INSPECTION MANUAL CHAPTER 1248, APPENDIX K

LOW-LEVEL WASTE PROJECT MANAGER QUALIFICATION JOURNAL

Effective Date: 06/27/2016

Table of Contents

Introduction 1
Program Organization 1
Qualification Journal Organization 1
Required Online Training Courses 2
Required Training Courses 2
Specialized Training Courses 2
Refresher Training 3
Individual Study Activities 4
(ISA-1) History and Organization of the U.S. Nuclear Regulatory Commission 6
(ISA-2) Navigating the NRC Internal and External Websites 8
(ISA-3) Objectivity, Protocol, and Professional Conduct 11
(ISA-4) Allegations 13
(ISA-5) The Enforcement Program 15
(ISA-6) The Office of Investigations 17
(ISA-7) NRC Interagency Agreements 18
(ISA-8) Interactions with the Public and the Media 20
(ISA-9) Hearings 22
(ISA-10) Proprietary Information and Determinations 23
(ISA-11) The Freedom of Information Act and the Privacy Act 24
(ISA-12) Generic Communications 26
(ISA-13) Differing Views Programs 27
(ISA-14) Federal Regulations, NRC Policies 29
(ISA-15) Agencywide Documents Access and Management System (ADAMS) 31
(ISA-16) Security Issues 32
(ISA-17) Computer Software 33
On-the-Job Activities 34
(OJT-1) Attend NRC Meetings & Tour the NRC Response Center 35
(OJT-2) Readings 36
(OJT-3) Interactions with Non-NRC Entities 39
(OJT-4) Inspections, IMPEPs, Observations, and Site Visits 40
(OJT-5) Technical Reviews 41
Low-Level Waste Project Manager Initial Signatures Page 42
Low-Level Waste Project Manager Signature Cards and Certification 43
Form 1: Low-Level Waste Project Manager's Equivalency Justification 47
Attachment 1: Revision History Sheet Att1-1

Introduction

The U.S. Nuclear Regulatory Commission (NRC) Low-Level Waste Project Manager (project manager) qualification program requires completion of a variety of activities, each of which are designed to help you, the project manager candidate, learn information or practice skills important to independently performing this important function. When you have completed the entire qualification process, you will have demonstrated each of the competencies that describe a successful project manager. The role of a project manager is not to set policy in the areas of health and safety or security. A project manager should refer policy questions to management as well as the program office.

A competent project manager must accomplish the following:

- Understand the legal basis for NRC's regulatory authority and the regulatory processes as well as the NRC organizational structure and objectives.
- Understand the basis for the authority of the agency.
- Understand the processes established to achieve the regulatory objectives.

Program Organization

The project manager qualification process develops your awareness of the role of the agency, your role and skill as a project manager, and your regulatory expertise for developing guidance documents, documenting technical reviews, and managing projects. The final activity in the qualification process is to appear before a qualification board. Successful completion of the qualification board exam validates your understanding of the role of the agency, Office programs, and your role as a project manager. Upon successful completion of all the activities in the qualification journal, including the qualification board, you become a qualified project manager eligible to receive the "Low-Level Waste Project Manager Qualification Certification."

Qualification Journal Organization

The qualification journal identifies training courses, individual study activities and on-the-job learning activities you must complete. Document your progress on the signature cards and certifications as you move through the qualification process. The journal also contains a form to document the justification for accepting equivalent training or experience as a means of meeting a project manager qualification requirement(s). The signature cards, certification, and equivalency justification pages form the permanent record of completing the project manager qualification program and will be placed in your official file.

Your Supervisor should consider assigning one or more experienced and/or senior low-level waste project managers as a resource and/or mentor for you. Those staff would assist you by answering questions or providing guidance as you work to complete this qualification journal.

Required Online Training Courses

These courses may be taken in any order:

- "ADAMS P8 - Overview" – as part of ISA-15
- "Allegations Intake and Routing" (Annually) – as part of ISA-4
- "Computer Security Awareness" (Annually) – as part of ISA-16
- "Ethics Overview for Employees" – as part of ISA-3 OR
  "Ethics Training for New NRC Employees" – as part of ISA-3
- "Getting Started with Excel 2010" Training – as part of ISA-17
- "Getting Started with Outlook 2010" – as part of ISA-17
- "Getting Started with PowerPoint 2010" – as part of ISA-17
- "Getting Started with SharePoint 2010" as part of ISA-17
- "Getting Started with Word 2010" – as part of ISA-17
- "Information Security (INFOSEC) Awareness" (Annually) – as part of ISA-16
- "No Fear Act" (Biennially – every 2 years) – as part of ISA-13
- "Personal Identifiable Information (PII) and Privacy Act Responsibilities Awareness" (Annually) – as part of ISA-11

NOTE: It is your responsibility to meet the Office deadline for taking the above online self-study course work. Be aware that the above list of online training courses may change between revisions to this qualification journal.

Required Training Courses

These courses may be taken in any order:

- "Briefing Techniques"
- "Communicating Effectively with Project Stakeholders Simulation"(self-study in iLearn)
- "Environmental Risk Assessment (H-401)"
- "FSME Rulemaking Overview" OR "NMSS Rulemaking Overview"
- "Introduction to Risk Assessment for Materials Safety & Waste Management (P-400)"
- "Introductory Health Physics (H-117)"
- "NRC: What It Is and What It Does" OR
  "NRC: Who We Are and What We Do – Meet & Greet"
- "Radiation Worker Training Self-Study (H-102S)" (self-study in iLearn) OR
  "Site Access Training (H-100)"
- "Regulatory Process"
- "Technical Writing"
- Training in the topic of Public Communications, such as:
  "Conducting Effective Public Meetings", OR
  "Media Training Workshop, OR
  "Risk Communications and Public Outreach"

Specialized Training Courses

These courses may be taken in any order:

- "Advanced Health Physics (H-201)"

- Dade Moeller: "Low-Level Radioactive & Mixed Waste Management" (External, day 3 of 3 only if already taken EnergySolutions course below)
- EnergySolutions: "NRC/DOT Waste Packaging, Transportation, & Disposal" (External)
- "Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination" (self-study in iLearn)
- "Gathering Information for Inspectors through Interviews"
- "Low-Level Waste 101 – Introduction to Part 61"
- "Low-Level Waste 102 – Development of Waste Classification Tables for Part 61"
- "Low-Level Waste 103 – Concentration Averaging Branch Technical Position"
- "Low-Level Waste 104 – Disposal of Trojan Reactor Vessel"
- Princeton: "Groundwater Pollution and Hydrology Course" (External)
- Training in the topic of Project Management, such as:
  "Project Management Fundamentals (self-study in iLearn), OR
  "Project Management Overview (self-study in iLearn), OR
  "Project Management Process Groups (self-study in iLearn)
- "Transitioning into a Project Management Role" (self-study in iLearn)

Additional courses, such as other Low-Level Waste (LLW) Seminars similar to LLW 101, LLW 102, LLW 103, and LLW 104, may be developed after publication of this qualification journal (i.e., future revisions). Supervisors may include those new Specialized Training Courses.

NOTE: The Required Training Courses are the minimum recommended courses that you should take in order to complete the Low-Level Waste Project Manager Qualification Journal. However, your Supervisor will determine (with your consultation) the appropriate training courses that you must take to complete your qualification.

Supervisors have the authority to waive any of classes based on experience of candidate seeking qualification as a project manager by documenting reason for waiver on "Form 1: Low-Level Waste Project Manager's Equivalency Justification." However, your qualification still requires certification by your Division Director or their designee (i.e., Deputy Division Director).

