



## **FSME Procedure Approval**

### ***Monthly U.S. Nuclear Regulatory Commission, Organization of Agreement States, and Conference of Radiation Control Program Directors, Inc. Teleconference - SA-1101***

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#### **NOTE**

***Any changes to the procedure will be the responsibility of the FSME Procedure Contact.  
Copies of the FSME procedures are available through the NRC website.***



**Procedure Title:**  
***Monthly NRC/OAS/CRCPD***  
***Teleconference***  
**Procedure Number: SA-1101**

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**I. INTRODUCTION**

This document describes the procedure that the Nuclear Regulatory Commission (NRC) Office of Federal and State Materials and Environmental Management Programs (FSME), Organization of Agreement States (OAS), and Conference of Radiation Control Program Directors, Inc. (CRCPD) will use for coordination, notification, and administration of the monthly NRC/OAS/CRCPD teleconference (Monthly Teleconference) to discuss items of mutual interest. This procedure will be also used as guidance for planning other teleconferences with the OAS and the CRCPD, as needed.

**II. OBJECTIVES**

To provide guidance to FSME, OAS, CRCPD, NRC offices and other interested parties on the coordination, notification and administration of the Monthly Teleconference.

**III. BACKGROUND**

The Monthly Teleconference was established on July 14, 1995, between NRC and OAS. The purpose of the teleconference was to discuss with OAS the programmatic changes that NRC was in the process of developing in the areas of the Integrated Materials Performance Evaluation Program (IMPEP) and the Policy Statement on the Adequacy and Compatibility of Agreement State Programs. Due to the success of the 1995 teleconference, OAS and NRC agreed that it should be held on a monthly basis and the agenda should be expanded to include other current topics, and the CRCPD should also join the teleconference. The Monthly Teleconference continues to provide a regular opportunity for the NRC, OAS, and CRCPD to discuss regulatory issues of mutual interest.

**IV. ROLES AND RESPONSIBILITIES**

**A. FSME**

1. FSME's Division of Intergovernmental Liaison and Rulemaking, Intergovernmental Liaison Branch (ILB) has the lead responsibility for coordination, notification, and administration of the Monthly Teleconference.
2. ILB will designate a project manager who will be responsible for coordination and notification of the Monthly Teleconference.

3. ILB will establish an electronic notification list of participants based on inputs from the OAS, CRCPD, NRC staff, and other interested parties.
4. ILB will periodically update the list of participants as directed by the OAS, CRCPD, and NRC staff.
5. ILB will reserve a Monthly Teleconference bridge number with an adequate number of telephone lines.
6. ILB will notify the electronic notification list of participants of the upcoming Monthly Teleconference, and will solicit input on the agenda topics from OAS, CRCPD, and NRC staff.
7. ILB will distribute a draft agenda for the Monthly Teleconference to appropriate FSME management and staff.
8. ILB will revise the draft agenda after the receipt of comments from appropriate FSME management and staff, and will distribute the final agenda for the Monthly Teleconference to the participants on the electronic notification list.
9. ILB will coordinate the development of the meeting notes, revisions and distribute the final meeting notes electronically.

**B. OAS**

1. OAS will supply agenda topics for the Monthly Teleconference.
2. An OAS designee will take notes during the monthly teleconference and distribute draft notes to the ILB Teleconference Project Manager for NRC review.

**C. CRCPD**

CRCPD will supply agenda topics for the Monthly Teleconference.

**V. GUIDANCE**

**A. ILB Preparations for the Monthly Teleconference**

1. **Teleconference Date and Time:** The date and time of the Monthly Teleconference will be established through collaboration with the OAS Chair and Secretary. The date and time of the next Monthly Teleconference will be decided with sufficient lead time for scheduling

each Monthly Teleconference (typically one month in advance of the call). If a situation arises which requires the modification of the agreed upon date and time, the Teleconference Project Manager will promptly notify the participants of the change and will collaborate with OAS to establish a new date and time. The OAS Board reserves the right to not schedule a teleconference during the month that the Annual All Agreement States Meeting is held. Other teleconferences, as needed, may be held outside of the Monthly Teleconference schedule.

2. Telephone Lines: The bridge number for the Monthly Teleconference should be reserved at least 2 weeks prior to the teleconference. At least 75 telephone lines should be established for the Monthly Teleconference. The bridge number and lines are reserved through the NRC Telecommunication Conference Call Switchboard Operators.
  3. List of Participants: The list of participants include representatives of FSME, other NRC staff, OAS, OAS and CRCPD Boards, and other interested parties on a case-by-case basis. The participation of the Chair, Chair-Elect, Past Chair, and other members of the CRCPD and OAS Boards will be determined at the discretion of each organization. Periodic updates of the list will be made to reflect changes in these organizations. Interested participants should request participation directly through the Teleconference Project Manager.
  4. Agenda: The agenda for the Monthly Teleconference will be established through collaboration with FSME, OAS, CRCPD, and other participating NRC offices. (Additional invitations will be extended to outside participants on a case-by-basis; the teleconference project manager will work with these outside parties.) A request for agenda topics will be distributed to the participants approximately 2 weeks before the scheduled Monthly Teleconference. A draft agenda will then be generated with input being requested within 1 week. The Monthly Teleconference Project Manager will develop the agenda based upon input from participants and distribute the final agenda at least 2 days prior to the teleconference.
  5. Notification: Notification of the Monthly Teleconference will be provided electronically through the electronic notification list. The first notification of the Monthly Teleconference will include the date and time of the Monthly Teleconference and a request for agenda topics. The second notification will include the date and time of the Monthly Teleconference, the telephone bridge information, the list of participants, and the final agenda.
- B. The Monthly Teleconference will be facilitated by the Teleconference Project Manager and will be administered in a way that encourages free flowing

exchange of ideas and information. However, NRC staff should not share pre-decisional information or seek input from the States during the teleconference. The Teleconference Project Manager will begin the teleconference by taking roll call: (1) asking which OAS Board members are on the phone; (2) asking which CRCPD Board members are on the phone; (3) reading through a list of potential states in attendance and asking for individuals on the line to note if the state is present; and (4) taking NRC attendance. All attendees that call in after roll call are to note their attendance with the OAS Secretary and/or Teleconference Project Manager. An "Other items" agenda item will be placed at the end of each agenda. At the end of the meeting, the Teleconference Project Manager will ask the OAS Board designee taking notes if they have any questions of the participants to ensure the notes are complete.

## **VI. ADAMS REFERENCE DOCUMENTS**

For knowledge management purposes, listed below are all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into the NRC's Agencywide Document Access Management System (ADAMS).

<b>No.</b>	<b>Date</b>	<b>Document Title/Description</b>	<b>Accession Number</b>
1	7/9/01	STP-01-054. Request For Comments On Two Draft Procedures For Agreement States And Conference Of Radiation Control Program Directors Commission Briefing And Monthly NRC/OAS/CRCPD Teleconference	ML011910552
2	2/18/03	STP Procedure SA-1101	ML030580151
3	11/10/08	FSME-08-083, Opportunity to Comment on Draft Revisions to FSME Procedure SA-1101	ML082460616
4	2/25/09	FSME Procedure SA-1101	ML090620083
5	2/4/13	FSME-13-014, Opportunity to Comment on Draft Revisions to FSME Procedure SA-1101	ML13011A325