
5. STP will reserve a Monthly Teleconference bridge number with an adequate number of telephone lines.
6. STP will notify the list of participants of the upcoming Monthly Teleconference.
7. STP will distribute a draft agenda for the Monthly Teleconference, and will solicit input on the draft agenda.
8. STP will revise the draft agenda after the receipt of comments from the list of participants and will distribute the final agenda for the Monthly Teleconference.

**B. OAS**

1. OAS will supply comments/suggestions on the draft agenda for the Monthly Teleconference.
2. An OAS designee will take notes during the monthly teleconference and distribute same to interested participants.

**C. CRCPD**

1. CRCPD will supply comments/suggestions on the draft agenda for the Monthly Teleconference

**V. GUIDANCE**

**A. STP Preparations for the Monthly Teleconference**

1. **Teleconference Date and Time:** The date and time of the Monthly Teleconference will be established through collaboration with the list of participants. The date and time of the next Monthly Teleconference will usually be decided at the end of each Monthly Teleconference. If a situation arises, which requires the modification of the agreed upon date and time, STP will promptly notify the participants of the change and will collaborate with the participants to establish a new date and time. In addition, other teleconferences, as needed, may be held outside of the Monthly Teleconference schedule.

2. Telephone Lines: The bridge number for the Monthly Teleconference should be reserved at least two weeks prior to the teleconference. At least 20 lines should be established for the Monthly Teleconference. The bridge number and lines are reserved through the NRC Telecommunication/Conference Call Switchboard Operators.
  3. List of Participants: The list of participants shall be representatives of STP, the OAS, the CRCPD, NRC staff and other interested States. The participation of the Chair, Chair-Elect, Past Chair and other members of the CRCPD and OAS boards will be determined at the discretion of each organization. Periodic updates of the list will be made to reflect changes in these organizations. Interested participants should request participation directly through the STP Project Manager.
  4. Agenda: The agenda for the Monthly Teleconference will be established through collaboration with STP, OAS, CRCPD and other participating NRC offices. A draft agenda will be distributed to the participants approximately two weeks before the scheduled Monthly Teleconference and input will be requested within one week. STP will modify the agenda based upon input from the participants and distribute the final agenda at least two days prior to the teleconference.
  5. Notification: Notification of the Monthly Teleconference will be provided through electronic means. The first notification of the Monthly Teleconference will include the telephone bridge information, the list of participants, and the draft agenda. The second notification will include the same information as the first notification except the final agenda replaces the draft.
- B. The Monthly Teleconference will usually be facilitated by STP Management. STP will require all participants, including those just listening in, to identify themselves and their affiliation. The Monthly Teleconference will be administered in a way that encourages free flowing exchange of ideas and information.