Refresher Training

Qualified project managers must maintain their qualification by completing refresher training in the established requalification cycle. The refresher cycle for the Low-Level Waste Project Manager Qualification will be a 60-month period. Each refresher cycle will be determined using the month the qualification certificate was signed. As indicated in IMC-1248, the certificate will identify the effective date of the certification. If the date of the qualification certificate is unknown, then continue using the current refresher training cycle. The qualified project manager's Supervisor may grant up to a six (6) month extension if the qualified project manager was unable to complete the required refresher training or may decide that equivalency refresher training (or combination thereof) has already taken place.

The qualified project manager must complete 24 hours of refresher training in order to maintain their qualification status, which may consist of any topics. The training for Low-Level Waste Project Manager Qualification may be used for any other Qualifications and/or Certifications,

both original and re-qualifications/re-certifications. The qualified project manager will work with their Supervisor to determine which training courses are appropriate for the training.

Examples include: external training courses, attending lectures, making presentations on relevant topics, and directed self-study courses. Prior to taking refresher training the qualified project manager must receive confirmation from their Supervisor that the training will be credited as refresher training. The Supervisor should take into consideration the objectives of the training and determine whether the training will be beneficial to the qualified project manager. Supervisor also needs to take into consideration what refresher training they believe that the qualified project manager needs.

NOTE: A qualified project manager may retake a course that they had taken previously. Supervisor should consider whether it would be beneficial for the qualified project manager to retake the course. Supervisor should consider whether there have been changes in technology, changes in regulations, or if course has changed considerably since the qualified project manager took the course before allowing it to be retaken as refresher training. If the Supervisor allows the qualified project manager to retake the course, the qualified project manager must complete and pass the exam, if the course has one, in order to receive credit for the course.

Individual Study Activities

The individual study activities (ISAs) direct and focus your efforts as you review documents and perform technical training assignments important to the performance of your job. Each activity begins with a purpose statement informing you of why the activity is important and how it relates to the project manager function. The level of effort gives you an idea of how much effort should be expended in completing the activity. (The times are estimates. You may need more or less time.) The evaluation criteria identify what you are expected to achieve upon completing the activity. The evaluation criteria are listed up front so that you will review them first. Use the evaluation criteria to help you focus on what is most important. The tasks outline the things you must do to successfully address the evaluation criteria.

The following general guidance applies as you complete the various ISAs:

- The first three activities should be done first. Becoming familiar with the agency, the internal and external websites, and your overall role as a project manager is important for successfully completing many of the remaining activities. You should also become familiar with the content of the remaining activities so that you can complete the activities as opportunities arise.

- Complete all parts of each activity.

- Your Supervisor will act as a resource as you complete each activity. Your Supervisor may also designate other experienced and/or senior staff to work with you as you complete the various activities. Discuss questions you may have about the content of what you read with your Supervisor or designee.

- You are responsible for keeping track of the tasks you have completed. Be sure to complete all the tasks in each activity before meeting with your Supervisor or designee for evaluation.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-1) History and Organization of the U.S. Nuclear Regulatory Commission

PURPOSE: The purpose of this activity is to familiarize you with the regulatory history of radioactive material and the evolution of the regulatory framework under which today's NRC staff functions. During this activity, you will review the organization of the agency and its staff and the relationships between the NRC Commissioners and major offices.

COMPETENCY AREA: REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 24 hours

REFERENCES:

1. Title 10 of the Code of Federal Regulations (CFR).
2. NUREG-1350, "Information Digest [Years]," use the most current version available on the NRC website.
3. NUREG/BR-0175, "A Short History of Nuclear Regulation, 1946–2009," Revision 2, September 2010.

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of the agency's regulatory history, its interaction with the Commissioners, and development of the applications of radioactive material, including the following:

1. The purpose of the Atomic Energy Act of 1954, as amended.
2. The major regulatory impacts of the Energy Reorganization Act of 1974, as amended.
3. The major regulatory impacts of the Energy Policy Act of 2005.
4. The relationship, roles, and responsibilities between the Regions and NMSS
5. The relationship between the NRC and Agreement States.
6. The major offices and the functions of the Commission, the Office of the Inspector General, Office of the Secretary, the Atomic Safety and Licensing Board, the Advisory Committee on Reactor Safety, and Commission staff and program offices, including the Chief Financial Officer and Executive Director for Operations.
7. Where to find Commission-related documents and how the Commission uses Staff Requirements Memoranda (SRMs) to direct the staff.
8. Your organization and key management positions.

TASKS:

1. Obtain paper copies or locate and bookmark electronic locations of the above-stated reference material for personal use and future reference. You can find electronic copies of documents on the NRC external website.
2. Review the reference material to gain an understanding of the principles discussed in the evaluation criteria.
3. Read about the Commission's direction setting and policymaking activities and understand the different kinds of decision documents issued by the Commission.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-1.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-2) Navigating the NRC Internal and External Websites

PURPOSE: The purpose of this activity is to familiarize you with the NRC's internal and external websites and SharePoint site and to acquaint you with the information available. Project managers must routinely review a variety of documents to support their activities. Many of these documents are available electronically. This activity will familiarize you with the locations of documents and information vital to your job. Thus, you will begin to build the knowledge you will need later to successfully perform your assigned responsibilities.

COMPETENCY AREA: INFORMATION TECHNOLOGY

LEVEL-OF-EFFORT: 24 hours

REFERENCES:

1. NRC Internal and External Websites and SharePoint site

EVALUATION CRITERIA: There are no specific evaluation criteria for this activity. Use your Supervisor or other agency personnel as a resource as you complete this activity.

NOTE: Circumstances may result in some parts of the sites being unavailable at times. Also, be aware that some of the titles or content of the sites may change. Please review the most recent versions of the sites and complete as much as possible.

NOTE: There are often several ways to reach a particular piece of information. As you navigate the various sites, you may want to bookmark specific information that you will need to access later to complete other activities.

TASKS: Open your internet browser and do the following:

1. Explore the NRC's internal homepage:
    a. Locate the Ethics area:
        i. Review the information available.
        ii. Note the various sources of ethics advice.

    b. Locate the Library Services area (NRC Technical Library):
        i. Review the information available.

c. Locate each of the four NRC Regional Offices' homepages and SharePoint sites:
    i. Review the functions of each of the NRC Regional Offices.
    ii. Identify each of the four Regional Administrators.

d. Locate the Office of Nuclear Materials Safety and Safeguards' (NMSS') homepage and SharePoint site:
    i. Review the functions of NMSS.
    ii. Identify the Director, NMSS.
    iii. Find and review the NMSS organization down to your branch.
    iv. Find and review the NMSS Policy & Procedure documents (NMSS P&Ps).

e. Locate the following Offices' homepages and SharePoint sites and review the functions of the office:
    i. Office of Enforcement (OE);
    ii. Office of Nuclear Security and Incident Response (NSIR);
    iii. Office of International Programs (OIP);
    iv. Office of the General Counsel (OGC);
    v. Office of Nuclear Reactor Regulation (NRR);
    vi. Office of New Reactors (NRO); and
    vii. Office of Nuclear Regulatory Research (RES).

f. Location the Office of the Executive Director for Operations (OEDO) homepage and SharePoint site:
    i. Review the OEDO's Communications Website.
    ii. Review Guidance on Communication Tools and Plans.
    iii. Review the Public Meeting Policy.
    iv. Review the OEDO Procedures.

g. Locate the Office of the Secretary (SECY) homepage and SharePoint site:
    i. Review the functions of the office.
    ii. Review the purpose of a SECY Paper (both Notation Vote and Information).
    iii. Review the purpose of Staff Requirements Memoranda.

h. Locate the NRC Management Directives (MDs) website:
    i. Find the MD dealing with the NRC Incident Investigation Program and review the purpose of the program.
    ii. Find the MD dealing with the Management of Allegations and review the general policy on disclosure of the identity of an alleger.

i. Locate the NRC iLearn website:
    i. Locate the course schedule/catalog and browse the offerings for course availability.
    ii. Review how to enroll in a course, both Internal and External (SF-182).
    iii. Locate the Self-Paced Learning area.
    iv. Find the web-based allegation management training.
    v. Review the list of available web-based learning opportunities.
    vi. Review the list of other available self-paced learning opportunities.

