

**U.S. NUCLEAR REGULATORY COMMISSION MANAGEMENT DIRECTIVE (MD)**

<b>MD 3.52</b>		<b>AVAILABILITY, RETENTION, AND INDEXING OF CODES AND STANDARDS</b>	<b>DT-XX-XX</b>
<i>Volume 3, Part 1:</i>	Information Management Publications, Mail, and Information Disclosure		
<i>Approved By:</i>	[Name and Title of Approving Official]		
<i>Date Approved:</i>	Month X, 200X [Date of Final Approval]		
<i>Expiration Date:</i>	Month X, 200X [Usually 5 years after Date Approved, Do Not Round to Nearest Work Day If Date Falls on Weekend or Holiday]		
<i>Issuing Office:</i>	Office of Information Services Information Services Branch		
<i>Contact Name:</i>	Anna McGowan 301-415-7204		
<b>EXECUTIVE SUMMARY</b>			
<p>Directive and Handbook 3.52 are designed to inform the staff about the agency's program for obtaining, maintaining, and retaining current and historic copies of industry and professional codes and standards in support of the NRC's regulatory mission and describe the NRC Technical Library's support of this charge.</p>			

**TABLE OF CONTENTS**

<b>I. POLICY .....</b>	<b>2</b>
<b>II. OBJECTIVES .....</b>	<b>2</b>
<b>III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY.....</b>	<b>2</b>
A. Office Directors.....	2
B. Director, Office of Nuclear Regulatory Research .....	3
C. Director, Office of Nuclear Reactor Regulation (NRR); Director, Office of New Reactors (NRO) .....	3
D. Director, Office of Nuclear Material Safety and Safeguards (NMSS); Office of Federal and State Materials and Environmental Management Programs (FSME) .....	3
E. Director, Office of Information Services (OIS).....	3
F. Director, Information and Records Services Division (IRSD), Office of Information Services (OIS) .....	3
<b>IV. APPLICABILITY .....</b>	<b>4</b>
<b>V. DIRECTIVE HANDBOOK.....</b>	<b>4</b>

---

**VI. REFERENCES..... 4**

---

**I. POLICY**

- A.** It is the policy of the U.S. Nuclear Regulatory Commission to make available and retain the national, international, military, and trade society codes and standards which are—
1. Cited in Title 10 of the *Code of Federal Regulations* as requirements,
  2. Cited in NRC regulatory guides as an acceptable way of meeting regulatory requirements,
  3. Used by NRC in published safety evaluation reports in support of licensing actions and topical reports, and
  4. Referenced in a substantive manner in NRC documents (for example, inspection/investigation reports, branch technical positions, Standard Review Plans, and NUREGs included in NRC orders).
- B.** It should be noted that these codes and standards may include not only the current published version but also one or more draft versions and one or more superseded versions. Any of the versions may be retained in the NRC Technical Library as a printed and/or electronic version for access and use by agency staff.

**II. OBJECTIVES**

- Provide for systematic identification of the codes and standards which are used in a substantive manner during the regulatory process.
- Procure these codes and standards for retention by NRC.
- Index these codes and standards.
- File codes and standards at a physical location within NRC that is available to the public, that is, the NRC Technical Library.
- Continue to make referenced codes and standards available to the NRC staff and to the public through the Technical Library (see Section III.F.1 of this directive).

**III. ORGANIZATIONAL RESPONSIBILITIES AND DELEGATIONS OF AUTHORITY**

**A. Office Directors**

1. Various offices, as listed in Exhibit 1 of Handbook 3.52, are responsible for developing and administering procedures to identify referenced codes and standards within the scope of this program.
  - (a) See Exhibit 1 of the Directive Handbook for a list of the NRC offices responsible for codes and standards referenced in regulations and effective rules.

(b) See the Directive Handbook for procedures.

2. If the reference is to a draft standard, the office is further responsible for supplying the draft to the Technical Information Center Section, Information Services Branch (ISB), Information and Records Services Division (IRSD), Office of Information Services (OIS).

**B. Director, Office of Nuclear Regulatory Research**

Identifies codes and standards in the NRC regulatory guides.

