



OSTP Procedure Approval

Orientation Meetings for New Agreement States

SA-118

Issue Date:

Expiration Date:

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NOTE

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I. INTRODUCTION

This procedure describes the general objectives and process to be followed when scheduling, assigning personnel staffing, conducting, and reporting documenting an orientation meeting with a new Agreement States.

II. OBJECTIVES

- A. Designate the timing of an orientation meeting with a new Agreement State.
- B. Establish the procedures for scheduling and conducting a one-day orientation meeting with a new Agreement State.
- C. Identify the NRC staff and requested Agreement State staff who should participate in the orientation meeting, including the staff responsible for conducting the meeting.
- D. Interpret Define the scope of activities and areas that should be discussed during the orientation meeting.
- E. Define Establish the methods and timing for documenting and communicating the results of the orientation meeting to the new Agreement State.
- F. Specify the correct steps to take when concerns are identified during the orientation meeting.
- G. Establish mechanisms to communicate orientation meeting results to the Management Review Board (MRB).

III. BACKGROUND

For new Agreement States, an orientation meeting will be held with the State after the signing of the Agreement and prior to the first program review, in accordance Management Directive (MD) 5.6, "Integrated Materials Performance Evaluation Program" (IMPEP). This meeting will be used to gain an understanding of the State's efforts in establishing a program that meets the criteria of Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program (IMPEP)* and to identify

any concerns or issues during the initial implementation of the Agreement prior to the first IMPEP review.

IV. ROLES AND RESPONSIBILITIES

A. ~~The senior project manager for IMPEP coordination is responsible for tracking orientation meetings for new Agreement States, as well as action items identified during orientation meetings. The senior project manager for IMPEP coordination is responsible for:~~ IMPEP Project Manager:

1. Informing each Regional State Agreements Officer (RSAO) of the State(s) requiring orientation meetings along with the proposed IMPEP review and periodic meeting schedule for each year.
2. Identifying any meeting action items that have not been resolved at the time the meeting summary letter is dispatched and notifying the Office of State and Tribal Programs (OSTP) controlled ticket coordinator to formally ticket and assign any necessary action items.
3. Coordinates and schedules discussion of the final orientation meeting summary report at an MRB meeting.

B. ~~The Regional State Agreements Officer (RSAO) is responsible for scheduling an orientation meeting with each new Agreement State in their Region. The RSAO is responsible for:~~

1. Schedules orientation meetings with new Agreement States in his/her Region.
2. Coordinating a meeting date with Regional management, the Agreement State program management, and the OSTP Agreement State Project Officer (ASPO) to assure that a suitable date for the meeting is chosen. ~~The senior project manager for IMPEP coordination and Regional management, as required by Regional procedure or practice, will be informed of the orientation meeting date.~~
3. Informs STP management, the IMPEP Project Manager, and appropriate Regional management of the meeting date.