2. Explore the NRC's external (public) website:
    a. Find the Glossary (Basic References).
    b. Find the NRC Inspection Manual and bookmark it.
    c. Find Regulatory Guides (RGs) and read about the purpose of a RG.
    d. Locate Generic Communications documents and review the purpose of each of the types of generic communications documents.
    e. Find NUREGs, read about the different types of NUREGs, and determine how to tell the difference between the different types.
    f. Find the NRC Regulations contained in Title 10 of the CFR.
        - How many volumes comprise Title 10? What parts are applicable to the NRC?
        - Use the search feature and search on "change in CFR" and view one of the documents to read about what a recent change to the CFR involved.
        - View a part of the CFR and look for the information that indicates when the regulation was issued and amended
    g. Find and review the general purposes and procedures associated with the Privacy Act and the Freedom of Information Act (FOIA).
    h. Locate and review the rulemaking process.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-2.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-3) Objectivity, Protocol, and Professional Conduct

PURPOSE: The purpose of this activity is to acquaint you with the NRC's expectations of a project manager conduct and protocol. Professionalism is essential to the agency's ability to fulfill its goals of protecting public health and safety. A project manager's conduct is a vital component of NRC's credibility as an effective regulator. As a project manager, you will be representing the agency in interactions with any licensee/applicant, Federal/State/Local agency, Native American Tribal Government, Stakeholder, or member of the public. This activity will help you understand NRC procedures, policies, and expectations related to a project manager's conduct. This activity will also help you develop the professional conduct that you will need to be an effective NRC project manager.

COMPETENCY AREAS: LICENSING/OVERSIGHT AND SELF-MANAGEMENT

LEVEL-OF-EFFORT: 8 hours

REFERENCES:

1. MD 7.5, "Ethics Counseling and Training"
2. IMC-1201, "Conduct of Employees"

EVALUATION CRITERIA: Upon completion of the tasks in this activity, you will have an understanding of proper NRC employee conduct during interactions with licensee/applicant, Federal/State/Local agency, Native American Tribal Government, Stakeholder, or member of the public, including the following:

1. The expectations of NRC employees regarding:
   a. alcohol and illegal drugs;
   b. official business and personal relationships;
   c. business partnerships with licensee/applicant, Federal/State/Local agency, Native American Tribal Government, Stakeholder, or member of the public; and
   d. work habits and professional demeanor.

2. The restrictions regarding the following specific employee activities which could result in a loss of impartiality (or the perception thereof):
   a. accepting transportation from a licensee/applicant, Federal/State/Local agency, Native American Tribal Government, Stakeholder, or member of the public;

b. attending social functions essentially limited to licensee/applicant, Federal/State/Local agency, Native American Tribal Government, or Stakeholder attendance (all including contractors and sub-contractors);
c. coffee clubs, cafeterias, credit unions, and similar type of organizations;
d. property and neighborhood relationships;
e. community activities; and
f. employment of spouse and children.

3. The Office of Government Ethics standards of ethical conduct for the following areas as applicable to Low-Level Waste Project Managers:
   a. gifts from outside sources;
   b. gifts between employees;
   c. conflicting financial interests;
   d. impartiality in performing official duties;
   e. seeking other employment;
   f. misuse of power; and
   g. outside activities.

4. What NRC employees are supposed to do if they receive an allegation of improper action by an NRC staff member or contractor involved in oversight activities.

TASKS:

1. As directed by your Supervisor, using the iLearn website, sign up and complete either “Ethics Training for New NRC Employees” or “Ethics Overview for Employees”.
2. Locate and review the material specifically listed in the reference section of this activity. The agency has a code for employee conduct. You should closely review the guidance applicable to your position. Some of this guidance may be located in MDs, which describe the duties and responsibilities of specific positions.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-3.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-4) Allegations

PURPOSE: The purpose of this activity is to familiarize the candidate with the procedures, guidance, and activities applicable to handling the receipt, processing, reviewing and closing of allegations. This activity will help you to interact effectively with individuals bringing concerns to the NRC and to respond appropriately to those concerns.

COMPETENCY AREAS: LICENSING/OVERSIGHT, SELF-MANAGEMENT, AND COMMUNICATION

LEVEL-OF-EFFORT: 24 hours

REFERENCES:

1. MD 8.8, “Management of Allegations”.
2. Office of Enforcement (OE) homepage
3. NRC Allegation Manual, Rev. 1, April 23, 2015 (link on OE homepage)
4. NUREG/BR-0313, Rev. 1, “Pre-Investigation Alternative Dispute Resolution Program”, August 2010.
5. FSME Policy and Procedures 8-4, “Management of Allegations and Agreement State Performance Concerns” (ML092540482).
6. NRC Form 613, “Allegation Program Identity Protection Policy”.
7. 10 CFR Part 30.9, “Completeness and Accuracy of Information”.
8. 10 CFR Part 30.10, “Deliberate Misconduct”.
9. NUREG/BR-0240, Rev. 6, “Reporting Safety Concerns to the NRC”.

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of the NRC’s allegation process, including the following:

1. Criteria used to evaluate a statement to determine if information in statement is potential allegation.
2. Information required to be obtained during receipt of potential allegation.
3. Role of Office Allegation Coordinator (OAC).
4. Purpose of and steps taken to prepare Allegation Review Board (ARB) briefing sheet.
5. Information that should be provided to ARB.
6. Criteria used to determine whether sufficient information to close allegation.
7. Purpose of and information needed to prepare allegation closure documentation.
8. Proper handling of allegation material.
9. NRC Policy for protecting identity of Concerned Individual.

10. Guidance in NRC Allegations Manual, Rev. 1.
11. Pre-Investigation Alternative Dispute Program.

TASKS:

1. Review applicable regulations and guidance listed in reference section.
2. Using iLearn website, sign up and complete “Allegations Intake and Routing”.
3. Review applicable regional or office guidance for allegations.
4. Try to attend at least one ARB meeting.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-4.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-5) The Enforcement Program

PURPOSE: The purpose of this activity is to provide you with an overview of the NRC enforcement program. This activity will assist you in learning and understanding: (1) the purpose of the enforcement program, (2) the sanctions used in the enforcement program, and (3) the methods used in assessing and dispositioning violations. This activity will also provide you with an understanding of the information and guidance resources available to the staff on the enforcement program.

COMPETENCY AREAS: REGULATORY FRAMEWORK AND ENFORCEMENT

LEVEL-OF-EFFORT: 24 hours

REFERENCES:

1. Enforcement related information found on the Enforcement website of the NRC public website, including the NRC enforcement policy, the enforcement manual, the enforcement program overview, the enforcement process diagram, and the alternative dispute resolution program.

EVALUATION CRITERIA: Upon completion of the tasks in this activity, you will have an understanding of the agency's enforcement program, including the following items:

1. Purpose of NRC enforcement policy.
2. Legal basis from which NRC derives its enforcement authority.
3. Burden of proof standard that NRC uses in enforcement proceedings.
4. Primary sanctions NRC uses in enforcement program.
5. Four issues NRC considers to assess significance of a violation.
6. Definition of minor violation and policy on documenting and correcting those minor violations.
7. Definition of non-cited violation.
8. Definition of escalated enforcement action.
9. How to use enforcement process diagram to disposition violations.
10. What pre-decisional enforcement conferences and management conferences are and why, when, and with whom they are conducted.
11. Alternative Dispute Resolution Program.
12. Purpose of civil penalties, when NRC considers issuing those penalties, and how NRC determines amount of those penalties.
13. Purpose of different types of Orders and when those Orders are used.
14. Purpose and use of Enforcement Guidance Memoranda (EGMs).

