



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

November 1, 2016

MEMORANDUM TO: Kriss M. Kennedy, Administrator  
Region IV

FROM: Daniel S. Collins, Director */RA/*  
Division of Material Safety, State, Tribal  
and Rulemaking Programs  
Office of Nuclear Material Safety and Safeguards

SUBJECT: JANUARY 24, 2017 PERIODIC MEETING UNDER THE  
INTEGRATED MATERIALS PERFORMANCE EVALUATION  
PROGRAM (IMPEP)

This memorandum confirms that, through previous coordination, the U.S. Nuclear Regulatory Commission (NRC) Region IV periodic meeting is scheduled for January 24, 2017, and will be held in the NRC Region IV office. The meeting will be conducted in accordance with Office of Nuclear Material Safety and Safeguards Procedure SA-116, "Periodic Meetings Between IMPEP Reviews." Lisa Dimmick and I will conduct the meeting.

Based on the SA-116 guidance, the typical topics for discussion at this meeting are listed in the enclosed agenda. If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know. If you have any questions, please contact me at (301) 415-3340 or via e-mail at [Daniel.Collins@nrc.gov](mailto:Daniel.Collins@nrc.gov).

Enclosure:  
Draft Agenda

cc: Mark R. Shaffer, Director  
Division of Nuclear Materials Safety

CONTACT: Lisa Dimmick, MSTR  
(301) 415-0694

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<b>DATE</b>	10/31/16	11/1/16

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**Draft Agenda for Periodic Meeting with Region IV  
January 24, 2017, 9:00am - 3:00pm CT**

Topic areas for discussion during the meeting may include the following:

1. Status of operating plan metrics for the Nuclear Materials Business Line and the Decommissioning Business Line.
2. Review of strategic plan metrics and an assessment of the quality of the data contained in the quarterly reports on material statistics.
3. Status of the Region's actions to address all open IMPEP review findings and/or open recommendations.
4. Status of the Region's program, including:
  - a. Program reorganizations:
  - b. Discuss any changes in program organization, including program/staff relocations and new appointments.
  - c. Changes in program budget/funding.
5. IMPEP Performance Indicators
  - a. Technical Staffing and Training:
    - i. Number of staff in the program and status of their training and qualifications in accordance with IMC1248;
    - ii. Vacancies in the program;
    - iii. Staff turnover; and,
    - iv. Adequacy of FTEs for the program.
  - b. Status of Materials Inspection Program:
    - i. Number of inspection completed on time and overdue since the last IMPEP.
    - ii. Number of initial inspections completed on time and overdue since the last IMPEP.
    - iii. Number of reciprocity inspections completed each year since the last IMPEP.
  - c. Technical Quality of Inspections
  - d. Technical Quality of Licensing Actions

Enclosure

- e. Technical Quality of Incident and Allegation Activities:
  - i. Number of reportable events received since the last IMPEP and event reporting, including follow-up and closure information in NMED.
  - ii. Status of allegations and concerns;
  - iii. Significant events and generic implications.
  
- 6. Review of Regional self-assessments and any actions the Region has taken to address any self-identified weaknesses or good practices that should be shared with other Regions.
  
- 7. New or potential NMSS initiatives that may impact the Regions, including: program or policy changes, rulemakings, working groups, temporary instructions, inspection procedures, etc.
  
- 8. Schedule for the next IMPEP review.