24. Developing a draft agenda for the meeting with Agreement State program management. ~~The RSAO should also consult with the State Program Director and the ASPO to estimate the length of the meeting.~~
35. Issuing, once a proposed meeting date has been chosen, a letter to the Agreement State Radiation Control Program Director a minimum of sixty (60) days before the meeting confirming the meeting date. The letter ~~should~~ shall include the draft agenda that was developed ~~jointly~~ in coordination with Agreement State program management, as well as a request for any comments on the draft agenda and additional ~~specific~~ meeting discussion topics. Appropriate Regional management; the Deputy Director, ~~Office of State Programs (OSTP);~~; the ASPO; and the ~~senior~~ IMPEP pProject mManager for ~~IMPEP coordination~~ should be on distribution for the letter. ~~A sample letter is attached as~~ (See Appendix A for a sample orientation meeting confirmation letter.)
46. Scheduling and planning the meeting to ensure that State attendance will include at least one radiation control program representative who can speak on behalf of the Agreement State program. Preferably, the Agreement State Radiation Control Program Director will attend the meeting. Agreement State program staff attendance at the meeting will be determined by the Agreement State.
57. Becomes familiar with the new Agreement State program prior to the meeting. The RSAO should review the final staff assessment of the proposed Agreement State program. The RSAO should obtain a detailed printout of all State Nuclear Materials Event Database (NMED) data since the effective date of the Agreement. The RSAO should ~~also~~ be familiar with all allegations and concerns referred to the State for handling since the effective date of the Agreement (obtained from the Regional Senior Allegations Coordinator, ~~and~~ the Allegation Management System, and/or the STP Allegations Coordinator);. The RSAO should also be familiar with ~~and~~ the status of the State's regulations as detailed in the STP State Regulation Status Data Sheet ~~Assessment Tracking System (RATS)~~ and verify the status with the STP State Regulation Review Coordinator.
68. Serving as lead ~~facilitator~~ for the meeting. If the RSAO cannot serve as lead, the RSAO will reschedule the meeting, or request that the ASPO lead the meeting. If the RSAO is unfamiliar with ~~an Agreement~~ the State for any reason (e.g., there is a new RSAO or the RSAO was not involved in the evaluation of the request for the Agreement), ~~OSTP~~ and Regional management may choose to send an ~~OSTP~~ or Regional staff member more knowledgeable about the

State to the meeting. This decision will be made on a case-by-case basis. The RSAO will continue to act as the lead for the meeting, if in attendance.

79. Prepare Issues a final meeting summary and sends an electronic copy of the meeting summary and letter to the Deputy Director, STP; appropriate Regional management; senior the IMPEP pProject mManager for IMPEP coordination; and the ASPO.
10. Leads the discussion of the orientation meeting summary report with the MRB. (The meeting's results should normally be discussed at the next scheduled MRB meeting unless significant concerns identified necessitate a special MRB meeting.)

C. Agreement State Project Officer (ASPO):

1. ~~The ASPO will normally a~~Attends and participates in the meeting. (An alternate ØSTP staff member may attend the meeting if the ASPO cannot attend.)
2. Coordinates and assists the RSAO in meeting preparation and development of specific information areas that should be covered during the meeting (e.g., event reporting, allegations, and status of regulations).
3. Leads the meeting if the RSAO is not in attendance, or if requested.
4. Leads the discussion of the final orientation meeting summary report with the MRB when the RSAO is not available.

D. Agreement State Radiation Control Program Director:

The Agreement State Radiation Control Program Director (or a designee) will be invited to participate in the discussion of the State's orientation meeting summary at the MRB meeting.

E. Management Review Board (MRB):

1. The MRB provides a senior level review of the results of orientation meetings. Its membership includes: Deputy Executive Director for Materials, Research, and State Programs (DEDMRS); Director, Office of Nuclear Material Safety and Safeguards (NMSS); Director, STP; the General Counsel; and an

Organization of Agreement States (OAS) Liaison to the MRB. (See STP Procedure SA-106, Management Review Board and MD 5.6 for additional information on the MRB.)

2. The MRB will always be apprized on the results of orientation meetings. The MRB provides directions on a course of action when concerns are identified during an orientation meeting. Directions on a course of action will be communicated directly to the Agreement State Radiation Control Program Director or his/her representative either at the MRB meeting or by letter.