TASKS:

1. Locate the Enforcement homepage on the NRC public website.
2. Read the enforcement program overview.
3. Read the enforcement process diagram.
4. Locate the enforcement manual and review the table of contents and appendices.
5. Locate the most recent escalated enforcement action for a materials licensee and review the transmittal letter with attached notice of violation.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-5.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-6) The Office of Investigations

PURPOSE: The purpose of this activity is to familiarize you with the Office of Investigations (OI). As a qualified project manager, you may be assigned to work with OI by providing technical support. If you are assigned to assist OI during the conduct of an investigation, this activity will help you understand the role of OI, how OE functions, and your responsibilities.

COMPETENCY AREAS: LICENSING/OVERSIGHT ACTIVITITES AND REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 4 hours

REFERENCES:

1. MD 9.8, “Organization and Functions, Office of Investigations”.
2. OI homepage on NRC external website.
3. NRC OI on internal NRC website and SharePoint site.

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of the purpose and function of OI, including the following:

1. Function of OI.
2. Organizational structure of OI.
3. What your role would be in assisting OI.
4. Authorities of OI investigator.

TASKS:

1. Review MD 9.8.
2. Review the OI sites and associated organizational charts.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-6.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-7) NRC Interagency Agreements

PURPOSE: While performing activities, project managers may identify important issues that could adversely affect health and safety; but, are not under the direct regulatory authority of the NRC. Examples include industrial safety issues, transportation questions, and issues involving security. Conversely, other Federal and State agencies may identify issues of concern to the NRC. To ensure that the proper regulatory authority addresses these items, the NRC has established agreements, such as memoranda of understanding (MOUs), with other Federal and State agencies that outline how these issues should be addressed. This activity will introduce you to the major interagency agreements that the NRC has entered into and familiarize you with the regional or office points-of-contact

COMPETENCY AREA: REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 4 hours

REFERENCES: None.

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of how to do the following:

1. Locate the active MOUs used to coordinate between NRC and other Federal or State agencies.
2. Explain, in general terms, how NRC coordinates with State and other Federal agencies on matters that are not under the regulatory authority of the NRC.
3. Identify the Office point-of-contact for coordinating NRC activities with the following Federal agencies (as appropriate for your position):
   a. Department of Transportation (DOT)
   b. Department of Energy (DOE)
   c. Environmental Protection Agency (EPA)
   d. State agencies

NOTE: The list of Federal agencies that the NRC coordinates with and has interagency agreements with may change. Determine with your Supervisor, which agencies may interact with your organization. There may not be an NRC point-of-contact for each Federal agency in your organization because the NRC point-of-contact may be in another office.

TASKS:

1. Identify where the current MOUs or other documents are available in the Office.
2. Review the MOUs to develop a general understanding of the agreements between NRC and DOE.
3. Determine the major services or resources available to be coordinated between NRC and DOE.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-7.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-8) Interactions with the Public and the Media

PURPOSE: The purpose of this activity is to provide you with an understanding of the importance of communicating with the public and the media in an accurate, clear, and non-complex manner within the limitations of agency guidance for the release of information to the public. Such communication supports one of the NRC's main objectives of increasing openness. This activity will provide you information on the implementation of the guidance on contacts with the public and the media.

COMPETENCY AREAS: COMMUNICATION, SELF-MANAGEMENT, AND REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 24 hours

REFERENCES:

1. NUREG/BR-0215, Rev. 2, "Public Involvement in the Nuclear Regulatory Process," October 2004.
2. NUREG/BR-0202 Rev. 3, "Guidelines for Interviews with the Media", December 2004.
3. NUREG/BR-0224, Rev. 1, "Guidelines for Conducting Public Meetings", June 2006.
4. NUREG/BR-0297, Rev. 0, "NRC Public Meetings", August 2002.
5. MD 3.4, "Release of Information to the Public".
6. MD 3.5, "Attendance at NRC Staff-Sponsored Meetings".
7. MD 8.11, "Review Process for 10 CFR 2.206 Petitions".
8. Public meeting checklist at: http://www.internal.nrc.gov/communications/checklist.html
9. Plain Language at: http://www.internal.nrc.gov/NRC/PLAIN/index.html
10. Communication Plan Guidance at: http://www.internal.nrc.gov/communications/
11. MD 12.6, "NRC Sensitive Unclassified Information Security Program".
12. NRC Sensitive Unclassified Non-Safeguards Information (SUNSI) Website: http://www.internal.nrc.gov/ois/divisions/irsd/sunsi/index.html

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of this activity, you will have understanding of proper interaction with the public and news media, including the following:

1. What is meant by “Plain Language.” and where examples and guidance related to plain language can be found.
2. What a “2.206 petition” is and how it is handled by the NRC.
3. What an NRC-sponsored public meeting is.
4. What the different meeting categories and their purposes are.
5. What types of NRC meetings are generally open to the public and some that are not usually open to the public.
6. How members of the public can find out about NRC public meetings and the expectations on timeliness of meeting notices and summaries.
7. What the restrictions regarding the release of information to the public are, including specific types of information that is not to be released.
8. What is the importance of controlling your speech, including what words to not use, not speculating, not guessing, not answering the “what if” questions, not giving your opinion or repeating any other’s opinion, and not talking off the record.
9. What a Communication Plan is and how it can impact you.

NOTE: You may request copies of the NUREG references used in this activity that cannot be found on the NRC external website from OPA.

TASKS:

1. Review references to understand the principles discussed in the evaluation criteria.
2. Visit the NRC’s “Plain Language Action Plan” on the NRC internal website, including some of the links to resource materials.
3. Visit the Office of the Executive Director for Operations (OEDO) NRC Internal website and find the link to the Communication website. Review the public meeting policy and checklist.
4. Attend one public meeting and observe the protocols used in the meeting.
5. Review the SUNSI requirements on the website or MD and become familiar with the type of information that may not be shared with the public.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-8.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-9) Hearings

PURPOSE: The purpose of this activity is to become familiar with the hearing process.

COMPETENCY AREAS: REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 8 hours

REFERENCES:

1. 10 CFR Part 2, Subpart C, “Rules of General Applicability: Hearing Requests, Petitions to Intervene, Availability of Documents, Selection of Specific Hearing Procedures, Presiding Officer Powers, and General Hearing Management for NRC Adjudicatory Hearings.”
2. NRC Adjudicatory website.
3. FSME Policy & Procedures 6-9, “FSME Staff Support of the Hearing Process in 10 CFR Part 2” (ML082261374), which contains non-public information from OGC.

EVALUATION CRITERIA: Upon completion of this activity, you will have a general understanding of the types of hearings, public involvement, and the hearing process.

1. What the types of hearings are.
2. What the public involvement in hearings is.
3. What the hearing process is.
4. What the types of Office activities/processes are that have hearings.

TASKS:

1. Review references to understand the principles discussed in the evaluation criteria.
2. Attend Atomic Safety and Licensing Board proceedings, if possible.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-9.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-10) Proprietary Information and Determinations

PURPOSE: The purpose of this activity is to become familiar with requirements and procedures for withholding proprietary information from public disclosure. All NRC employees need to know how to handle proprietary information.

