



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

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## **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.