



Office of Nuclear Materials Safety and Safeguards Procedure Approval

ADMINISTRATIVE ~~STAFF SUPPORT~~PROCESS UNDER THE INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)

AD-600

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NOTE

[Any changes to this procedure will be the responsibility of the Procedure Contact. Copies of the Office of Nuclear Material Safety and Safeguards \(NMSS\) procedures will be available through the U.S. Nuclear Regulatory Commission website.](#)

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

I. INTRODUCTION

This document provides guidance for the administrative ~~staff process~~ involved in the preparation and management of documents relating to the Integrated Materials Performance Evaluation Program (IMPEP).

II. OBJECTIVES

To provide guidance to the Office of ~~Federal and State Materials and Environmental Management Program (FSME)~~ Nuclear Material Safety and Safeguards (NMSS) on the administrative ~~coordination process~~ of IMPEP. Support will be provided by the ~~IMPEP~~ administrative coordinator from the Division of Materials, Safety ~~State Agreements (MSSA), State, Tribal, and Rulemaking Programs (MSTR), Agreement State Programs Branch (ASPB).~~ When the IMPEP Team Leader is from ~~an U.S. Nuclear Regulatory Commission (NRC) the~~ region or ~~another another NRC U.S. Nuclear Regulatory Commission (NRC)~~ program office other than ~~FSME~~ NMSS, additional administrative coordination with ~~FSME~~ NMSS may be needed.

III. BACKGROUND

It is the policy of the NRC to evaluate the NRC regional and Agreement State radioactive materials programs in an integrated manner. The IMPEP Team Leader receives assistance from administrative staff assigned to provide assistance for the IMPEP ~~review~~.

IV. ROLES AND RESPONSIBILITIES

A. ~~MSSA-MSTR~~ Director:

1. ~~Approves the Annual IMPEP Review Schedule and the list of IMPEP team members.~~

B. ASPB Chief:

1. Designates the IMPEP Project Manager.

2. Reviews Annual IMPEP Review Schedule, and ~~the list of~~ assigns IMPEP team members.

3. Signs the Draft IMPEP Reports to the Agreement State.

4. Signs the Proposed Final IMPEP Reports.

C. IMPEP Project Manager:

1. Prepares the Annual IMPEP Review Schedule and the list of IMPEP team members.
2. Works in conjunction with the IMPEP Administrative Coordinator to ensure ~~the coordinator's~~ that all IMPEP-related ~~responsibilities-activities~~ including those outlined in Section IV.D.1-10 are carried out in a manner that supports the IMPEP reviews.
- ~~3. Signs the Proposed Final IMPEP Reports to the Management Review Board (MRB) Members~~
- ~~4. Distributes the Final IMPEP Report and Letter to the Oak Ridge National Laboratory contractor to be posted on FSME-NMSS's web site.~~
3. Reviews and provides feedback on all versions of IMPEP reports to both the IMPEP team leader, ASPB Chief, and MSTR management.

D. ~~Designated IMPEP~~ Administrative Coordinator:

1. Proofreads all the IMPEP reports for proper grammar and format, and ensures reports are prepared in accordance with the agency standards.
2. Verifies that IMPEP related reports and other supporting documents are correct (e.g. final report is not titled "Proposed" and name of state is correct wherever it appears) and are distributed, either in paper copy or electronic e-mail copy to the appropriate individuals in the State, the designated State Liaison Officer (SLO), the IMPEP review team leader and the team members, the Office of the Executive Director for Operations (OEDO), the appropriate individuals in ~~FSME-NMSS~~, and the Office of the General Counsel (OGC).
3. Profiles and posts ~~the~~ all IMPEP related correspondence in the Agencywide Documents Access and Management System (ADAMS), including the IMPEP review scheduling letter and questionnaire, the IMPEP reports (draft, proposed final and final versions), the Management Review Board (MRB) public meeting notice, the MRB meeting minutes, and the acknowledgment letter if a response to the Final IMPEP report is requested.
4. Schedules all MRB meetings, including special MRB meetings to present the results of periodic meetings held with Agreement States for periodic meetings, and IMPEP self-assessments. ~~Schedules the MRB meetings, including those resulting from State periodic meetings, with OEDO, OGC, FSME, and the appropriate State personnel. Arranges for videoconferencing, bridge numbers, and conference rooms, as appropriate, for the MRB meetings.~~
5. Coordinates participation of the MRB members, Agreement State program management, IMPEP review team members, and members of

the public at MRB meetings. Arranges for videoconferencing, bridge numbers, and conference rooms, as appropriate, for the MRB meetings.

