



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

August 26, 2016

ALL STATE LIAISON OFFICERS

OPPORTUNITY TO COMMENT ON PROPOSED REVISION TO OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS PROCEDURE SL-200, "MAINTAINING TRANSPORTATION DESIGNEE CONTACT INFORMATION FOR ADVANCE NOTIFICATION OF TRANSPORTATION OF CERTAIN RADIOACTIVE MATERIAL (10 CFR PARTS 37, 71 AND 73)" (STC-16-066)

Purpose: To provide an opportunity to comment on the proposed revision to the Office of Nuclear Material Safety and Safeguards (NMSS) Procedure SL-200, "Maintaining Transportation Designee Contact Information for Advance Notification of Transportation of Certain Radioactive Material (Title 10 of the *Code of Federal Regulations* Parts 37, 71 and 73)."

Background: This procedure is being revised to include changes in process since the last publication in 2009, including Tribal officials' acknowledgement of the completion of Safeguards Information training by Tribal transportation designees, an annual validation by NMSS staff of the contact information for State and Tribal transportation designees on <https://scp.nrc.gov/special/designee.pdf>, and NMSS records management of correspondence from States, territories, and Tribes authorizing individuals to be designated as transportation designees for advance notification of spent fuel and certain nuclear waste shipments.

Discussion: Enclosed for your review and comment is a proposed revision to NMSS Procedure SL-200. The current draft revision is not in red line strikeout format because it has been significantly revised and reformatted. Due to the high number of NRC-related documents currently being reviewed by the States, the comment* period for SL-200 is 60 days from the date of this letter.

*This information request has been approved by OMB 3150-0029 expiration 1/31/2019. The estimated burden per response to comply with this voluntary collection is approximately 1 hour. Send comments regarding the burden estimate to the FOIA, Privacy, and Information Collections Branch, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0029), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection 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, the information collection.

STC-16-066

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Please contact me at (301) 415-3340 or the individual below if you have any questions:

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Daniel S. Collins, Director
Division of Material Safety, State, Tribal
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosure:
NMSS SL-200 Proposed Revision



**Office of Nuclear Material Safety and Safeguards
State Procedure Approval**

***Maintaining Transportation Designee Contact
Information for Advance Notification of Transportation
of Certain Radioactive Material (10 CFR Parts 37, 71,
and 73) - SL-200***

Issue Date:

Review Date:

Daniel Collins, Director
*Division of Material Safety, State, Tribal
and Rulemaking Programs*

Date:

Maria Arribas-Colon, Acting Branch Chief
*Federal, State, and Tribal Liaison Branch
Division of Material Safety, State, Tribal
and Rulemaking Programs*

Date:

Kevin O'Sullivan, Procedure Contact
*Division of Material Safety, State, Tribal
and Rulemaking Programs*

Date:

ML16165A424

NOTE

***Any changes to the procedure will be the responsibility of the Procedure Contact.
Copies of procedures will be available through the NRC Web site.***

I. INTRODUCTION

This procedure describes the activities and processes to be followed by the U.S. Nuclear Regulatory Commission (NRC) staff to maintain an accurate list of transportation designees from States, territories, and Federally recognized Tribes that may receive advance notification of certain radioactive material shipments as provided in Title 10 of the *Code of Federal Regulations* (10 CFR) Part 37, “Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material”; Part 71, “Packaging and Transportation of Radioactive Material”; and Part 73, “Physical Protection of Plants and Materials.” Licensees are required to provide the relevant transportation designees with written advance notification of shipment and itinerary information. The list of transportation designees is publicly available on <https://scp.nrc.gov/special/designee.pdf>.

In order to maintain an accurate list of transportation designees, a process must exist to identify the names and contact information of transportation designees when that information changes or is missing. This occurs for States and territories when a designee position either goes unfilled or is vacant, and is the case beginning in 2016 for Tribes that “opt in” for advance notifications. When no contact information is available, the NRC directs licensees to provide the advance notifications to the Office of the Governor (State) or to the Executive Government of a Tribe or territory. Because it is preferable to refer licensees to a specific, named transportation designee, this procedure provides staff with instructions to obtain names and contact information for States, territories, and Tribes in the absence of that information.

II. OBJECTIVE

To provide guidance to the staff of the Office of Nuclear Material Safety and Safeguards (NMSS) for maintaining an accurate list of State, territory, and Tribal transportation designees for advance notification of certain radioactive material shipments and managing the documentation of authorized transportation designees who may receive sensitive information and safeguards information (SGI) related to the planned shipments.

III. BACKGROUND

In response to the NRC Authorization Act for fiscal year (FY) 1980, the NRC established regulations in 10 CFR Parts 71 and 73 that require advance notification be given to Governors or their designees by NRC licensees before transporting certain shipments of nuclear waste and spent fuel into or through their State (Federal Register (FR) 47 FR 596 and 47 FR 600). The Commission was required to issue regulations providing for the timely notification to the Governor of any State before the transport of nuclear waste, including spent nuclear fuel, to, through, or across the boundaries of their State (42 United States Code (U.S.C.) 5841), for all States, including the District of Columbia, territories, and Commonwealths. The advance notifications were not to apply to types and quantities of nuclear waste determined by the Commission as not posing a potentially significant hazard to public health and safety.

In 2012, the NRC rulemaking “Advance Notification to Native American Tribes of Transportation of Certain Types of Nuclear Waste” (77 FR 34194; June 11, 2012) expanded the advance notifications to require that licensees provide advance notification to Tribal officials of participating Federally recognized Tribes or their designees for shipment of certain nuclear waste and spent fuel across a Tribal reservation boundary.

In 2013, the NRC rulemaking “Physical Protection of Byproduct Material” (78 FR 16922; March 19, 2013) expanded and amended requirements for licensees to provide advance notification of certain shipments of radioactive material. In this rulemaking, the NRC added provisions for Governors or their designees to receive advance notification for shipments of Category 1 quantities of radioactive material. The NRC also added physical protection and information protection requirements for the shipment of small quantities of irradiated reactor fuel and limited the advance notification for these small quantity shipments to Governors or their designees.

In this procedure, the phrase “transportation designees” or “designee” has the same meaning as “Governors’ and Tribal officials’ designees.”

The specific advance notifications are as follows:

- 10 CFR 37.77, “Advance Notification of Shipment of Category 1 Quantities of Radioactive Material,” requires advance written notification be provided to States and the NRC for shipment of licensed material in a Category 1 quantity, as established in Appendix A to 10 CFR Part 37, “Category 1 and Category 2 Radioactive Materials,” before transport of the material beyond the licensee’s facility or other place of use or storage.
- 10 CFR 71.97, “Advance Notification of Shipment of Irradiated Reactor Fuel and Nuclear Waste,” requires advance written notification be provided to States, participating Federally recognized Tribes, and the NRC for shipment of certain nuclear waste, other than irradiated reactor fuel, beyond the licensee’s facility or other place of use or storage.
- 10 CFR 73.35, “Requirements for Physical Protection of Irradiated Reactor Fuel (100 grams or less) in Transit,” requires that small shipments of irradiated reactor fuel (100 grams or less) be subject to the physical protection requirements in 10 CFR Part 37. Accordingly, per 10 CFR 37.77, advanced written notification must be provided to States and the NRC for these shipments before transport beyond the licensee’s facility or other place of use or storage.
- 10 CFR 73.37, “Requirements for Physical Protection of Irradiated Reactor Fuel in Transit,” requires advance written notification be provided to States, participating Federally recognized Tribes, and the NRC for larger shipments of irradiated reactor fuel (greater than 100 grams).

