



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

SECRETARY

January 26, 2021

Dr. David Victor, Chairman
San Onofre Community Engagement Panel

Dear Dr. Victor,

The U.S. Nuclear Regulatory Commission (NRC) is pleased that you will participate in a public Commission discussion on the NRC's regulatory framework for dry cask storage and transportation of spent nuclear fuel and related research activities, on February 11, 2021, at 9:00 a.m. Eastern Time. The Commission is interested in hearing about community engagement in the NRC's regulation of dry cask storage and transportation of spent nuclear fuel.

I am enclosing a copy of the meeting agenda for your information. My staff will keep you informed of any updates to the agenda. The meeting will be held virtually. I am also enclosing some guidelines the NRC has put together with tips for participating remotely. My staff will provide opportunities for you to practice with our virtual platform prior to the meeting and will work with you until you are comfortable.

To assist the Commission in preparing for the meeting, please e-mail any written material, including slides, to Wesley Held (Wesley.Held@nrc.gov), and Denise McGovern (Denise.McGovern@nrc.gov) in the Office of the Secretary, by **February 4, 2021**, so that it can be distributed to the Commission for review in advance of the meeting. PowerPoint is the preferred format, but other electronic presentation formats may be used. This Commission meeting will be webcast live at the Web address: <https://video.nrc.gov/>, and materials provided for the meeting will be posted on the NRC public Web site prior to the meeting: <http://www.nrc.gov/reading-rm/doc-collections/commission/tr/>. If you have any questions, please contact Mr. Held at 301-287-3591.

Your presentation at the Commission meeting should be based on the assumption that Commissioners are familiar with the content of your written material. Please plan your oral presentation for about 7 minutes, discussing the important points on which you wish to focus the Commission's attention. Please avoid the use of acronyms where possible. If you do use acronyms, please explain them during your presentation. Following the presentations from

all the external panelists, the Commission will engage the panelists in a question and answer session.

Sincerely,

Annette L.
Vietti-Cook

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Annette L. Vietti-
Cook
Date: 2021.01.26
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Annette L. Vietti-Cook

Enclosures:

1. Agenda
2. Guidelines for Virtual Participation in
NRC Meetings

SCHEDULING NOTE

Title: DISCUSSION OF NRC'S REGULATORY FRAMEWORK FOR DRY CASK STORAGE AND TRANSPORTATION OF SPENT NUCLEAR FUEL AND RELATED RESEARCH ACTIVITIES (Public Meeting)

Purpose: The purpose of the meeting is to discuss the NRC's regulatory programs for dry cask storage and transportation of spent nuclear fuel and perspectives on associated research topics.

Scheduled: February, 11, 2021
9:00 a.m.

Duration: Approx. 3 hours

Location: Commissioners' Conference Room, 1st fl OWFN

External Stakeholder Panel 42 min.*

Wayne Norton, President and CEO, Yankee Atomic Electric Company 7 min.

Topic:

- Matters of interest related to dry cask storage at sites that have decommissioned or at the process of decommissioning

Randy Stark, Director of the Fuels, High Level Waste and Chemistry, Electric Power Research Institute 7 min.

Topic:

- Recent, ongoing, and future research related to dry cask storage and transportation of spent nuclear fuel

Roger Maggi, Chief Commercial Officer, Orano TN 7 min.

Topic:

- Vendor perspectives in dry cask storage and transportation of spent nuclear fuel

Dr. Kris Singh, President and Chief Executive Officer, Holtec International 7 min.

Topic:

- Vendor perspectives on spent nuclear fuel licensing current topics and innovations

Donna Gilmore, Founder, SanOnofreSafety.org **7 min.**

Topic:

- Stakeholder suggestions regarding the NRC's regulation of dry cask storage and transportation of spent nuclear fuel

Dr. David Victor, Chairman, Community Engagement Panel **7 min.**

Topic:

- Community Engagement on NRC's regulation of dry cask storage and transportation of spent nuclear fuel

Commission Q & A **40 min.**

Break **5 min.**

NRC Staff **45 min.***

Margie Doane, Executive Director for Operations

Topic:

- Opening Remarks

Robert Lewis, Deputy Director, Office of Nuclear Material Safety and Safeguards (NMSS)

Topic:

- Overview of current dry cask storage and transportation of spent nuclear fuel environment