66. Requests ~~EDATS-NMSS ticket~~ number from the ~~FSME-NMSS~~ front office through email to RidsNmssOdResource@nrc.gov for the Final IMPEP Report. Prepares Final IMPEP Report for concurrence in accordance to ~~FSME-NMSS~~ procedures.
667. Distributes the final IMPEP report, ~~and~~ periodic meeting summaries, and MRB meeting minutes to the external website contractor point of contact to be posted on NMSS's web site. Distributes all IMPEP related documents to the appropriate addressees.
78. Provides all relevant correspondence (i.e., proposed final reports, responses to draft reports, organization charts, briefing material, and meeting agendas) to the MRB members, the review team, and other attendees at least 7 days in advance of the MRB meeting.
89. Ensures that public meeting notices for MRB meetings are prepared, ~~and added to ADAMS, and e-mailed to the public meeting coordinator~~ posted to the Public Meeting Notice System (PMNS) at least 10 days prior to the meeting date.
910. Prepares ~~and issues minutes of MRB meetings, or~~ assigns to another person.
 - a. The minutes should summarize major discussions, but should not be a verbatim account of the proceedings. Transcription ~~and/or~~ recording services can be used if directed.
 - b. The minutes should clearly document the ~~U~~nderlying causes for program performance issues, precedents established by the MRB, and good practices ~~should be clearly documented in the minutes.~~
 - c. The meeting minutes should document the meeting attendees.

V. PROCESS FOR SCHEDULING MRB~~s~~ MEETINGS

- A. At some point prior to the onsite IMPEP review (weeks to months), the IMPEP Administrative Coordinator will consult with the Deputy Executive Director for Operations for Materials, Waste, Research, State, Tribal, ~~and Compliance~~, Administration, and Human Capital Programs (DEDMRT); including the DEDMRT's calendar and administrative staff, to choose a date to hold the MRB. It should be from 74 to 90 days following completion of the onsite review.
- B. The IMPEP Administrative Coordinator will offer ~~a couple of potential~~ dates (minimum of two) to the IMPEP Team Leader and program manager. The availability of the DEDMRT, team leader, and State Program Manager determines the MRB date selected.

- C. ~~Once the~~ Upon selection of the MRB date ~~is selected~~, the IMPEP Administrative Coordinator ~~then will~~ contacts the appropriate administrative assistants within NMSS, OCG, the appropriate NRC Region and OAS to invite ~~them to the MRB~~ the MRB members to the meeting. Careful consideration ~~is should be~~ given to achieving balance in the number of MRBs the Regional Administrator/Deputy Regional Administrator (RA/DRA) of any one region is ~~asked~~ required to support. Note: If the RA or DRA from the requested region is not available, then the ~~IMPEP administrative~~ Administrative eordinator Coordinator will try another region. ~~If none of the~~ In the event no RAs ~~and or~~ DRAs are available, ~~then a region may delegate, but not lower than to the DNMS~~ the MRB position can be delegated to the regional Division of Nuclear Material Safety Director/Deputy. If there is an issue with the availability of an RA or DRA, the IMPEP Administrative Coordinator should resolve it with the Regional Administrator's administrative assistants or contact the ASPB Branch Chief if needed.
- D. If the subject meeting documents are draft or proposed, the MRB serves to finalize these documents, such as IMPEP reports, meeting minutes as well as the final documents are distributed to the meeting addressees and posted to the external website. If the subject meeting documents are already finalized before the MRB meeting, such as, periodic meeting summaries, the minutes will be posted to the external website only.
- E. Announcement of the public meeting will be added to the PMNS system (<https://adamsicm.nrc.gov/pmns>) and listed as category 1, once the selection is finalized for the MRB date. Agenda's will include the ADAMS ML number, as long as the document is final (e.g., periodic meeting summary).

VI. GUIDANCE

The following documents are to be profiled in ADAMS and distributed by the IMPEP Administrative staff Coordinator and/or the appropriate Region's administrative staff. In order to ensure consistency, this procedure establishes naming conventions for the Microsoft documents, ADAMS profile templating (~~FSME-003~~ NMSS-001, Appendix A), and distribution instructions (both paper copy and electronic e-mail versions).

A. Scheduling Letter and Questionnaire

Scheduling Letter with IMPEP Questionnaire mailed to State via regular mail and e-mail.

MS Word Name: ~~_____~~ [YYYY Year] [XX State Name Abbreviation] IMPEP Scheduling Letter.docx

Distribution: ~~(e-mail):~~ Letter Addressee, IMPEP Team Leader and members, IMPEP Project Manager, ASPB Chief, MSTR management, and Regional State Agreements Officer (RSAO).

