

(STP-01-054, July 2001, Program, OAS/CRCPD)

July 9, 2001

ALL AGREEMENT STATES
MINNESOTA, PENNSYLVANIA, WISCONSIN

**PROGRAM MANAGEMENT INFORMATION: 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 (STP-01-054)**

You are invited to review and comment* on the enclosed subject procedures within 45 days of receipt. The first document, Enclosure 1 describes the procedure for the Office of State and Tribal Programs (STP) and Organization of Agreement States (OAS) coordination and notification of the annual OAS Executive Board and Conference of Radiation Control Program Directors, Inc. (CRCPD) briefing of the U.S. Nuclear Regulatory Commission. This procedure can also be used as guidance for planning other Commission briefings. The second document, Enclosure 2 describes the procedure for the STP and OAS coordination, notification, and administration of the monthly teleconference. The monthly teleconference is employed to discuss items of mutual interest among representatives of NRC, OAS and the CRCPD. This procedure can also be used as guidance for planning other teleconferences.

Thank you for your attention to this matter. If you have any questions regarding this correspondence, please contact me or either of the individuals named below.

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Frederick C. Combs, Deputy Director
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Enclosures:
As stated

*This information request has been approved by OMB 3150-0029, expiration 06/30/04. The estimated burden per response to comply with this voluntary collection is approximately 6 hours. Forward any comments regarding the burden estimate to the Information and Records Branch (T-6F33), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, and to the Paperwork Reduction Project (3150-0029), Office of Management and Budget, Washington, DC 20503. If a document does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information.



STP Procedure Approval

*Annual Organization of Agreement State
and
Conference of Radiation Control Program Directors Inc.
Commission Briefing
SA-*

Issue Date:

Review Date:

Paul H. Lohaus
Director, STP

Date:

Frederick C. Combs
Deputy Director, STP

Date:

John G. Zabko
Procedure Contact, STP

Date:

NOTE

The STP Director's Secretary is responsible for the maintenance of this master copy document as part of the STP Procedure Manual. Any changes to the procedure will be the responsibility of the STP Procedure Contact. Copies of STP procedures will be distributed for information.

**Procedure Title:**

*Annual Organization of Agreement States
and Conference of Radiation Control
Program Directors, Inc., Commission
Briefing*

Procedure Number:**Page: 1 of 3****Issue Date:****I. INTRODUCTION**

This document describes the procedure for the Office of State and Tribal Programs (STP) and Organization of Agreement States (OAS) coordination and notification of the annual OAS Executive Board and Conference of Radiation Control Program Directors, Inc. (CRCPD), briefing of the U.S. Nuclear Regulatory Commission (the Commission). This procedure can also be used as guidance for planning other Commission briefings.

II. OBJECTIVES

- A. To provide guidance to STP, OAS and CRCPD staff on scheduling the annual OAS/CRCPD Commission briefings, taking into account West Coast State interest in observing the briefing via video stream or teleconference.
- B. To provide guidance to OAS and CRCPD on the submission of briefing materials in advance of the annual Commission briefing.
- C. To provide guidance to STP, OAS and CRCPD staff on interactions with the Office of the Executive Director for Operations (OEDO) and the Office of the Secretary (SECY) of the Commission staff.
- D. To provide guidance to STP staff on interactions with the Office of the Chief Information Officer (OCIO) staff regarding arrangements for audio visual support, including video tape requests, and Commission video streaming for interested States.

III. BACKGROUND

The annual OAS/CRCPD Commission briefing provides an opportunity for the OAS Executive Board and the CRCPD Chairperson to inform the Commission of radioactive materials policy and regulatory issues of mutual interest.

IV. ROLES AND RESPONSIBILITIES

- A. STP has the lead responsibility for coordinating the schedule for the OAS/CRCPD annual Commission briefing with SECY, as well as coordinating any audio visual support.
- B. STP will also provide the Commissioner Assistants, OAS and CRCPD with a summary of potential discussion areas and current Agreement States and Regions Integrated Materials Performance Evaluation Program (IMPEP) reviews in advance of the briefing.
- C. OAS has the lead responsibility, in consultation with CRCPD, for identifying topics and coordinating State participation in the annual Commission briefing.

V. GUIDANCE

- A. Scheduling Commission Briefing
 - 1. The OAS and CRCPD should notify STP on an annual basis of their desire to brief the Commission and will identify meeting topic areas for discussion.
 - 2. STP, in coordination with OEDO and SECY, will provide the OAS and CRCPD with proposed Commission briefing dates. Commission briefings are generally scheduled for approximately 1.5 hours. To the degree possible, STP will work with SECY to identify briefing times no earlier than 11:00 a.m. to accommodate West coast State interest in listening/viewing the Commission briefing. The first 45 minutes is generally devoted to the OAS/CRCPD briefing and the remaining time is reserved for the Commissioners questions and answers.
- B. Submission of Commission Briefing Materials
 - 1. OAS and CRCPD will provide STP with the names of the Commission briefing participants. STP will in turn provide that information to OEDO and SECY.
 - 2. OAS and CRCPD will provide STP with one paper copy each of all briefing materials. These materials, including any STP background material, should be submitted to the OEDO for submission to the Commission **at least** five business days in advance of the scheduled Commission briefing. OAS and CRCPD will also receive a copy of any STP background material.

3. As a courtesy, STP will make available a sufficient number of view graphs, usually 75 black and white paper copies, or other relevant written information provided by OAS and CRCPD, in the Commissioners' Conference Room approximately 20 minutes before the start of the Commission briefing.

C. Scheduling Audio/Visual Needs and Support

1. STP has the lead responsibility for coordinating with OCIO on audio visual support for the OAS/CRCPD Commission briefing.
2. OAS and CRCPD briefing materials should be reviewed and programmed for play in the audio visual booth in the Commissioners Conference Room at least 30 minutes before the start of the Commission briefing.

