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## INSPECTION MANUAL CHAPTER 0610 ATTACHMENT 2

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### NUCLEAR MATERIALS INSPECTION DOCUMENTATION

Effective Date: 07/01/2025

#### 0610.02-01 GENERAL PURPOSE

Inspection documentation for the nuclear materials user (NMU) business line is described in IMC 2800, "Materials Inspection Program." IMC 2800, Section 2800-09, "Documentation of Inspection Results," contains detailed information on how the results of an inspection should be documented. Generally, an inspection report, NRC Form 591M, "Materials Inspection Report," will be completed along with NRC Form 592M, "Materials Inspection Record." When a narrative inspection report is needed, as described in IMC 2800, it should be prepared according to the instructions provided in IMC 0610, "Nuclear Material Safety and Safeguards Inspection Reports."

#### 0610.02-02 NRC FORM 591M, "MATERIALS INSPECTION REPORT"

The inspector may issue an NRC Form 591M for the following circumstances, with exceptions as described in IMC 2800, Section 09.03: (1) an inspection that results in no findings; (2) to document non-cited violations (NCV); or (3) to document Severity Level IV violations that were corrected while the inspector was present or can be easily corrected within 30 days of the date of the inspection. Any corrective actions must be listed or described on the NRC Form 591M for each violation.

#### 0610.02-03 NARRATIVE INSPECTION REPORTS

As described in IMC 2800, Section 09.02, a narrative inspection report is required for: (1) team inspections; (2) inspections involving the potential for escalated enforcement; (3) reactive inspections for incidents and events; and (4) any other inspection at the discretion of NRC management.

For escalated cases, the narrative inspection report should address in detail the areas of concern and any violations that were identified. Other areas that were inspected may be documented in a manner similar to the depth of detail in an inspection record. For medical events, the narrative inspection report must also include the additional criteria outlined in Management Directive 8.10, "NRC Assessment Program for a Medical Event or Incident Occurring at a Medical Facility." Narrative inspection reports may be used to document other types of inspections at the discretion of regional management.

Master Microsoft Word file templates for NMU narrative inspection reports can be accessed, copied, and modified for your specific application using the hyperlink below.

Package of Inspection Report Templates: [ML25160A126](#)

Updates to the templates will be approved by the NMSS/MSST/MSLB branch chief in consultation, as appropriate, with the Regional Offices, OE, and OGC. Version control will be accomplished by updating the MS Word templates in ADAMS and informing stakeholders.

Enforcement Manual Appendix B, "Standard Formats for Enforcement Packages," [<https://www.nrc.gov/about-nrc/regulatory/enforcement/guidance.html>] provides additional enforcement-related sample cover letters. There may be instances where sample guidance may need to be taken from these templates and Enforcement Manual Appendix B to generate an appropriate cover letter. The text in the Enforcement Manual should be considered as the principal source of enforcement-related guidance.

Management Directive 12.6, "NRC Controlled Unclassified Information (CUI) Program" provides additional information on document marking and control. Cover letters shall be marked for the highest level of controlled information in the inspection report. Decontrolled security inspection report cover letters which are made publicly available should have their document control markings struck through (i.e., "~~OFFICIAL USE ONLY – SECURITY-RELATED INFORMATION~~").

END

Attachment 1: Revision History for IMC 0610 Attachment 2

| Commitment Tracking Number | Accession Number<br>Issue Date<br>Change Notice | Description of Change | Description of Training Required and Completion Date | Comment Resolution and Closed Feedback Form Accession Number (Pre-Decisional, Non-Public Information) |
|----------------------------|---|-----------------------|--|---|
|                            | ML25149A2200<br>06/27/25<br>CN 25-023           | Initial issuance.     | None   | ML25149A221   |