

*POLICY AND PROCEDURES FOR DIRECT DISTRIBUTION OF PROPOSED AND EFFECTIVE REGULATIONS TO LICENSEES AND OTHER INTERESTED PERSONS

POLICY

- A. All substantive¹ proposed and effective regulations will be mailed to affected licensees and other known interested persons. "Interested persons" includes, for example, standards writing groups, trade associations, trade publications likely to be read by affected licensees, public interest groups, persons who commented on a proposed rule, and other persons who have expressed an interest in the regulation.
- B. Commission papers recommending proposed or effective regulations will contain a statement that affected licensees and other interested persons will receive a copy of the amendment by direct mail.
- C. The task leader responsible for the development of a regulation will be responsible for designating the addressees to whom the rule will be mailed and coordinating the mailing of the rule. The task leader, in coordination with other affected offices and the Division of Technical Information and Document Control (DDC)², will develop a list of licensees and other interested persons who will receive the regulation by mail.

¹In those cases where the amendment is considered minor and does not affect the public health or safety, or NRC's regulatory requirements e.g., inconsequential grammar, address, or title changes, the task leader should seek his/her Division Director's approval to forego the direct mailing in the interest of economy.

²DDC, in its Distribution Services Branch (ADM/DSB), has a number of mailing lists, and the task leader may elect to use one or more of these lists and add addressees to these lists as appropriate for the particular regulation in question.

7907230611

Enclosure 3

359 095

D. In the case of a regulation affecting Agreement State licensees, the Office of State Programs will be provided 45 copies of the regulation to make available to Agreement States.

PROCEDURES

1. After the rule change appears in the Federal Register, the task leader is responsible for notifying the Chief, Distribution Services Branch (DSB), telephone number 27566, that a direct mailing of a regulation is to be made to affected licensees and known interested persons.
2. The task leader is responsible for indicating in general to whom the regulation will be mailed (i.e., type of licensee and category of interested parties). Manual Chapter 3203 and NUREG-550 describe some of the computerized mailing lists available. However, more lists are available through computerized classification sorting than are shown, so the task leader should ask DSB what lists are available. Offices may also establish other routine lists with DSB to facilitate mailings.
3. If the mailing list involves NMSS licensees (radiographers, radio-pharmacies, mills, etc.) the task leader should obtain the mailing labels from the Chief, Source Data Automation Unit, NMSS, telephone number 74224. For other licenses, contact the DSB.
4. The task leader is responsible for reviewing and correcting the distribution list to assure that it is complete and accurate.
5. The task leader should prepare NRC Form 20 and have it delivered, together with a camera ready copy of the regulation to be reproduced and

Enclosure 3359 096

the mailing labels, to the Publications and Graphics Branch (PGB), Room P-040 in the Phillips Building. Explain that the direct mailing of a regulation is to be made, how many copies of the regulation will have to be printed, and complete the sections on printing, graphics, and photography on the NRC Form 20.

6. Enter in the special instructions section on NRC Form 20 the following: "Send one copy to (your name), and all others to Distribution Services Branch. Do not distribute until after calling (your name)."
If the regulation is to be sent as a self-mailer and not in an envelope, the special instructions should include the following: "Please print on the last page the NRC log and frank and return extra copies to (your name and mail stop)."
7. After receiving and checking a copy of the printed regulation, the task leader is responsible for notifying DSB to make the distribution.

Enclosure 3

359 097