STP Procedure Approval

Agreement State Participation as IMPEP Team Members

SA-120

Issue Date:

Review Date:

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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: ***Agreement State Participation as IMPEP Team Members*** **Procedure Number: SA-120**	**Page: 1 of** **Issue Date:**

I. INTRODUCTION

This document describes the procedure for the coordination, recruitment and participation ~~by~~of Agreement State staff as Integrated Materials Performance Evaluation Program (IMPEP) team members by the Office of State and Tribal Programs (STP) and the Organization of Agreement States (OAS).

II. OBJECTIVES

A. To provide guidance to both ~~the~~ STP and OAS on the recruitment of Agreement State participants for IMPEP teams.

B. To provide guidance to ~~the~~ OAS and STP ~~staff~~ on coordination of Agreement State participants for IMPEP reviews.

III. BACKGROUND

It is the policy of the U.S. Nuclear Regulatory Commission (NRC) to evaluate the NRC's regional materials programs and Agreement States' radiation control programs in an integrated manner. Approximately ~~T~~ten to twelve IMPEP reviews are conducted ~~in most years~~annually. Agreement State staff participate as team members of the IMPEP team in accordance with Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program (IMPEP)* and MD 5.10, *Formal Qualifications for Integrated Materials Performance Evaluation Program (IMPEP) Team Members*.

IV. ROLES AND RESPONSIBILITIES

A. OAS Executive Board:

1. Designates an OAS member to be responsible for coordination with the ~~Senior~~IMPEP Project Manager~~ for IMPEP Coordination~~, STP, for the participation ~~by~~of Agreement State~~s~~ team members in IMPEP reviews~~.~~;

2. Sets a year by year term of service given approval of the volunteer's management and the OAS Executive Board~~.~~;

3. Coordinates any interest by Agreement State~~s~~ staff to participate in IMPEP with STP~~.~~; and,

4. Identifies ~~candidates~~ attendees for the annual IMPEP ~~teams prior to annual~~ new team member/refresher training.

B. STP Director:

1. Designates the ~~Senior~~IMPEP Project Manager ~~for IMPEP Coordination~~ or alternate designee to be responsible for coordination with the OAS designee on Agreement State participation in IMPEP reviews;

2. Provides annual training for new team members, which will include travel support~~;~~.

~~3. Maintains a list of team members and provides coordination for IMPEP reviews.~~

C. OAS Designee:

1. Provides recruitment guidance to interested Agreement States, including unsolicited interest by Agreement States, outside of the normal recruitment cycle;

2. Determines the timing of recruitment of new Agreement State team members.

D. IMPEP Project Manager:

1. Coordinates the annual IMPEP schedule and resource needs for Agreement State participation in IMPEP reviews with the OAS designee;

2. Provides details on the timing, funding, and expectations of annual training;

3. Maintains a list of eligible Agreement State team members and their IMPEP qualifications.

~~C~~E. Individual Agreement State team members:

1. Will usually be available for 1-2 IMPEP reviews per year;

2. ~~Will~~ A~~a~~ttends IMPEP training when required, and submits IMPEP qualifications to the ~~Senior~~IMPEP Project Manager ~~for IMPEP Coordination~~ per MD 5.10.

V. GUIDANCE

~~A. Coordination by OAS designee~~

~~1. The OAS designee will provide recruitment guidance to interested Agreement States, including unsolicited interest by Agreement States outside of normal recruitment cycle.~~

~~2. The OAS designee, in coordination with STP, will decide the timing of recruitment.~~

~~3. The OAS designee will set commitments on a year to year basis given approval of volunteer's management and the OAS Executive Board.~~

~~B. Senior Project Manager for IMPEP Coordination, STP~~

~~1. The Senior Project Manager for IMPEP Coordination, through a monthly teleconference to OAS and as necessary with the OAS designee, will coordinate the annual IMPEP schedule and resource needs for Agreement State participation in IMPEP reviews.~~

~~2. The Senior Project Manager for IMPEP Coordination will provide details on the timing, funding and expectations of annual training.~~

~~C~~A. Participation in IMPEP reviews by Agreement State Participants

1. Specific guidance given in STP Procedure SA-100, *Implementation of the Integrated Materials Performance Evaluation Program (IMPEP)*, should be utilized for preparing, conducting and reporting results of ~~the~~ IMPEP reviews.

2. Specific guidance on reviewing individual common ~~and non-common~~

performance indicators can be found in STP Procedure SA-101, *Reviewing the Common Performance Indicator ~~#1~~, Status of Materials Inspection Program*; STP Procedure SA-102, *Reviewing the Common Performance Indicator ~~#2~~, Technical Quality of Inspections;* STP Procedure SA-103, *Reviewing the Common Performance Indicator ~~#3~~, Technical Staffing and Training*; STP Procedure SA-104, *Reviewing the Common Performance Indicator ~~#4~~, Technical Quality of Licensing Actions~~;~~*; and STP Procedure SA-105, *Reviewing Common Performance Indicator #5, Response to Incidents and Allegations~~; and STP Procedure SA-107, Reviewing Non-Common Performance Indicator #1, Legislation and Program Elements Required for Compatibility~~*.

3. Specific guidance on reviewing individual non-common performance indicators can be found in STP Procedure SA-107, *Reviewing Non-Common Performance Indicator #1, Legislation and Program Elements Required for Compatibility*; STP Procedure SA-108, *Reviewing the Non-Common Performance Indicator, Sealed Source and Device Evaluation Program*; STP Procedure SA-109, *Reviewing the Non-Common Performance Indicator, Low-Level Radioactive Waste Disposal Program*; and STP Procedure SA-110, *Reviewing the Non-Common Performance Indicator, Uranium Recovery Program.*

~~3~~4. Normally, the expected time commitment from an Agreement State participant is 4 weeks per review (significant ~~problems~~weaknesses identified in specific reviews may take additional resources).

VI. APPENDICES

Not Applicable

VII. REFERENCES

1. Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program.*
2. Management Directive (MD) 5.10, *Formal Qualifications For Integrated Materials Performance Evaluation Program Team Members*.
3. STP Procedure SA-100, *Implementation of the Integrated Performance Evaluation Program (IMPEP)*.
4. STP Procedure SA-101, *Reviewing the Common Performance Indicator ~~#1~~,*

Status of Materials Inspection Program

5. STP Procedure SA-102, *Reviewing the Common Performance Indicator ~~#2~~, Technical Quality of Inspections.*
6. STP Procedure SA-103, *Reviewing the Common Performance Indicator ~~#3~~, Technical Staffing and Training.*
7. STP Procedure SA-104, *Reviewing the Common Performance Indicator ~~#4~~, Technical Quality of Licensing Actions.*
8. STP Procedure SA-105, *Reviewing Common Performance Indicator #5, Response to Incidents and Allegations.*
9. ~~STP Procedure SA-106, *Management Review Board.*~~
10. ~~STP Procedure SA-107, *Reviewing Non-Common Performance Indicator #1, Legislation and Program Elements Required for Compatibility.*~~
10. STP Procedure SA-108, *Reviewing the Non-Common Performance Indicator, Sealed Source and Device Evaluation Program.*
11. STP Procedure SA-109, *Reviewing the Non-Common Performance Indicator, Low-Level Radioactive Waste Disposal Program.*
12. STP Procedure SA-110, *Reviewing the Non-Common Performance Indicator, Uranium Recovery Program.*