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JUL 0 8 1984

PROCEDURES FOR ADMINISTRATION OF THE LICENSE FEE PROGRAM
FOR REACTOR FACILITIES (PART 50), PART 55, AND
SPECIAL PROJECTS SUCH AS TOPICAL REPORTS

This document contains procedures for the administration of the license fee program for reactor facilities, reactor operators, topical and other report reviews, the certification of personnel as instructors for Part 55 reactor operators, early site reviews, etc. These procedures are for the assessment of fees in accordance with the requirements of the revised 10 CFR 170 that became effective June 20, 1984. It is the responsibility of the License Fee Management Branch of the Office of Administration to determine and collect fees due for the above applications and requests for reviews. The fees computed and collected by the LFMB will be based on data provided by the offices performing the reviews, inspections, and other services.

I. GENERAL GUIDELINES

A. Applicability of Procedures:

The guidelines and procedures contained in this document apply to the following offices to assure that fees are assessed in accordance with the requirements of 10 CFR 170 ("Fees for Facilities Regulatory Services..."):

- License Fee Management Branch (LFMB) of the Office of Administration,

- Office of Nuclear Reactor Regulation (ONRR),
- Office of Inspection and Enforcement (IE),
- Regional Offices (RO) ^{1/}
- Office of Nuclear Materials Safety and Safeguards (NMSS),
- Advisory Committee on Reactor Safeguards (ACRS),
- Atomic Safety and Licensing Board Panel (ASLBP),
- Atomic Safety and Licensing Appeal Panel (ASLAP).

B. Reporting of Data for Computing Fees:

1. Only regular professional staff-hours, consultant and contractual services costs are to be reported to LFMB for fee billing purposes. Clerical, licensing assistant and supervisory staff time are not to be reported in that the time for these employees is already factored into the hourly rates.

^{1/}

The procedures in this document are applicable to the Regional Offices for license amendment reviews, Part 55 reviews, certification of instructors and reports reviews. There are Inspection Fee Procedures for Facility and Materials Licenses which contain guidance that should be used by Regional Offices to report their time for inspections and related services associated with construction permit and operating license reviews and post-OL inspection data for the quarterly inspection billings.

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^{1/} The procedures in this document are applicable to the Regional Offices for license amendment reviews, Part 55 reviews, certification of instructors and reports reviews. Attachment A to these procedures contains additional procedures that should be used by Regional Offices to report their time for inspections and related services associated with construction permits and operating license reviews. Attachment A also contains procedures for Regional Offices to report post-OL inspection data for the quarterly inspection billings.

2. All data supplied by the reviewing offices for determining costs must be in writing. This data must be complete, accurate and verifiable professional staff hours, consultant and contractual costs.
3. Contractual services costs are to be supplied to the LFMB by NRR. The regional offices are to provide the professional staff time, and other costs controlled by the region such as consultant costs and professional staff hours for Part 55 reviews and certification of personnel as instructors.
4. Contractual and consultant costs should be reported in a time frame that is consistent with that used for the professional staff hours.
5. Major Reviews - Reports of professional staff-hours, consultant and contractual services costs for major application reviews such as construction permits (CPs), operating licenses (OLs), and preliminary and final design approvals (PDAs/FDAs), and topical and other reports which have been pending review for six months or longer as of June 20, 1984, should be provided to the LFMB by each office involved in the review (NRR, IE, Regions, NMSS, ACRS, ASLBP, and ASLAP).

- a. Reports for the first billing will be provided to the LFMB by August 20, 1984, with the review period ending June 23, 1984 since professional staff-hours are reported to the Regulatory Activities Manpower System (RAMS)/Regulatory Information Tracking System (RITS) on a weekly basis.
 - b. Reports for the first six-month billing cycle will be provided to LFMB by February 15, 1985, and cover the period of June 24, 1984 through December 22, 1984. Subsequently, at each six-month interval, reports will be provided to the LFMB with the reporting period ending the last full pay period in June and December. These reports are due within 45 days after the six-month closing period.
6. Minor reviews - The first report of staff-hours, consultant and contractual costs for minor reviews such as license amendments, quality assurance changes, etc. (for applications that were filed on or after June 20, 1984), will be provided to the LFMB by February 15, 1985, by NRR and cover the review period of June 24, 1984 through December 22, 1984. Subsequently, at each six-month interval, reports will be provided to

the LFMB with the ending period being the last full pay period in June and December. All reports are due within 45 days after the six-month closing period. The report must include the number of hours by each office participating in the review.