COMPETENCY AREAS: LICENSING/OVERSIGHT ACTIVITIES AND REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 8 hours

REFERENCES:

1. 10 CFR 2.390, “Public Inspections, Exemptions, Requests for Withholding”.
2. MD 3.4, “Release of Information to the Public”.
3. MD 3.5, “Attendance at NRC Staff-Sponsored Meetings”.
4. MD 12.6, “NRC Sensitive Unclassified Information Security Program”.
5. NRC Sensitive Unclassified Non-Safeguards Information (SUNSI) website: http://www.internal.nrc.gov/ois/divisions/irsd/sunsi/index.html

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of this activity, you will have a general understanding of proprietary information with exceptions for withholding information and understanding of NRC SUNSI requirements, including the following:

1. How to handle proprietary material in accordance with Agency requirements and procedures.
2. What the process is for handling an incoming request to withhold materials stated to be proprietary from public disclosure.
3. What the process is by which an entity may request to meet privately with the NRC staff to discuss proprietary matters.
4. What the requirements are on timeliness for making a proprietary determination.
5. What actions are required in the event of an inadvertent release of proprietary information.

TASKS:

1. Review references to understand the principles discussed in the evaluation criteria.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-10.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-11) The Freedom of Information Act and the Privacy Act

PURPOSE: The purpose of this activity is to provide you with an understanding of how the NRC implements the Freedom of Information Act (FOIA) and the Privacy Act, while guarding against the inadvertent and unauthorized release of information. While it is very important to communicate with the public, communication must be done within the limitations of agency guidance for the release of information to the public. This supports one of the NRC's main objectives of increasing openness. This activity will provide you with information on the implementation of the guidance on responding to FOIA requests from the public.

COMPETENCY AREAS: COMMUNICATIION, SELF-MANAGEMENT, AND REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 16 hours

REFERENCES:

1. 10 CFR Part 9, "Public Records".
2. MD 3.1, "Freedom of Information Act".
3. MD 3.2, "Privacy Act".
4. SUNSI Website – Privacy Act/Personally Identifiable Information (PII).
5. MD 3.4, "Release of Information to the Public".

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of the guidance associated with FOIA and the Privacy Act, including the following:

1. What the NRC goal of improving public confidence is and how implementing the provisions of FOIA and the Privacy Act will contribute to achieving that goal.
2. What the completeness and timeliness requirements for responding to a FOIA request are and how important this responsiveness is in building public trust.
3. What the type of information is that should be withheld from release when responding to a FOIA request, including proprietary, pre-decisional, and privacy information.
4. What the legal limitations of what can be released to the public are and what must be protected under the Privacy Act.

TASKS:

1. Explore the information made available to the public on the NRC website and within ADAMS.
2. Using the iLearn website, sign up and complete “Personal Identifiable Information (PII) and Privacy Act Responsibilities Awareness” Training.
3. Review the agency guidance on how to implement FOIA without releasing pre-decisional information and other information covered under the Privacy Act.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-11.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-12) Generic Communications

PURPOSE: The purpose of this activity is to become familiar with the different categories of generic communications, the appropriate uses of each type, and the procedures associated with them.

COMPETENCY AREAS: REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 4 hours

REFERENCES:

1. Review the "Generic Communications Program" website: http://www.nrc.gov/about-nrc/regulatory/gencomms.html
2. IMC-0730, "Generic Communications Regarding Materials and Fuel Cycle Issues".
3. MD 8.18, "NRC Generic Communications Program".

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of this activity, you will have a general understanding of the different types of NRC Generic Communications and the purposes of each type.

1. What the different kinds of generic communications are and their purposes.
2. What can and cannot be required in the specific types of generic communications.

TASKS:

1. Review the references to understand the principles discussed in the evaluation criteria.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-12.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-13) Differing Views Programs

PURPOSE: The purpose of this activity is to communicate expectations for establishing and maintaining an open, collaborative working environment and to provide guidance on the informal and formal processes for pursuing resolution of differing views that are directly related to the NRC's mission. The NRC strives to establish and maintain an open, collaborative working environment (OCWE) that encourages all employees and contractors to promptly voice differing views without fear of retaliation. At the NRC, we encourage trust, respect, and open communication to foster and promote a positive work environment that maximizes the potential of all individuals and improves our regulatory decision-making. We expect individuals to be NRC Team Players. In addition to informal discussions, which should be sufficient to resolve most issues, individuals have various mechanisms for expressing and having their differing views heard by decision-makers, including the Open Door Policy, the Non-Concurrence Process (NCP), and the Differing Professional Opinion (DPO) Program. This activity will provide you with an understanding of the expected behaviors for being an NRC Team Player that support an OCWE and key features of the Open Door Policy, the NCP, and the DPO Program.

COMPETENCY AREAS: LICENSING/OVERSIGHT, SELF-MANAGEMENT, AND COMMUNICATION

LEVEL-OF-EFFORT: 8 hours

REFERENCES:

1. OCWE website: http://www.internal.nrc.gov/HR/ocwe/index.html
2. NCP website: http://www.internal.nrc.gov/OE/NCP/process-assessments.html
3. DPO Program website: https://www.internal.nrc.gov/OE/DPO/
4. MD 10.160, "Open Door Policy".
5. MD 10.158, "NRC Non-Concurrence Process".
6. MD 10.159, "The NRC Differing Professional Opinion Program".
7. If you have not completed it in the last two years, using the iLearn website, sign up and complete "No Fear Act".

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of the NRC OCWE and Ways to Raise Differing Views, including the following:

1. What the expectations for an OCWE and behaviors for being an NRC Team Player are.
2. What the Open Door Policy is.
3. What the key features of the NCP are.
4. What the key features of the DPO Program are.
5. What the circumstances are for using the various methods available for expressing differing views.
6. Where summaries of closed DPOs are published and where DPO Program reviews are available.

TASKS:

1. Attend a seminar (if possible) on OCWE and Ways to Raise Differing Views, or review previous seminar slides.
2. Explore information and guidance for OCWE, Open Door Policy, NCP, and DPO Program on identified websites.
3. Review MD 10.160, MD 10.158, and MD 10.159.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-13.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-14) Federal Regulations, NRC Policies

PURPOSE: The purpose of this activity is to acquaint you with Federal Regulations, NRC Policies, and other regulatory framework documents.

COMPETENCY AREAS:REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 160 hours

REFERENCES:

1. NRC internal homepage.
2. Paper copy of the latest revisions to Title 10, Code of Federal Regulations (10 CFR) Parts 1 – 50 and Parts 51 – 199.
3. The 10 CFR found at: http://www.nrc.gov/reading-rm/doc-collections/cfr/
4. NRC's Risk-Informed, Performance-Based White Paper (ML003753593) and website: http://www.nrc.gov/about-nrc/regulatory/risk-informed/concept.html
5. Federal Register at: http://www.nrc.gov/reading-rm/doc-collections/fedreg/notices/
6. NUREG-1614, "NRC Strategic Plan" at: http://www.nrc.gov/reading-rm/doc-collections/fedreg/notices/

NOTE: The versions/links above are subject to change and are there for your convenience. You are responsible for locating the information.

EVALUATION CRITERIA: Upon completion of the tasks in this activity, you will have an understanding of the general content of 10 CFR, including the following:

1. Purpose of 10 CFR Parts:
   a. 20 – Standards for Protection Against Radiation
   b. 40 – Domestic Licensing of Source Material
   c. 51 – Environmental Protection Regulations for Domestic Licensing and Related Regulatory Functions
   d. 61 – Licensing Requirements for Land Disposal of Radioactive Waste
   e. 70 – Domestic Licensing of Special Nuclear Material
2. Given a specific subject, which section in 10 CFR discusses the requirements for that subject by using the search feature on the NRC Regulations and Nuclear Regulatory Legislation websites.
3. What the regulation parts that were identified as your focus area.