V. GUIDANCE

- A. Orientation meetings with new Agreement States should take place at approximately nine months following after the signing of the Agreement, unless an alternative frequency timeframe is decided upon by STP management.
- B.
 1. The orientation meeting serves as a forum to hold discussions, to exchange information, to identify areas of concern during the initial implementation for the new Agreement State program, and to assess IMPEP review planning. The orientation meeting is not a formal evaluation and is not intended to include reviews of any licensing, inspection, or incident files. Review of some documents, however, may be useful during the meeting to clarify points made in discussions (e.g., summary printouts of inspection information, close-out letters in incident files).
 2. The single exception is the review of all allegations and concerns referred to the State by the NRC in which the alleged's identity has been withheld. The RSAO should discuss and review these allegations and concerns in depth. In addition, any Agreement State program or employee performance concerns referred to the State from the NRC should be discussed (See STP Procedure SA-400, *Management of Allegations*, for additional information on Agreement State performance concerns). It is not necessary to perform an in-depth review on performance concerns closed through STP Procedure SA-400. The RSAO and ASPO must assure the appropriate follow-up is taken (e.g., that the State has addressed allegations in accordance with State procedures).
- BC. As appropriate, the scope of topic areas for discussions during the meeting should include ~~(but is not limited to):~~

1. Strengths and/or weaknesses of the State program, as identified by the State or the NRC, including identification of actions that could diminish weaknesses.
2. Feedback on the NRC's program as identified by the State and including identification of any action that should be considered by the NRC.
3. Status of the State program or policy changes under development or recently completed since the effective date of the Agreement, including:
 - a. ~~Changes in program~~ Staffing and training:
 - i) Number and adequacy of full-time equivalents (FTE) in the radioactive materials program;
 - ii) Training and qualifications of materials staff;
 - iii) Program vacancies;
 - iv) Staff turnover.
 - b. ~~Program reorganizations~~ Materials Inspection Program:

Discuss the status of the inspection program including whether an inspection backlog exists and the steps being taken to reduce the backlog.
 - c. Regulations and Legislative changes:

Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements.
 - d. ~~Redistribution of responsibilities~~ Program reorganizations:

Discuss any changes in program organization including program/staff relocations and new appointments.
 - e. Changes in program budget/funding.
 - f. For States whose Agreement became effective after August 26, 1999 determine the status of Site Decommissioning Management Plan (SDMP) sites transferred to the State. [Note that the Commission has asked that the State notify the NRC when the license has been terminated and when the site has been released for unrestricted use as defined by the Agreement State].

4. ~~Status of NRC program changes (similar to those in 2.) that could impact Agreement States.~~

54. ~~Results of any internal program audits/self assessments conducted by the State.~~ Response to Incidents and Allegations:
 - a. Status of allegations and concerns referred by the NRC for action;
 - b. Event reporting, including follow-up and closure information in the Nuclear Materials Events Database (NMED);
 - c. Significant events and generic implications.

65. ~~Status of all allegations and concerns previously referred by NRC to the Agreement State Radiation Control Program for action since the effective date of the Agreement, and methods used to resolve allegations and concerns that have been closed.~~ Status of the following Program areas (include if applicable):
 - a. Sealed Source & Device Evaluation Program;
 - b. Uranium Recovery Program;
 - c. Low-Level Waste Disposal Program.

76. ~~Compatibility of Agreement State regulations.~~ Information exchange and discussion:
 - a. Current State initiatives;
 - b. Emerging technologies;
 - c. Large, complicated or unusual authorizations for use of radioactive materials, including:
 - i) Panoramic/Pool/Underwater Irradiators;
 - ii) Major decommissioning and license termination actions;
 - iii) Waste processing, storage and disposal licenses;
 - d. State's mechanisms to evaluate performance (as applicable):
 - i) Self audits;
 - ii) Computer tracking;
 - iii) Inspector accompaniments;
 - iv) Other management tools.
 - e. NRC current initiatives.

