



NMSS Procedure Approval

Format for STC and RCPD Letters AD-200

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Date: 12/18/2014

ML14352A335

NOTE

Any changes to the procedure will be the responsibility of the NMSS Procedure Contact. Copies of the NMSS procedures are available through the NRC website.

	Procedure Title: Format for STC and RCPD Letters Procedure Number: AD-200	Page: 1 of 9 Issue Date: 12/23/2014
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I. INTRODUCTION

This procedure establishes the format and content requirements for formal letters sent from the Office of Nuclear Material Safety and Safeguards (NMSS) to the Directors and staff members of both Agreement and Non-Agreement State Radiation Control Programs, Native American Tribal Leaders as well as other State officials. This set of correspondents is generally referred to in this procedure as the “States.” Methods used for communicating with States include face-to-face meetings, teleconferences, informal e-mails, and formal letters. Formal letters provide the advantage of a written forum for, and a concise record of the information exchanged.

II. OBJECTIVE

To provide guidance for NMSS staff in creating standardized formal letters for providing information to States. A letter categorization schema, numbering system, format outline, distribution, and content definition are addressed in this procedure.

III. BACKGROUND

To facilitate written communication with States, the NMSS staff has developed a set of standard formats for letters. The standard format letters used by NMSS reflect years of experience in communicating with the States, notably in the previous Office of State and Tribal Programs and the Office of Federal and State Materials and Environmental Management Programs (FSME). The letter formats evolved into their current form largely in response to these experiences.

In most cases, letters to the States will be distributed by e-mail. Nevertheless, the letters should follow the formal letter format. In order to assure clear and concise written communications with States and interested stakeholders, it is the policy of NMSS to utilize the standard format letters to provide the States information that is expected to be of more than casual interest to the recipients. Such information includes, but is not limited to, matters related to compatibility, public health and safety, security, or regulatory program operation.

IV. ROLES AND RESPONSIBILITIES

- A. The Director, Division of Material Safety, State, Tribal, and Rulemaking Programs (MSTR), signs all State and Tribal Communications (STC) and Radiation Control Program Directors (RCPD) letters concerning matters within NMSS responsibility.
- B. The Director, NMSS may on rare occasions sign a STC or RCPD letter(s) concerning significant matters within the NMSS responsibility.
- C. The cognizant Branch Chief is responsible for the review and concurrence on STC and RCPD letters originating within the branch. Other offices or NMSS divisions can request assistance in sending out STC and RCPD letters. The appropriate Branch Chief will be responsible for processing the letter through their branch in coordination with the requesting office or division in accordance with this procedure.
- D. The MSTR staff member writing the letter is responsible for the accuracy of information, compliance with the U.S. Nuclear Regulatory Commission (NRC) guidelines for communications, protection of sensitive information, and following appropriate format in this procedure. The MSTR staff member is responsible for coordination with the MSTR Office of Management and Budget (OMB) Contact for the 10-day pre-approval for use with the OMB Paperwork Reduction Act clearances.
- E. The MSTR administrative assistants are responsible for:
 - 1. Finalizing the format of the letter and preparing a concurrence package for signatures;
 - 2. Numbering the letter sequentially when the letter is signed and updating the STC Letter Index or the RCPD Letter Index on the MSTR SharePoint;
 - 3. Placing the letter in the Agencywide Documents Access and Management System (ADAMS) with an assigned ML number for immediate processing in accordance with ADAMS template NMSS-005 (See Appendix A).

4. Using the sample e-mails format in Appendix B to transmit a PDF formatted electronic copy via LYRIS list servers (Appendix C), within 2 days of the letter's date, to the recipients of the letter.
 5. Create an additional ADAMS package associated with the STC/RCPD letters when comments are requested from the States.
- F. MSTR OMB Contact for STC/RCPD Letters is responsible for:
1. Coordination with NRC Clearance Officer, Office of Information Services (OIS) to obtain OMB approval for use of the OMB clearance prior to issuance of any STC/RCPD letters requesting comments.
 2. Maintaining a log in SharePoint to track STC/RCPD letters that need a 10-day pre-approval from OMB prior to formal transmittal to the States.