TASKS:

1. Become familiar with and be able to use the search feature to locate information available in NRC Regulations and Nuclear Regulatory Legislation websites.
2. Read and be familiar with the following 10 CFR Parts: 20, 40, 51, 61, and 70.
3. Identify with your Supervisor or designee what parts of the regulations you should focus on during your review.
4. Read and be familiar with the NRC polices and other regulatory framework documents.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item ISA-14.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-15) Agencywide Documents Access and Management System (ADAMS)

PURPOSE: ADAMS maintains appropriate NRC unclassified, non-Safeguards, official program-related records in a centralized electronic records repository. NRC's publicly available documents are made available to the public via NRC's external website and the ADAMS public libraries. This activity will help you become familiar with ADAMS and provide you with the basic knowledge of how to use the system.

COMPETENCY AREAS:REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 24 hours

REFERENCES:

1. MD 3.53, “NRC Records and Document Management Program”.
2. NRC ADAMS website: http://www.internal.nrc.gov/ois/ECM/ADAMS/index.html

EVALUATION CRITERIA: Upon completion of this activity, you will have a general understanding of ADAMS, including the following:

1. What the purpose of ADAMS is.
2. How ADAMS is used by the agency.
3. Why ADAMS is important for a project manager to be familiar and proficient with it.
4. What the functions of ADAMS are (i.e., searches, profiling, ML numbers, and how to add documents)

TASKS:

1. Know what your ADAMS login and password are.
2. Using the iLearn website, sign up and complete “ADAMS P8 Overview.
3. Review MD 3.53.
4. Review the NRC ADAMS website.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-15.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-16) Security Issues

PURPOSE: The purpose of this activity is to provide training on computer security and the appropriate handling of sensitive information and information protection.

COMPETENCY AREAS:REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 4 hours

REFERENCES: None.

EVALUATION CRITERIA: Upon completion of this activity, you will be aware of computer security issues and be aware how to protect certain types of information including SUNSI and Safeguards Information (SGI):

1. What your responsibilities are related to computer security awareness.
2. What the proper handling of SGI and SUNSI are and how the NRC handles this type of information with regards to ADAMS.

TASKS:

1. Using the iLearn website, sign up and complete “Computer Security Awareness”.
2. Using the iLearn website, sign up and complete “Information Security (INFOSEC) Awareness”.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-16.

Low-Level Waste Project Manager Individual Study Activity

TOPIC: (ISA-17) Computer Software

PURPOSE: The purpose of this activity is to provide training on computer software used at the NRC.

COMPETENCY AREAS:REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 4 hours

REFERENCES: None.

EVALUATION CRITERIA: Upon completion of this activity, you will be knowledgeable about the computer software used at the NRC.

TASKS:

1. Using the iLearn website, sign up and complete “Getting Started with Excel 2010”.
2. Using the iLearn website, sign up and complete “Getting Started with Outlook 2010”.
3. Using the iLearn website, sign up and complete “Getting Started with PowerPoint 2010”.
4. Using the iLearn website, sign up and complete “Getting Started with SharePoint 2010”.
5. Using the iLearn website sign up and complete “Getting Started with Word 2010”.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item ISA-17.

On-the-Job Activities

The on-the-job training (OJT) activities require you to perform project manager activities and site/observation visits under the supervision of a qualified or senior/experienced project manager. The activities allow you to observe and perform key project manager tasks. Like the ISAs, each of the OJT activities informs you why the activity is important, how much time you might need to complete the assignment, and what you are expected to complete successfully during the activity.

However, your Supervisor, qualified project managers, and senior/experienced project managers that have been working with you through your qualifications may design the OJTs to fit your circumstances (i.e., require additional activities in order to demonstrate your competency).

Your supervisor has the authority to waive any of the OJT modules by completing "Form 1: Low-Level Waste Project Manager's Equivalency Justification," found at the end of this qualification journal.

<u>The following general guidance applies as you complete the various OTJ Activities:</u>

- Complete all parts of each activity.

- Your Supervisor or designee will act as a resource as you complete each activity. Discuss any questions you may have about how a task must be done or how the guidance is to be applied. Your Supervisor may also designate other staff to work with you as you complete the various activities.

- You are responsible for keeping track of the tasks you have completed. Be sure that you have completed all aspects of an OJT activity before you meet with your Supervisor or designee.

Low-Level Waste Project Manager On-the-Job Activity

TOPIC:	(OJT-1) Attend NRC Meetings & Tour the NRC Response Center
PURPOSE:	The purpose of this activity is to attend and observe NRC meetings at different levels to better understand how NRC functions as well as tour the NRC Response Center.
COMPETENCY AREAS:	LICENSING/OVERSIGHT ACTIVITY & EMERGENCY RESPONSE
LEVEL-OF-EFFORT:	24 hours
REFERENCES:	None.
EVALUATION CRITERIA:	Upon completion of this activity, you will be knowledgeable about the various NRC meetings and about the NRC Response Center.

TASKS:

1. Attend a Division Management Meeting (1st Monday you are available at 2:00 pm in T-8A1).
2. Attend ACRS Meeting (either Full or Subcommittee) (see NRC public website for schedule).
3. Attend Commission Meeting (see NRC public website for schedule).
4. Attend NRC Public Meeting (see NRC public website for schedule).
5. Tour the NRC Response Center (coordinate with NSIR staff).

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item OJT-1.

Low-Level Waste Project Manager On-the-Job Activity

TOPIC: (OJT-2) Readings

PURPOSE: The purpose of this activity is to become familiar with relevant background material.

COMPETENCY AREAS:REGULATORY FRAMEWORK

LEVEL-OF-EFFORT: 240 hours

REFERENCES: Multiple documents (i.e., see list under TASKS)

EVALUATION CRITERIA: Upon completion of this activity, you will be familiar with background material in the areas of Decommissioning, Low-Level Waste, and Waste Incidental to Reprocessing.

TASKS:

DECOMMISSIONING (use most recent version of the document):

1. NUREG-1757, “Consolidated Decommissioning Guidance.”
2. GAO/RCED-00-152, “Radiation Standards: Scientific Basis Inconclusive and EPA and NRC Disagreement Continues.”
3. NUREG/CR-5512, “Residual Radioactive Contamination from Decommissioning – Parameter Analysis,” Volume 3.
4. West Valley Demonstration Project (WVDP) documents listed below:
    a. West WVDP Act (Public Law 96-368);
    b. Final West Valley Policy Statement on Decommissioning Criteria for WVDP (67 FR 5003) February 1, 2002;
    c. Implementation Plan for the Policy Statement, May 2003 (ML0350099);
    d. SECY-98-251, “Decommissioning Criteria for West Valley,” October 30, 1998, (ML992870098);
    e. West Valley MOU;
    f. SECY-99-057, “Supplement to SECY-98-251, Decommissioning Criteria for West Valley,” February 23, 1999 (ML992810059);
    g. SRM-SECY-98-057, “Supplement to SECY-98-251,” June 3, 1999, (ML003753738); and
    h. Response to Comments of NYSDEC on NRC Final Policy Statement on Decommissioning Criteria for WVDP, October 9, 2002, (ML022120257).