Before December 2015, NRC regulations required the publication in the *Federal Register* on an annual basis of the list of names and mailing addresses of transportation designees authorized to receive advance written notification of nuclear waste and spent fuel shipments. On December 1, 2015, the NRC removed the annual publication requirement and instead directed stakeholders to the NRC's Web page (<https://scp.nrc.gov/special/designee.pdf>) to obtain names and mailing addresses of the transportation designees (80 FR 74974). The Web page is cited in 10 CFR 37.77(a)(1), 10 CFR 71.97(c)(3)(ii), and 10 CFR 73.37(b)(2).

Annually around June 1, in an effort to maintain accurate contact information, the NRC communicates with transportation designees to re-affirm their role as a designee and to verify their contact information.

States have participated in the advance notification program since 1982. For each newly inaugurated Governor, the NRC staff prepares a letter from the NRC Chairman to that Governor requesting that the Governor designate a State Liaison Officer (SLO). Reference to this outgoing communication is in SL-100, "Regional State Liaison Officers." The SLO is the Governor's appointed principal point of contact with the NRC. The NRC staff communicates with the SLO to determine the appropriate method to obtain the names and contact information for the Governor's transportation designees authorized to receive advance notification from licensees as required in 10 CFR Parts 37, 71, and 73. After the NRC staff receives the name(s) and contact information of the Governor's transportation designee(s), the staff ensures that each designee is informed of his or her information protection responsibilities in 10 CFR 73.21 and 10 CFR 73.22.

U.S. territories have been included in the advance notification program since 1982. The NRC rulemaking "Advance Notification to States of Transportation of Certain Types of Nuclear Waste" (47 FR 596; January 6, 1982) defined "States" to include the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Commonwealth of the Northern Mariana Islands. Since then, NRC regulations have removed the Trust Territory of the Pacific Islands within the definition of State, as seen in regulations for 10 CFR Parts 37 and 71. Among the U.S. territories, only Puerto Rico and the District of Columbia have an SLO. The instructions for maintaining transportation designee contact information for the territories are described in Section V.A.c of this procedure, separately from the instructions for States and Tribes.

Federally recognized Tribes "opt in" voluntarily to the advance notification program by notifying the NRC of their interest to participate. After or along with that expression of interest, a Tribal official must certify to the NRC their or their transportation designee's completion of required training on the topic of protection of SGI, as specified in 10 CFR 73.21, "Protection of Safeguards Information: Performance Requirements," and 10 CFR 73.22, "Protection of Safeguards Information: Specific Requirements;" and acknowledge or provide changes to the Tribal reservation boundaries map sent earlier by the NRC to a Tribal official.

The NRC made seven commitments in the Statements of Consideration of the 2012 Tribal advance notification final rule (77 FR 34194) that are expanded upon below and further addressed in this procedure:

1. A Federally recognized Tribe may request at any time to participate in advance notification of certain nuclear waste and spent fuel shipments. Also, the NRC plans to contact all of the Federally recognized Tribes every 5 years to inform the Tribes that they may change their participation status for the advance notification program and to inform them of the associated responsibilities that accompany those notifications.
2. The regulatory commitment to publish annually the list of participating Federally recognized Tribes in the *Federal Register* has been removed (80 FR 74974), and in its place the NRC will maintain the list of Tribes participating in the advance notification program and the name and contact information of each Tribal transportation designee on an external NRC Web page for reference by the transportation licensees that provide the advance notification.
3. The NRC committed to place a map on an external NRC Web page that will denote the location of each Tribal reservation of participating Tribes and to promptly update the map based on a Tribe's participation in the advance notification program.
4. The NRC committed to contact each year those Tribes that have chosen to participate in the advance notification program to request that the transportation designee re-affirm their role as a designee and verify their contact information.
5. The NRC committed to contact non-participating Federally recognized Tribes about any newly approved route for certain nuclear waste and spent fuel shipments that crosses their Tribal reservation.
6. The NRC committed to consider adding information to the external NRC Web page regarding Tribal days of significance.
7. The NRC committed to provide training on the protection of sensitive information and SGI to interested Tribes. Based on the Tribe's preference, the training may take the form of a Webinar, meetings, training classes, compact disc, or other methods based on the current circumstances of a Tribe or several Tribes expressing interest.

IV. ROLES AND RESPONSIBILITIES

The roles and responsibilities described below are shown graphically in Figure 1, “FSTB and RSLO Activities to Obtain Transportation Designee Contact Information,” and Figure 2, “FSTB Activities to Maintain Transportation Designee Contact Information and Information Displayed on External Web pages.” Figures 1 and 2 include Items B.1 through B.15 below.

A. NMSS, Division of Material Safety, State, Tribal, and Rulemaking Programs (MSTR):

1. Concurs on letter from the NRC Chairman to newly inaugurated Governor requesting name and contact information of the SLO.

B. MSTR, Federal, State, and Tribal Liaison Branch (NMSS/MSTR/FSTB):

1. The FSTB Branch Chief (BC) concurs on staff’s preparation of a draft letter for signature by the NRC Chairman (see IV.A.1) to a newly inaugurated Governor requesting appointment information for the SLO, as addressed in SL-100, “Regional State Liaison Officers.” The FSTB staff is responsible for follow-up when there is no reply to the request by the Chairman after three months.
2. After the appointment of an SLO by the Governor’s office, the FSTB BC concurs on staff’s preparation of an “SLO Welcome Letter” to the SLO, as an email or letter from the Director of MSTR, welcoming the SLO and providing information about the SLO program and introducing the topic of the transportation designee. The letter states that the NRC staff will follow up with the SLO to obtain the names and contact information for the Governor’s transportation designee(s) to receive advance notifications under 10 CFR Parts 37, 71, and 73.
3. After transmittal of the “SLO Welcome Letter,” FSTB staff or the Regional State Liaison Officer (RSLO) in the appropriate regional office, at the option of the RSLO, communicates with the SLO to determine the appropriate method to obtain the State transportation designee contact information. The RSLO or the FSTB staff member sends an email or a letter to the SLO or to the Governor’s office, as specified by the SLO, requesting transportation designee contact information. Either the RSLO or the FSTB staff member is responsible for follow-up with the SLO or the Governor’s Office when there is no reply after three months (see Appendix A for examples of NRC emails to SLOs requesting transportation designee contact information).
4. After the SLO or Governor’s office response providing transportation designee contact information, the FSTB staff member prepares an email to the designee(s) providing the advance notification program regulations and information protection requirements (see Appendix B for examples of outgoing email), copying on that email the appropriate RSLO(s) so that the RSLO knows to follow up with a phone call. This starts the source file documentation process in SharePoint (see IV.B.9).