C. Calculation of Fees:

The LFMB will compute the fees based on the professional staff-hours, consultant and contractual services cost data provided by the reviewing offices. 10 CFR 170 provides for an annual review of costs to determine whether an increase or decrease in ceilings specified in the regulations is appropriate. Consequently, the fee chargeable for those categories with ceilings will be the fee in the rule in effect at the time the licensing action is issued or review is otherwise completed. The following criteria will be applied for less than 100% OLs and amendments and other approvals where the rule provides for a maximum fee/ceiling:

1. Operating Licenses - For power and other applicable reactors, although Footnote 1 to the Schedule in 170.21 provides that the total cost for an operating license will be determined through issuance of 100% power authorization..., the maximum fee to be assessed will be that fee in effect at the time the license is

first issued although it might only be for fuel loading or low power testing.

2. Amendments and Other Similar Approval - For amendments and other similar approvals for CPs and OLs (filed on or after June 20, 1984) where the review involves issuance of more than one document (amendment, relief letter, etc.) and a ceiling is specified in 10 CFR 170.21, the maximum fee that can be billed will be the fee in the rule at the time the first action (amendment or other form of approval) is issued.

D. Miscellaneous General Guidance:

1. The LFMB should be provided with a copy of all licensing actions (CPs, OLs, PDAs, license amendments) and other approvals (reliefs, exemptions, orders, topical acceptance letters) issued by NRC staff.
2. The term "review is completed" means the review has been brought to an end in the manner defined in 10 CFR 170.3(z).

II. PROCEDURES

These procedures cover the administration of the license fee program required by 10 CFR 170 for the following categories of applications and services:

- Construction permits and operating licenses
 - Standard reference design approvals (PDA's and FDA's)
 - Manufacturing licenses for preliminary and final approvals
 - Part 55 services
 - Special projects, including:
 - Topical and other reports and revisions and amendments thereto
 - Licensee, Vendor, and Other Private Industry Personnel Certification as Instructors for Part 55 Reactor Operators
 - All other special projects and amendments (e.g., early site reviews, route approvals, etc.)
 - Amendments, renewals and other requests for approvals related to a construction permit (CP), operating license (OL), standard designs (PDA/FDA), and manufacturing license.
- A. Application Fees - License Fee Categories 10 CFR 170.21 A through G and J:
- Application fees are required for (1) power, test, and research reactor construction permit applications, (2) manufacturing license

applications, standard reference design applications, (4) other production and utilization facilities applications, (5) applications for special projects, except certification of personnel are reactor instructors, and 6) amendments, renewals and other approvals. Application fees are due when applications are tendered or filed with the Commission and vary according to the type of application (\$125,000 for a construction permit vs. \$150 for a topical report or amendment to a license).

1. Applications are received and controlled by the Document Control Desk (DCD) of the Records Services Branch (RSB), Division of Technical Information and Document Control (TIDC) and Region IV. DCD or Region IV will show on the distribution control form whether or not a fee is enclosed. One copy of the transmittal letter and any accompanying check are sent to the LFMB.
2. LFMB will determine whether the appropriate application fee has been paid. Where no fee is paid, LFMB will write the applicant for the fee and a copy of the letter will be sent to the applicable reviewing office.
3. Under normal circumstances, an application should not be processed until the application fee has been paid in accordance with the provisions of 170.12(a).