LOW-LEVEL WASTE (LLW) (use most recent version of the document):

1. Federal Register Notices for 10 CFR Part 61.
2. NUREG-1853, “History and Framework of Commercial LLRW Management in the U.S.” (with focus on Parts I and II).
3. NUREG-1200, “Standard Review Plan for the Review of a License Application for a Low-Level Waste Disposal Facility, Rev. 3.”
4. “Concentration Averaging and Encapsulation Branch Technical Position, Rev. 1.
5. SECY-07-0180, “Strategic Assessment of Low-Level Radioactive Waste Regulatory Program,” October 17, 2007.
6. “Branch Technical Position on Waste Form, Rev. 1,” January 24, 1991.
7. “Branch Technical Position on Waste Classification,” 1983.
8. Regulatory Guide 4.19, “Guidance for Selecting Sites for Near-Surface Disposal of Low-Level Radioactive Waste
9. NUREG-1573, “A Performance Assessment Methodology for Low-Level Radioactive Waste Disposal Facilities.”
10. “Statement of Principles and Policy for the Agreement State Program; Policy Statement on Adequacy and Compatibility of Agreement State Programs;” (62FR46517), September 3, 1997.
11. NUREG/BR-0204, “Instructions for Completing NRC's Uniform Low-Level Radioactive Waste Manifest”.
12. GAO/RCED-99-238, “Low-Level Radioactive Wastes – States are not Developing Disposal Facilities,” September 1999.
13. GAO-04-604, “Low-Level Radioactive Waste – Disposal Availability Adequate in the Short Term, but Oversight Needed to Identify Any Future Shortfalls,” June 2004.
14. National Academies Report, “Improving the Regulation and Management of Low-Activity Radioactive Waste,” February 2006.
15. Safety Evaluation Report (SER) and Environmental Assessment (EA) for a recent 20.2002 disposal authorization.
16. NUREG-0945, “Final Environmental Impact Statement on 10 CFR Part 61 Licensing Requirements for Land Disposal of Radioactive Waste,” (including Appendices).
17. SECY-1994-198: “Review of Existing Guidance Concerning the Extended Storage of Low-Level Radioactive Waste,” (ML071640462).
18. Regulatory Information Summary (RIS) 2011-09, “Resources Associated With Extended Storage of Low-Level Radioactive Waste,” (ML111520042).
19. Inspection Procedure (IP) 83890, “Closeout Inspection and Survey.”
20. IP 84100, “Special Nuclear Material Inspections At Near-Surface Low-Level Waste Disposal Facilities in Agreement States.”
21. IP 84850, “Inspection of Waste Generator Requirements of 10 CFR Part 20 and 10 CFR Part 61.”
22. IP 84900, “Low-Level Waste Storage.”
23. NUREG/BR-0121, “A Guide to the Nuclear Regulatory Commission's 10 CFR Part 61”.
24. “2007 Low-Level Waste Program Strategic Assessment”

WASTE INCIDENTAL TO REPROCESSING (WIR) (use most recent version of the document):

1. NUREG-1854, “NRC Staff Guidance for Activities Related to U.S. Department of Energy Waste Determinations – Draft Report for Interim Use,” August 2007.
2. “Communication Plan for Implementation of the U.S. Nuclear Regulatory Commission's Responsibilities Regarding U.S. Department of Energy's Incidental Waste Determinations.” (ML060190350).
3. National Academy of Sciences Report, “Tank Waste Retrieval, Processing, and On-Site Disposal at Three Department of Energy Sites,” 2006.
4. NUREG-1911, Rev. 5, “NRC Periodic Compliance Monitoring Report for U.S. Department of Energy Non-High-Level Waste Disposal Actions: Report for Calendar Years 2012 and 2013,” December 2015.
5. Review one Ronald W. Reagan National Defense Authorization Act for 2005 (NDAA) Section 3116 WIR monitoring site, including, Waste Determination, Performance Assessment, Technical Evaluation Report, Monitoring Plan, recent Guidance Memo for Onsite Observation Visit, recent Onsite Observation Visit Report, and recent Technical Review Report.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item OJT-2.

Low-Level Waste Project Manager On-the-Job Activity

TOPIC: (OJT-3) Interactions with Non-NRC Entities

PURPOSE: The purpose of this activity is to become familiar with non-NRC entities, including external stakeholders, such as the U.S. Department of Energy (DOE), Organization of Agreement States, Regional LLW Compacts, Conference on Radiation Control Program Directors, and the LLW Forum.

COMPETENCY AREAS:COMMUNICATIONS

LEVEL-OF-EFFORT: 120 hours

REFERENCES: None.

EVALUATION CRITERIA: Upon completion of this activity, you will be familiar with non-NRC entities.

TASKS:

1. Attend a public meeting with an external stakeholder regarding LLW technical or policy issues.
2. Obtain access to the LLW Forum website (www.llwforum.org) from an NRC LLW staff, read about the LLW Forum, and try to attend a LLW Forum Meeting.

DOCUMENTATION: Obtain your Supervisor's or designee's signature in the line item for Qualification Journal Certification Signature Card Item OJT-3.

Low-Level Waste Project Manager On-the-Job Activity

TOPIC: (OJT-4) Inspections, IMPEPs, Observations, and Site Visits

PURPOSE: The purpose of this activity is to participate in three (3) NRC onsite activities, including: two (2) site visits/tours and one (1) inspection, Integrated Materials Performance Evaluation Program (IMPEP) Review, or Onsite Observation Visit.

COMPETENCY AREAS:LICENSING/OVERSIGHT ACTIVITES

LEVEL-OF-EFFORT: 150 hours

REFERENCES: None.

EVALUATION CRITERIA: Upon completion of this activity, you will have an understanding of and participated in three (3) NRC onsite activities.

TASKS: Your Supervisor will inform you specifically which of the three (3) onsite activities that you need to accomplish:

1. Site visit/tour a low-level waste disposal facility.
2. Site visit/tour a materials facility.
3. Site visit/tour a nuclear reactor site.
4. Site visit/tour a site with incidental waste.
5. Accompany a regional inspector to observe a low-level waste storage facility.
6. Participate in an IMPEP of a State with a low-level waste disposal facility.
7. Participate in an Onsite Observation Visit under the National Defense Authorization Act for Fiscal Year 2005 (Public Law 108-375), Section 3116.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item OJT-4.

Low-Level Waste Project Manager On-the-Job Activity

TOPIC: (OJT-5) Technical Reviews

PURPOSE: The purpose of this activity is to manage technical reviews or other licensing/oversight activities.

COMPETENCY AREAS:LICENSING/OVERSIGHT ACTIVITES

LEVEL-OF-EFFORT: 150 hours

REFERENCES: None.

EVALUATION CRITERIA: Upon completion of this activity, you will have managed technical reviews or other NRC licensing/oversight activities.

TASKS: Your Supervisor will inform you specifically what you need to accomplish.

1. Manage Technical Review, Regulatory Technical Coordination, or Oversight activities as a Project Manager, including performing such activities as: initial receipt, development of Request for Additional Information (RAI) questions, meetings, other deliverables/products, completion (e.g., Technical Evaluation Report) under the oversight of an experienced project manager.

DOCUMENTATION: Obtain your Supervisor’s or designee’s signature in the line item for Qualification Journal Certification Signature Card Item OJT-5.

