

Procedures for Expedited Processing

The following procedures apply to requests for expedited processing:

- The request is received and reviewed by the FOIA/Privacy Section (FPS). The Database Input Form is annotated that expedited processing is being requested. The request and Database Input Form are provided to the FOIA/PA Officer (FPO).
- Requests seeking expedited processing are reviewed by the FPO who makes a determination whether to grant or deny the expedited processing request. Requests for expedited processing will be granted only in cases where a requester has clearly shown a compelling need based on a threat to life or safety, or when a requester that is primarily engaged in disseminating information to the public has clearly shown a compelling urgency to inform the public concerning matters of actual or alleged Government activity. Additional criteria for granting expedited processing are specified in 10 CFR 9.25(e).
- If the requester has not satisfied the criteria for expedited processing and the request is denied, the FPS will advise the requester of the right to appeal this determination. Any such appeals must be made in writing within 30 calendar days by addressing the appeal to the Executive Director for Operations. The NRC will make a determination on the appeal within ten (10) working days after receipt of the appeal.
- If the requester has satisfied the criteria for expedited processing, the FPS will annotate the database to reflect that expedited processing has been granted.
- The FPS will acknowledge receipt of the request and provide the requester with an explanation of the initial determination. The acknowledgment will be via e-mail whenever possible.
- The FOIA/Privacy Specialist will notify the office FOIA Coordinators and Senior Management FOIA Officials assigned action on the incoming expedited FOIA request by e-mail that the request has been granted expedited processing. These offices will also be informed that their initial estimate of search and review time and the volume of records is required within four (4) working-days from the date of the transmittal e-mail, if required. The e-mail must include that the expedited request must be processed ahead of all others, except for other requests that have already been granted expedited processing.
- When the office response is received, the FOIA/Privacy Specialist will prepare the response to the requester and complete processing of the request as a priority ahead of other non-expedited requests. If the Office of General Counsel or the Office of Enforcement concurrence is necessary, those office FOIA Coordinators and Senior Management FOIA Officials will be notified that the request has been granted expedited processing.
- The completed request will be provided to the requester by the fastest mail means agreed upon with the requester.