V. GUIDANCE

- A. Generally, one of two variants of the standard letter format should be used to create letters to the States.
1. STC letters are used for non-sensitive information (Appendix D). They are publicly available and posted both in public ADAMS and on the NMSS public website. Examples of STC letters include notices of public meetings, notices of training course offerings, solicitation of comments, and alerts that proposed NRC rules are being published in the *Federal Register*.
 2. RCPD letters are used for sensitive, unclassified non-safeguards information (Appendix E). They are NOT publicly available. Use the phrase "OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION" in the header and footer of the letter and each page of the enclosure.
- B. Since RCPD letters contain sensitive information, they should not be referenced in STC letters. Likewise, the distribution of RCPD letters should be limited to persons with an established "need to know." Names should not be added to any list server used to distribute RCPD letters without the approval of MSTR Division Director or designee.
- C. Neither the STC nor RCPD letter form should be used for letters addressed to one addressee, nor should they be used for letters to be signed by the Executive Director for Operations, or the Chairman.

D. Both STC and RCPD letters follow the same basic format. Individual letters may deviate from the format only as necessary for clear communication in specific instances. Letters should be formatted using Arial 11 point font, one inch margins, left justified except for signature blocks. Standard signature and concurrence blocks should be used.

1. The addressees should be listed in all caps, no underline, no bold.
 - a. STC letters should be addressed to Agreement States, Non-Agreement States, or both, as appropriate. If appropriate, include States that have submitted a formal letter of intent to seek an Agreement. If appropriate, specific State officials, such as the State Liaison Officers can be addressees. STC letters can also be used to communicate with the Native American Tribal Leaders.

Examples:

Letters to all Agreement States:

ALL AGREEMENT STATES, [STATES THAT HAVE SUBMITTED
A FORMAL LETTER OF INTENT TO SEEK AN AGREEMENT –
EXAMPLE: WYOMING]

Letters to all Agreement and Non-Agreement States, and the State
Liaison Officers:

ALL AGREEMENT AND NON-AGREEMENT
STATES STATE LIAISON OFFICERS

Letters to Native American Tribal Leaders and the
State Liaison Officers:

NATIVE AMERICAN TRIBAL LEADERS
STATE LIAISON OFFICERS

Letters to individual States:

CALIFORNIA, ILLINOIS, MASSACHUSETTS, NEW YORK, AND TEXAS

- b. RCPD letters should be addressed directly to the State officials that are intended recipients, usually the Radiation Control Program Director. Other State officials include the State Liaison Officers and State Part 71/Part 73 contacts.

Example:

ALL AGREEMENT STATE RADIATION CONTROL
PROGRAM DIRECTORS
STATE LIAISON OFFICERS

- 2. The subject should be a concise statement of the subject of the letter, as short as practical. The subject should be elaborated upon as needed in the purpose paragraph. The subject line format should be all caps, no bold, no underline.

Example (STC letter):

NOTIFICATION OF NRC WORKSHOPS (STC-YY-NNN)

- 3. Letters are usually divided into three sections, entitled: purpose, background, and discussion. For very brief (i.e., one page) letters providing limited specific information, the sections may be consolidated and the section titles omitted. Section titles should be formatted as initial caps or sentence case, bold, no underline.
 - a. **Purpose** - The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.
 - b. **Background** - The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.
 - c. **Discussion** - The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required, or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

4. Closing/Contact Paragraph

The final paragraph, just above the signature block, should include the telephone number of the signatory (normally, the MSTR Director). A point of contact (i.e., an NRC staff member with personal knowledge of the letter's subject), should be provided.

The following format should be used for point of contact information:

If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Staff Name E-MAIL: staff.name@NRC.GOV
TELEPHONE: (301) 415-[xxxx]

5. Enclosures

By convention, STC and RCPD letters may contain enclosures, but not attachments. The enclosures may contain attachments, but the attachments are generally not listed in the letter. All enclosures must be listed, each by its full name or description, immediately under the signature block.