B. Fees for Construction Permits, Operating Licenses, Manufacturing Licenses, and Standard Reference Design Reviews - 10 CFR 170.21.A through G.:

1. NRR, IE, the Regions, NMSS, ACRS, ASLBP and ASLAP will report to LFMB every six months all professional staff hours and contractual services costs expended during the six-month period for the review of construction permits, operating licenses, manufacturing licenses and standard reference design approvals. The reports are due to LFMB within 45 days after each six-month period ending with the last full pay period in December and June. The reports must contain the following information:
 - a. The name and address of the licensee and the name of the facility.
 - b. The date of the application and its docket number.
 - c. Name, address, and telephone number (if available) of licensee's representative who is to be contacted on questions regarding license fees (only applies to office having responsibility for issuance of the final approval document. For example, the operating licenses, license amendments, etc.).
 - d. Category or type of application being processed (e.g., 170.21.A OL issuance).

- e. Professional time should be reported as follows with an indication as to whether there was a contested or uncontested hearing. If professional staff-hours are being included from more than one office in a single report, the hours applicable to each office should be separated since the professional staff rates in 10 CFR 170.20 vary from \$53 per professional staff hour for IE and Regions to \$66 per professional staff hour for the ASLAP.

- (1) regular hours, excluding hearing time

- (2) regular hearing time (not to be included in (1))

- 2. For applications filed with the Commission prior to June 20, 1984, and have been on file six months or longer, the first billing will be made as soon as possible. The professional staff hour data and contractual services costs should be provided to the LFMB by August 20, 1984, in the manner specified in item 1 above. The data should cover the period from tendering of the application through June 23, 1984, except that:
 - a. For operating licenses, the data should cover the period from CP issuance through June 23, 1984.

- b. For manufacturing license final design approval, the data should cover the period from issuance of the manufacturing preliminary design approval through June 23, 1984.

Subsequently, at the end of each six-month period, the professional staff hours and related contractual services costs data should be provided to the LFMB until such time as the review of the application is completed. If review of an application is completed between the six months billing cycles, the professional staff-hour and contractual services cost data through the issuance of the licensing action should be provided within 45 days after the review is completed.

C. Amendments, renewals and other requests for approvals related to a CP, OL, PDA/FDA, and Manufacturing License - 10 CFR 170.21.A through G.:

1. Upon receipt of each application or request for review, the DCD and Region IV staff will forward the checks with a copy of the application/request to the LFMB. Applications received without checks will be so noted thereon by the DCD and Region IV staff, and a copy of the application will be promptly sent to the LFMB for followup and resolution. In addition to applications for license amendments, these procedures include other applications such as those requesting an exemption or relief from certain

regulation requirements which are requested pursuant to 10 CFR 50.12, 50.55(a), 73.5 and other regulations.

2. Applications filed on or after June 20, 1984, must be accompanied by an application fee of \$150. For CP extensions which are approved as orders, but are fee-bearing, an application fee of \$150 should accompany the application. Since these extensions are not considered as part of the OL review, the RAMS/RITS system has been modified to permit Planned Accomplishment No. 1413 to accept a TAC number so that all review time can be captured as an amendment action and not become a part of the OL review.
3. Where an improper fee or no fee was submitted with the application or request, or additional information is required for fee purposes, the LFMB will contact the applicant/licensee for the additional information. A copy of any LFMB letter to the applicant/licensee will be sent to the applicable reviewing office.
4. Upon initiation of the TAC form by the reviewing office, the reviewing office will provide a copy of the TAC form to the LFMB so that the LFMB can have a record of all applications undergoing review. The NRR TAC form should include an indication as to the date of the application and whether or not the \$150 application fee was remitted with it.

In cases where licensees supplement or amend an application filed prior to June 20, 1984, and the supplement or amendment adds new unrelated items for review, that supplement or amendment should be treated as a new application and receive a new TAC number. In this manner, time can be pulled for the newly requested item(s) which is chargeable based on full cost up to the limit specified in 10 CFR 170.21. Otherwise, review costs for the new item(s) cannot be separated from the pre-June 20, 1984 application.

