



UNITED STATES  
NUCLEAR REGULATORY COMMISSION

WASHINGTON, D.C. 20555-0001

DEC 22 2003

ASTM, Inc.  
ATTN: Bing Ran  
2136 Gallows Road, Suite F  
Dunn Loring, VA 22027

Subject: Task Order 1 under Contract NO. NRC-08-04-414 Entitled "Support To Atomic Energy Committee Of The Republic Of Kazakhstan"

In accordance with Section G.4, Task Order Procedures, of the subject contract, this letter definitizes Task Order No. 1. This effort shall be performed in accordance with the enclosed Statement of Work and ASTM, Inc. technical proposal dated December 12, 2003, which is hereby incorporated by reference.

The period of performance for Task Order No. 1 is January 1, 2004 through December 31, 2005. The total cost ceiling is \$749,049.06. The amount of \$690,890.54 represents the total reimbursable costs and the amount of \$58,158.52 represents the fixed fee.

Accounting data for Task Order No. 1 is as follows:

B&R No.:	47040401557
Job Code:	K2003
BOC Code:	252A
APPN:	3/41093
OIP ID:	OIP-04-300
Amount:	\$100,000.00 (This amount was obligated under the basic contract)

The issuance of this task order does not amend any terms or conditions of the subject contract.

Your contacts during the course of this task order are:

Technical Matters: John Ramsey, Project Officer  
(301) 415-2744

Contractual Matters: Sharlene McCubbin, Contract Specialist  
(301) 415-6565

TEMPLATE - ADM001

ADM002

Please indicate your acceptance of this task order by having an official authorized to bind your organization, execute three copies of this document in the space provided and return two copies to the Contract Specialist. You should retain the third copy for your records.

Sincerely,



Stephen Pool, Contracting Officer  
Contract Management Center No. 2  
Division of Contracts  
Office of Administration

Enclosure:  
As Stated

ACCEPTED: TASK ORDER NO. 1



NAME

Bing Ran

TITLE

Executive Vice President

DATE

12/30/03

**STATEMENT OF WORK FOR TASK NUMBER 2  
STRENGTHENING REGULATORY OVERSIGHT OF RADIOACTIVE SOURCES  
OCTOBER 2003**

**ACTIVITIES TO BE CONDUCTED**

**ACTIVITY 1 PROGRAM PLANNING AND MANAGEMENT**

The contractor shall assist designated regulatory authorities in Europe and Eurasia and their technical support organizations in the establishment of a country-specific long-term development plan for strengthening regulatory oversight of radioactive sources. The plan will identify the priority areas, define detailed scope of work, schedule and level of effort. The contractor shall also in the periodic review and update of the long-term development plan.

The contractor will periodically review and develop in consultation with the NRC and the designated regulatory authority the short-term objectives and short term scope of work. The short term objectives and scope of work will depend on a number of factors achievements to date, immediate needs, funding availability and other factors.

The contractor shall develop an appropriate contractual relationship with the designated regulatory authorities and/or other entities needed to perform work under this task. The contract will identify the process for preparation, review and issuing of task orders, establish appropriate labor rates, and establish the criteria and the process for work acceptance and financial and technical reporting.

**ACTIVITY 2 REVIEW AND DEVELOPMENT OF LEGISLATIVE AND TECHNICAL BASES FOR OVERSIGHT OF RADIOACTIVE SOURCES**

The contractor shall assist the designated regulatory authority in reviewing country-specific laws, regulations, standards and guides utilized in performing regulatory oversight of radioactive sources and in comparing them to US and IAEA regulations, standards and guides. Differences (strengths, weaknesses, omissions, etc.) between the country-specific regulations, standards and guides currently utilized and those utilized internationally should be identified and recommendations for improvements made. A prioritized plan for revising the existing country-specific regulatory structure and for the introduction and adoption of new regulatory requirements should also be developed.

Contractor shall assist the designated regulatory authority in modifying nuclear-related laws, regulations, standards and guides to incorporate recommendations made, as appropriate. This effort should be performed in cooperation with the local regulatory authority, as well as with other in-country experts. In addition, support should be provided to the local regulatory authority for the conduct of seminars for providing information to appropriate in-country entities (end users, licensees, etc.) on the changes made.

Contractor shall assist the regulatory authority and its client organizations in developing and establishing internal procedures needed to consistently implement the developed basic regulations, standards and guides. This will include both technical and administrative-related procedures.

#### **ACTIVITY 5 TECHNICAL SUPPORT**

The contractor shall provide needed expertise, advise and training to identified designated regulatory authorities on technical issues associated with safety and security of radioactive sources. This effort will include review and comment of safety analysis reports and other safety-related information, as well as development of appropriate licensing plans and schedules. All activities should be conducted in accordance with the regulations, standards, guides and procedures developed during Activities 2, 3, and 4 above.