Distribution (via

regular mail): ~~Letter Addressee; Carbon Copies: SLO, State Radiation Control Program Director, if appropriate.~~

ADAMS: ~~FSME 003 Template Instructions (Appendix A).~~

B. IMPEP Questionnaire Response from State

State returns Questionnaire to IMPEP Team Leader. The IMPEP Team Leader reviews for completeness, performs the Sensitive Unclassified Non-Safeguards Information (SUNSI) review, and confirms that the document is put into ADAMS by the ~~IMPEP Administrative~~ Administrative Coordinator and/or the Region's administrative staff.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] IMPEP Questionnaire.docx~~

Distribution ~~(e-mail)~~: IMPEP Team Leader and members, IMPEP Project Manager, ASPB Chief, MSTR management, and RSAO.

ADAMS: ~~FSME 003 Template Instructions (Appendix A).~~

C. Organization Charts Received from State

State submits organization charts in Questionnaire response or at the IMPEP review. ~~The~~ IMPEP Team Leader ensures that the document is put into ADAMS by the ~~IMPEP Administrative~~ Administrative Coordinator and/or the Region's administrative staff, as a separate document.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] IMPEP Organization Charts.docx~~

Distribution ~~(e-mail)~~: IMPEP Team Leader and members, IMPEP Project Manager, ASPB Chief, and RSAO.

ADAMS: ~~FSME 003 Template Instructions (Appendix A). Enter organization charts as individual document.~~

D. Draft IMPEP Report

The Draft IMPEP Report is prepared and signed-concurred on by the IMPEP Team Leader in accordance with ¹FSME Procedure SA-100, *Implementation of the Integrated Materials Performance Evaluation Program*. The ASPB Chief signs the draft report. ~~The~~ IMPEP team leader also performs the SUNSI review. IMPEP Administrative Coordinator is responsible for typing, proofreading,

¹ Note that the Office of Federal and State Materials and Environmental Management Programs (FSME) merged with NMSS on October 6, 2014. Not all State procedures have been updated to reflect the new office name of NMSS. In the interim, current procedures are still in effect and will be referenced as FSME State Procedures until such time as they are reviewed and revised to include the official office name. All procedures may be found on the NMSS external website under "Resources and Tools," and then "NMSS Procedures."

profiling in ADAMS, and distributing this document.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] Draft
IMPEP Report and Letter.docx~~

~~Distribution (e-mail): Letter Addressee, IMPEP Team Leader and members,
IMPEP Project Manager, ASPB Chief, MSTR management,
RSAO, SLO, and the State Radiation Control Program Director, if
appropriate, and Agreement State IMPEP team member.~~

~~Distribution (via~~

~~regular mail) Letter Addressee; Carbon Copies.~~

~~ADAMS: FSME-003 Template Instructions (Appendix A).~~

E. State Response to Draft IMPEP Report

State returns the response to the Draft IMPEP Report to the IMPEP Team Leader. ~~The~~ IMPEP Team Leader ensures that the document is put into ADAMS by the IMPEP Administrative Coordinator.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] Response to
the Draft IMPEP Report.docx~~

~~Distribution (e-mail): IMPEP Team Leader and members, IMPEP Project
Manager, ASPB Chief, MSTR management, and RSAO.~~

~~ADAMS: FSME-003 Template Instructions (Appendix A).~~

F. Proposed Final IMPEP Report

IMPEP Project Manager and IMPEP Team Leader revise the Draft IMPEP Report to reflect the State's response, ~~and the report is then~~ which is issued as the Proposed Final IMPEP Report. ~~The ASPB Chief signs the Proposed Final Report.~~ The IMPEP Project Manager also performs the SUNSI review. IMPEP Administrative Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] Proposed
Final IMPEP Report and Memo.docx~~

~~Distribution (e-mail): MRB members, IMPEP Team Leader and members,
IMPEP Project Manager, MSSA Director, MSSA-MSTR Deputy
Director management, ASPB Chief, FSME Agreement State
Program Point of Contact (POC), RSAO, OEDO Technical
Assistant, OEDO, Agreement State IMPEP team member, and the
Organization of Agreement States (OAS) Liaison to the MRB.~~

~~Distribution (NRC~~

~~paper copy): MRB Members/Memorandum Addressees~~

~~ADAMS: FSME-003 Template Instructions (Appendix A).~~

G. MRB Meeting Minutes

The ~~FSME-IMPEP Administrative~~ Coordinator, ~~IMPEP Project Manager, or designee~~ takes the minutes at the MRB meeting. ~~The IMPEP Administrative Coordinator~~ and circulates the minutes for review ~~to by~~ the IMPEP Team Leader, ~~and~~ the IMPEP Project Manager, ~~and the State or Region being reviewed~~. The ~~IMPEP Administrative~~ Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] MRB Minutes.docx~~

Distribution ~~(e-mail)~~: MRB Members, IMPEP Team Leader, IMPEP Project Manager, ASPB Chief, ~~POG~~, RSAO, State Radiation Control Program Director, and OAS Liaison to the MRB.