5. For applications/requests subject to fees filed on or after June 20, 1984, professional staff hours and contractual services costs should be provided to the LFMB by February 15, 1985 for the reporting period of June 24, 1984 through December 22, 1984. Subsequently, reports on each fee-bearing application should be provided within 45 days after each six-month period ending with the last full pay period in June and December until the review is completed. For these applications, note that:
 - a. Where more than one office is involved in the review of an application (e.g., NRR and Region or NRR and NMSS), all professional staff-hours and contractual services costs expended should be provided by the reviewing office that has final responsibility for issuance of the amendment, exemption, relief or other approval. Since the professional hourly staff rates

in Section 170.20 vary for reviewing offices, the hours by each office must be separately identified.

- b. Professional staff time spent for hearings on an amendment should also be separately identified and not included as part of the other time being reported.
6. Each six-month report provided to the LFMB should identify all amendment applications/requests for any one company and be broken down as follows:
- a. Company name and docket number,
 - b. Plant name and unit number,
 - c. Date(s) of application(s),
 - d. Description of request(s) and assigned TAC number(s),
 - e. The beginning and ending period of time covered for the data being provided,
 - f. Completion date(s) of review or whether still under review.
7. When review of the application is completed, a copy of the closed out TAC form should be provided to the LFMB. If more than one

If an amendment or other action is required to complete the review, the TAC form should not be provided to LFMB until all review on the application which that TAC represents is completed. The TAC form completion date field should be the date the final amendment or approval is issued. If not, the TAC form should be so noted to include the issuance date of the amendment or other action which completes the application review.

8. All applications exempt from fees because they result from a specific NRC 2.204 order should be identified and addressed on the memorandum form enclosed as Attachment B to these procedures. This form, together with a copy of the application and the referenced order, should be forwarded to the LFMB for review and approval within 15 calendar days after the receipt of the application by the Project Manager (PM) having responsibility for the issuance of the license amendment or other approval.
 - a. Where LFMB accepts the application as exempt, a copy of the form indicating acceptance is returned to the PM within 15 calendar days after the case is received.
 - b. If LFMB does not concur in the review staff's position, a copy of the form will be returned to the PM indicating the

basis for disagreement or requesting further information and resolution with the LFMB.

- c. Once the PM completes the review and approval, a copy of the form which was signed by the LFMB staff should be forwarded to LFMB with the completion date and amendment number, letter, or other approval action filled in on the form.

D. Part 55 Services for Operator Replacement and Requalifications Examinations - 10 CFR 170.21.1:

Operator replacement and requalification examinations conducted on or after June 20, 1984, will be subject to fees. The professional staff hours and contractual services costs (including consultants) associated with administering operator replacement and requalification examinations and preparation and grading of examinations are subject to full cost up to the ceiling specified in 170.21.1 at the time the services are rendered. The fee (\$147,600) currently shown in the regulation is the maximum to be assessed during a one-year period for a site which may contain more than one unit. Note that:

- 1. For unique situations such as Indian Point 2 and 3 where a different company operates each unit, the more than one unit criteria does not apply and in this case each company is subject to the maximum specified in the regulation. Time must be reported separately for each unit in this case and in any similar cases.

2. The NRC will bill the licensee employing the operators at six-month intervals. The first reports from review staff should be provided by February 15, 1985, for the period of June 24, 1984 through December 22, 1984. Thereafter, reports should be provided within 45 days after each six-month period ending with the last full pay period in June and December.
3. The report should show the professional staff hours and contractual services costs along with the following descriptive data:
 - a. Docket number(s), site name and unit(s)
 - b. Company name and address for billings
 - c. Date examinations and related services were rendered. If preparation, testing and grading cover several days, the beginning and ending time for each site should be provided (note the exception for Indian Point 2 and 3).
4. The professional time, consultant and contractual data for initial examinations which are given in order to meet the requirements of 10 CFR 50.54(m)(1), etc., relating to licensed senior

operator availability at initial startup should not be included in the report. These charges are included in the OL fee and as such are to be reported as part of the OL review costs.

5. In those instances where initially examined operators must be requalified before OL issuance, these requalification examinations are subject to fees under 170.21.I and are not to be included as part of the OL review.
6. Reviews for approval of operator requalification programs required under 50.54(i-1), as well as approval of any changes thereto which decrease the scope of the program, time allotted for it, or the frequency of conducting different parts of the program are subject to fees under the license amendment and other approval categories of 170.21. Such requests must be accompanied by the \$150 application fee. When operator requalification programs required by 50.54(i-1) are submitted as part of the OL application and are reviewed accordingly, these charges should be included in the OL review time reported.