Christopher Regan, Deputy Director, Division of Fuel Management, NMSS

Topic:

- Overview of the NRC's regulatory program for dry cask storage and transportation of spent nuclear fuel

John McKirgan, Chief, Storage and Transportation Licensing Branch, Division of Fuel Management, NMSS

Topics:

- Spent nuclear fuel licensing current topics and innovations
- Spent nuclear fuel transportation regulatory readiness

Anthony Dimitriadis, Chief, Decommissioning, Independent Spent Fuel Storage Installation (ISFSI) and Reactor Health Physics Branch, Division of Nuclear Materials Safety, Region I

Topics:

- ISFSI inspection program implementation and recent innovations
- Spent nuclear fuel transportation oversight

Ricardo Torres, PhD, Materials Engineer, Component Integrity Branch, Division of Engineering, Office of Nuclear Regulatory Research

Topic:

- Update on spent nuclear fuel research activities, including extended storage, high burnup spent nuclear fuel, and other future-focused activities

Commission Q & A

40 min.

Discussion – Wrap-Up

5 min.

*For presentation only and does not include time for Commission Q & A

Documents:

- Slides due: February 4, 2021

Guidelines for Virtual Participation in NRC Meetings – External Participants

These Guidelines are intended for external participants only and are predicated on the Commission carrying out its business, while considering the necessary adjustments and accommodations for its meetings being carried out virtually.

These procedures only apply to open, public meetings. Participants should be mindful that these virtual meetings are open for viewing by the general public. Accordingly, no classified, proprietary, or protected information should be discussed during the meeting.

If the re-occupancy phase allows, external participants may choose to participate from the Commission Hearing Room.

Non-participant and members of the public can observe the meeting via webcast, as usual.

Additional resources for participants are available in the Appendices.

General technology guidelines

Technology does not always cooperate, and all participants should prepare their computers, screens, microphone, camera and/or phone well ahead of the meetings. This includes ensuring that all devices are charged and/or plugged in and in good operating condition.

- Participants will be provided with the meeting access details before the meeting. Default video and audio will be through your computer.
- A phone number is provided in each meeting invitation.
 - Calling this number allows users to use their phone as a microphone for the meeting if desired and use the computer for video.
 - This number can also be used to participate if internet connection is lost or weak. You do not need to be in the virtual meeting to participate using only the phone number.
 - Each participant should have the number available (written down) to use as a backup means of participating.
- Only registered participants will be linked to and allowed to participate in the meeting via the virtual platform. Participants should not forward the virtual platform meeting invitations to anyone since non-registered people will not be allowed to participate.
- Remote participants should “fit to frame” the participant at the Commission Hearing Room, if any, within the virtual platform to maximize the virtual participation experience. To do so, right click on the participant and select “fit to frame”.
- During virtual meetings, members of the public viewing on the webcast will see the speaker only, not the gallery of participants that can be seen on the virtual platform.
- All participants in the virtual meeting should participate in the dry run(s). They should do so from the location from which they plan to attend the meeting so that potential lighting, noise, background and other issues are addressed. Participants should configure the equipment in the exact way that they will use it at the meeting. This will reduce the likelihood of logistical technical difficulties at the meeting.

- Participants should aim to sit close enough to the camera so that their face appears clearly, with the camera positioned at eye level or slightly above eye level.
- Ensure that lighting does not limit visibility. Light from a window may blind the camera, whereas light directly above the participant may cast shadows. Participants should test their lighting prior to the meeting.

Internet connection

- Participants should test their internet connection ahead of time at least once – preferably twice – from the place where they will be participating in the virtual meeting.
- Participants should not use public Wi-Fi because connection speeds are slow, and security is unknown.
- If possible, participants should use a hard-wired internet connection instead of Wi-Fi to maximize performance and quality.
- If the internet connection in their location is slow, participants should consider using a phone as the audio connection to the meeting and the computer system for video streaming only. (Mute yourself on the virtual platform if you are using your phone for audio.)
- If participants are sharing an internet connection with others in their household, the connection may be improved if they have sole use of the bandwidth and by limiting other audio and video streaming not related to the meeting.
- Minimizing the number of browser windows open during a meeting can help increase internet connection speeds.