~~Distribution (NRC paper copy): MRB Members~~

~~ADAMS: FSME-003 Template Instructions (Appendix A)~~

H. Final IMPEP Report

Final IMPEP Report is coordinated by the IMPEP Team Leader and the IMPEP Project Manager by revising the Proposed Final IMPEP Report to reflect the actions recommended by the MRB. The ~~IMPEP Administrative~~ Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document. The Final IMPEP Report is signed by the ~~DEDMRT~~, OEDO.

~~MS Word Name: [YYYY Year] [XX State Name Abbreviation] Final IMPEP Report and Letter.docx~~

Distribution ~~(e-mail)~~: MRB Members, IMPEP Team Leader and members, IMPEP Project Manager, ~~MSSA Director, MSSA Deputy Director, MSTR management~~, ASPB Chief, ~~POG~~, RSAO, OEDO Technical Assistant, ~~OEDO, OGC, and Agreement State IMPEP team member~~.

~~Distribution (NRC paper copy): MRB Members; NRC Commission; and Agreement State addressee.~~

~~ADAMS: FSME-003 Template Instructions (Appendix A). Create a package inserting the Final IMPEP Report and Letter; Organization Charts, and State Response.~~

I. Periodic Meeting Summary

The periodic meeting summary is prepared, finalized and signed by the meeting lead, within 30 days of the date of the meeting to reflect the outcomes.

Distribution: Letter Addressee, IMPEP Project Manager, ASPB Chief, MSTR management, IMPEP Administrative Coordinator, RSAO and Region DNMS management.

J. Probation, Heighten Oversight and Monitoring Conference Call summary

The probation, heighten oversight and monitoring call summaries are prepared and finalized by the meeting lead, within 30 days of the date of the call to reflect status updates and outcomes.

Distribution: Program Attendee, IMPEP Project Manager, ASPB Chief, MSTR management, IMPEP Administrative Coordinator, and Region DNMS management.

VI. APPENDIX

Appendix A: ADAMS Profiling Template -- FSME-003NMSS-001
(ML092450574ML16070A246)

VII. REFERENCES

FSME-NMSS Procedure SA-100, *Implementation of the Integrated Materials Performance Evaluation Program*

VIII. ADAMS REFERENCE DOCUMENTS

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

No.	Date	Document Title/Description	Accession Number
1	8/31/06	STP Procedure AD-600	ML062730009
<u>2</u>	<u>3/22/10</u>	<u>FSME Procedure AD-600</u>	<u>ML100430025</u>

APPENDIX A

DOCUMENT TYPE SUMMARY

NMSS-001

DOCUMENT TYPE: Integrated Material Performance Evaluation Program (IMPEP) Documents.

Scheduling Letter & Questionnaire, Draft Report, NRC Acknowledgement of State Response on Final Report, Periodic Meeting Scheduling Letter, Periodic Meeting Summary, All Other Periodic Meeting Materials/Documents, State Response to Questionnaire, State Organizational Charts, State Response to Draft Report, Proposed Final Report, MRB Meeting Minutes, Special MRB Memorandum, Final Report and State Response to Final Report

Special Instructions:

This template is to be used by the DPC and staff when processing Integrated Material Performance Evaluation Program (IMPEP) documents prepared by the Office of Nuclear Material Safety and Safeguards (NMSS) or incoming documents to NMSS that meet the requirements of an Official Agency Record, into ADAMS.

DOCUMENTS TO BE ADDED IN ADAMS FOLDER: **NMSS-MSTR-ASPB-IMPEP (when possible)**, and under the current fiscal year

Profile Field Requirements for the DPC:

<u>Item ID</u>	<u>System Assigned</u>
<u>Accession No.</u>	<u>System Assigned</u>
<u>Estimated Page Count</u>	<u>DPC Enter:</u> <u>Actual number of pages of file</u>
<u>Document Date</u>	<u>DPC will input date printed/stamped on document.</u> <u>Format is: MM/DD/YYYY</u>
<u>Document Type</u>	<u>Entered by NMSS and/or Region</u> <u>Integrated Material Performance Evaluation Program (IMPEP)-Agreement States</u> <u>And</u> <u>Other document types that apply, e.g., Letter, E-mail, Memo.</u>
<u>Availability</u>	<u>Entered by NMSS and/or Region</u>
<u>Title</u>	<u>Entered by NMSS and/or Region (example titles listed below)</u> <u>DPC Will Not Change</u>
<u>Author Name</u>	<u>Name of person who signed cover letter</u>
<u>Author Affiliation</u>	<u>Affiliation of person who signed cover letter</u>
<u>Addressee Name</u>	<u>Name of person cover letter is addressed to</u>