- ~~8. NMED reporting including event follow up and closure information.~~
97. Schedule for the first IMPEP review.
8. Other topics.
- C. ~~During the course of the meeting discussions, all of the common and applicable non-common performance indicators should be addressed to determine if any of the actions detailed in Section V.H., below are necessary.~~
- D. ~~The orientation meeting is for discussions, information exchange, and identification of potential areas of concern during the initial implementation for the new Agreement State program, and for IMPEP review planning, but not for a formal evaluation. The orientation meeting is not intended to include reviews of licensing, inspection, or incident files. Review of some documents, however, may be useful during the meeting to clarify points made in discussions (for example, summary printouts of inspection information, close-out letters in incident files, etc.). The single exception is the review of all allegations and concerns referred to the State by the NRC. The RSAO should discuss and review these allegations and concerns in depth.~~
- ED. During the meeting, NRC representatives should request introductions to new staff or to staff that they have not met previously.
- FE. As time permits, open exchanges between NRC and Agreement State staff not in attendance at the meeting is encouraged.
- GF. 1. The meeting lead should informally share, prior to its final issuance, a draft summary report with the Agreement State Radiation Control Program Director, the ASPO and any other NRC staff attending the meeting for review and comment. The RSAO meeting lead should dispatch and distribute the a concise final summary letter of the meeting to the Agreement State Radiation Control Program Director within thirty (30) days and provide a copy to appropriate Regional management, the Deputy Director, ØSTP, the ASPO, and the senior IMPEP pProject mManager for IMPEP coordination. The letter should shall include a list of meeting attendees, a brief synopsis of what was discussed during the meeting, and a summary identifying any key facts or changes, both positive and negative, from the meeting which could affect the focus and timing of the first IMPEP review, or program implementation.

2. No specific information about any allegations or concerns discussed at the meeting that could identify an alleged should be contained in the letter. The letter should state only the number of allegations and concerns discussed and whether ~~or not~~ the casework has been handled adequately. (If an Agreement State is not handling allegations or concerns in a manner consistent with the guidance provided in MD 8.8, "*Management of Allegations*", the meeting lead should report this fact separately to ØSTP management. ~~That is, the~~ Agreement State should have investigated the allegations and concerns, documented the results, and provided confidentiality in accordance with the Agreement State's statutes, rules and procedures.)
 3. The State should be requested to provide additional comments if ~~it~~ they believes ~~that~~ the letter content does not accurately reflect the meeting discussions. (~~A sample letter is attached as~~ See Appendix B for a sample orientation meeting summary letter.)
- HG. If programmatic or performance concerns about ~~an~~ the Agreement State program are ~~raised~~ identified during the meeting:
1. The concerns shall be documented in the meeting summary report and presented to the MRB as part of the discussion of the orientation meeting results.
 - ±2. If the concerns have the potential to immediately affect public health and safety, ~~the~~ RSAO and ASPO should immediately inform ØSTP and Regional management and the IMPEP Project Manager of the findings and ~~recommend~~ propose a course of action. STP management should notify the MRB Chair about the concerns identified and the proposed course of action. Depending on the severity of the safety concern, the MRB may be convened to discuss the concerns and the proposed course of action.
 2. ØSTP and Regional management, along with the RSAO and the ASPO, will agree on a course of action. In the circumstance that the MRB was convened to discuss the safety concern, the MRB will decide and agree upon a course of action. Possible actions include altering the schedule for the first IMPEP review of the new Agreement State, conducting a special review of selected program areas, ~~or~~ setting up additional correspondence or meetings with the State, or placing the Agreement State on monitoring. (See STP Procedure SA-122 for additional information on monitoring.)

3. Once a formal course of action has been decided, an ~~additional~~ letter signed by the Director, ~~OSTP~~, ~~should~~ may be sent to the Agreement State Radiation Control Program Director, along with the meeting summary letter. The letter ~~should~~shall include an explanation of the specific course of action decided upon by ~~OSTP~~ and Regional management, the RSAO, and the ASPO, or the MRB, as well as a ~~detailed~~ summary of the reasons ~~behind~~supporting the decision. (~~A sample letter is attached as See Appendix C for a sample “course of action” letter.~~)

VI. APPENDICES

- Appendix A - Sample ~~orientation meeting confirmation letter. to Agreement State Radiation Control Program Director~~
- Appendix B - Sample orientation meeting summary letter. ~~to Agreement State Radiation Control Program Director~~
- Appendix C - Sample “course of action” letter. ~~to Agreement State Radiation Control Program Director~~

