

WORKING GROUP CHARTER

Inspection Manual Chapter 0610, “Nuclear Material Safety and Safeguards Inspection Reports,” Narrative Inspection Report Templates

PURPOSE: The purpose of this working group (WG) is to look at various types of Nuclear Materials Users (NMU) template applications and provide clear guidance and standardization. Section 507(d)(2)(B) of the Accelerating Deployment of Versatile, Advanced Nuclear for Clean Energy Act of 2024 (ADVANCE Act) requires the U.S. Nuclear Regulatory Commission (NRC) to identify and assess measures to improve oversight and inspections, including increased use of templates in documenting inspection results. To address Section 507(d)(2)(B) and modernize inspection documentation, the WG will develop NMU specific narrative inspection reports templates to Inspection Manual Chapter 0610, “Nuclear Material Safety and Safeguards Inspection Reports,” Attachment 2, ‘Nuclear Materials Inspection Documentation,’ dated June 27, 2025 (ADAMS Accession Number ML25149A220). This charter describes the WG’s composition, activities, and schedule.

MEMBERSHIP: This WG is sponsored by the Office of Nuclear Material Safety and Safeguards Division of Materials Safety, Security, and State Programs (NMSS/MSSS). The WG will consist of NRC staff members and a representative from the Organization of Agreement States, Inc. (OAS). The membership and roles are depicted in the table below. The WG may seek additional expertise on an as-needed basis.

Organization	Working Group Member
NRC/NMSS/MSSS/Materials Safety and Licensing Branch (MSLB)	Pamela Noto, Senior Project Manager
NRC/Region I/Division of Federal Materials Programs (DFMP)/Inspection and Licensing Branch (ILB)1	Hiba Ahmed, Health Physicist
NRC/Region III/DFMP/ILB3	Mary Casto, Health Physicist (Inspector)
NRC/Region IV/DFMP/ILB4	Janine Katanic, Senior Health Physicist
OAS	James McCullough, New Jersey

OBJECTIVE: The WG has two objectives:

1. Determine what types of standardized narrative inspection templates need developed (e.g., team inspections, escalated enforcement, reactive inspections for incidents and events, etc).
2. Draft narrative inspection report templates.

SCHEDULE: The high-level schedule below covers developing narrative inspection report templates to IMC 0610 and informing stakeholders. A more detailed schedule will be provided to WG members.

Task	Due Date
Determine what types of standardized narrative inspection templates need developed	August, 2025
Draft templates and examples for narrative inspection reports	August – November 2025
Final templates for narrative inspection reports to NMSS/MSSS/MSLB, Regions, OE, OGC for review approval	December 2025
Update MS Word templates in ADAMS and inform Stakeholders	December 2025

LEVEL OF EFFORT EXPECTED OF MEMBERS: To support the schedule and activities listed above, approximately 56 hours of effort is expected to:

1. The WG will meet weekly from August through December for approximately 1 hour to develop narrative inspection report templates.
2. Independent drafting and review of narrative inspection report templates. The level of effort will be around 2 hours per week for the next 17 weeks.

Management briefings will be held as needed. WG members are invited to attend and support these briefings. All WG meetings and briefings will be hybrid. Maximum use will be made of available electronic communication options to facilitate interaction within the WG and among its members. Examples of these communications include MS Team calls/chats, e-mails, and other options.

This working group operates as an NRC/Agreement State working group with the roles and responsibilities described in Section IV of [State Agreement 801](#), "Agreement State Participation in NRC Working Groups," and NRC [Management Directive 5.3](#), "Agreement State Participation in Working Groups."