



UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION IV
1600 EAST LAMAR BOULEVARD
ARLINGTON, TEXAS 76011-4511

{{date:long}}

[Radiation Control Program Director]
[Street Address]
[City], [ST] [Zip Code]

SUBJECT: STATE PERIODIC MEETING SCHEDULING LETTER AND AGENDA

Dear [Addressee]:

To help the Agreement States and the U.S. Nuclear Regulatory Commission (NRC) remain knowledgeable of each other's program and to initiate planning for the next Integrated Materials Performance Evaluation Program (IMPEP) review, the NRC conducts one-day periodic meetings with Agreement States in between IMPEP reviews.

In accordance with the Office of Nuclear Material Safety and Safeguards (NMSS) Procedure SA-116, "Periodic Meetings between IMPEP Reviews," and after previous coordination with [State contact] of your staff, we have scheduled the periodic meeting for [date]. The meeting will be held at the Radiation Control Program offices in [City, State].

Based on our previous discussions, the likely topics for discussion at the meeting are listed on the enclosed agenda. If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know. If you have any questions, please call me at [RSAO telephone number], or via email at [RSAO email_address@nrc.gov].

Sincerely,

{{signature:XXX}} add your initials

[RSAO signature block]
Regional State Agreements Officer
Division of Nuclear Materials Safety

Enclosure:
[add State] Periodic Meeting Agenda

cc:
add name with title

SUBJECT: STATE PERIODIC MEETING SCHEDULING LETTER AND AGENDA

Distribution:

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**Periodic Meeting Agenda with [NRC/Agency/Department]
[DATE]**

Topic areas for discussion during the meeting may include:

1. Program reorganizations:

Discuss any changes to the program organization, including program/staff relocations and new appointments.

2. Changes in program budget/funding.

3. Status of the NRC or State's program, including:

a. Technical Staffing and Training

- i) Number of staff in the program and status of their training and qualifications.
- ii) Any program vacancies.
- iii) Staff turnover since the last IMPEP review.
- iv) Adequacy of FTEs for the materials program.
- v) Status of implementation of IMC 1248

Recommendation: (as appropriate)

b. Status of Materials Inspection Program

- i) Number of Priority 1, 2, and 3 inspections completed on time and overdue since the last IMPEP review.
- ii) Number of initial inspections completed on time and overdue since the last IMPEP review.
- iii) Number of reciprocity inspections completed each year since the last IMPEP.
- iv) Inspection frequencies (changes to or those that differ from NRC's inspection frequencies).

Recommendation: (as appropriate)

c. Technical Quality of Inspections

- i) Status of inspector accompaniments.
- ii) Management review process
- iii) Significant inspection activities/challenges

Recommendation: (as appropriate)

d. Technical Quality of Licensing Actions

- i) Number of licensing actions and types performed since the last IMPEP review.

Recommendation: (as appropriate)

- e. Technical Quality of Incident and Allegation Activities
 - i) Status of allegations and concerns referred by the NRC for action.
 - ii) Significant events and generic implications.
 - iii) Number of reportable events received since the last IMPEP and event reporting, including follow-up and closure information in NMED.

Recommendation: (as appropriate)

- f. Legislation, Regulations, and Other Program Elements, if applicable
 - i) Regulations
 - a. Compatibility requirements
 - b. Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements and sunset requirements.
 - ii) Legislative changes affecting the program.
 - iii) Sunset Requirements
 - iv) Other Program Elements

Recommendation: (as appropriate)

- g. Sealed Source and Device (SS&D) Evaluation Program, if applicable
 - i) Technical Staffing and Training
 - a. Number of qualified SS&D reviewers and their signature authority.
 - b. Number of current or anticipated program vacancies.
 - c. Staff turnover since the last IMPEP review.
 - ii) Technical Quality of the Product Evaluation Program
 - a. Number of cases since the last IMPEP review to include new cases, amendments, inactivations and transfers.
 - iii) Evaluation of Defects and Incidents Regarding SS&Ds
 - a. Any cases noted involving manufacturing defects since the last IMPEP review?

Recommendation: (as appropriate)

- h. Low-Level Radioactive Waste Disposal Program (LLRW), if applicable
 - i) Technical Staffing and Training
 - ii) LLRW Status of the Inspection Program
 - iii) LLRW Technical Quality of Inspections
 - iv) LLRW Technical Quality of Licensing
 - v) LLRW Technical Quality of Incident and Allegation Activities

Recommendation: (as appropriate)

- i. Uranium Recovery Program (UR), if applicable
 - i) Technical Staffing and Training
 - ii) UR Status of the Inspection Program
 - iii) UR Technical Quality of Inspections
 - iv) UR Technical Quality of Licensing
 - v) UR Technical Quality of Incident and Allegation Activities

Recommendation: (as appropriate)

- 4. Information Exchange:
 - a. Current program initiatives;
 - b. Emerging technologies;
 - c. Large, complicated, or unusual authorizations for use of radioactive materials;
 - d. Major decommissioning and license termination actions;
 - e. Mechanisms to evaluate performance such as self-audits;
 - f. Operating/strategic plan metrics and outcomes, if applicable; and,
 - g. Current NRC initiatives.
- 5. Schedule for the next IMPEP review.
- 6. Next Steps/Meeting Summary/Q&A.
- 7. Exit with Senior Management if requested by the NRC or Agreement State.