E. Special Projects - 10 CFR 170.21.J:

1. Topical and Other Reports - 10 CFR 170.21.J.1, 2 and 4:

Topical reports and revisions to approved topical reports are limited to \$20,000 ceiling for fees. Other reports do not have a ceiling; therefore, the fees are based on full costs for the review.

- a. Requests filed on or after June 20, 1984 for review of reports or revisions to accepted reports are to be accompanied by the application fees specified in 170.12(f) and 170.21.J.1., 2 and 4.
- b. Billings will be at six-month intervals with the first six-month period beginning June 24, 1984 and ending December 22, 1984. The first report is due by February 15, 1985. Subsequent reports are due within 45 days after each six-month interval ending the last full pay period in June and December until the review is completed. If reviews are completed between the six-month cycles, the data should be provided within 45 days after the review is completed.
- c. For those reports and revisions that were filed with the Commission on or after March 23, 1978 but prior to June 20, 1984, which have been on file for six months or longer, the regular professional staff-hours and contractual services costs should be forwarded to the LFMB by August 20, 1984. This data should cover the period from the filing of the report or revision through June 23, 1984. Thereafter, the professional staff-hours

and contractual services costs should be provided to the LFMB within 45 days after each six-month period has expired until the review is completed. If the review is completed between the six-month billing cycles, the data should be supplied 45 days after the review is completed.

- d. All costs computation data (professional staff-hours and contractual services costs) provided to the LFMB should specifically identify the special project and contain:
- (1) Company name and address
 - (2) Date of request (e.g., date report or revisions to an accepted report was first filed for review)
 - (3) Report number and title or subject of the special project.
 - (4) Specify whether the review is for a basic report or revision to an accepted report. If a revision to an accepted report, provide revision or amendment number.
 - (5) The assigned TAC number
 - (6) Indication that review is still pending or data review was completed.

2. Licensee, Vendor, and Other Private Industry Personnel Certification as Instructors for Part 55 Reactor Operators - 10 CFR 170.21.J.3

- a. The same procedure will be followed as is shown in item D above. Billings will be at six-month intervals; reports by the review staff should be provided within 45 days after each six-month interval beginning February 15, 1985 to cover the certifications performed between June 24, 1984 and December 22, 1984. At six-month intervals thereafter ending with the last full pay periods in June and December, the professional staff-hours, consultant and contractual costs should be provided to the LFMB.
- b. While 10 CFR 170.21.J requires an application fee of \$150, none is required for services relating to certification of individuals as instructors in accordance with 10 CFR 170.12(f).
- c. The descriptive data provided should include:
 - (1) Licensee, vendor or other private industry name and address for billing purposes.
 - (2) Docket number, site name and unit where certification services were performed.

(3) Date on which services for certification were rendered.

(4) Name of individuals that were certified.

Attachment:

A. Memorandum for Exempt Applications

Docket No.: _____

MEMORANDUM FOR: William O. Miller, Chief, License Fee Management Branch, ADM
 FROM: Division of Licensing, NRR
 SUBJECT: FEE EXEMPT REACTOR APPLICATION FOR LICENSE AMENDMENT OR OTHER APPROVAL

This memorandum pertains to the following application:

Application Date: _____ and License No.: _____

Applicant: _____

Plant Name and Unit: _____

The above identified application has been reviewed by the Division of Licensing staff and found to be exempt from the fee requirements of 10 CFR 170 because it:

1. _____ was approved by Order dated _____ issued pursuant to 10 CFR 2.204.
2. _____ results specifically from the 2.204 Order dated _____.
3. _____ was issued to simplify or clarify the license or Technical Specifications at NRC's request and solely for NRC's convenience.
4. _____ was (state other reason) _____.

The above application was approved on _____ by Amendment No. _____ or by letter, etc.