5. For Tribes, after an expression of interest from a Tribal official that a Tribe “opts in” to the advance notification program, the FSTB staff member prepares a “Tribal Welcome Letter,” as an email or letter from the Director of MSTR, welcoming the Tribe and specifying the documentation that the NRC needs from a Tribal official to certify that the Tribal transportation designee(s) has completed SGI protection training and understands his or her personal responsibilities for information handling and protection (see Appendix C). The “Tribal Welcome Letter” must include or provide reference to the NRC’s understanding of the Tribal Reservation map for confirmation or change by the Tribal official, with the appropriate RSLO on distribution for awareness.
6. After the Tribal official’s response providing transportation designee contact information and confirmation of the Tribal Reservation map, the FSTB staff member prepares an email to the transportation designee(s) acknowledging the designee’s understanding of information protection requirements and identifying the external Web pages that contain the designees’ contact information and the Tribal Reservation map (see Appendix D). This starts the source file documentation process in SharePoint (see IV.B.9).
7. The FSTB BC supervises staff’s phone calls, emails, or letters to existing State and Tribal transportation designees, done on an annual basis around June 1 of each year, to re-affirm the transportation designee and provide an opportunity to revise contact information (see Appendix E for methods to document annual verification). An RSLO may also perform the communication with transportation designees for the annual affirmation.
8. The FSTB BC supervises staff’s maintenance of an accurate list of transportation designees’ names and contact information for the advance notifications in 10 CFR Parts 37, 71, and 73, as displayed on the Web page cited in 10 CFR 37.77(a)(1), 10 CFR 71.97(c)(3)(ii), and 10 CFR 73.37(b)(2), and in the State and Tribal Phonebook database (available from the opening page of the NMSS Office internal Web site, under the Agreement State Program).
9. The FSTB BC supervises staff’s performance to retain outgoing and incoming documentation used to verify the current transportation designees and their contact information (see Appendix F for instructions to retain documentation in the FSTB SharePoint database).
10. The FSTB BC monitors staff’s interaction with Federally recognized Tribes to ensure the information collection requests do not exceed 9 recipients per year, consistent with the decision (ADAMS Accession No. ML15265A159) to not prepare a generic clearance for Office of Management and Budget (OMB) approval.

11. The FSTB BC supervises staff's communication with all non-participating Federally recognized Tribes every 5 years to ensure those Tribal governments are aware of the NRC advance notification program.
 12. The FSTB BC supervises staff's maintenance of the Advance Notification Tribal Boundaries and Contacts Map and its accurate display on a publicly available Web page (see Appendix G).
 13. The FSTB BC supervises staff's communication to non-participating Federally recognized Tribes of any newly approved radioactive material transportation route that crosses into their reservation.
 14. The FSTB BC supervises staff's efforts to elicit from participating Federally recognized Tribes information on culturally significant days that licensees should try to avoid when considering dates for radioactive material shipment.
 15. The FSTB BC supervises staff's efforts to coordinate with NSIR Division of Security Operations and NMSS Division of Spent Fuel Management to provide training sessions as requested by participating Tribes on the topics of information protection and/or packaging and transportation of radioactive material as related to the NRC advance notification program.
- C. Office of Nuclear Security and Incident Response (NSIR), Division of Security Policy (DSP) and Division of Security Operations (DSO)
1. DSP notifies FSTB of any request for a new route for certain nuclear waste and spent fuel shipments, including the affected Tribes identified in the route approval request, and subsequent approval when that is issued.
 2. DSO supports training for Tribal transportation designees, as appropriate and budgeted.
- D. NMSS, Division of Spent Fuel Management (DSFM)
1. DSFM supports training for Tribal transportation designees, as appropriate and budgeted.
- E. Regional State Liaison Officer (RSLO)
1. Communicates with, at the option of each RSLO, an SLO to determine the appropriate method to obtain the transportation designee's contact information, and sends an email or letter to the SLO or the Governor's office requesting transportation designee contact information, as described in IV.B.3.
 2. Participates, at the option of each RSLO, in the annual affirmation by FSTB of the name and contact information for each transportation designee.

3. Identifies to FSTB known changes to transportation designee contact information as that information becomes known to the RSLO.

V. GUIDANCE

A. Maintaining the list of transportation designees

- a. For State governments, the process for maintaining the list of transportation designees starts with communication with the SLO.

If a State has a newly elected Governor, procedure SL-100 describes the approach to send a letter from the NRC Chairman requesting the Governor to confirm the existing SLO or appoint a new SLO. Upon confirmation of the SLO, a "Welcome Letter" is prepared, for signature by the Director of MSTR, for the SLO providing information about the SLO program and introducing the topic of the transportation designee. The letter states that the NRC staff will follow up with that SLO to obtain the names and contact information for the transportation designees, either directly from the SLO or through a letter or email to the Governor's office.

If the State has a sitting Governor with an appointed SLO, the process for maintaining the list of transportation designees is to check with each existing transportation designee by phone, email, or letter, with a copy to the SLO if by email or letter, on an annual basis to verify the designee's information (see Appendix D).

A change of the Governor or the SLO does not necessarily generate changes to the transportation designee contact information.

- b. For Tribal governments, the initial designation by the Tribal government of the transportation designee continues forward in time for the Tribal government until the transportation designee or the Tribal government initiates a change. That is, there is no requirement of the NRC to contact newly elected Tribal leadership as is done for States for the SLO position.

The process for maintaining the list of Tribal transportation designees is the same as that for State transportation designees in a State with a sitting Governor. FSTB staff will check with the existing Tribal transportation designee on an annual basis to verify the designee's information (see Appendix D).

For any newly acknowledged Federally recognized Tribe, within 60 days of that acknowledgement, FSTB will update its list of Federally recognized Tribes in the State and Tribal Phonebook and will prepare a letter to the Tribe to inform them of their ability to participate in the advance notification program, at their option.

- c. For U.S. territories in the advance notification program, including American Samoa, District of Columbia, Guam, Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands, all have a Governor or Mayor, but only Puerto Rico and the District of Columbia have an SLO. As a result, FSTB staff must contact the Governor's office to obtain the name and contact information of transportation designees for territories except for Puerto Rico and the District of Columbia. This procedure does not specifically cite instructions for maintaining transportation designees for U.S. territories. However, staff should maintain territorial transportation contacts in the same manner as is done for State transportation designees. For example, annual affirmation of the territorial transportation designees is a requirement for FSTB staff.
 - d. To the extent practicable, FSTB staff will maintain a list of email addresses voluntarily offered by transportation designees as the preferred method to verify contact information.
 - e. FSTB staff will document communications from States and Tribes supporting the appointment of the transportation designee, and his or her contact information verified by FSTB on an annual basis, in the FSTB SharePoint database which requires saving the communication files in ADAMS (see Appendix E).
 - f. FSTB staff maintain transportation designees' contact information in the State and Tribal Contacts Phonebook database.
- B. Other commitments to Tribes that may affect the list of Tribal transportation designees
- a. Beginning in FY2017 and occurring approximately every 5 years thereafter, FSTB staff will communicate with non-participating Federally recognized Tribes to ensure they are aware of the NRC advance notification program for Tribal governments. FSTB staff may exercise professional judgement in limiting the communication to those Federally recognized Tribes that are in the vicinity of current or anticipated radioactive material transportation routes. For example, this could remove from the contact list over 200 Tribes with reservations in Alaska.
 - b. FSTB staff will maintain the Advance Notification Tribal Boundaries and Contacts Map and its accurate display on a publicly available Web page. Currently, the map is maintained using Google Earth software that has no license fee.
 - c. Once informed by NSIR/DSP that a new transportation route has been requested, FSTB staff will notify any Tribes that have reservation land intersecting or in close proximity to the newly requested route and alternate routes of this information. The notification will be by letter and will include specific information regarding the newly requested route, the NRC advance notification program, information handling and protection responsibilities, and the opportunity for training on the protection of SGI.

FSTB staff will make similar notification to affected Tribes upon approval of any new route for certain nuclear waste and spent fuel shipments.