Equipment

- Where possible, two screens are recommended for the meeting: one screen to view and participate in the meeting, and a second screen to view documents locally.
- Devices being used for the virtual meetings should be placed on a stable surface. Movement of devices during the meeting should be avoided.
- Participants should close all applications on their computer that are not needed for the meeting. All notifications, such as those for email or other messaging applications, telephones and other devices (such as home electronic systems) should be muted during the meeting as much as practicable.
- If participants are going to be using slides during the meeting, they should practice requesting the change of slides just as in the Commission Hearing Room. Participants will have an opportunity to practice this during dry runs. Work the slide change request into your script, “Please go to slide 24.”

Etiquette for NRC virtual meetings

Virtual Commission meetings remain formal Commission meetings. Insofar as is possible, and considering the current pandemic situation, the etiquette of a formal Commission meeting should be maintained.

- Business attire is required for anyone with a potential speaking role. Participants should dress as though they were attending an in-person Commission meeting. Even though participants will be seated throughout the meeting, appropriate clothing should be worn waist down in the event the

participant is required to suddenly get up.

- Participation in the meeting should be from appropriate surroundings and the participant should try to ensure that the background visible on the screen is as neutral as possible and appropriate for Commission meeting. Kitchens, living rooms and other multipurpose rooms are all acceptable, if the visible background is appropriate for public consumption.
- Virtual backgrounds may be used. If the virtual background is used, it should be professional and be tested well before the meeting. Instructions are provided in Appendices.
- Participants should be ready to participate in the meeting per the schedule and aim to join the meeting *at least 15-20 minutes* before the actual start time to ensure that there are no technological issues that could create a delay.
- Reasonable steps should be taken to reduce the risk of interruptions during the meeting (i.e. telephone, pets, family members, doorbell).
- It is ideal to use a headset and microphone to reduce background noise and for clarity of audio. Participants should avoid shuffling papers, tapping pens, typing or making other distracting noises during the meeting, especially while their microphone is unmuted.
- Panelists (presenters) in the meeting should keep their camera on and should be available to the Commission throughout the meeting. If a participant does need to move away from the screen unexpectedly, the video feed should be turned off.
- Participants should look straight at the camera when they are speaking.
- Whether speaking or not, if video is on, participants should be aware that their facial expressions can be seen by all participants on the virtual platform.
- Unless addressing the Commission, or otherwise requested to speak, all participants should have their microphones muted.
- Participants need to introduce themselves prior to speaking to ensure that the transcription is complete and accurate.
- Participants should speak one at a time, and remember to pause and speak slowly and clearly, especially where there is any audio/video lag.
- The usual restrictions on eating during a Commission meeting apply. Participants may have water/coffee/juice, etc. to drink, but should do so discretely. Participants should also be mindful of the bottle/mug/etc. that they are drinking from to ensure that it's appropriate for a formal meeting. Participants should refrain from eating during the meeting.
- Profile pictures used through the virtual platform for when the camera is turned off should be professional and appropriate. Instructions are provided in Appendices.

Contingency Planning

- Should there be any problems with the virtual platform or with a participant's internet connection during the meeting, all participants should ensure that they are able to connect via telephone.
- If a participant has problems with connection (i.e. a weak connection, cutting in and out), the participant should consider turning off their camera and participating via audio only.
- Should the video platform become unavailable during the meeting, the meeting will continue via the meeting phone number given in the invitation.

Appendices - Resources for participants for virtual meetings

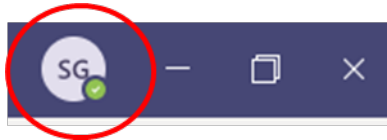
Instructions to change Microsoft Teams profile picture

Note: If you have a picture in your Outlook profile, it will likely show up in Teams. Therefore, you may not need to follow the steps below. However, please make sure to have an official photo before participating in a Commission meeting. This feature may only be applicable if joining through the Microsoft Teams App, it may not be available through the web browser.

