



## Office of Nuclear Material Safety and Safeguards Procedure Approval

### *U.S. Nuclear Regulatory Commission, Organization of Agreement States, and Conference of Radiation Control Program Directors, Inc. Monthly Meeting State Agreements (SA) Procedure, SA-1101*

---

Issue Date: July 2, 2021

Review Date: July 2, 2026

---

Theresa Clark  
*Deputy Director, NMSS/MSST*

Handwritten signature of Theresa Clark in black ink.

Signed by Clark, Theresa  
on 07/02/21

---

Brian C. Anderson  
*Branch Chief, NMSS/MSST/SLPB*

Handwritten signature of Brian C. Anderson in black ink.

Signed by Anderson, Brian  
on 06/30/21

---

Jeffery Lynch  
*Procedure Contact, NMSS/MSST/SLPB*

Handwritten signature of Jeffery Lynch in black ink.

Signed by Lynch, Jeffery  
on 06/30/21

---

**ML21097A177**

**NOTE**

***Any changes to the procedure will be the responsibility of the NMSS Procedure Contact. Copies of NMSS procedures are available through the NRC Web site at <https://scp.nrc.gov>***

**I. INTRODUCTION**

This document describes the procedure that the U.S. Nuclear Regulatory Commission (NRC) (specifically, the Office of Nuclear Material Safety and Safeguards (NMSS)), the Organization of Agreement States (OAS), and the Conference of Radiation Control Program Directors, Inc. (CRCPD) will use for coordination, notification, and administration of the monthly meeting among the three organizations to discuss National Materials Program (NMP) items of mutual interest. This procedure will also be used as guidance for planning other meetings with the OAS and the CRCPD membership, as needed.

**II. OBJECTIVES**

To provide guidance to NMSS, OAS, CRCPD, other NRC offices, and interested parties on the coordination, notification, and administration of the monthly meeting.

**III. BACKGROUND**

Coordination meetings were established between OAS and the NRC in 1995 to discuss programmatic changes that NRC was in the process of developing in the areas of the Integrated Materials Performance Evaluation Program (IMPEP) and the Policy Statement on the Adequacy and Compatibility of Agreement State Programs. Because these meetings were successful, OAS and NRC agreed that monthly meetings should be held, the agenda should be expanded to include other current topics, and the CRCPD should join the teleconference. This monthly meeting continues to provide a regular opportunity for the NRC, OAS, and CRCPD to discuss NMP regulatory and technical issues of mutual interest.

**IV. ROLES AND RESPONSIBILITIES****A. NMSS**

1. NMSS's Division of Materials Safety, Security, State, and Tribal Programs, State Agreement and Liaison Programs Branch (SLPB) has the lead responsibility for coordination, notification, and administration of the monthly meeting.
2. SLPB will designate a Project Manager who will be responsible for coordination and notification of the monthly meeting.
3. SLPB will establish an electronic notification list of participants based on inputs from the OAS, CRCPD, and NRC staff.
4. SLPB will periodically update the list of participants as directed by the OAS, CRCPD, and NRC staff.
5. SLPB will utilize NRC technology to conduct the meeting.
6. SLPB will notify participants of upcoming monthly meetings and will solicit input on the agenda topics from OAS, CRCPD, and NRC management, and senior staff.

7. SLPB will distribute the monthly meeting draft agenda to internal and external stakeholders.
8. SLPB will revise the draft agenda based on stakeholder feedback and distribute the final agenda.
9. SLPB will coordinate the development and distribution of meeting notes.

**B. OAS Executive Board**

1. OAS will supply agenda topics for the monthly meeting.
2. An OAS designee will take notes during the monthly meeting and provide draft notes to the SLPB Project Manager for NRC review.

**C. CRCPD Executive Board**

1. CRCPD will supply agenda topics for the monthly meeting.

**V. GUIDANCE**

**A. SLPB Preparations**

1. **Meeting Date and Time:** The meeting will be normally held on the third Thursday of the month, from 3:00—5:00 p.m. Eastern time. Any rescheduling should be coordinated with the OAS and CRCPD Boards. Meetings are not held during the month that the Annual All Agreement States Meeting is held. Other conference calls, as needed, may be held outside of the monthly meeting schedule.
2. **Meeting Facilitation:** The monthly meeting will be facilitated by the SLPB Project Manager and a Meeting Moderator. The Project Manager will provide logistical support for presentations, technology support for the meeting, and monitoring requests to ask questions. The monthly meeting will be administered by the Meeting Moderator in a way that encourages a free-flowing exchange of ideas and information. However, NRC staff should not share predecisional information or seek input from the States during the meeting.
3. **List of Participants:** The list of participants includes NRC staff, staff of Agreement and non-Agreement States, OAS and CRCPD Boards, and other interested parties (on a case-by-case basis). Periodic updates of the list will be made to reflect changes in these organizations. Interested participants should request participation directly through the SLPB Project Manager, and the SLPB Project Manager will invite other necessary participants as appropriate.
4. **Agenda:** The agenda for the monthly meeting will be established collaboratively by NMSS, OAS, CRCPD, and other participating NRC offices. A request for agenda topics will be distributed to the participants

approximately 2 weeks before the scheduled monthly meeting. A draft agenda will then be generated with input being requested within 1 week. The SLPB Project Manager will develop the agenda based upon input from participants and distribute the final agenda at least 2 days prior to the next meeting.

5. **Notification:** Notification of the monthly meeting will be provided electronically. The first notification of the monthly meeting will include the date and time of the monthly meeting and a request for agenda topics. The second notification will include the date and time of the monthly meeting, meeting connection details, a list of potential participants, and the final agenda.

## VI. REFERENCE DOCUMENTS

Below are all previous revisions of this procedure, as well as associated correspondence with stakeholders.

No.	Date	Document Title/Description	Agencywide Document Access Management System Accession Number
1	7/9/01	STP-01-054. Request For Comments On Two Draft Procedures For Agreement States And Conference Of Radiation Control Program Directors Commission Briefing And Monthly NRC/OAS/CRCPD Teleconference	ML011910552
2	2/18/03	STP Procedure SA-1101	ML030580151
3	11/10/08	FSME-08-083, Opportunity to Comment on Draft Revisions to FSME Procedure SA-1101	ML082460616
4	2/25/09	FSME Procedure SA-1101	ML090620083
5	2/4/13	FSME-13-014, Opportunity to Comment on Draft Revisions to FSME Procedure SA-1101	ML13011A325
6	07/02/21	STC-21-039, Notification of Issuance of SA-1101	ML21097A177