VII. REFERENCES

1. NRC Management Directive 5.6, *“Integrated Materials Performance Evaluation Program (IMPEP).”*²²
2. NRC Management Directive 8.8, *“Management of Allegations.”*²²
3. STP Procedure SA-106, *Management Review Board.*
4. STP Procedure SA-122, *Heightened Oversight and Monitoring.*
5. STP Procedure SA-400, *Management of Allegations.*

Appendix A

SAMPLE ~~ORIENTATION MEETING CONFIRMATION LETTER TO AGREEMENT~~ STATE RADIATION CONTROL PROGRAM DIRECTOR

Dear [Agreement State Program Director]:

In accordance with Office of State and Tribal Programs (OSTP) Procedure SA-118, U.S. Nuclear Regulatory Commission (NRC) staff schedules a meeting with you and members of your staff at approximately nine months after the effective date of the Agreement. The purpose of this meeting is to exchange information and discuss ~~potential~~ difficulties experienced during the initial implementation of your program. During the meeting, we will also discuss planning for your first full Integrated Materials Performance Evaluation Program (IMPEP) review.

The meeting should not require more than one day. This letter confirms that, based on our previous discussions, the meeting will be held in your offices on [date]. In addition to myself, [ASPO], Office of State and Tribal Programs, as the Project Officer for [State], [and identify any other NRC staff] will be in attendance.

Based on our discussions, the topics for ~~conversation~~ discussion at the meeting include [add or delete topics, as appropriate, based on agenda planning discussions with the State]:

1. Strengths and/or weaknesses of the State program, as identified by the State or the NRC; including identification of actions that could diminish weaknesses.
2. Feedback on the NRC's program as identified by the State ~~and~~ including identification of any action that should be considered by the NRC.
3. Status of the State program ~~or policy changes under development or recently completed since the effective date of the Agreement~~, including:
 - a. ~~Changes in program's~~ Staffing and training:
 - i) Number and adequacy of full-time equivalents (FTE) in the radioactive materials program;
 - ii) Training and qualifications of materials staff;
 - iii) Program vacancies;
 - iv) Staff turnover.
 - b. ~~Program reorganizations~~ Materials Inspection Program:

Discuss the status of the inspection program including whether an inspection backlog exists and the steps being taken to reduce the backlog.
 - c. Regulations and Legislative changes:

Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements.

- d. ~~Redistribution of responsibilities~~Program reorganizations:
 - Discuss any changes in program organization including program/staff relocations and new appointments.
 - e. Changes in program budget/funding.
 - f. For States whose Agreement became effective after August 26, 1999 determine the status of Site Decommissioning Management Plan (SDMP) sites transferred to the State. [Note that the Commission has asked that the State notify the NRC when the license has been terminated and when the site has been released for unrestricted use as defined by the Agreement State].
4. Status of NRC program changes (similar to those in 2.) that could impact Agreement States:
54. ~~Results of any internal program audits/self assessments conducted by the State.~~Response to Incidents and Allegations:
- a. Status of allegations and concerns referred by the NRC for action;
 - b. Event reporting, including follow-up and closure information in the Nuclear Materials Events Database (NMED);
 - c. Significant events and generic implications.
65. ~~Status of all allegations and concerns previously referred by NRC to the Agreement State Radiation Control Program for action since the effective date of the Agreement, and methods used to resolve allegations and concerns that have been closed.~~Status of the following Program areas (include if applicable):
- a. Sealed Source & Device Evaluation Program;
 - b. Uranium Recovery Program;
 - c. Low-Level Waste Disposal Program.
76. ~~Compatibility of Agreement State regulations.~~Information exchange and discussion:
- a. Current State initiatives;
 - b. Emerging technologies;
 - c. Large, complicated or unusual authorizations for use of radioactive materials, including:
 - i) Panoramic/Pool/Underwater Irradiators;
 - ii) Major decommissioning and license termination actions;
 - iii) Waste processing, storage and disposal licenses;
 - d. State's mechanisms to evaluate performance (as applicable):
 - i) Self audits;
 - ii) Computer tracking;

- iii) Inspector accompaniments;
- iv) Other management tools.

e. NRC current initiatives.

