

[Date]

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

Dear [Addressee]:

An orientation meeting with your State was held on [Date]. The purpose of this meeting was to discuss the implementation of [State's] Agreement State Program. The U.S. Nuclear Regulatory Commission (NRC) was represented by [list any NRC staff in attendance] and me. Specific topics and issues of importance discussed at the meeting included [list a few topics discussed at the meeting that were particularly noteworthy].

I have completed and enclosed a general meeting summary, including any specific actions resulting from the discussions.

If you feel that our conclusions do not accurately summarize the meeting discussion, or have any additional remarks about the meeting in general, please contact me at [RSAO phone number] or via e-mail at [RSAO e-mail address] to discuss your concerns.

Sincerely,

[RSAO]

Enclosure:  
Orientation Meeting Summary for [State]

cc w/encl.: [State Liaison Officer]

Distribution:  
[IMPEP Project Manager]  
[NRC Attendees]  
[Headquarters Points of Contact]

ORIENTATION MEETING SUMMARY FOR [STATE]

DATE OF MEETING: [DATE]

ATTENDEES: NRC STATE  
[RSAO] [NAMES]  
[OTHERS]

DISCUSSION:

[List a brief summary of the Agreement State Program.]

Topics covered at the meeting included: [List all meeting's discussion topics other than the recommendations listed above. The following is provided as an example of a list of typical meeting topics.]

Program Strengths: [Summarize discussion]

Program Weaknesses: [Summarize discussion]

Feedback on NRC's Program:

[Summarize discussion]

Staffing and Training:

[Summarize discussion]

Program Reorganizations:

[Summarize discussion]

Changes in Program Budget/Funding:

[Summarize discussion]

Materials Inspection Program:

[Summarize discussion]

Enclosure

Materials Licensing Program:

[Summarize discussion]

Response to Incidents and Allegations, including Event Reporting:

[Summarize discussion]

Regulations and Legislative Changes:

[Summarize discussion]

Status of Non-Common Programs, if applicable (i.e., sealed source and device, low-level waste, etc.):

[Summarize discussion]

Current State Initiatives:

[Summarize discussion]

Emerging Technologies:

[Summarize discussion]

Large, Complicated, or Unusual Authorizations for use of Radioactive Materials:

[Summarize discussion]

State's Mechanisms to Evaluate Performance:

[Summarize discussion]

Current NRC Initiatives:

[Summarize discussion]

CONCLUSIONS:

[Summarize NRC staff's conclusions based on the discussions.]

[Make a recommendation for the first IMPEP (i.e., "as currently scheduled," "accelerated," etc.)]