

[Date]

[Addressee]
[Street Address]
[City], [ST] [Zip Code]

Dear [Addressee]:

Thank you for your [Date] letter responding to the recommendations in the final Integrated Materials Performance Evaluation Program (IMPEP) report dated [Date]. We have reviewed your responses and we believe that they adequately address our [number] recommendations.

A periodic meeting will be conducted with your program approximately 24 months from the [Date] IMPEP review. The periodic meetings were created to help NRC and Agreement States remain knowledgeable of their respective programs and to plan for the next IMPEP review. As indicated in the final IMPEP report, the next full IMPEP review is tentatively scheduled for [Month and year]. During the periodic meeting and at the next IMPEP review in [Year], we will evaluate the effectiveness of your response to our recommendations, as well as the implementation of your overall program.

I appreciate the positive actions that you and your staff have taken to implement our recommendations. I also wish to acknowledge your continued support for the Agreement State program. I look forward to our agencies continuing to work cooperatively in the future.

Sincerely,

[Name], Director
Division of Materials Safety
and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

cc: [Radiation Control Program Director]
[State Liaison Officer]

Distribution:

[Team Leader]
[IMPEP Project Manager]
[Regional State Agreements Officer]
[Headquarters Point of Contact]