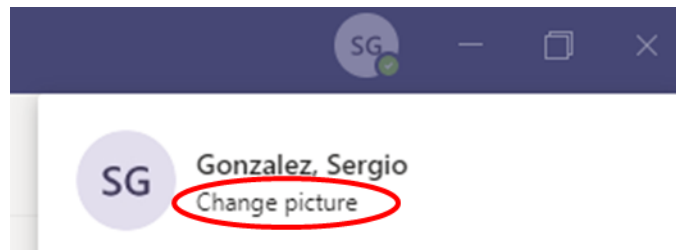
1. Open and log in to Microsoft Teams



2. Left click on your initials at the top right corner.



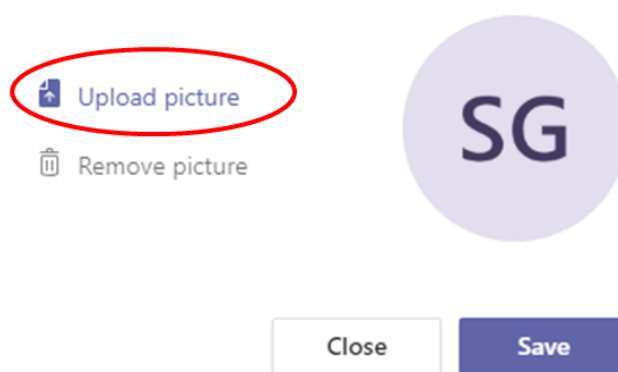
3. Select Change picture



4. Select Upload Picture and browse through your computer to select the official photo.

Change your profile picture

It'll be updated for all of your Office 365 apps.

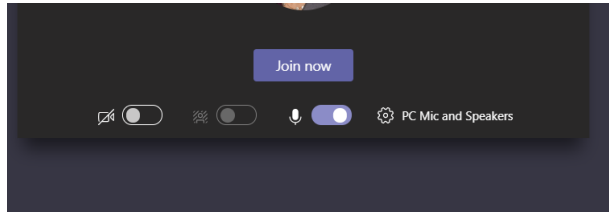


5. Select Save.

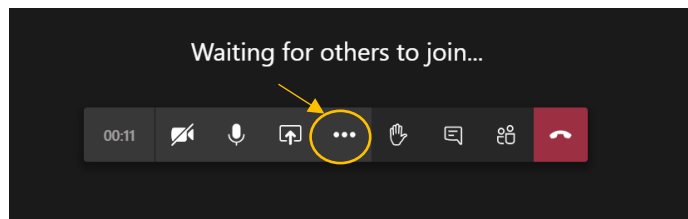
Instructions to use a background in Microsoft Teams

Note: This feature may only be applicable if joining through the Microsoft Teams App, it may not be available through the web browser.

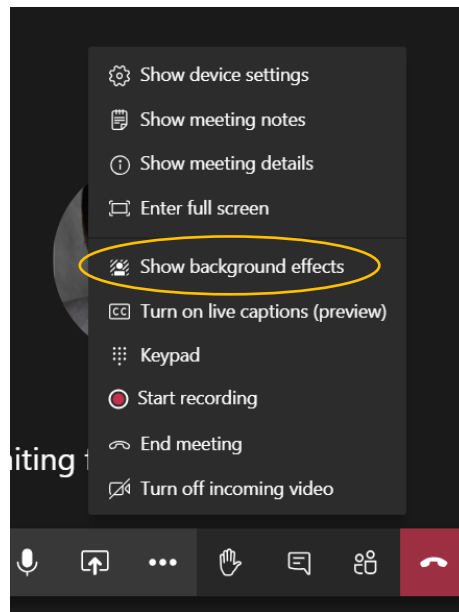
1. Join a meeting.



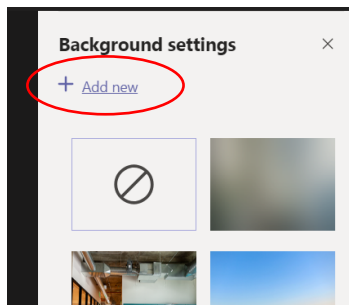
2. Select More actions (3 dots), you may have to wiggle the mouse to get this menu to pop up.