- d. At an appropriate time as determined by FSTB liaison staff, FSTB will communicate with a Tribal transportation designee to inquire about culturally significant days that licensees should try to avoid when considering dates for radioactive material shipment that may cross into their reservation. Information provided by the Tribal transportation designee will be displayed on the Advance Notification Tribal Boundaries and Contacts Map.
- e. FSTB staff will inform NSIR/DSP and NMSS/DSFM of any requests by a Federally recognized Tribe to participate in the advance notification program, and FSTB will serve as a liaison resource to ensure that the Tribal transportation designee(s) has access to training requested by the Tribal designee.
- f. FSTB staff will provide Tribes that have opted-in to the advance notification program an opportunity to comment on revisions to SL-200.

VI. APPENDICES

Appendix A—Email to SLO Requesting Part 37 Transportation Designee Contact Information

Appendix B—Email to *State* Transportation Designee Providing Requirements for Safeguards Information (SGI) Protection

Appendix C—MSTR Welcome Letter to Tribal Official Opting In to Advance Notification Program

Appendix D—Email to *Tribal* Transportation Designee Providing Requirements for Safeguards Information (SGI) Protection

Appendix E—Documentation of Annual Verification of Transportation Designees' Contact Information

Appendix F—Instructions for Maintaining Transportation Designees' Contact Information and Documentation in ADAMS and in SharePoint

Appendix G—Advance Notification Tribal Boundaries and Contacts Map

VII. REFERENCES

"Advance Notification to States of Transportation of Certain Types of Nuclear Waste", (47 FR 596, January 6, 1982).

"Advance Notification to Governors Concerning Shipments of Irradiated Reactor Fuel", (47 FR 600, January 6, 1982).

"Advance Notification to Native American Tribes of Transportation of Certain Types of Nuclear Waste", (77 FR 34194, June 11, 2012).

“Governors’ Designees Receiving Advance Notification of Transportation of Certain Shipments of Nuclear Waste and Spent Fuel”, (77 FR 38859, June, 29, 2012).

“Physical Protection of Byproduct Material”, (78 FR 16922, March 19, 2013).

“Physical Protection of Irradiated Reactor Fuel in Transit”, (78 FR 29520, May 20, 2013).

NUREG-0561, Rev.2, “Physical Protection of Shipments of Irradiated Reactor Fuel,” April 2013. Agencywide Documents Access and Management System (ADAMS) Accession No. ML13120A230. (<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr0561/>).

“Miscellaneous Corrections”, (80 FR 74974, December 1, 2015).

VIII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, listed below are the previous revisions of this procedure that have been entered into ADAMS. The locations in ADAMS of correspondence with transportation designees are identified in Appendix E.

No.	Date	Document Title/Description	Accession Number
1	9/30/09	FSME Procedure SL-200, Updating List of Governors’ Designees for Advance Notification of Nuclear Waste Shipments	ML090840214
2	6/8/05	STP Procedure SL-200, Updating List of Governors’ Designees for Advance Notification of Nuclear Waste Shipments	ML052250020
3	7/30/02	STP Procedure SL-200, Updating List of Governors’ Designees for Advance Notification of Nuclear Waste Shipments	ML023070002

Figure 1: FSTB and RSLO Activities to Obtain Transportation Designee Contact Information

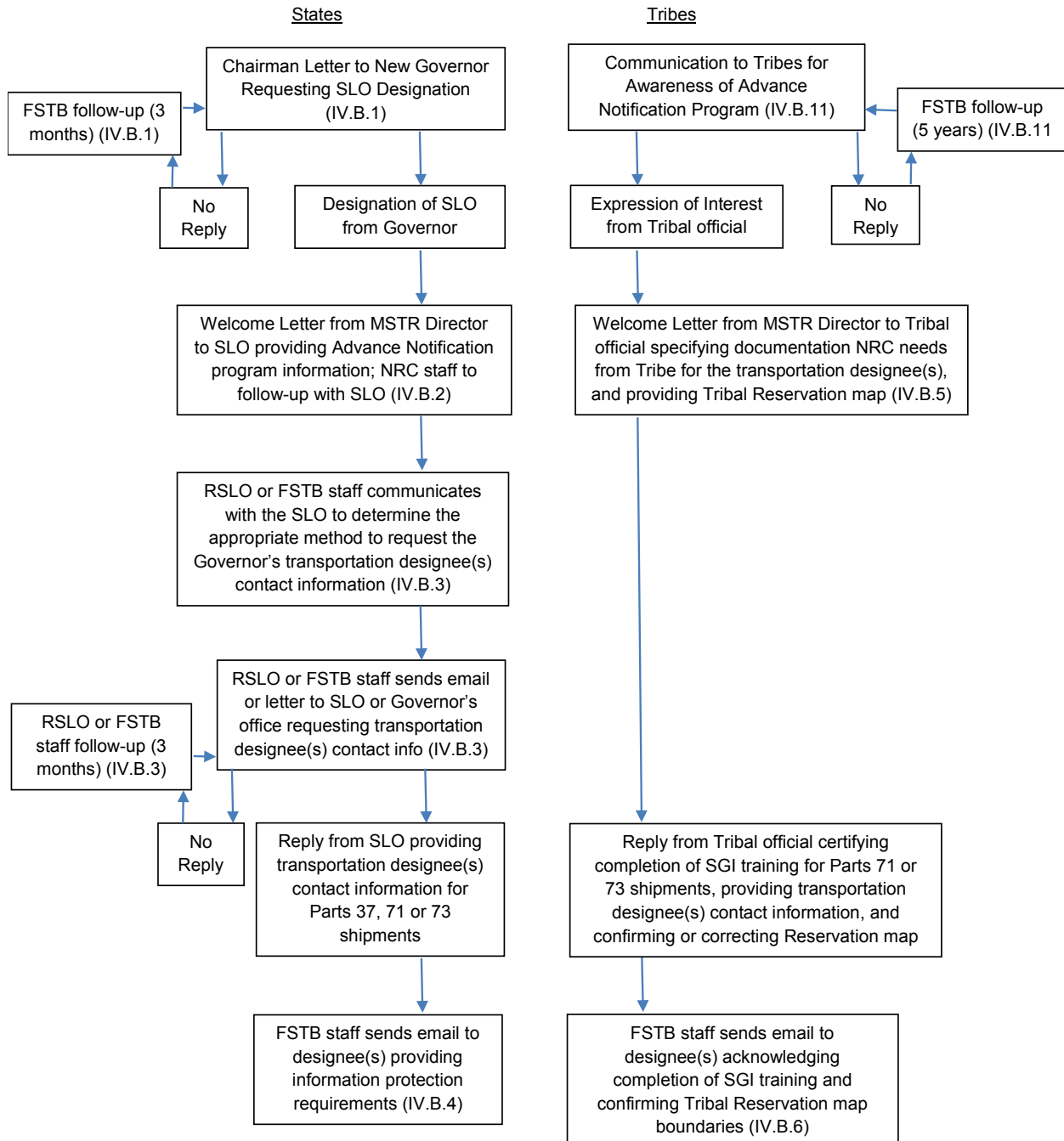
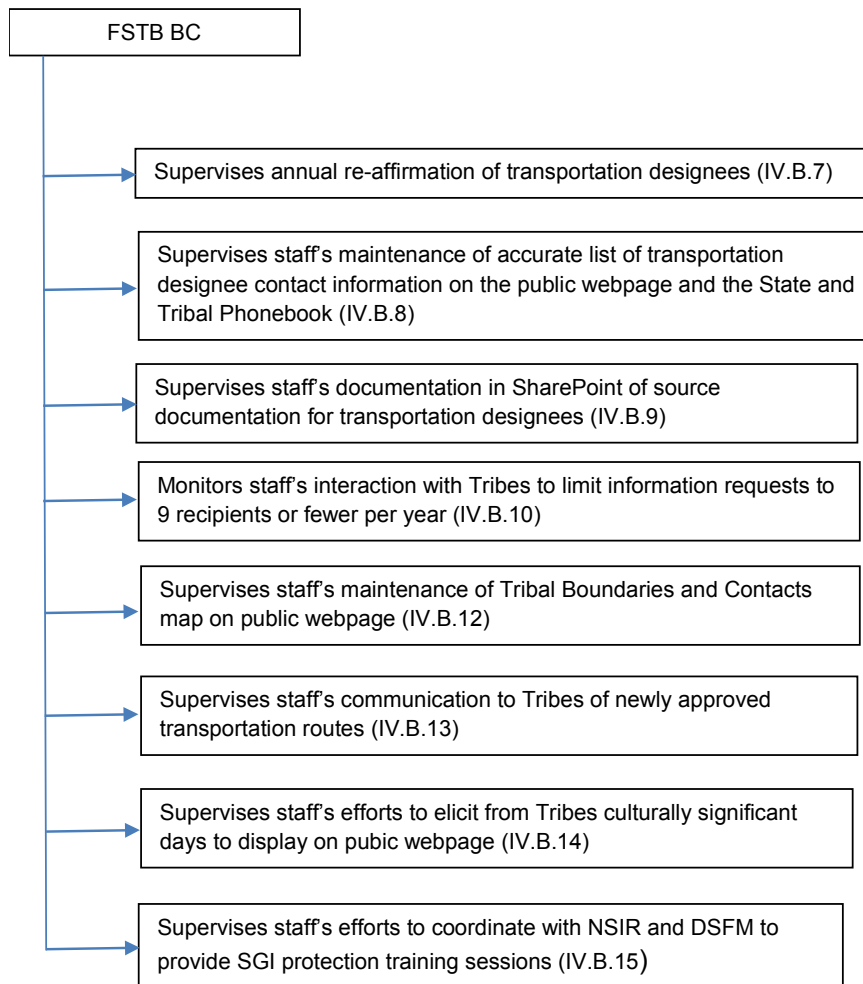


