



## FSME Procedure Approval

### *Agreement State Liaison to the Management Review Board*

**SA-121**

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Issue Date: ~~June 16, 2009~~12/XX/2012  
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Date: ~~June 16,~~  
200912/XX/2012

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**NOTE**

*Any changes to the procedure will be the responsibility of the FSME Procedure Contact. Copies of FSME procedures are available through the NRC website. ~~This procedure was formerly issued by the Office of State and Tribal Programs (STP). Any changes of the procedure will be the responsibility of the FSME Procedure Contact as of October 1, 2006. Copies of FSME procedures will be available through the NRC website.~~*



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## I. INTRODUCTION

This document describes the procedure for the coordination [and participation](#) of the Agreement State Liaison to the Management Review Board (MRB). The MRB provides a senior-level review of the Integrated Materials Performance Evaluation Program (IMPEP) [review](#) team's findings and recommendations for Agreement States' or the U.S. Nuclear Regulatory Commission's (NRC) [Regional-regional](#) reviews.

## II. OBJECTIVES

- A. To provide guidance to the Organization of Agreement States (OAS) on the coordination [and participation](#) of the Agreement State Liaisons to the MRB [meetings](#).
- B. To provide guidance to the Office of Federal and State Materials and Environmental Management Programs (FSME) staff on the coordination of the Agreement State Liaisons to the MRB meetings.

## III. BACKGROUND

- A. It is the policy of the NRC to evaluate the NRC's [Regional-regional](#) materials programs and Agreement States' radiation control programs in an integrated manner. Guidelines for IMPEP are found in Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program*.
- B. The MRB makes the overall assessment of each NRC [Regional-regional](#) or Agreement State program on the basis of the proposed final report and recommendations prepared by the IMPEP team that conducted the review. The guidelines followed by the MRB when conducting MRB meetings for IMPEP reviews and issuing findings for [the NRC Regional-regional](#) and Agreement State programs are outlined in FSME Procedure SA-106, *The Management Review Board*.

## IV. ROLES AND RESPONSIBILITIES

- A. OAS Executive Board:
  - 1. Designates an OAS member to be responsible for the coordination [and participation](#) of Agreement State Liaisons with the IMPEP Project Manager; and
  - 2. Sets a year-by-year term of service given approval of the volunteer's management and OAS Executive Board.

- B. The OAS Designee:
1. Coordinates any interest by senior Agreement State managers to participate in the MRB with FSME, including unsolicited interest by Agreement State managers outside of the normal recruitment cycle;
  2. Determines the timing of recruitment of Agreement State Liaison volunteers;
  3. Coordinates Agreement State Liaison assignments to specific MRB meetings and backup/substitutions, as requested by the IMPEP Project Manager;
  4. Coordinates Agreement State Liaison assignments to MRB meetings for special issues or followup reviews that are State/Regional specific, including ensuring the same MRB Agreement State Liaison is used when possible; and
  5. Addresses any issues or concerns in coordination with the IMPEP Project Manager; and
  6. Communicates any Agreement State staff issues or concerns related to the conduct of an IMPEP review.
- C. Division of Materials Safety and State Agreements (MSSA) Director:
1. Designates the IMPEP Project Manager as the point of contact for the OAS Designee; and
  2. Authorizes invitational travel for the Agreement State Liaison's attendance at MRB meetings, if necessary.
- D. IMPEP Project Manager:
1. Sends requests for Agreement State Liaisons to the OAS Designee as MRB meetings are scheduled;
  2. Provides training, as appropriate, for new Agreement State Liaisons;
  3. Maintains a list for the OAS and FSME of the Agreement State Liaisons and meetings attended; and
  4. Communicates and provides all necessary information to the individual Agreement State Liaison per FSME Procedure SA-106.
- E. Individual Agreement State Liaisons:
1. Do not participate in any voting conducted by the MRB;
  2. Although they do not participate in the voting, they are encouraged to share

any comments [and/or provide advice](#) that may help in the final voting conducted by the MRB;

3. Will usually be available for participation at several MRBs yearly; and
4. Provides Agreement State perspective on any subject brought before the MRB.

## **V. GUIDANCE**

### **A. Participation in MRB**

1. The Agreement State Liaison may attend either in person, by video conferencing or by teleconferencing. Remote means of participation will be used whenever possible. On rare occasions, the Agreement State Liaison may be requested to attend the meeting in person. For these occasions, MSSA will cover the expenses associated with the travel in accordance with Federal travel regulations.
2. Since the MRB schedule is coordinated with the State/Region being reviewed, the date will be established as soon as possible after the IMPEP Review. If it is not possible to participate in the meeting because of conflicts, the Agreement State Liaison should contact the OAS Designee to identify a replacement as soon as possible. The OAS Designee will notify the IMPEP Project Manager of any change.

### **B. Liaison for IMPEP**

1. [The OAS Liaison serves as a point of contact to the Agreement State staff for IMPEP. The OAS Liaison provides a mechanism for Agreement States to express views and opinions regarding IMPEP, even anonymously.](#)

## **VI. APPENDIXES**

Reserved.

## **VII. REFERENCES**

1. Management Directive 5.6, *Integrated Materials Performance Evaluation Program (IMPEP)*.
2. FSME Procedure SA-106, *The Management Review Board*.