6. OMB Clearances (Appendix F)

- a. For most requests for information from the States, an OMB Paperwork Reduction Act control number and notification is required. NMSS maintains separate control numbers (sometimes referred to as "clearances") for information requests from Agreement States only, information requests from Non-Agreement States only, and for information requests from both Agreement and Non-Agreement States. The required paragraph and control number should be placed in a footnote associated with an asterisk placed at the end of the sentence requesting the return of information. In cases where more than one group of addressees are recipients of the letter, the required paragraph and control number for each group of addressees should be included in the letter.
- b. MSTR OMB Contact provides coordination with NRC Clearance Officer, OIS to obtain OMB approval for use of the OMB clearance prior to issuance of any STC/RCPD letters requesting comments. Draft STC/RCPD letters should be provided to the MSTR OMB Contact at least 12 work days prior to the desired date for issuance of the letter.

- c. The MSTR OMB Contact will e-mail the draft STC/RCPD letter to OIS to forward for OMB's review. OMB has committed to a 10-day turnaround for use of these clearances.
- d. A SharePoint log to track STC/RCPD letters that will need the 10-day approval from OMB prior to formal transmittal to the States will be maintained by the MSTR OMB Contact on the MSTR/ASPB SharePoint library.

7. Signature and concurrence

Standard signature and concurrence blocks should be used.

Note: Although all signature blocks should be for the MSTR Director, the MSTR Director can delegate signature permission depending on the type of letter, of some standard communications. For example, the appropriate branch chief can sign the training notification STC letters for the MSTR Director.

- 8. Whenever a return of information is requested from the States through STC or RCPD letter, use Appendix G for tracking the comments that are received, and place the *Comment Received* document in a separate ADAMS package with any responses to the STC/RCPD letter. The contact for the letter should work with the assigned administrative assistant to set up the package. If the responses are to a RCPD letter, each response and the package should be classified as sensitive information and profiled in ADAMS in the same manner as RCPD letters.

E. STC and RCPD letters location

All letters should be placed in the ADAMS main library. RCPD letters are placed in the folder: NMSS - RCPD Letters [YEAR]. STC letters are placed in the folder: NMSS/STC - Letters [YEAR].

G. Other Means of Communication with Agreement States

On March 16, 2009, the Office of the Inspector General (OIG) issued a report conveying the results of an audit on NRC's Agreement State Program. In this report the OIG recommended that a set of procedures that standardize

communications from the NRC to the Agreement States be developed. The report noted that for communications with Agreement States the agency lacks formal standardized procedures or guidance for the communication, including communicating significant events through the Regional State Agreements Officers (RSAO) or other means.

To facilitate communications with the Agreement States outside of the written correspondence described in this procedure, the former FSME staff had developed FSME Procedure AD-800. *Communications Between FSME/ Regional Offices and the Agreement States*. AD-800 continues to remain in effect and is considered a NMSS procedure until it is reviewed and reissued.

VI. APPENDICES

Appendix A – ADAMS Template NMSS-005
Appendix B – Sample E-mails for Distribution of the Letters
Appendix C – NMSS Distribution List Servers
Appendix D – Sample STC Letter
Appendix E – Sample RCPD Letter
Appendix F -- OMB Clearances
Appendix G – Comments Received

VII. REFERENCES

1. Audit Report, *Audit Report of NRC's Agreement State Program*, OIG-09-A-08, March 16, 2009.
2. FSME Procedure AD-800, *Communications Between FSME/ Regional Offices and the Agreement States*.

VIII. ADAMS REFERENCE DOCUMENTS

For knowledge management purposes, all previous revisions of this procedure, as well as associated correspondence with stakeholders, that have been entered into ADAMS are listed below.

No.	Date	Document Title/Description	Accession Number
1	1/3/2009	FSME Procedure AD 200	ML083460146
2	10/25/2010	FSME Procedure AD 200	ML102870042

Appendix A

ADAMS Template NMSS-005

DOCUMENT TYPE SUMMARY

NMSS-005

DOCUMENT TYPE: STC and RCPD Letters to State Officials

Background

The Office of Nuclear Material Safety and Safeguards (NMSS) sends formal letters known as State and Tribal Communications (STC) and Radiation Control Program Director (RCPD) letters to the Directors and staff members of both Agreement and Non-Agreement State Radiation Control Programs, State Liaison Officers, Native American Tribal Leaders as well as other State officials.