Figure 2: FSTB Activities to Maintain Transportation Designee Contact Information and Information Displayed on External Web pages



**Appendix A
Email to SLO Requesting Part 37 Transportation Designee Contact Information
(Three Examples)**

Appendix A, Example 1: email to SLO requesting transportation designee contact information

From: RSLO
To: SLO
Cc: FSTB BC
Subject: Request – Governor’s Designee for 10 CFR Part 37 advance notifications

Name of SLO:
Introductory paragraph at option of RSLO.

I am requesting through this email that you, as the **[State name]** SLO, work with others in the **[State name]** State government to identify the Governor’s transportation designee for advance notification of shipments of radioactive material under 10 CFR Part 37, and reply to me with the name and contact information for that person.

NRC licensees who are required to provide advance notification to States refer to the document located at <https://scp.nrc.gov/special/designee.pdf> to obtain the names and contact information for transportation designees. You can see from that site that **[name]** is the transportation designee that licensees must contact for shipments of nuclear waste and spent fuel (i.e., designees for 10 CFR Parts 71 and 73) that are planned to cross into **[State name]**. These shipments are different from the shipments of Category 1 quantities of radioactive material requiring advance notification pursuant to 10 CFR 37.77.

A reply email from you to me is sufficient to document the name and contact information of the transportation designee to receive advance notification of shipments of Category 1 quantities of radioactive material under 10 CFR Part 37. Once I receive that information from you, we will have that contact information on the Web page noted above within about one day, instead of a reference to the Governor’s office.

Also within about a day of receiving the information from you, the NRC will email an introductory letter to the transportation designee, with a copy to you, identifying the sections of NRC regulations requiring shippers to provide advance notification to the transportation designee, and the information protection requirements that all transportation designees must implement to comply with NRC security regulations. I will call the transportation designee about a week after sending the email to answer any questions and provide further information as requested.

If you would rather the NRC send a letter to the Office of Governor [name of Governor] requesting the name of the Part 37 transportation designee, we can do that. Thank you in advance for your reply, or feel free to give me a phone call to discuss. If I am not in when you try to reach me, you.

can also contact [name and phone number of FSTB BC] who is an additional resource for this effort. Thank you. [name of RSLO]

Appendix A, Example 2: email to SLO requesting transportation designee contact information

From: RSLO
To: SLO
Cc: FSTB BC
Subject: Request – Governor’s Designee for 10 CFR Part 37 advance notifications

Name of SLO -

This is in reference to our telephone conversation this morning regarding advance notification of certain radioactive material shipments that may be transported on highways in **[State name]**.

It is my understanding from our telephone conversation that it is **[State name]**’s decision to have **[name]** listed as the Governor’s transportation designee to receive the advance shipment notifications pursuant to 10 CFR 37.77. In addition, **[name]** will continue to be the transportation designee to receive advance notifications of shipments of nuclear waste and spent fuel that are planned to cross into **[State name]**, under the applicable provisions of 10 CFR Parts 71 and 73.

A reply email from you to me is sufficient to document the name and contact information of the transportation designee to receive advance notification of shipments of Category 1 quantities of radioactive material under 10 CFR Part 37. The following contact information for **[name]** will be listed on the NRC Web site for licensees to use in making these notifications (<https://scp.nrc.gov/special/designee.pdf>). In your reply, please provide me with any additions, deletions, or corrections that are needed.

Part 37 Part 71 Part 73	Name and contact information as listed on the NRC Web site
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About one day after I receive that information from you, we will have that contact information on the Web page.

Also within about a day of receiving the information from you, the NRC will email an introductory letter to **[name]**, with a copy to you, identifying the sections of NRC regulations requiring shippers to provide advance notification to [him or her], and the information protection requirements that all transportation designees need to implement to comply with NRC security regulations. I will call **[name]** in about a week after sending the email to answer any questions and provide further information as requested.

If you or **[name]** have any questions, please give me a call. Thank you. [name of RSLO]

Appendix A, Example 3: email to SLO requesting transportation designee contact information

From: FSTB BC
To: SLO
Cc: RSLO(s)
Subject: Request – Governor’s Designee for 10 CFR Part 37 advance notifications

Name of SLO -

I am a branch chief at NRC headquarters and my group provides support to **[RSLO]** and NRC’s SLO program. I need your help in identifying the **[State name]** Governor’s transportation designee for 10 CFR Part 37 advance notifications.

I am requesting through this email that you, as the **[State name]** SLO, work with others in the **[State name]** State government to identify the transportation designee for advance notification of shipments of radioactive material under 10 CFR Part 37, and get back to me with the name and contact information for that person.

NRC licensees who ship irradiated reactor fuel, nuclear waste, and Category 1 quantities of radioactive material are required to provide advance notification to States concerning these shipments. Specifically, the advance notification requirements for the transportation of irradiated reactor fuel and nuclear waste are covered under 10 CFR sections 71.97 and 73.37 and currently **[name]** is **[State name]**’s transportation designee to receive these notifications.