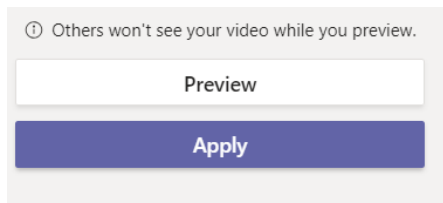
3. Select Show background effects



4. Select a background or add a new one from your computer.



5. Select Preview (wording will appear as mirror view to you but will be correct for others in the meeting.)



6. Select Apply and turn on video.

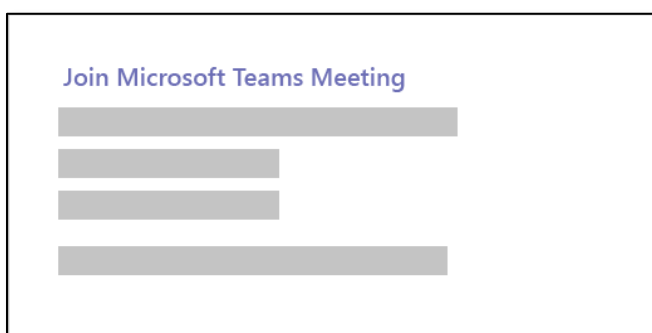
How to Join a Meeting with the Teams Application

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account.

Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that—read on for details about joining by link, from your calendar, and more.

Join by link


All you need to join a Teams meeting is a link.

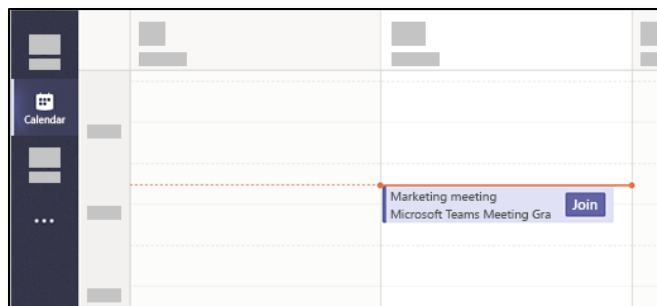


Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically.

If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select Sign in to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join from calendar

Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**.

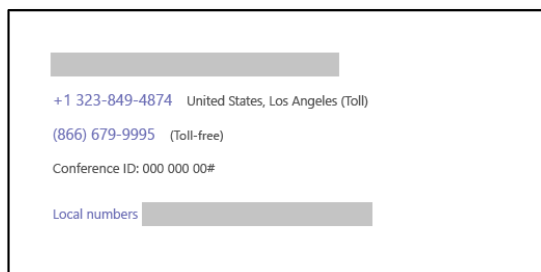


Or, if someone starts the meeting, you'll get a notification you can use to join.

Call in

If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number.

If there's a phone number and conference ID in the meeting invite, just dial the number to join.



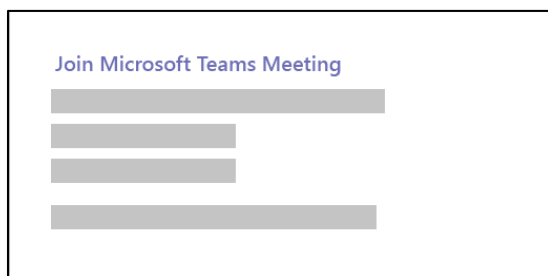
The number in your invitation may not be local to you. Select **Local numbers** to find one that is.

How to Join a Meeting without the Teams Application

You can join a Teams meeting anytime, from any device, whether or not you have a Teams account. If you don't have a Teams account, follow these steps to join as a guest.

Note: Some meetings don't allow people to join as guests.

1. Go to the meeting invite and select Join Microsoft Teams Meeting.



2. That'll open a web page, where you'll see two choices: **Download the Windows app** and **Join on the web instead**. If you join on the web, you can use either Microsoft Edge or Google Chrome. Your browser may ask if it's okay for Teams to use your mic and camera. Be sure to allow it so you'll be seen and heard in your meeting.
3. Enter your name and choose your audio and video settings. If the meeting room (or another device that's connected to the meeting) is nearby, choose **Audio off** to avoid disrupting. Select **Phone audio** if you want to listen to the meeting on your mobile phone.
4. When you're ready, hit **Join now**.
5. This will bring you into the meeting lobby. We'll notify the meeting organizer that you're there, and someone in the meeting can then admit you.

Note:

- If no one admits you to the meeting within 15 minutes, you'll be removed from the lobby. If that happens, you can try joining again.
- Some features of Teams meetings aren't available to guests.

Organizer's view

If you're the meeting organizer, we'll alert you when someone is waiting in the lobby.

Click Admit to let them right into the meeting, or View lobby to admit or deny them, as well as see a list of everyone who's waiting.