All completed STC and RCPD letters will be numbered in the following fashion on the subject line after the subject:

(STC-YY-NNN)
(RCPD-YY-NNN)

The numbers will be obtained after signature and the listing will be maintained by the administrative assistant for the Director, Division of Material Safety, State, Tribal and Rulemaking Programs.

STC Letters

STC letters are used for non-sensitive information. They are publicly available and are posted both in public ADAMS and on the NMSS public website. Examples of STC letters include notices of public meetings, notices of training course offerings, solicitation of comments, and alerts that proposed NRC rules are being published in the *Federal Register*.

This correspondence will usually be signed at the division director level or higher in NMSS.

RCPD Letters

RCPD letters are used for sensitive, unclassified non-safeguards information. They are NOT publicly available, and are not posted or listed on the external web. The phrase "OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION" will be used in the header and footer of each page of the letter and any enclosures.

This correspondence will usually be signed at the division director level or higher in NMSS.

Special Instructions:

This template is to be used by the Document Processing Center (DPC) and staff when processing STC and RCPD letters prepared by the NMSS into ADAMS.

Profile Field Requirements for the DPC:

Item ID	System Assigned
Accession No.	System Assigned
Estimated Page Count	<u>DPC Enter:</u> Actual number of pages of file
Document Date	DPC will input date printed/stamped on document. Format is: MM/DD/YYYY
Document Type	All Agreement States Letters and Other document types that apply, e.g., Letter, E-mail, Memo.
Availability	Entered by NMSS STC Letters – Publicly Available or RCPD Letters – Non-Publicly Available
Title	Entered by NMSS STC-YY-NNN, [Subject line from letter] or RCPD-YY-NNN, [Subject line from letter] DPC will change if incorrect
Author Name	Name of person who signed cover letter
Author Affiliation	Affiliation of person who signed cover letter
Addressee Name	
Addressee Affiliation	State, Agreement States [States that have signed letters of intent – State of WY] and/or Other State Affiliations that the letter is addressed to such as State, Non-Agreement States State Liaison Officers

Docket No.	
License No.	
Case/Reference No.	
Document/Report Number	Entered by NMSS STC-YY-NNN or RCPD-YY-NNN
Keyword	Entered by NMSS staff: NMSS-005 “ SUNSI Review Complete ” for STC letters, which are publicly available. or Item Code (e.g., MD 3.4 Non-Public A.7) for RCPD letters, which are Non-Publicly Available Note: Press Enter after each entry
Document Date Received	
Date Docketed	
Comment	Entered by NMSS Staff: LAN ID of person entering document into ADAMS DPC will not add any value to this field
Vital Records Category	System Assigned
Document Status	
Media Type	Electronic
Physical File Location	ADAMS
FACA Document	No

Date To Be Released	Entered by NMSS if Publicly Available [STC letters only]
Distribution List Codes	Entered by NMSS SP03 for STC letters or SPX2 for RCPD letters
Contact Person	Entered by NMSS
Text Source Flag	Entered by NMSS: Native Application
Official Record	System Assigned
Document Sensitivity	Entered by NMSS: Non-sensitive for STC letters or Sensitive- Internal-periodic review reqd (all other sensitive info) for RCPD letters

Entered by NMSS:

Security Rights for the Document/Packages, please add:

NMSS-MSTR-Administrative Assistants – Owner
Document Processing Center – Owner
Record Managers – Owner
NRC Users – Viewer

Appendix B

Sample E-mails for Distribution of the Letters

E-Mail Distribution for RCPD Letters:

SUBJECT LINE:

RCPD-YY-NNN, Notification of Credentialing Request for the National Source Tracking System

BODY TEXT:

Non-Publicly Available

The subject line letter, RCPD-YY-NNN, with its Enclosure [if applicable] is contained in the attached electronic file.

Please do not relay the attached document to individuals who do not have a "need to know." This document is not to be publicly released.

Thank you.