Once I get a Part 37 transportation designee name and contact information, I’ll send an introductory letter to the designee identifying the sections of NRC regulations that require shippers to provide advance notification to the transportation designee, and the information protection requirements that all transportation designees need to implement to comply with NRC security regulations. I will also do a follow-up call to solicit and answer any questions and provide further information as requested.

I am available to discuss this with you. I can be reached at **[phone number]** or by email.

Thank you.

[Name of FSTB BC]

Appendix B
**Example Email to State Transportation Designee Providing Requirements for
Safeguards Information (SGI) Protection**

From: FSTB BC
To: State Transportation Designee
Cc: RSLO(s)
Subject: FYI: Information for [State name] Governor's 10 CFR Part 37 designee
Attachments: Enclosure 1 - Background.pdf; Enclosure 2 - Part 37 Advance Notification Requirements_Highlighted.pdf; Enclosure 3 - Information Protection Requirements for Sensitive Information.pdf; Enclosure 4 - NUREG-2155 Implementation Guidance for 10 CFR Part 37 (Excerpts).pdf

Name of Transportation Designee,
I am a branch chief at the Nuclear Regulatory Commission's (NRC) headquarters in Rockville, Maryland and my group provides support to **[RSLO]** at our Region xx office and the NRC's State Liaison Officer program. **[RSLO]** passed along an e-mail chain that indicates you're the **[State name]** Governor's transportation designee to receive advance notification for shipments of Category 1 quantities of radioactive material.

This email provides background information on the types of shipments that require advance notification under NRC's regulations, supporting information for the specific regulations, and guidance for Part 37 advance notifications. I've included four attachments: 1) Background.pdf, 2) Part 37 Advance Notification Requirements_Highlighted.pdf, 3) Information Protection Requirements for Sensitive Information.pdf, and 4) NUREG-2155 Implementation Guidance for 10 CFR Part 37 (Excerpts).pdf.

Background

Attachment 1 provides general background information pertinent to the NRC's advance notification program. The types of shipments that require advance notification include:

- Category 1 quantities of radioactive material (10 CFR Part 37).
- Certain nuclear waste that requires robust packaging (Type B package) (10 CFR Part 71).
- Irradiated reactor fuel (10 CFR Part 73).

The NRC issued orders and established regulations that require that licensees provide advance notice of certain shipments of radioactive material to the Governor or the Governor's designated representative. In response to the terrorist events of September 11, 2001, the NRC established regulations at 10 CFR Part 37 that require licensees to provide advance notice of shipments of category 1 quantities of radioactive material. These regulations replace security orders and

licensees have been required to comply with the advance notification requirements in the regulations since March 19, 2014.

Part 37 also requires that licensees preplan and coordinate aspects of the shipment of category 1 quantities of radioactive material with the Governor or the Governor's transportation designee. The NRC staff provides the Governor's or the transportation designee's contact information on <https://scp.nrc.gov/special/designee.pdf>.

Supporting Information

Attachment 2 provides highlighted sections of Part 37 regulations that specify the NRC's advance notification requirements. The notifications may include sensitive information that must be protected from unauthorized disclosure and shared only with individuals that are trustworthy and reliable and have an established "need to know." Protecting the information from unauthorized disclosure also involves implementing the appropriate measures for storing the information when it is not being used, and properly destroying it when it is no longer needed. Enclosure 2 also provides reference to Appendix A to Part 37 which identifies category 1 quantities of radioactive material.

Attachment 3 provides the 10 CFR 37.43 requirements for protecting sensitive information.

Attachment 4 provides excerpted pages from NUREG-2155, Rev. 1 (Implementation Guidance for 10 CFR Part 37, 'Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material').

If you have any questions relating to the Part 37 advance notification requirements, preplanning or coordination for shipments, or the information protection requirements, you can reach me at [(xxx) xxx-xxxx] or by email.

Thank you for being the transportation designee and we at the NRC look forward to working with you.

FSTB BC

Appendix C

Example Welcome Letter to Tribal Official Opting In to the Advance Notification Program

Month Day, Year

Name of Tribal Official, Title

Name of Tribe

Address line 1

Address line 2

SUBJECT: PARTICIPATION IN THE ADVANCE NOTIFICATION PROGRAM

Dear Title and Name of Tribal Official:

Thank you for your decision to participate in the U.S. Nuclear Regulatory Commission (NRC) Advance Notification program for Native American Tribes, as stated in your **[Month Day, Year]**, letter.

You asked in your letter for clarification regarding the documentation the NRC needs to verify that your Advance Notification designees have reviewed and understand the procedures for handling and protecting Safeguards Information (SGI). In response to your question, the documentation that the NRC requires is a letter or email from a Tribal official acknowledging that each designee has completed the SGI training as provided in Enclosure 1 or alternative training method as described on page 2 of this letter. A Tribal official is defined in our regulations as “the highest ranking individual that represents Tribal leadership, such as the Chief, President, or Tribal Council leadership.” We suggest the letter or email include the following language: “This is to certify that ___[name of designee]___ reviewed the SGI training material provided by the NRC and understands his/her responsibilities for SGI handling and information protection.”

Your **[Month Day]** letter provided the names and titles of five transportation designees. Our practice has been to publish only a primary and alternate transportation designee for governments receiving advance notifications. Since your documentation letter names five designees, we will keep the information for those additional three designees who have completed the SGI training in our internal records. When the NRC is notified of a replacement for either the primary or alternate transportation designee, we will send SGI handling requirements to the new designee to inform that person of their SGI protection responsibilities.

When you send your letter or e-mail acknowledging that each transportation designee understands the SGI protection responsibilities, please include the following information for the primary and alternate transportation designees which will be publicly available on <https://scp.nrc.gov/special/designee.pdf>.

Name, Title

Tribal Government Department

Mailing address (including city, state and zip code)

Phone number
24-hour phone number
Facsimile number

The transportation designee is responsible for ensuring that he or she, and any others who receive SGI from the designee, has a “need to know” the information and implements the appropriate measures for storing and protecting the information from unauthorized disclosure in accordance with Title 10 of the *Code of Federal Regulations* Part 73.21.

Enclosure 1 provides the SGI training material that the Tribal official certifies a transportation designee has read and fully understands. This is the same training material sent in my **[Month Day, Year]**, letter and is provided for your convenience. If you would like a different method of training, such as a meeting with NRC or a webinar, please inform the contact at the end of this letter and we will work to provide that alternative training format.

Enclosure 2 provides NUREG/BR-0362, October 2012, “Protection of Safeguards Information, Requirements for Tribes Participating in the Advance Notification of Irradiated Reactor Fuel Shipments” that was also sent to you in my **[Month Day, Year]**, letter. This document describes a method that the NRC considers acceptable for use in establishing an information protection system and implementing the specific requirements for the protection of SGI.

The NRC has updated our records and acknowledges the exterior boundaries of the [Name of Tribe] in the map attached to your **[Month Day, Year]**, letter. After receipt of your letter or e-mail acknowledging that your transportation designees understand the SGI protection responsibilities, the NRC will display a map of your reservation on an external webpage to inform potential shippers of your reservation boundaries.

Please feel free to contact FSTB BC at (xxx) xxx-xxxx or xxx.yyyyyy@nrc.gov concerning any questions you may have.

