

January 18, 2017

MEMORANDUM TO: William Gott, Chief
Fuel Cycle and Transportation Security Branch (FCTSB)
Division of Security Policy (DSP)
Office of Nuclear Security and Incident Response (NSIR)

FROM: Brian Zaleski, Fitness For Duty Specialist **/RA/**
NSIR/DSP/FCTSB

SUBJECT: PUBLIC MEETING (WEBINAR) SUMMARY REGARDING
ANNUAL FITNESS-FOR-DUTY (FFD) REPORTING OF DRUG
AND ALCOHOL INFORMATION AND ELECTRONIC
REPORTING SUBMISSION FORMS

The U.S. Nuclear Regulatory Commission (NRC) staff held a Category 1 public meeting by webinar on December 15, 2016, with stakeholders to discuss the annual FFD program reporting requirements, guidance, and use of electronic reporting (e-reporting) forms for drug and alcohol testing conducted pursuant to Title 10 of the Code of Federal Regulations (10 CFR), Part 26, "Fitness for Duty Programs." The purpose of this webinar was to prepare licensees and other entities for the upcoming reporting of calendar year 2016 drug and alcohol testing information.

The NRC staff described the 10 CFR 26.417 and 10 CFR 26.717 annual FFD program performance reporting requirements and reviewed features of the two e-reporting forms used to provide this drug and alcohol testing information to the NRC (NRC Form 890, Single Positive Test Form; NRC Form 891, Annual Reporting Form for Drug and Alcohol Tests). The NRC staff then reviewed common reporting errors observed during previous reporting years, discussed best practice suggestions, and provided guidance on completing e-reporting forms for a variety of test result scenarios. Finally, the NRC staff highlighted pending changes to the e-reporting forms during a live demonstration.

The following documents were developed, placed in the NRC's Agencywide Documents Access and Management System (ADAMS), and used for the public meeting:

- Meeting announcement, ADAMS accession number ML16335A163
- NRC slide presentation, ADAMS accession number ML16349A565

Enclosure 1 lists information on those individuals who attended the webinar. NRC staff did not obtain information from individuals who only participated by teleconference.

One question was received during the webinar regarding when the updated e-forms would be available for use. The NRC staff was unable to provide a definitive date at that time. The Office of Management and Budget approved the update e-forms for use on December 29, 2016. These forms were placed in ADAMS under accession numbers ML17013A578 (NRC Form 890) and ML17013598 (NRC Form 891).

Enclosures
As stated

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ADAMS Accession No.: ML17019A138

OFFICE	FFDS/NSIR/DSP/SPSB	BC:NSIR/DSP/FCSTB
NAME	BZaleski	WGott
DATE	01/18/17	01/18/17

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Webinar Attendees

	Attendee	Affiliation
1	Alex Sapountzis	U.S. NRC
2	Alexander Ellis	First Energy
3	Brian Zaleski	U.S. NRC
4	Brenda Thorbahn	First Energy
5	Charlene Miller	Pacific Gas & Electric Company
6	Cynthia Bomyea	DTE Electric Company
7	Dawn Odom	NextEra Energy
8	Deana DeLoach	Duke Energy
9	De-Shunda White	ICF International
10	Dolores Adams	Exelon
11	Frank Farrow	Westinghouse
12	Georgia Thu	ICF International
13	Jim Peschel	Certrec
14	Johnny Rogers	Dominion
15	Joshua Duc	Duke Energy
16	Kelly Duane	<i>not provided</i>
17	Ken Morris	<i>not provided</i>
18	Lee Marabella	PSEG
19	Maudester Hall	STP Nuclear
20	Misty Thomas	<i>not provided</i>
21	Norton Tedric	Indiana Michigan Power Company
22	Paul Harris	U.S. NRC
23	Rhonda McKinnon	Duke Energy
24	Roy Lewis	South Carolina Electric & Gas Company
25	Samantha Feiler	Xcel Energy
26	Sara Ledwig	STP Nuclear
27	Scott Driskell	Nebraska Public Power District
28	Stella Dumais	NextEra Energy
29	Stephen Puckett	BWXT
30	Thomas Miller	First Energy
31	Vicki Farbo	Exelon

Note: Attendance information was not collected by NRC staff for individuals who only participated in the meeting through teleconference.