<u>Addressee Affiliation</u>	<u>Affiliation of person cover letter is addressed to</u>
<u>Docket No.</u>	
<u>License No.</u>	
<u>Case/Reference No.</u>	
<u>Document/Report Number</u>	
<u>Keyword</u>	<u>Entered by NMSS and/or Region</u> <u>"NMSS-001"</u> <u>"DPC - Do Not Change Title"</u> <u>"SUNSI Review Complete" if Publicly Available</u> <u>Item Code (e.g., MD 3.4 Non-Public B.1) if Non-Publicly Available</u> <u>Note: Press <i>Enter</i> after each entry</u>
<u>Document Date Received</u>	
<u>Date Docketed</u>	
<u>Comment</u>	<u>Entered by NMSS and/or Region</u> <u>LAN ID of person entering document into ADAMS and KNM1</u> <u>DPC will not add any value to this field</u>
<u>Vital Records Category</u>	<u>System Assigned</u>
<u>Document Status</u>	
<u>Media Type</u>	<u>Electronic</u>
<u>Physical File Location</u>	<u>ADAMS</u>
<u>FACA Document</u>	<u>No</u>
<u>Date To Be Released</u>	<u>Entered by NMSS and/or Region if Publicly Available</u>
<u>Distribution List Codes</u>	<u>Entered by NMSS and/or Region if applicable</u>
<u>Contact Person</u>	<u>Entered by NMSS and/or Region</u>
<u>Text Source Flag</u>	<u>Entered by NMSS and/or Region:</u> <u>Native Application</u>
<u>Official Record</u>	<u>System Assigned</u>
<u>Document Sensitivity</u>	<u>Entered by NMSS and/or Region</u>

Entered by NMSS and/or Regions:

Security Rights for ALL IMPEP Document/Packages, please add:

NMSS-MSTR-IMPEP - Owner

NMSS-MSTR-Administrative Assistants – Owner

Document Processing Center – Owner
Records Managers - Owner
NRC Users – Viewer

SAMPLE FORMAT OF TITLES FOR ADAMS

(Spell out the State, do not use abbreviations)

[MM/DD/YEAR] Letter to [1st Initial. Last Name] re: [State] IMPEP Scheduling Letter and Questionnaire for [Month YEAR (month of IMPEP review)].

[MM/DD/YEAR] [State] Response to [YEAR (FY of IMPEP)] IMPEP Questionnaire [YEAR] [State] Organizational Charts.

[MM/DD/YEAR] Letter to [1st Initial. Last Name] re: [State] [YEAR] IMPEP Draft Report.

[MM/DD/YEAR] Letter (or Email) from [1st Initial. Last Name] re: [State] Response to the Draft IMPEP Report.

[MM/DD/YEAR] Comment Resolution to [State] [YEAR] Draft IMPEP Report.

[MM/DD/YEAR] Memo to Management Review Board re: the [State] [YEAR] Proposed Final IMPEP Report.

[MM/DD/YEAR] Letter to [1st Initial. Last Name] re: [State] [YEAR] Final IMPEP Report. ***(This is the same for the Package and Letter)***

[MM/DD/YEAR] Memo to Management Review Board - Minutes: [Date of MRB] [State] IMPEP MRB Meeting.

[MM/DD/YEAR] Letter to [1st Initial. Last Name] re: Scheduling Letter for [State] FY [YEAR] Periodic Meeting.

[MM/DD/YEAR] Memo to Management Review Board re: Special MRB Meeting with the [State(s)] Agreement State Program(s).

[MM/DD/YEAR] Memo to Management Review Board - Minutes: [Date of MRB] Special IMPEP MRB Meeting.

[MM/DD/YEAR] Letter to [1st Initial. Last Name] re: Invitational to Participate on the [State] [FY YEAR] IMPEP Review Team.

[MM/DD/YEAR] [State] Quarterly Monitoring Call Summary.

[MM/DD/YEAR] [State] Bi-Monthly Heightened Oversight Call Summary.

[MM/DD/YEAR] Letter to [1st Initial. Last Name] re: Support to the [State] Agreement State Program.

[MM/DD/YEAR] Email from [1st Initial. Last Name] re: [State] Updated Performance Improvement Plan (PIP).