Sincerely,

Xxxx Yyyy, Director
Division of Material Safety, State, Tribal
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

1. “Safeguards Information (SGI) Awareness Training, U.S. NRC”
2. NUREG/BR-0362, “Protection of Safeguards Information, Requirements for Tribes Participating in the Advance Notification of Irradiated Reactor Fuel Shipments”

cc: FSTB BC
RSLO, Region xx

Appendix D

**Example Email to Tribal Transportation Designee Providing Requirements for
Safeguards Information (SGI) Protection**

From: FSTB BC
To: Tribal Transportation Designee(s)
Cc: RSLO(s), as appropriate
Subject: FYI: Information for [Tribe name] 10 CFR Part 37 designee
Attachments: Enclosure 1 – “Safeguards Information (SGI) Awareness Training, U.S. Nuclear Regulatory Commission”; Enclosure 2 – “NUREG/BR-0362, Protection of Safeguards Information, Requirements for Tribes Participating in the Advance Notification of Irradiated Reactor Fuel Shipments”

Name of Transportation Designee(s),

I'm a branch chief at the Nuclear Regulatory Commission's (NRC) headquarters in Rockville, Maryland and my group manages the Tribal advance notification program. Based on the email received [date], we acknowledge that you have completed training on the topics addressed in the two attachments to this email and that you are the [Tribal name]'s transportation designee to receive advance notification of irradiated reactor fuel shipments that are shipped by NRC licensees, or NRC Agreement State licensees, under the requirements of NRC regulations in 10 CFR Part 71 and Part 73.

In the next few days, your name and contact information will be listed with other transportation designees authorized to receive advance notifications. The listing of names is on <https://scp.nrc.gov/special/designee.pdf>. Also, the [Tribal name] will be displayed on the same Web page with a link to a map showing your Tribal reservation boundaries.

Either I or someone else in my branch will be contacting you on an annual basis, in early summer, to confirm your status as the transportation designee and your contact information.

Thank you for being the Tribal transportation designee and we at the NRC look forward to working with you.

FSTB BC

**Appendix E
Documentation of Annual Verification of Transportation Designees' Contact
Information**

Over time, the staff have compiled the annual verification of transportation designees' contact information in the following ADAMS directory paths:

FSME/FSME-DILR/ILB/Transportation/2008 71-73
FSME/FSME-DILR/ILB/Transportation/2009 71-73
FSME/FSME-DILR/ILB/Transportation/2010 71-73
FSME/FSME-DILR/ILB/2011 71-73 Governors Designees
FSME/FSME-DILR/ILB/2012 71-73 Governors Designees
FSME/FSME-DILR/ILB/2013 71-73 Governors Designees
FSME/FSME-DILR/ILB/2014 Designees – 10 CFR Parts 37, 71 and 73
NMSS-MSTR/NMSS-MSTR-FSTB/CY 2015 37-71-73 designees (documentation)
NMSS-MSTR/NMSS-MSTR-FSTB/CY 2016 37-71-73 designees (documentation)

Three examples of acceptable communication with SLOs or the transportation designees themselves to verify designees' contact information are shown on the following three pages. The first is an email correspondence, the second and third examples provide documentation of telephone conversations.

Appendix E, Example 1: email correspondence to verify State transportation designee

Sample incoming response:

From: State transportation designee
Sent: Tuesday, May 08, 2012 3:45 PM
To: FSTB staff
Subject: RE: **[State Name]** Official Designated to Receive Notification of Certain Nuclear Waste Shipments
Yes I am and the contact information that you cite below is correct.

From: FSTB staff
Sent: Tuesday, May 08, 2012 2:10 PM
To: State transportation designee
Subject: **[State Name]** Official Designated to Receive Notification of Certain Nuclear Waste Shipments

Sample outgoing request:

Dear **[Name of State transportation designee]**:

Please confirm by return email that you are still the **[State Name]** transportation designee to receive advance notification of transportation of certain shipments of nuclear waste and spent fuel, and that your contact information below is correct.

Name, Title and Organization

Address 1

Address 2

(xxx) xxx-xxxx

24 hours: (yyy) yyy-yyyy

Fax: (zzz) zzz-zzzz

Email address

I look forward to hearing from you soon.

Thank you

FSTB staff

Appendix E, Example 2: record of phone conversation to verify State transportation designee

Sample incoming response:

From: Administrative staff, Office of State transportation designee
Sent: Tuesday, November 10, 2015 2:47 PM
To: FSTB staff
Subject: [External_Sender] RE: Confirmation regarding [transportation designee name] as contact for spent fuel shipments in [State name]

FSTB staff,

[Transportation designee name] is indeed the proper contact for shippers to provide advance notification of spent fuel and nuclear waste shipments into **[State name]**. The fax number has changed to xxx-xxx-xxxx.

Administrative staff
Administrative Assistant to [transportation designee name]
Address 1
Address 2
Ph: yyy-yyy-yyyy
Fax: xxx-xxx-xxxx

Sample outgoing request:

From: FSTB staff
Sent: Tuesday, November 10, 2015 1:37 PM
To: Administrative staff, Office of State transportation designee
Subject: Confirmation regarding [transportation designee name] as contact for spent fuel shipments in [State name]
Good afternoon [Administrative staff name]:
Thanks for taking the time to talk with me on the phone a few minutes ago.

I appreciate a reply email from you that **[transportation designee name, title and organization]**, is the proper contact for shippers to provide advance notification of spent fuel and nuclear waste shipments that are planned into **[State name]**.

We have [transportation designee name's] contact information as:

Phone: (yyy) yyy-yyyy
24-hour phone: (ppp) ppp-pppp
Fax: (zzz) zzz-zzzz

Sincerely, FSTB staff
U.S. Nuclear Regulatory Commission
State and Tribal Liaison

Appendix E, Example 3: record of phone conversation to verify State transportation designee

From: FSTB staff
Sent: Thursday, November 05, 2015 8:36 AM
To: FSTB staff
Cc: FSTB staff
Subject: Updated name and phone number - 71/73 designee – [State name]

FSTB staff –

I spoke with **[state transportation designee]** this morning and he confirmed that he is the 71/73 designee for **[State name]**.

All information on the 11/6/2015 version of the contacts list for **[State name]** is correct except for the following two changes:

~~Prior state transportation designee name and title, [state transportation designee]~~

Phone ~~(xxx)xxx-xxxx~~(yyy)yyy-yyyy

Please confirm with me after the changes have been made. Thank you.

FSTB staff

**Appendix F
Instructions for Maintaining Transportation Designees' Contact Information and
Documentation in ADAMS and in SharePoint**

The following are instructions to maintain the documentation supporting current transportation designees' contact information. These instructions specify that the documentation be entered first into ADAMS and then into the FSTB SharePoint Tribal Toolbox (i.e., database file).