E-Mail Distribution for STC Letters

SUBJECT LINE:

STC-YY-NNN, Publication of U.S. Nuclear Regulatory Commission Guidance on Medical Use Licenses

BODY TEXT:

The subject line letter, STC-YY-NNN, with its Enclosure [if applicable] is contained in the attached electronic file, and can be found at the NMSS website: www.nrc.gov > About NRC > Organization and Functions > Office of Nuclear Material Safety and Safeguards. In the "Related Information" box, select Agreement State Program and then go to "Resources and Tools" and select "State and Tribal Communications (STC) Letters."

Thank you.

Note: YY stands for the year the letter is issued.

NNN stands for the number assigned to the letter after it is signed.

Appendix C

NMSS Distribution List Servers

1. STPJJUSTSTATES:

This list server is for mailings that need to go to Agreement State Radiation Control Program Directors (mailing content includes RCPD letters concerning sensitive information, press releases).

2. STPOTHERSTATES:

This list server is for mailings that need to go to Non-Agreement State Radiation Control Program Directors (mailing content includes press releases, occasionally RCPD letters are also sent to Non-Agreement States).

3. STPJJUSTSLOs:

This list server is for mailings that need to go to State Liaison Officers only (mailing content includes letters to SLOs, press releases, notice of opportunity to comment on Rulemaking, *Federal Register* notices, meeting notices).

4. STPANNOUNCEMENTS:

This list server is for mailings that need to go to parties who have subscribed to receive notifications, announcements, etc. regarding NMSS via the NMSS public website (STC letters).

Appendix D

Sample STC Letter

Month Day, Year

ALL AGREEMENT STATES, [LETTER OF INTENT STATES, (IF ANY)]
STATE LIAISON OFFICERS

OPPORTUNITY TO COMMENT ON NRC DOCUMENT (Name of the document)
(STC-YY-NNN)

Purpose: The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

Example: [To inform Agreement States and State Liaison Officers about the opportunity to provide comments on the final draft of the U.S. Nuclear Regulatory Commission (NRC) Revised Document.* **]

Background: The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

Discussion: The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

Example: [Comments about the final draft of the document should be submitted by Month Day, Year. Information about methods for submitting your comments is available in the *Federal Register* notice. Response time should be greater than 30 days. If your requested response time needs to be within 30 days, it has to be approved by the Division Director.]

*This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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.

**This information request has been approved by OMB 3150-0163, expiration 03/31/2016. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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-YY-NNN

-2-

If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Your Name E-MAIL: your.name@nrc.gov
TELEPHONE: (301) 415-xxxx

/RA/

Director's Name, Director
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

1. Related document
2. The Draft Policy to be commented
3. List of students from the States
selected to attend the H-313 course

Note: This letter will be sent out to everyone who signed on to the NMSS List Server under NMSS Public Website.

If you have any questions on this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Your Name
TELEPHONE: (301) 415-xxxx

E-MAIL: your.name@nrc.gov

/RA/

Director's Name, Director
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

- 1. Related document
- 2. The Draft Policy to be commented
- 3. List of students from the States selected to attend the H-313 course

DISTRIBUTION:

MSTR RF

[Insert name], [Insert Appropriate Offices]

[Insert name], [Insert Appropriate Regions]

ML Number

OFC					
NAME					
DATE	/ /YY				

OFFICIAL RECORD COPY

OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

Appendix E

Sample RCPD Letter

Month Date, Year

ALL AGREEMENT STATE RADIATION CONTROL PROGRAM DIRECTORS, [LETTER OF INTENT STATES, (IF ANY)]

OPPORTUNITY TO COMMENT ON THE NRC DOCUMENT [NAME OF THE DOCUMENT] (RCPD-YY-NNN)

Purpose: The purpose section should elaborate as needed on the subject of the letter. Generally, it should be kept short - one paragraph. Avoid including text which could be placed in another paragraph. The final sentence of the paragraph should advise the addressee if an action or response is requested or required. If no action or response on the part of the recipient is requested or required, a statement to that effect is optional.