Signature: _____
 (Project Manager or Branch Chief)

Date: _____

 LFMB determination on the above exemption:

1. _____ LFMB agrees that the above application is exempt.
2. _____ LFMB does not view this application as being exempt because it:
 - a. Does not appear to specifically result from the Order dated _____ because: _____

Please provide (on reverse side or by separate memo) data to support your position.

- b. Other reason: _____

Signature: _____ (LFMB)
 Date: _____

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INSPECTION FEE PROCEDURES FOR FACILITY AND MATERIALS LICENSES

This document establishes procedures for administering the inspection fee program for facility and materials licenses issued pursuant to Parts 30, 40, 50, 61, 70 and 72 of the Commission's regulations. The responsibilities of the Regional offices, IE, and the License Fee Management Branch (LFMB) are outlined herein.

I. GENERAL GUIDELINES

- A. Inspection hours and contractual support costs must be charged to a docket and inspection report number.
- B. Inspection fees will be determined based on preparation time, on-site inspection time, and documentation.
- C. All routine and non-routine inspections are subject to fees, except inspections resulting from third party allegations which are exempt from fees.
- D. Investigations conducted by OI are exempt from cost recovery as well as any time spent by the regional office directly assisting OI in the investigation. The professional staff effort of the IE Enforcement Staff and the Regional Enforcement Coordinator(s) resulting from the processing and issuance of a notice of violation or assessment of a civil penalty is exempt from cost recovery.

- E. The office initiating an inspection activity subject to fees will report all effort for the activity including any assistance received from another office.
- F. Billing for inspections of reactor, major fuel cycle and waste disposal licenses is on a calendar quarter basis with the reporting period ending the last full pay period in the calendar quarter. Inspections for all other materials licenses which are subject to fixed fees are billed monthly.
- G. Billing for inspections of reactor facilities under OL review is on a six-month basis with the reporting period ending the last full pay period of December 1984, and the last full pay period of every June and December thereafter.
- H. All inspections commencing on or after June 20, 1984, are subject to the fee schedule in the amended rule (effective June 20, 1984). Non-routine inspections commenced prior to June 20, 1984, are not subject to fees, and all routine inspections commenced prior to June 20, 1984, pay the fees required in the March 23, 1978 rule.

II. MATERIALS LICENSE INSPECTION PROCEDURES

Inspection fees for the small materials radioisotope programs are contained in §170.32. The fees for most materials licenses are fixed (a specified

amount). Fees will be assessed monthly for completed inspections subject to the frequency requirements specified in 10 CFR 170.32.

A. Materials Program - Monthly "766" System Billing

1. Reporting:

- a. Each Regional office will forward on a montly basis to LFMB, copies of the letters of inspection and Form 591's.
- b. Each Regional office will forward to LFMB monthly computer reports from the "766" system for all completed routine and non-routine inspections. These reports are due LFMB by the 20th of the month following the reporting month.
The reports from the "766" system are as follows:

<u>Report Title</u>	<u>Report #</u>
Fee Eligible Safeguard Inspections - Materials	7
Fee Eligible Safety Inspections - Materials	9
Fee Eligible Safeguard Inspections - Test and Research Reactors	11
Fee Eligible Safety Inspections - Test and Research Reactors	13
Multiple Materials License Safeguard Inspections	19
Multiple Materials License Safety Inspections	21

Fee Eligible Non-Routine Inspections - Materials	22
Fee Eligible Safeguard Inspections - Materials (Sorted on Region and Name)	23
Fee Eligible Safety Inspections - Materials (Sorted on Region and Name)	25

2. Report #22 ("Fee Eligible Non-Routine Inspections - Materials") will exclude "766" system "Type of Activity Conducted" Code 14 ("inquiry - for allegations). Code 14 has been identified for fees as the code to be used for allegations (columns 37 and 38 of NRC Form 766). Inspectors must use this code when reporting inspections resulting from allegations.

