

Region I Comments AD-800

- General Comment
 - Capitalize the word “Agreement” in the title box on each page.
- Section IV. Roles and Responsibilities
 - General Comment: Format this section like other FSME Procedures:
 - A. Director, Division of Materials Safety and State Agreements
 - 1. Responsible for
 - IV. B. and C. appear to be duplicative and should be combined into 1 statement under the ASPB Branch Chief
 - IV. B. and D.: Change RSAO Project Manger to RSAO Communications Coordinator. We feel that the term project manager describes someone overseeing and/or managing a given program. In this case this individual is only responsible for setting up the quarterly calls and the SAO Counterpart meeting along with taking meeting minutes and does not oversee or provide support in the daily activities of the SAO's. (Note: Make this change throughout the procedure for consistency)
 - IV. E.: Since this item does not actually occur, Region I suggests changing this item to either a yearly activity (at the SAO counterpart meeting) or removing this item all together. Also, add the word “Subject” between “MSSA” and “Matter.”
 - IV. C. and F.: These are the same entry. One of the entries needs to be deleted and the other needs to be moved under the roles and responsibilities of the ASPB Branch Chief.
- Section V. Guidance
 - V.A.: Change the third sentence to read “The RSAO Communication Coordinator (note: or whatever title is selected) will take, distribute, and place on SharePoint the minutes from the quarterly conference call.”
 - V.A.1.: Add a sentence that mentions that at least one SAO from each Region needs to be present for a call to occur.
 - V.A.3.: The list of participants should include the RSAO Communication Coordinator.
 - V.A.4.: Change to state that an agenda will be distributed at least one week before the scheduled call. Region I feels that the requirement as written is not the current practice and that requiring distribution of the agenda one month before a call does not allow for current topics to be listed and discussed.
 - V.B.: Change to read “If in between the quarterly calls an RSAO should receive a question from an Agreement State that they do not have the information to answer, then the RSAO should first attempt to contact the corresponding MSSA Subject Matter Expert. Once the RSAO has obtained the answer from the Subject Matter Expert the RSAO should share this information with the other RSAOs, the ASPB Branch Chief, and the RSAO Communications Coordinator. If the assigned MSSA Subject Matter Expert is unavailable, then the RSAO should contact the ASPB Branch Chief for assistance.”

- V.C.: In the first and second sentences of the second paragraph, delete the word “thru” and replace with the word “through.”
- V.E.: Change the second sentence of the introductory paragraph to read “This training could be provided by the Technical Training Center (TTC), existing NRC contractors or staff, or a class that must be developed.” Also, in the fourth sentence of the introductory paragraph, change the word “non-consistent” to “inconsistent.”
- V.E.1.: Add a second sentence to state “The RSAO will submit Agreement State training requests to the MSSA Director and the ASPB Branch Chief for consideration.
- V.E.2.: Change paragraph to read “The Division Director, MSSA, in consultation with the Regional Director of the Division of Nuclear Materials Safety, will evaluate each training request and take into consideration such factors as: performance issues with the State; staffing issues in the State; whether the requested training is offered by TTC/NRC contractors or is something that must be developed; and the number of available slots in TTC/NRC contractor offered courses. Once an agreement is reached that a training request should be granted, a decision will be made as to how the training should be provided (format), who should provide the training (e.g., RSAO, NRC staff member, TTC, NRC contractor) and the suggested time frame for providing the training.”
- V.E.3. and 4.: Delete V.E.3. and 4. and replace with: “The training decision and details will be communicated by the MSSA Division Director to the ASPB Branch Chief and applicable RSAO. The RSAO will be responsible for communicating the training request decision to the requesting Agreement State. If the initial training request results in a decision that needs to be communicated to the Organization of Agreement States as a whole then the ASPB Branch Chief with use a more formal means of communication such as an All Agreement States Letter to convey the decision.
The RSAO Communications Coordinator will be responsible for tracking all training requests and their outcomes so that any trending may be evaluated. All training material not associated with TTC training material will be placed in ADAMS by the RSAO Communications Coordinator to ensure consistency when used in future training sessions for Agreement States.”