Example: [To inform Agreement States about the opportunity to provide comments on the final draft of the U.S. Nuclear Regulatory Commission (NRC) Revised Document.*]

Background: The text in the background section should be limited to pertinent historical information leading up to the issue being addressed. Current activities and situations should be addressed in the discussion section.

Discussion: The discussion section should include descriptions of the current issue, situation, and activities. If any action is requested, required or expected from the addressees, it should be fully and clearly spelled out in the discussion section.

Example: [Comments about the final draft of the document should be submitted by Month Day, Year. Information about methods for submitting your comments is available in the *Federal Register* notice.]

* This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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.

OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

RCPD-YY-NNN

-2-

If you have any questions regarding this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Your Name E-MAIL: your.name@nrc.gov
TELEPHONE: (301) 415-xxxx

/RA/

Director's Name, Director
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

1. Related document
2. The Draft Policy to be commented

OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

OFFICIAL USE ONLY – SENSITIVE INTERNAL INFORMATION

RCPD-YY-NNN

-2-

If you have any questions on this correspondence, please contact me at [signatory Director's phone number] or the individual named below.

POINT OF CONTACT: Your Name
TELEPHONE: (301) 415-xxxx

INTERNET: your.name@nrc.gov

/RA/

Director's Name, Director
Division of Material Safety, State, Tribal,
and Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

Enclosures:

1. Related document
2. The Draft Policy to be commented

DISTRIBUTION:

MSTR RF

[Insert name], [Insert Appropriate Offices]

[Insert name], [Insert Appropriate Regions]

ML Number

OFC					
NAME					
DATE	/ /YY				

OFFICIAL RECORD COPY

Appendix F

OMB Clearances Texts

OMB CLEARANCE STATEMENT FOR STC AND RCPD LETTERS (OMB 3150-0029 – AGREEMENT STATES)¹

* This information request has been approved by OMB 3150-0029 expiration 04/30/2017. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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.

OMB STATEMENT FOR STC LETTERS (OMB 3150-0200 - NON-AGREEMENT STATES)

* This information request has been approved by OMB 3150-0200 expiration 09/30/2015. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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.

OMB STATEMENT FOR STC LETTERS (OMB 3150-0163 - STATE LIAISON OFFICERS)

* This information request has been approved by OMB 3150-0163, expiration 03/31/2016. The estimated burden per response to comply with this voluntary collection is approximately 8 hours. Send comments regarding the burden estimate to the Records and Information Services Branch (T-5F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects.resource@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0200), 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.

¹Valid OMB clearance expiration dates are available at the Office of Information Service internal website, under Information Collections, Current NRC Clearance Status.

Appendix G

Comments Received

STC-YY-NNN or RCPD-YY-NNN

STATE	YES/DATE	NO
ALABAMA		
ALASKA		
ARIZONA		
ARKANSAS		
CALIFORNIA		
COLORADO		
CONNECTICUT		
DELAWARE		
FLORIDA		
GEORGIA		
HAWAII		
IDAHO		
ILLINOIS		
INDIANA		
IOWA		
KANSAS		
KENTUCKY		
LOUISIANA		
MAINE		
MARYLAND		
MASSACHUSETTS		
MICHIGAN		
MINNESOTA		
MISSISSIPPI		
MISSOURI		
MONTANA		
NEBRASKA		
NEVADA		
NEW HAMPSHIRE		

Appendix G

STATE	YES/DATE	NO
NEW JERSEY		
NEW MEXICO		
NEW YORK STATE HEALTH DEPT.		
NEW YORK CITY DEPT OF HEALTH		
NEW YORK STATE DEPT OF ENVIRONMENTAL CONSERVATION		
NYC DOH		
NORTH CAROLINA		
NORTH DAKOTA		
OHIO		
OKLAHOMA		
OREGON		
PENNSYLVANIA		
PUERTO RICO		
RHODE ISLAND		
SOUTH CAROLINA		
SOUTH DAKOTA		
TENNESSEE		
TEXAS		
TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		
UTAH		
VERMONT		
VIRGINIA		
WASHINGTON		
WEST VIRGINIA		
WISCONSIN		
WYOMING		

*Letters of Intent received from Governor