**C. Director, Office of Nuclear Reactor Regulation (NRR); Director, Office of New Reactors (NRO)**

1. Responsible for identifying in safety evaluation reports, Standard Review Plans, branch technical positions, and NRC orders, those codes and standards used in supporting NRR and NRO licensing actions for nuclear reactors.
2. Responsible for identifying codes and standards referenced in inspection reports that are unique to the normal licensing criteria.

**D. Director, Office of Nuclear Material Safety and Safeguards (NMSS); Office of Federal and State Materials and Environmental Management Programs (FSME)**

1. Responsible for identifying codes and standards cited in licenses for the following:
  - (a) Possession and use of nuclear materials and byproducts,
  - (b) The associated facilities equipment, and
  - (c) Radioactive material transportation packages.
2. Responsible for identifying codes and standards in other staff documents pertinent to the licensing process.
3. Negotiates product licenses for agency staff access to electronic edition of industry codes and standards.

**E. Director, Office of Information Services (OIS)**

Administers the required procurement, indexing, storage, and use of codes and standards cited in licensing documents.

**F. Director, Information and Records Services Division (IRSD), Office of Information Services (OIS)**

1. Through delegation to the Technical Information Center Section—
  - (a) Procures each identified, published code and standard, and
  - (b) Maintains for staff reference any draft standards identified in accordance with Section III.A.1 and supplied in accordance with Sections III.B through III.E of this directive.

2. The Technical Information Center Section will identify, collate, bibliographically index, file, and maintain for reference all codes and standards procured or supplied. These documents must be readily available to the staff and to the public. The Section will supplement NRC staff access to the information by assisting in negotiating license agreements for electronic editions of the codes and standards.

#### **IV. APPLICABILITY**

The policy and guidance in this directive and handbook apply to all NRC employees.

#### **V. DIRECTIVE HANDBOOK**

Directive Handbook 3.52 contains procedures for retaining codes and standards.

#### **VI. REFERENCES**

##### ***Nuclear Regulatory Commission Documents***

Memorandum from Chilk to Gossick, "Codes and Standards, Retention and Availability," January 25, 1980.

NRC SECY-79-553, "Codes and Standards, Retention and Availability," September 27, 1979.

NRC SECY-79-553A, "Codes and Standards, Retention and Availability," December 31, 1979.

**U.S. NUCLEAR REGULATORY COMMISSION DIRECTIVE HANDBOOK (DH)**

<b>DH 3.52</b>	<b>AVAILABILITY, RETENTION, AND INDEXING OF CODES AND STANDARDS</b>	<b>DT-XX-XX</b>
<i>Volume 3, Part 1:</i>	Information Management Publications, Mail, and Information Disclosure	
<i>Approved By:</i>	[Name and Title of Approving Official]	
<i>Date Approved:</i>	Month X, 200X [Date of Final Approval]	
<i>Expiration Date:</i>	Month X, 200X [Usually 5 years after Date Approved, Do Not Round to Nearest Work Day If Date Falls on Weekend or Holiday]	
<i>Issuing Office:</i>	Office of Information Services Information Services Branch	
<i>Contact Name:</i>	Anna McGowan 301-415-7204	
<b>EXECUTIVE SUMMARY</b>		
<p>Directive and Handbook 3.52 are designed to inform the staff about the agency's program for obtaining, maintaining, and retaining current and historic copies of industry and professional codes and standards in support of the NRC's regulatory mission and describe the NRC Technical Library's support of this charge.</p>		

**TABLE OF CONTENTS**

<b>I. PROCEDURES APPLICABLE TO THE RETENTION OF CODES AND STANDARDS.....</b>	<b>2</b>
A. Procedures for Identifying Industry Codes and Standards.....	2
B. References to Codes and Standards .....	2
C. Availability Statement.....	3
D. Procurement of Codes and Standards.....	3
E. Indexing and Storing of Codes and Standards in the Library.....	3
F. Availability of the Reference File and Index in the Technical Library .....	3

**EXHIBITS**

<b>EXHIBIT 1</b>	List of NRC Offices Responsible for Codes and Standards .....	<b>4</b>
------------------	---	----------

## **I. PROCEDURES APPLICABLE TO THE RETENTION OF CODES AND STANDARDS**

### **A. Procedures for Identifying Industry Codes and Standards**

1. NRC staff documents which endorse industry codes and standards (excluding computer codes) or that use such codes and standards to support the staff position provided in the document must include those codes and standards in the references or bibliography.
2. Staff documents include all documents used in support of licensing actions; for example, safety evaluation reports, environmental statements, Standard Review Plans, branch technical positions, NRC orders, regulatory guides, rules and regulations (Title 10 of the *Code of Federal Regulations*), and inspection reports.
3. Exhibit 1 contains a list of the NRC offices responsible for codes and standards referenced in regulations and effective rules.