B. Agreement State Notification

1. OAS will provide early notice to Agreement States of the OAS Executive Board and CRCPD Commission briefing and solicit agenda topics for discussion.
2. STP will provide Agreement and non-Agreement States with notification of the OAS/CRCPD Commission briefing using "STP Announcements List Server" at least 30 days prior to the briefing date.

VI. APPENDIX

Not applicable

VII. REFERENCES

Not applicable



STP Procedure Approval

Monthly
U.S. Nuclear Regulatory Commission
Organization of Agreement States
Conference of Radiation Control Program Directors, Inc.
Teleconference
SA-

Issue Date:

Review Date:

Paul H. Lohaus
Director, STP

Date:

Frederick C. Combs
Deputy Director, STP

Date:

John G. Zabko
Procedure Contact, STP

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Procedure Title:
Monthly NRC/OAS/CRCPD Teleconference
Procedure Number:

Page: 1 of 3

Issue Date:

I. INTRODUCTION

This document describes the procedure for the Office of State and Tribal Programs (STP), Organization of Agreement States (OAS) and Conference of Radiation Control Program Directors, Inc. (CRCPD) for coordination, notification, and administration of the Monthly NRC/OAS/CRCPD Teleconference (Monthly Teleconference) to discuss items of mutual interest. This procedure can also be used as guidance for planning other teleconferences with OAS and the CRCPD, as needed.

II. OBJECTIVES

- A. To provide guidance to STP and OAS on the coordination, notification, and administration of the Monthly Teleconference.
- B. To provide guidance to other NRC offices and the CRCPD on the coordination, notification, and administration of the Monthly Teleconference.

III. BACKGROUND

The Monthly Teleconference was initially established on July 14, 1995, between NRC and OAS. The purpose of the initial conference was to discuss with OAS the programmatic changes that STP was in the process of developing in the areas of the Integrated Materials Evaluation Program (IMPEP) and the Policy Statement on the Adequacy and Compatibility of Agreement State Programs. The 1995 Teleconference went so well that it was decided to hold the teleconferences on a monthly basis. It was also decided to invite the CRCPD to join the Monthly Teleconference. The Monthly Teleconference continues to provide a regular opportunity for the NRC, OAS, and CRCPD to discuss regulatory issues of mutual interest.

IV. ROLES AND RESPONSIBILITIES

- A. STP
 - 1. STP has the lead responsibility for coordination, notification, and administration of the Monthly Teleconference with the OAS Executive Board (Chair, Chair-Elect, Past Chair, and Secretary), the CRCPD Board of Directors (Chairperson, Chairperson-elect, and Past Chairperson), other interested Agreement States and other interested NRC staff.

2. STP will designate a project manager who will be responsible for coordination and notification of the Monthly Teleconference.
3. STP will establish an electronic notification list of participants from STP, other interested NRC offices, the OAS Executive Board, other interested Agreement States and the CRCPD Board of Directors.
4. STP will periodically update the list of participants as directed by the OAS Executive Board, CRCPD Board of Directors and NRC staff.
5. STP will reserve a Monthly Teleconference bridge number with an adequate number of telephone lines.
6. STP will notify the list of participants of the upcoming Monthly Teleconference.
7. STP will distribute the draft agenda for the Monthly Teleconference, and will solicit input on the draft agenda.
8. STP will revise the draft agenda after the receipt of comments from the list of participants and will distribute the final agenda for the Monthly Teleconference.

B. OAS

OAS will supply comments/suggestions on the draft agenda for the Monthly Teleconference. The OAS designee will take notes and distribute same to interested persons.

V. GUIDANCE

1. STP Preparations for the Monthly Teleconference

1. **Teleconference Date and Time:** The date and time of the Monthly Teleconference will be established through collaboration with the list of participants. The date and time of the next Monthly Teleconference will usually be decided at the end of each Monthly Teleconference. If a situation arises, which requires the modification of the agreed upon date and time, STP will promptly notify the participants of the change and will collaborate with the participant to establish a new date and time. In addition, other teleconferences, as needed, may be held outside of the Monthly Teleconference schedule.

2. Telephone Lines: The bridge number for the Monthly Teleconference should be reserved at least two weeks prior to the teleconference. At least 20 lines should be established for the Monthly Teleconference. The bridge number and lines are reserved through the NRC Conference Call Number Center.
 3. List of Participants: The list of participants shall be representatives of STP staff, the OAS Executive Board, the CRCPD Board of Directors, other interested Agreement States, and other interested NRC staff. Periodic updates of the list will be made to reflect changes in the OAS Executive Board and the CRCPD Board of Directors due to elections held by these organizations. Interested participants should request participation directly through the STP Project Manager.
 4. Agenda: The agenda for the Monthly Teleconference will be established through collaboration with STP, OAS, and the NRC participants. A draft agenda will be distributed to the participants approximately two weeks before the scheduled Monthly Teleconference and input will be requested within one week. STP will modify the agenda based upon input from the participants and distribute the final agenda at least 2 days prior to the teleconference.
 5. Notification: Notification of the Monthly Teleconference will be provided through electronic means. The first notification of the Monthly Teleconference will include the telephone bridge information, the list of participants, and the draft agenda. The second notification will include the same information as the first notification except the final agenda replaces the draft.
- B. The Monthly Teleconference will usually be facilitated by STP Management. STP will require all participants, including those just listening in, to identify themselves and their affiliation. The Monthly Teleconference will be administered in a way that encourages free flowing exchange of ideas and information.

VI. APPENDIX

Not applicable

VII. REFERENCES

Not applicable