B. Quarterly Billing For Materials Licensees Subject to Full Cost Recovery

Fees for routine and non-routine inspections of licenses in fee Categories 170.32 1A thru 1I, 2E, and 4A, are based on full costs using professional staff hours and any contractual costs expended for the inspection. Non-routine inspections of licenses in fee Categories 170.32 2A, 2B and 2C are based on full costs. Licensees subject to fees based on full cost recovery will be billed for inspections completed during the quarter.

1. Reporting:

- a. Quarterly reports used for billing purposes are to be furnished to LFMB 45 days after the close of the quarter.

The first reporting period covers June 24 through September 29, 1984, and is due by November 13, 1984, and subsequent reports will be due quarterly thereafter. The last full pay period in the quarter represents the end of the reporting period.

- b. See Enclosure 1 for the specific instructions on the "RITS" reporting format and a listing, by Region, of those materials licensees subject to quarterly billing. The listing is maintained in the "RITS" system by LFMB.

2. LFMB will calculate the fee and notify RM/A to bill the licensee.

C. Information Required for Billing of Materials Licensees for Inspection Fees

The Regional Offices are to provide the following additional information to the LFMB:

1. In those instances where a licensee holds more than one materials license at a single location, the Regional Office should show whether each license was inspected during the same visit by the inspector (see §170.32, Footnote 2).

2. In those instances where a materials license specifically authorizes shielded radiographic installations or manufacturing installations at more than one permanent address, the regional report must indicate whether a fee is to be assessed for inspection of each installation. (§170.32, Footnote 5 provides that where a license authorizes shielded radiographic installations or manufacturing installations at more than one address, a separate fee will be assessed for inspection of each location, except that if the multiple installations are inspected during a single visit, a single inspection fee will be assessed.).

III. FACILITIES LICENSE INSPECTION PROCEDURES

Facilities inspection fees are contained in Section 170.21. Fees for routine and non-routine inspections of power reactors and test-research and critical facilities are based on the full costs (professional staff-hours and any contractual services). Fees for most routine inspections are limited by ceilings. The end of the last full pay period in the calendar quarter is the close of the reporting period.

A. Operating Facilities - Quarterly Billing Requirements

1. Licensees holding an operating license (at any power level) will be billed each calendar quarter (3/31, 6/30, 9/30, 12/31) for

"completed" routine and non-routine inspections, through the last pay period in the quarter.

2. The Regional offices and IE will report professional staff-hours, any contractual services costs, and the inspection report number to LFMB for each "completed" inspection.
 - a. See Enclosure 1 for the specific instructions on the "RITS" reporting format and a listing, by Region, of the facility licensees subject to quarterly billing (as OL's are issued, they will be added by LFMB to the list which is maintained in the "RITS" system.)
 - b. Quarterly reports are due to LFMB 45 days after the close of the calendar quarter. The first reporting period covers June 24 through September 29, 1984, and quarterly thereafter. (The first report is due November 13, 1984.)
3. LFMB will calculate the fee and notify RM/A to bill the licensee.

B. Fees for Inspection of Facilities Under Review for a Construction Permit or Operating License - 6 Month Billing Requirements

1. Permit holders who have filed for an OL (Post CP) will be billed every 6 months (calendar periods 6/30 and 12/31) for the costs

of professional staff-hours and contractual support services expended during the billing period.

- a. The initial bill will cover all NRC costs following issuance of the CP through June 24, 1984.
 - b. Subsequent bills will cover a six-month period through the last full pay period of June and December.
2. IE and the Regional offices will furnish LFMB, a report of professional staff-hours, contractual services costs and the inspection report number for all "active" (ongoing) and "completed" inspections for the six-month period.
- a. See Enclosure 1 for the specific instructions on the "RITS" reporting format and a list, by Region, of those facility applicants subject to billing every six months.
 - b. Reports are due to LFMB 45 days after the close of the 6-month reporting period. The first report covers June 24 through December 22, 1984, the last full pay period in December.

3. LFMB will compute the fee and notify RM/A to bill the licensee.

IV. MISCELLANEOUS

1. LFMB will maintain records necessary to assure that all billings are made within the frequency limits and dollar ceilings specified in Part 170.
2. LFMB will be responsible for questions concerning inspection fees. The Regional offices will be contacted where questions concern their activities.