#### **ACTIVITY 6 COORDINATION OF ONGOING AND/OR PLANNED ACTIVITIES**

The contractor shall assist both NRC and the designated regulatory authorities in coordinating ongoing and/or planned activities with other involved entities. Such coordination could include (but is not necessarily limited to) representatives of other entities within the Government of the United States (for example, the Departments of State and Energy), representatives of entities within other governments (for example, the Federal Nuclear and Radiation Safety Authority and Ministry of Atomic Energy of the Russian Federation and EU) and representatives of international organizations (for example, the IAEA).

#### **ANTICIPATED LEVEL OF EFFORT**

##### **ACTIVITY 1 PROGRAM PLANNING AND MANAGEMENT**

The estimated level of effort for Activity 1 is 0.15 FTE over a 2-year period which is anticipated to start no later than January 1, 2004.

##### **ACTIVITY 2 REVIEW AND DEVELOPMENT OF LEGISLATIVE AND TECHNICAL BASES FOR OVERSIGHT OF RADIOACTIVE SOURCES**

The estimated level of effort for Activity 2 is 1.00 FTE over a 2-year period, which is anticipated to start no later than January 1, 2004.

##### **ACTIVITY 3 DEVELOPMENT OF A NATIONAL DATABASE (REGISTRY) FOR RADIOACTIVE SOURCES**

The estimated level of effort for Activity 3 is 0.50 FTE over a 2-year period, which is anticipated to start no later than January 1, 2004.

##### **ACTIVITY 4 ENHANCING DAY-TO-DAY OVERSIGHT OF RADIOACTIVE SOURCES**

The estimated level of effort for Activity 4 is 1.00 FTE over a 2-year period, which is anticipated to start no later than January 1, 2004.

##### **ACTIVITY 5 TECHNICAL SUPPORT**

The estimated level of effort for Activity 5 is 0.50 FTE over a 2-year period, which is anticipated to start no later than January 1, 2004.

## ACTIVITY 6 COORDINATION OF ONGOING AND/OR PLANNED ACTIVITIES

The estimated level of effort for Activity 6 is 0.10 FTE over a 2-year period, which is anticipated to start no later than January 1, 2004.

### ANTICIPATED SCHEDULE AND DELIVERABLES

The contractor shall begin efforts as specified in Activities 2, 3 and 4 for each regulatory authority specifically designated by NRC within 60 days after acceptance of this task. The regulatory authorities of Armenia, Kazakhstan and Ukraine shall be considered the designated regulatory authorities for provision of support by this task. However, the NRC project manager may designate additional regulatory authorities for provision of support by this task. Provision of support to any additional regulatory authorities designated by the NRC project manager shall commence within 60 days after designation by the NRC project manager.

The contractor shall provide the NRC project manager with copies of basic regulations, standards, guides, internal procedures, etc. developed under Activities 2, 3 and 4 within 60 days of their completion.

The contractor shall also prepare and submit a quarterly status report to the NRC project manager and the contracting officer. This report shall contain such information as:

#### Financial Status

- o Total Estimated Contract Amount;
- o Total Funds Obligated to Date;
- o Total Costs Incurred in the Reporting Period;
- o Detailed Costs Incurred During the Reporting Period;
- o Balance of Obligations Remaining; and
- o Balance of Funds Needed to Complete Contract/Task Order.

#### Technical Progress

- o Efforts Completed/Schedule Milestone Information;
- o Work Performed During the Reporting Period;
- o Plans for Next Reporting Period; and
- o Anticipated Problem Areas.

### ANTICIPATED MEETINGS AND TRAVEL

The contractor shall maintain effective communication with both the NRC project manager and designated regulatory authority project managers. Coordination meetings between the contractor, the NRC project manager and the designated regulatory authority project managers throughout the duration of this task order are anticipated. Meetings will primarily be held at NRC offices in Rockville, Maryland, and at corresponding designated regulatory authority offices in Europe and Eurasia. Meetings will be scheduled on an as needed basis. For planning purposes, it should be assumed that coordination meetings are held quarterly

alternating between Rockville, Maryland and locations in Europe and Eurasia. In addition, the NRC project manager and the designated regulatory authority project managers may choose to periodically meet at the contractor's facility to review progress and to provide input into the project.

**NRC FURNISHED MATERIAL**

Materials under this task order will be provided on an as needed basis per mutual agreement .

**CONTRACTOR ACQUIRED MATERIAL**

Materials under this task order will be acquired on an as needed basis.

**PERIOD OF PERFORMANCE**

The period of performance for the work specified in this SOW shall commence on the effective date of this task order and shall continue until two years after the effective date of this task order.