

[Date]

[Radiation Control Program Director]
[Street Address]
[City], [ST] [Zip Code]

Dear [Addressee]:

The U.S. Nuclear Regulatory Commission (NRC) uses the Integrated Materials Performance Evaluation Program (IMPEP) for the evaluation of Agreement State programs. Per our previous discussion, I will be the team leader for the IMPEP review of the [State] Agreement State Program scheduled for [dates of review]. The review team will include [list team members and their affiliation].

Enclosed is the "Integrated Materials Performance Evaluation Program Questionnaire." The questionnaire was previously provided to you electronically on, [Date]. I ask that you send your responses via e-mail to [e-mail address] by [insert date two weeks prior to start of review]. I previously sent the questionnaire in advance of this IMPEP review scheduling letter, in order to provide time for you to allocate the staff resources necessary to complete the document by the requested date. I encourage you to use electronic documents and provide them in advance of the review to the extent possible, to allow team members to better prepare for the onsite review.

Also included with the questionnaire is the document "Materials Requested to Be Available for the On-Site Portion of an IMPEP Review." We encourage States to have the items listed prepared prior to the IMPEP team's arrival.

I request that you set up an appointment with the appropriate State Senior Managers to discuss the results of the IMPEP review of the [State] Agreement State Program on [last day of review].

If you have any questions, please call me at [telephone number].

Sincerely,

[Team Leader]
[Title]
[Affiliation]

Enclosure:
As stated

cc w/encl.: [State Liaison Officer]

Distribution:
[IMPEP Project Manager]
[Regional State Agreements Officer]
[Team Members]

[Insert the most recent version of the Integrated Materials Performance Evaluation Program (IMPEP) Questionnaire, as approved by the U.S. Office of Management and Budget]

[Insert the most recent of the respective State Regulation Status Sheet (an attachment to the Questionnaire), as maintained by the NRC's Office of Federal and State Materials and Environmental Management Programs (FSME)]