~~8. NMED reporting including event follow up and closure information.~~

97. Schedule for the first IMPEP review.

8. Other topics.

~~If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know.~~

If you have any questions, please call me at [RSAO phone number], or e-mail to [RSAO e-mail address].

Sincerely,

[RSAO]

cc: [SLO]
[Deputy Director, STP]
[Regional Manager]
[ASPO]
[IMPEP Project Manager]

Appendix B

SAMPLE ORIENTATION MEETING SUMMARY LETTER TO AGREEMENT STATE RADIATION CONTROL PROGRAM DIRECTOR

Dear [Agreement State Program Director]:

An orientation meeting with the [State] radiation control program was held on [date]. The purpose of this meeting was to discuss the implementation of [State's] Agreement State program. The U.S. Nuclear Regulatory Commission (NRC) was represented by [ASPO and/or other ØSTP staff] from the NRC's Office of State and Tribal Programs, [any additional NRC staff in attendance including Regional staff] and me. Specific topics and issues of importance discussed at the meeting included [list a few topics discussed at the meeting that were particularly noteworthy].

I have completed and enclosed a meeting summary, including any specific actions ~~that will be taken as a result of the meeting~~ resulting from the discussions.

If you believe that the comments, conclusions, or actions to be taken do not accurately summarize the meeting discussion, or you have any additional remarks or comments about the meeting in general, please contact me at [RSAO phone number], or e-mail to [RSAO e-mail address] within four weeks of the date of this letter.

Sincerely,

[RSAO]

Enclosure:
As stated

cc: [SLO]
[Deputy Director, STP]
[Regional Manager]
[ASPO]
[IMPEP Project Manager]

Appendix B (Continued)

ORIENTATION MEETING SUMMARY FOR [STATE]

DATE OF MEETING: [DATE]

ATTENDEES: NRC STATE
 [RSAO]
 [ASPO]

DISCUSSION:

Topics covered at the meeting included [List any main discussion topics of importance].

CONCLUSIONS:

Conclusion #1: [conclusion as applicable]

Action #1: [as applicable]

Conclusion #2: [conclusion as applicable]

Action #2: [as applicable]

Conclusion #3: [conclusion as applicable]

Action #3: [as applicable]

Appendix C

SAMPLE "COURSE OF ACTION" LETTER TO ~~AGREEMENT STATE RADIATION CONTROL PROGRAM DIRECTOR~~

Dear [Agreement State Program Director]:

This letter is to inform you that based on discussions held [date of meeting], we believe additional effort may be needed in certain areas of your program. The purpose of the orientation meeting ~~with new Agreement States~~ is was to share information and discuss the implementation of [State's] Agreement State program, to identify ~~discuss potential~~ difficulties experienced during the initial implementation of your program, and to ~~conduct~~ planning for the first Integrated Materials Performance Evaluation Program (IMPEP) review.

The areas identified and discussed during the meeting ~~where additional effort is needed~~ include:

[list in detail each individual concern about the program]

[Describe any actions NRC plans to take (e.g., altering schedule for first IMPEP review, conducting a special review, or placing the Agreement State on monitoring.)]

We ask that you respond to this letter in writing within thirty (30) days of receipt of this letter to identify any actions you have taken or plan to take to address ~~these concerns~~ areas needing additional effort. If you have any questions, please contact [RSAO], Regional State Agreements Officer of Region [region], or me.

Sincerely,

Director,
Office of State and Tribal Programs

cc: [MRB Members]
[Regional Manager]
[RSAO]
[SLO]
[ASPO]
[IMPEP Project Manager]