UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

March 4, 2002

MEMORANDUM TO: National Materials Program Steering Committee Members

Carl Paperiello, EDO
Edgar Bailey, CA
Douglas Collins, RII
Donald Cool, NMSS
Jesse Funches, CFO
Joseph Gray, OGC
Robert Hallisey, MA
Paul Lohaus, STP
Cynthia Pederson, RIII
Martin Virgilio, NMSS

IMPEP Lessons Learned Working Group Members

Kathleen Schneider, Co-Chair, STP
William Silva, Co-Chair, TX
Charles Cox, NMSS
Terry Frazee, WA

FROM: Lance J. Rakovan, Health Physicist
Office of State and Tribal Programs

SUBJECT: MINUTES: SEPTEMBER 6, 2001 IMPEP LESSONS LEARNED WORKING GROUP MEETING WITH THE NATIONAL MATERIALS PROGRAM STEERING COMMITTEE

Attached are the minutes from the September 6, 2001 meeting between the Integrated Materials Performance Evaluation Program (IMPEP) Lessons Learned Working Group and the National Materials Program Steering Committee. The Working Group presented their findings and solicited input from the Agreement States at the Organization of Agreement States Meeting, October 8, 2001, using material previously presented to the Steering Committee. Following review by the Working Group, the proposed final report will be provided to the Steering Committee by March 11, 2002 for a two-week review and comment period. The final report would then be issued by April 1, 2002. Please note that this completion date is different than that discussed with the Steering Committee on September 6, 2001, due to national events and higher priority IMPEP assignments.

If you have comments or questions, please contact me at 415-2589.

Attachment:
As stated

cc: J. Lynch, RIII
M. Federline, NMSS
J. Hickey, NMSS

MINUTES: SEPTEMBER 6, 2001 IMPEP LESSONS LEARNED WORKING GROUP MEETING WITH THE NATIONAL MATERIALS PROGRAM STEERING COMMITTEE

Attendees:

Carl Paperiello, EDO
Margaret Federline, NMSS
Kathleen Schneider, STP
Lance Rakovan, STP
Mark Sitek, NMSS
Paul Lohaus, STP
John Hickey, NMSS
William Silva, TX
Charles Cox, NMSS
Andrew Campbell, EDO

Participating by telephone:

Edgar Bailey, CA
Robert Hallisey, MA
James Lynch, RIII

These minutes are presented in the same general order as the items were discussed in the meeting.

The meeting began at approximately 1:00 p.m. Introductions of attendees were conducted. A draft version of the presentation Mr. Silva and Ms. Schneider gave at the 2001 Organization of Agreement States (OAS) meeting was provided to attendees.

Mr. Silva reviewed the steps the Working Group has taken in addressing the five charter tasks including sending out a draft report to the Steering Committee on August 31, 2001. He also spoke briefly about the work the group completed during the September 4-6, 2001 meeting in order to improve upon the draft report. Mr. Silva discussed the new outline of the report, noting that the draft report that was sent to the Steering Committee was now only one section of the report entitled "Recommendations and Findings." After briefly commenting on the Working Group's tasks, Mr. Silva discussed the methodology used by the Working Group including the various resources and data analyses performed. He noted the great number of responses received from the Working Group survey, including 30 responses from Agreement State staff and management. He also briefly discussed the conclusions that would be included in the report.

Ms. Schneider discussed the recommendations and findings of the Working Group. She stated that the Working Group decided to organize the recommendations into three categories: substantive changes, enhancements, and items for future action. She noted that the Working Group had four substantive changes to the IMPEP process involving creating guidance for the non-common performance indicators, revising the criteria for the non-common performance indicators, revising the periodic meetings to better identify program deficiencies, and expanding the scope of IMPEP to include all the Nuclear Regulatory Commission's (NRC) programs similar to the State's programs already reviewed.

The Steering Committee and the Working Group discussed the stronger stance the Working Group adopted on the use of self-audits in conjunction with periodic meetings. Ms. Schneider noted that the results of periodic meetings are currently being reported at Management Review Board (MRB) meetings as a pilot program.

The recommendation involving expanding the scope of IMPEP to include additional NRC programs was discussed. It was noted that this initiative would bring balance and equivalency to the IMPEP program. The review of NRC's Sealed Source and Devise (SS&D) program conducted by the OAS was discussed and noted as a pilot already conducted in connection with this recommendation.

The Steering Committee and the Working Group discussed the rankings for the four substantive changes recommended by the Working Group. The importance of Task 4 was noted due to Congressional attention to such topics. The Steering Committee and the Working Group discussed the Working Group's decision making process including how survey responses and various reports were used. The Working Group discussed with the Steering Committee how the National Materials Event Database (NMED) is used along with IMPEP.

The issue of IMPEP team morale was discussed, specifically in terms of the MRB changing team's preliminary findings. Ms. Schneider noted that the report is officially the team leader's, and that MRBs take into account additional information that teams do not and should not necessarily use. She noted that there are several stages an IMPEP team must pass during the IMPEP process: the team leader, IMPEP program management, NRC management, and finally the MRB. A suggestion was offered that the Working Group report should include a recommendation involving the necessity of team leaders to meet with the team prior to each review to review what is expected of all involved.

What happens after the Working Group's report is issued was discussed by the Steering Committee and the Working Group. Ms. Schneider noted that most likely, the substantive changes would be addressed in a Commission paper. She noted that an additional one or two weeks to issue the final report would be beneficial. The Steering Committee agreed for a two week extension as long as a full presentation could still be given at the OAS meeting in October.

The recommendation involving the new language for the "satisfactory with recommendations for improvement" rating was discussed. It was decided to keep the report as written and discuss this issue at the OAS meeting in October to get the State's opinions.

The Steering Committee agreed with the proposed format of the report, supported the presentation for the three categories of recommendations developed by the Working Group, and noted that the identified areas for change appeared complete. The Steering Committee stated several would be relatively easy to implement and others would require additional analysis and consideration.

The Steering Committee agreed that an October 22, 2001 due date for the final report was appropriate with the flexibility to extend if there was intense disagreement between any of the parties involved. The Steering Committee provided recognition to the Working Group for their work, especially in improving the draft report.

Mr. Silva commented that this is the first NRC/Agreement State Working Group he has participated on and that he appreciated all the work completed by the NRC participants and supporting staff. Ms. Schneider noted that a majority of the analyses used by the Working Group were completed by Jennifer Palguta, an Office of State and Tribal Program's 2001 summer hire, and also thanked Mr. Lynch for acting as a resource representative to the group.

The meeting was adjourned at approximately 2:40 p.m.

National Materials Program Steering Committee Members
IMPEP Lessons Learned Working Group Members

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