General principles:

- If information is obtained from an SLO or a transportation designee by means of a letter, scan the letter and enter it into ADAMS and then into the SharePoint Tribal Toolbox.
 - If the information is obtained from an SLO or a transportation designee by an email or through a telephone conversation, create an email record as the basis of the documentation going into ADAMS and then into the Tribal Toolbox.
1. Adding, changing, and confirming transportation designee contact information will be received as a hard copy letter, an email, or a phone conversation. If by phone conversation, create an email record to represent the conversation. Ensure that there is a directory in your hard drive to save email from States or Tribes providing current calendar year additions or changes to the designees' contact information for Parts 37/71/73 advance notifications. For example: "/CY 2016 37-71-73 designees (documentation)." Also be aware that the designees can be identified using the "State and Tribal Phonebook" [on the opening page of the NMSS Office internal Web site], and by accessing the external Web page: <https://scp.nrc.gov/special/designee.pdf>.
 2. When an email is received as the source of information or when an email has been created documenting a phone conversation:
 - a) Click on File, Save As and save the file in the directory with the current calendar year changes and additions (noted above), with file name = [Name of State or Tribe] [Relevant 10 CFR Part(s)].msg . For example, "Washington 37.msg" or "North Carolina 71-73.msg" or "New Hampshire 37-71-73.msg" or "Morongo 71-73.msg".
 3. Open in Explorer the directory with the current calendar year changes and additions, and right click on the *.msg file created in 2.a) above, and:
 - a) Convert the file to Adobe PDF. When queried for file name, use the same construction as the *.msg file in 2.a). For example, "Washington 37.pdf."
 - b) Delete the *.msg file created in 2.a) as it is no longer needed.

4. Open ADAMS. Navigate to page 2 in the Main Library, go to the directory NMSS-MSTR, click on the sub-directory NMSS-MSTR-FSTB, and then click on the sub-directory used to store changes to 37/71/73 transportation designee contact information for the current calendar year. Make a new directory for the current calendar year if needed. For example, the directory name could be "CY 2017 37-71-73 designees (documentation)".
 - a) With MS Explorer open and the window displaying the new created *.pdf file (for example "Washington 37.pdf"), and the ADAMS window open displaying files in the subdirectory last accessed [i.e., CY 2016 37-71-73 designees (documentation)], drag and drop the newly created *.pdf file into the ADAMS box at the upper right ("Drag files here to add").
 - b) Fill in fields for: Estimated pages count; Document date; Availability (publicly available if no sensitive information; Date to be released; Contact Person; and Document Sensitivity (most likely non-sensitive).
 - c) Click Next.
 - d) In document Security Information, add "NRC Users" in the box following Starts With under Groups. With the Access Level radio button clicked on for Viewer, click Add, followed by clicking on the Add Document command button at the bottom of the window. The ADAMS accession number for the document will display. Click on Finish, and note the addition of the document in the ADAMS subdirectory for current year changes to Parts 37-71-73 designee contact information.
5. Open a new tab for Internet Explorer, keeping the ADAMS tab active, and open the Home screen for the Tribal Toolbox (in SharePoint).
 - a) Click on "State and Tribal Phonebook" in the Communication Tools at the left of the Home page screen, and then click on the + sign to the left of "State or Tribal Contact: State (xxx)," or "State or Tribal Contact: Tribal (xxx)".
 - b) Scroll down to the State or Tribe for which the changes are being made for the transportation designee contact information.
 - c) FSTB staff is responsible for creating the initial record in the database for each State or Tribal transportation designee. Edit the record of the person in the State or Tribe with the new, changed or confirmed designee contact information by clicking on the "paper and pencil" icon to the left of the name, which opens an Edit window.
 - d) Near the bottom of the Edit window, in the "Links to Letters: Incoming," click on the **Error! Hyperlink reference not valid.** entry to highlight it and delete it.

- e) Click back into the ADAMS tab, right click on the newly created *.pdf file, click on “More Actions” and then click on “Show Hyperlink.”
 - f) The Show Hyperlink window will open. Click on “Show Released” and copy the link displayed in the box for “URL for Content:”.
 - g) With the link copied into the computer buffer, close the Show Hyperlink window.
 - h) Click back into the Edit window in the Tribal Toolbox.
 - i) Paste the link into the blank field for “Links to Letters: Incoming.”
 - j) Click in the box labeled “Type the description” and enter a description that will display for the record. For consistency through time, we are using the following protocol as the name to display for the record: Year, method of receipt (letter, email or phone call). For example, the description could be “2015 letter” or “2015 email” or “2015 phone call” for entries made in 2015.
 - k) Click on Save, and note the description displays for the contact of that State, in the column marked “Links to Letters: Incoming.”
 - l) To check your work, click out of ADAMS and the Tribal Toolbox. Open the Tribal Toolbox, go to the States or Tribes listing, go to the State or Tribe with the newly added, changed or confirmed contact information, find the designee and click on the link to the right of their name under “Links to Letters: Incoming.” The ADAMS record should display.
6. Note: If a file has been saved in ADAMS for a subset of the 37/71/73 contact information, and you are adding more information for the same person, for example adding Part 37 to their existing 71/73 information, the process to do this is:
- a) In the *.pdf file in Explorer, add the new information as an attachment to the existing file, by opening the existing file and looking down the left hand column for the paper-clip “attachment” icon. Then open ADAMS, check out the old *.pdf file, close it, and upload the new file with the attachment to replace the old file. Rename the new file in ADAMS to represent the contact information in the file, using file Profile and “Title” field. For example, the new file may be “North Carolina 37-71-73.pdf”. An example of a file in ADAMS with an attachment is the link created for Robert Nichols, the designee for the State of Maine.
 - b) For Tribal information, we are including on the initial “[Tribe Name] 71-73.pdf” file the following: 1) incoming “opt in” communication from the Tribe; 2) the “Welcome Letter” from NRC; 3) the Tribal official communication identifying the transportation designee(s); and 4) the FSTB BC acknowledgement reply.

**Appendix G
Advance Notification Tribal Boundaries and Contacts Map**

Step IV.B.6 in this procedure includes a statement from the FSTB BC to the newly named Tribal transportation designee that the designee's contact information and his or her Tribal Reservation map have been posted to <https://scp.nrc.gov/special/designee.pdf>. While the contact information is on that webpage, the reservation map is accessed using a hyperlink directly below the Tribal transportation designee's contact information. The hyperlink opens a single page PDF file that has been singularly declared as an official agency record in ADAMS. The reservation map is also available from the public webpage <http://www.nrc.gov/about-nrc/state-tribal/tribal-advance-notification.html> under the heading "Participating Tribes." The steps to accomplish this are listed below.

- 1) In the GoogleEarth application with the Tribal reservation enabled layers, enter the name of the Tribe in the "Search" field at the upper left corner. The application will zoom in on the Tribal reservation. The reservation boundaries on this map must be the same as those acknowledged by the Tribal official in correspondence to the NRC (see section IV.B.6 of this procedure).
- 2) Use the slider to zoom in or zoom out, or the move tool to move around, to adjust the map so that it shows reservation boundaries and the approved transportation route for shipment of spent fuel and certain nuclear waste.
- 3) Save the single page map to a file in PDF format, naming the file in the same convention as other Tribal maps as in the first file named "Seneca Nation Cattaraugus Reservation and Transportation Route.pdf". Add a text box with the name of the transportation route.
- 4) Enter the file into ADAMS, noting on the 665S form that a SUNSI review was conducted and ensuring that the Properties for the file include the phrase "SUNSI review complete" in the Keyword field.
- 5) Submit the file to the DPC Immediate Public Release folder.
- 6) ADAMS DPC will reply when the file has been replicated in ADAMS and is available for public release.
- 7) Contact Webwork Resource with instructions to make changes on <http://www.nrc.gov/about-nrc/state-tribal/tribal-advance-notification.html> to identify the Tribe as participating in the advance notification program with a link to the reservation map.
- 8) Contact NMSS_SCP Resource with instructions to make changes on <https://scp.nrc.gov/special/designee.pdf> to identify the Tribe as participating in the advance notification program, to identify the State or States in which the reservation is located, and to identify the names and contact information for the Tribal transportation contacts.