### **B. References to Codes and Standards**

1. Each reference to a code or standard must include the following information:
  - (a) The name of the originating organization if it is other than the American National Standard Institute;
  - (b) The identification number of the code or standard;
  - (c) The title of the code or standard;
  - (d) The date of issue if the date is not given as part of the identifying number; and
  - (e) An availability statement if the code or standard is still in draft form, that is, available in the NRC Technical Library for inspection.
  - (f) Examples:
    - (i) American National Standards Institute/American Nuclear Society, ANSI/ANS 8.23-2007, "Nuclear Criticality Accident Emergency Planning and Response," ANS, LaGrange Park, Illinois.
    - (ii) Institute of Electrical and Electronics Engineers, IEEE Standard 308-2001, "IEEE Standard Criteria for Class 1E Power Systems for Nuclear Power Generating Stations," New York, New York.
2. For references to the Boiler and Pressure Vessel Code of the American Society of Mechanical Engineers, include the section, division, subarticle, and addendum in which the subarticle appeared. For example—

American Society of Mechanical Engineers, Boiler and Pressure Vessel Code, 1986 edition, Section III, Subsection NCA, "General Requirements for Division 1 and Division 2," 1988 addenda, New York.

### **C. Availability Statement**

The preface note to the section of the staff document presenting the references or the bibliography must include the following statement:

*Copies of industry codes and standards used in a substantive manner in the NRC regulatory process are maintained at the NRC Technical Library, 11545 Rockville Pike, Rockville, Maryland, and are available there for reference by the public. Codes and standards are usually copyrighted and may be purchased from the originating organization or, if they are American National Standards, from the American National Standards Institute, 25 West 43rd Street, 4th Floor, New York, NY 10036.*

### **D. Procurement of Codes and Standards**

1. The Technical Information Center Section, Information Services Branch (ISB), Information and Records Services Division (IRSD), Office of Information Services (OIS), will procure a copy of each identified code and standard.
2. In the case of codes and standards incorporated by reference into Title 10 of the *Code of Federal Regulations*, the Technical Information Center Section will procure a copy for filing with the Office of the Federal Register upon written request from the Rules, Announcements, and Directives Branch, Office of Administration.

### **E. Indexing and Storing of Codes and Standards in the Library**

1. The Technical Information Center Section will bibliographically index and store in a non-circulating reference file all codes and standards procured under this program.
2. The indexing and storage system must be designed so that—
  - (a) Only one copy of a specific version of each code or standard is required;
  - (b) It can be determined whether a specific code or standard is included in the system;
  - (c) Codes and standards identified but not yet included can be listed;
  - (d) Databases of electronic editions of codes and standards, procured by the Technical Information Center Section and available to NRC staff, are also included in the indexing and storage system.

### **F. Availability of the Reference File and Index in the Technical Library**

The reference file and index of the Technical Information Center Section must be available on a non-circulating basis for reference by NRC staff and the public at the NRC Technical Library.

**EXHIBIT 1 List of NRC Offices Responsible for Codes and Standards**

The office responsible for codes and standards referenced in regulations and effective rules are as follows:

<b>CFR Part</b>		<b>Responsible Office</b>
0	Conduct of Employees	OGC
1	Statement of Organization and General Information	ADM
2	Rules of Practice for Domestic Licensing Proceeding and Issuance of Orders	OGC
4	Nondiscrimination in Federally Assisted Commission Programs	SBCR/OGC
5	Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance	SBCR
7	Advisory Committees	OGC
8	Interpretations	OGC
9	Public Records	OIS/OGC
10	Criteria and Procedures for Determining Eligibility for Access to Restricted Data or National Security Information or an Employment Clearance	ADM (SEC)
11	Criteria and Procedures for Determining Eligibility for Access to or Control Over Special Nuclear Material	ADM (SEC)/ NMSS/FSME
12	Implementation of the Equal Access to Justice Act in Agency Proceedings	OGC
13	Program Fraud Civil Remedies	OGC
14	Administrative Claims Under Federal Tort Claims Act	OGC
15	Debt Collection Procedures	OCFO
16	Salary Offset Procedures for Collecting Debts Owed by Federal Employees to the Federal Government	OCFO
19	Notices, Instructions and Reports to Workers: Inspection and Investigations	NMSS/NRO/ NRR
20	Standards for Protection Against Radiation	NRO/NRR/ NMSS
21	Reporting of Defects and Noncompliance	NMSS/NRO/ NRR
25	Access Authorization for Licensee Personnel	ADM (SEC)



<b>CFR Part</b>		<b>Responsible Office</b>
26	Fitness for Duty Programs	NRR
30	Rules of General Applicability to Domestic Licensing of Byproduct Material	NMSS/FSME
31	General Domestic Licenses for Byproduct Material	NMSS/FSME
32	Specific Domestic Licenses to Manufacture or Transfer Certain Items Containing Byproduct Material	NMSS/FSME
33	Specific Domestic Licenses of Broad Scope for Byproduct Material	NMSS/FSME
34	Licenses for Radiography and Radiation Safety Requirements for Radiographic Operations	FSME
35	Medical Use of Byproduct Material	NMSS/FSME
36	Licenses and Radiation Safety Requirements for Large Irradiators	NMSS/FSME
39	Licenses and Radiation Safety Requirements for Well Logging	NMSS/FSME
40	Domestic Licensing of Source Material	NMSS/FSME
50	Domestic Licensing of Production and Utilization Facilities	NRO/NRR
51	Environmental Protection Regulations for Domestic Licensing and Related Regulatory Functions	FSME
52	Early Site Permits; Standard Design Certifications; and Combined Licenses for Nuclear Power Plants	NRO/NRR
53	Criteria and Procedures for Determining the Adequacy of Available Spent Nuclear Fuel Storage Capacity	NMSS/FSME
54	Requirements for Renewal of Operating Licenses for Nuclear Power Plants	NRR
55	Operators' Licenses	NRO/NRR
60	Disposal of High-Level Radioactive Wastes in Geologic Repositories	NMSS/FSME
61	Licensing Requirements for Land Disposal of Radioactive Waste	NMSS/FSME
62	Criteria and Procedures for Emergency Access to Non-Federal and Regional Low-Level Waste Disposal Facilities	NMSS/FSME
63	Disposal of High-Level Radioactive Wastes in a Geological Repository at Yucca Mountain, Nevada	NMSS
70	Domestic Licensing of Special Nuclear Material	FSME
71	Packaging and Transportation of Radioactive Material	NMSS/FSME

CFR Part		Responsible Office
72	Licensing Requirements for the Independent Storage of Spent Nuclear Fuel and High-Level Radioactive Waste	NMSS/FSME
73	Physical Protection of Plants and Materials	NSIR
74	Material Control and Accounting of Special Nuclear Material	NMSS/FSME
75	Safeguards on Nuclear Material—Implementation of US/IAEA Agreement	RES/OIP/OGC
76	Certification of Gaseous Diffusion Plants	NRR
81	Standard Specifications for the Granting of Patent Licenses	OGC
95	Security Facility Approval and Safeguarding of National Security Information and Restricted Data	NSIR
100	Reactor Site Criteria	NRO/NRR
110	Export and Import of Nuclear Equipment and Material	OIP/NMSS/ NSIR
140	Financial Protection Requirements and Indemnity Agreements	NRR/OGC
150	Exemptions and Continued Regulatory Authority in Agreement States and in Offshore Waters Under Section 274	FSME
160	Trespassing on Commission Property	ADM
170	Fees for Facilities, Materials, Import and Export Licenses, and Other Regulatory Services Under the Atomic Energy Act of 1954, as Amended	OCFO/ADM
171	Annual Fee for Reactor Operating Licenses, and Fuel Cycle Licenses and Materials Licenses, Including Holders of Certificates of Compliance, Registrations, and Quality Assurance Program Approvals and Government Agencies Licensed by NRC	OCFO/ADM