Low-Level Waste Project Manager Initial Signatures Page

The Low-Level Waste Project Manager Qualification Journal under NRC Inspection Manual Chapter (IMC)-1248, “Qualification Programs for Federal and State Materials and Environmental Management Programs” was discussed between Supervisor and Employee and the Employee is now working on being qualified under that Qualification Journal:

Employee’s Name	Employee’s Signature	Date
Supervisor’s Name	Supervisor’s Signature	Date

Low-Level Waste Project Manager Signature Cards and Certification

Low-Level Waste Project Manager's Name _____	Employee's Initials/Date	Supervisor's Signature/Date
A. Required Training (Title and Course Number)		
RT #1 – Briefing Techniques		
RT #2 – Communicating Effectively with Project Stakeholders Simulation		
RT #3 – Environmental Risk Assessment (H-401)		
RT #4 – FSME Rulemaking Overview or NMSS Rulemaking Overview		
RT #5 – Introduction to Risk Assessment for Materials Safety & Waste Management (P-400)		
RT #6 – Introductory Health Physics (H-117)		
RT #7 – NRC: What It Is and What It Does or NRC: Who We Are and What We Do – Meet & Greet: _____		
RT #8 – Radiation Worker Training Self-Study (H-102S) or Site Access Training (H-100): _____		
RT #9 – Regulatory Process		
RT #10 – Technical Writing		
RT #11 – Training in the topic of Public Communications, such as: Conducting Effective Public Meetings, Media Training Workshop, or Risk Communications and Public Outreach: _____		
B. Specialized Training (Title and Course Number)		
ST #1 – Advanced Health Physics (H-201)		
ST #2 – Dade Moeller: Low-Level Radioactive & Mixed Waste Management (3rd day only, if already taken EnergySolutions course below)		
ST #3 – EnergySolutions: NRC/DOT Waste Packaging, Transportation, & Disposal		

Low-Level Waste Project Manager's Name _____	Employee's Initials/Date	Supervisor's Signature/Date
ST #4 – Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination		
ST #5 – Gathering Information for Inspectors through Interviews		
ST #6 – Low-Level Waste 101 – Introduction to Part 61		
ST #7 – Low-Level Waste 102 – Development of Waste Classification Tables for Part 61		
ST #8 – Low-Level Waste 103 – Concentration Averaging Branch Technical Position		
ST #9 – Low-Level Waste 104 – Disposal of Trojan Reactor Vessel		
ST #10 – Princeton: Groundwater Pollution and Hydrology Course		
ST #11 – Training in the topic of Project Management, such as: PM Fundamentals, PM Overview, or PM Process Groups: _____		
ST #12 – Transitioning into a Project Management Role		
C. Individual Study Activities		
(ISA-1) History and Organization of the U.S. Nuclear Regulatory Commission		
(ISA-2) Navigating the NRC Internal and External Websites		
(ISA-3) Objectivity, Protocol, and Professional Conduct		
(ISA-4) Allegations		
(ISA-5) The Enforcement Program		
(ISA-6) The Office of Investigations		
(ISA-7) NRC Interagency Agreements		
(ISA-8) Interactions with the Public and the Media		
(ISA-9) Hearings		
(ISA-10) Proprietary Information and Determinations		
(ISA-11) The Freedom of Information Act and the Privacy Act		

Low-Level Waste Project Manager's Name _____	Employee's Initials/Date	Supervisor's Signature/Date
(ISA-12) Generic Communications		
(ISA-13) Differing Views Programs		
(ISA-14) Federal Regulations, NRC Policies		
(ISA-15) Agencywide Documents Access and Management System (ADAMS)		
(ISA-16) Security Issues		
(ISA-17) Computer Software		
D. On-the-Job Training Activities		
(OJT-1) Attend NRC Meetings & Tour the NRC Response Center		
(OJT-2) Readings		
(OJT-3) Interactions with Non-NRC Entities		
(OJT-4) Inspections, IMPEPs, Observations, and Site Visits		
(OJT-5) Technical Reviews		

This signature card and certification must be accompanied by the appropriate “Form 1: Low-Level Waste Project Manager Equivalency Justification,” if applicable.

Low-Level Waste Project Manager Certification

_____
(name)

Has successfully completed all of the requirements

to be certified as a

LOW-LEVEL WASTE PROJECT MANAGER

SUPERVISOR’S SIGNATURE: _____

DATE: _____

Form 1: Low-Level Waste Project Manager's Equivalency Justification

Low-Level Waste Project Manager's Name: _____	Identify equivalent training and/or experience for which credit is to be given.
A. Required Training (Title and Course Number)	
RT #1 – Briefing Techniques	
RT #2 – Communicating Effectively with Project Stakeholders Simulation	
RT #3 – Environmental Risk Assessment (H-401)	
RT #4 – FSME Rulemaking Overview or NMSS Rulemaking Overview	
RT #5 – Introduction to Risk Assessment for Materials Safety & Waste Management (P-400)	
RT #6 – Introductory Health Physics (H-117)	
RT #7 – NRC: What It Is and What It Does or NRC: Who We Are and What We Do – Meet & Greet: _____	
RT #8 – Radiation Worker Training Self-Study (H-102S) or Site Access Training (H-100): _____	
RT #9 – Regulatory Process	
RT #10 – Technical Writing	
RT #11 – Training in the topic of Public Communications, such as: Conducting Effective Public Meetings, Media Training Workshop, or Risk Communications and Public Outreach: _____	
B. Specialized Training (Title and Course Number)	
ST #1 – Advanced Health Physics (H-201)	
ST #2 – Dade Moeller: Low-Level Radioactive & Mixed Waste Management (3rd day only, if already taken EnergySolutions course below)	
ST #3 – EnergySolutions: NRC/DOT Waste Packaging, Transportation, & Disposal	

Low-Level Waste Project Manager's Name: _____	Identify equivalent training and/or experience for which credit is to be given.
ST #4 – Evaluation of Dose Modeling for Compliance with Radiological Criteria for License Termination	
ST #5 – Gathering Information for Inspectors through Interviews	
ST #6 – Low-Level Waste 101 – Introduction to Part 61	
ST #7 – Low-Level Waste 102 – Development of Waste Classification Tables for Part 61	
ST #8 – Low-Level Waste 103 – Concentration Averaging Branch Technical Position	
ST #9 – Low-Level Waste 104 – Disposal of Trojan Reactor Vessel	
ST #10 – Princeton: Groundwater Pollution and Hydrology Course	
ST #11 – Training in the topic of Project Management, such as PM Fundamentals, PM Overview, or PM Process Groups: _____	
ST #12 – Transitioning into a Project Management Role	
C. Individual Study Activities	
(ISA-1) History and Organization of the U.S. Nuclear Regulatory Commission	
(ISA-2) Navigating the NRC Internal and External Websites	
(ISA-3) Objectivity, Protocol, and Professional Conduct	
(ISA-4) Allegations	
(ISA-5) The Enforcement Program	
(ISA-6) The Office of Investigations	
(ISA-7) NRC Interagency Agreements	
(ISA-8) Interactions with the Public and the Media	
(ISA-9) Hearings	
(ISA-10) Proprietary Information and Determinations	
(ISA-11) The Freedom of Information Act and the Privacy Act	

Low-Level Waste Project Manager's Name: _____	Identify equivalent training and/or experience for which credit is to be given.
(ISA-12) Generic Communications	
(ISA-13) Differing Views Programs	
(ISA-14) Federal Regulations, NRC Policies	
(ISA-15) Agencywide Documents Access and Management System (ADAMS)	
(ISA-16) Security Issues	
(ISA-17) Computer Software	
D. On-the-Job Training Activities	
(OJT-1) Attend NRC Meetings & Tour the NRC Response Center	
(OJT-2) Readings	
(OJT-3) Interactions with Non-NRC Entities	
(OJT-4) Inspections, IMPEPs, Observations, and Site Visits	
(OJT-5) Technical Reviews	

Immediate Supervisor's Approval Signature/Date: _____

Revision History Sheet for IMC 1248 Appendix K
Attachment 1

Commitment Tracking Number	Accession Number Issue Date Change Notice	Description of Change	Description of Training Required and Completion Date	Comment Feedback Resolution Accession Number (Pre-Decisional, Non-Public Information)
N/A	ML16139A402 06/27/16 CN 16-014	Initial issuance. Researched commitments for the last four years and found none.	None	N/A