



## FSME Procedure Approval

### **ADMINISTRATIVE STAFF SUPPORT UNDER THE INTEGRATED MATERIALS PERFORMANCE EVALUATION PROGRAM (IMPEP)**

**AD-600**

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Issue Date: March 22, 2010

Review Date: March 22, 2013

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*Date: 03/22/2010*

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*Date: 03/11/2010*

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*Date: 03/02/2010*

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**ML100430025**

**NOTE**

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



**Procedure Title:**  
***Administrative Staff Support Under the  
Integrated Materials Performance  
Evaluation Program (IMPEP)***  
**Procedure Number: AD-600**

**Page: 1 of 6**

**Issue Date:  
3/22/2010**

**I. INTRODUCTION**

This document provides guidance for the administrative staff support involved in the preparation and management of documents relating to the Integrated Materials Performance Evaluation Program (IMPEP).

**II. OBJECTIVES**

To provide guidance to the Office of Federal and State Materials and Environmental Management Program (FSME) on the administrative coordination of IMPEP. Support will be provided by the administrative coordinator from the Division of Materials Safety State Agreements (MSSA), Agreement States Program Branch (ASPB). When the IMPEP team leader is from the Region or another U.S. Nuclear Regulatory Commission (NRC) program office other than FSME, additional administrative coordination with FSME may be needed.

**III. BACKGROUND**

It is the policy of the NRC to evaluate the NRC Regional and Agreement State radioactive materials programs in an integrated manner. IMPEP assistance for the IMPEP team leader is performed by the assigned administrative staff.

**IV. ROLES AND RESPONSIBILITIES**

**A. MSSA Director:**

1. Approves the Annual IMPEP Review Schedule and IMPEP team assignments.

**B. ASPB Chief:**

1. Designates the IMPEP Project Manager.
2. Reviews IMPEP Schedule and IMPEP team assignments.

**C. IMPEP Project Manager:**

1. Prepares Annual IMPEP Schedule and IMPEP team assignments.
2. Coordinates with the administrative coordinator regarding IMPEP-related responsibilities.

3. Signs the Proposed Final IMPEP Reports to the Management Review Board (MRB) Members.
  4. Distributes the Final IMPEP Report and Letter to the Oak Ridge National Laboratory contractor to be posted on FSME's web site.
- D. Designated Administrative Coordinator:
1. Proofreads the IMPEP reports for proper grammar and format.
  2. Verifies that the IMPEP related documents are accurate and that they are distributed, either in paper copy or electronic e-mail copy, to the appropriated individuals in the State, the designated State Liaison Officer (SLO), IMPEP review team leader and members, Office of the Executive Director for Operations (OEDO), FSME, and Office of the General Counsel (OGC).
  3. Profiles and posts the IMPEP-related correspondence in the Agencywide Documents Access and Management System (ADAMS): IMPEP review scheduling letter, the IMPEP reports (draft, proposed final and final versions), the MRB public meeting notice, the MRB meeting minutes, and the acknowledgment letter, if a response to the Final IMPEP Report is requested.
  4. Schedules the MRB meetings, including those resulting from State periodic meetings, with OEDO, OGC, FSME, and the appropriate State personnel. Arranges for videoconferencing, bridge numbers, and conference rooms, as appropriate, for the MRB meetings.
  5. Request EDATS number for the FSME front office for the Final IMPEP Report. Prepares Final IMPEP Report for concurrence in accordance to FSME procedures.

## **V. GUIDANCE**

The following documents are to be profiled in ADAMS and distributed by the administrative staff. In order to ensure consistency, this procedure establishes naming conventions for the Microsoft documents, ADAMS profile templating (FSME-003), and distribution instructions (both paper copy and electronic e-mail versions).

### **A. Scheduling Letter**

Scheduling Letter with IMPEP Questionnaire mailed to State.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] IMPEP Scheduling Letter.doc.

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, ASPB Chief, and Regional State Agreements Officer (RSAO).

Distribution (via regular mail): Letter Addressee; Carbon Copies: SLO, State Radiation Control Program Director, if appropriate.

ADAMS: FSME-003 Template Instructions (Appendix A).

**B. IMPEP Questionnaire Response from State**

State returns Questionnaire to IMPEP team leader. The IMPEP team leader reviews for completeness, performs the Sensitive Unclassified Non-Safeguards Information (SUNSI) review, and ensures that the document is put into ADAMS by the Administrative Coordinator.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] IMPEP Questionnaire.doc.

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, ASPB Chief, and RSAO.

ADAMS: FSME-003 Template Instructions (Appendix A).

**C. Organization Charts Received from State**

State submits organization charts in Questionnaire response or at the IMPEP review. The IMPEP team leader ensures that the document is put into ADAMS by the Administrative Coordinator.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] IMPEP Organization Charts.doc

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, ASPB Chief, and RSAO.

ADAMS: FSME-003 Template Instructions (Appendix A). Enter organization charts as individual document.

D. Draft IMPEP Report

The Draft IMPEP Report is prepared and signed by the IMPEP team leader in accordance with FSME Procedure [SA-100](#), *Implementation of the Integrated Materials Performance Evaluation Program*. The IMPEP team leader also performs the SUNSI review. Administrative Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] Draft IMPEP Report and Letter.doc.

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, ASPB Chief, RSAO, SLO, State Radiation Control Program Director, if appropriate, and Agreement State IMPEP team member.

Distribution (via regular mail) Letter Addressee; Carbon Copies.

ADAMS: FSME-003 Template Instructions (Appendix A).

E. State Response to Draft IMPEP Report

State returns the response to the Draft IMPEP Report to the IMPEP team leader. The IMPEP team leader ensures that the document is put into ADAMS by the Administrative Coordinator.

MS Word Name: [YYYY-Year] [XX – State Name Abbreviation] Response to the Draft IMPEP Report.doc.

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, ASPB Chief, and RSAO.

ADAMS: FSME-003 Template Instructions (Appendix A).

F. Proposed Final IMPEP Report

IMPEP Project Manager and IMPEP team leader revise the Draft IMPEP Report to reflect the State's response which is issued as the Proposed Final IMPEP Report. The IMPEP Project Manager also performs the SUNSI review. Administrative Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] Proposed Final IMPEP Report and Memo.doc

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, MSSA Director, MSSA Deputy Director, ASPB Chief, FSME Agreement State Program Point of Contact (POC), RSAO, Technical Assistant, OEDO, Agreement State IMPEP team member, and the Organization of Agreement States (OAS) Liaison to the MRB.

Distribution (NRC paper copy): MRB Members/Memorandum Addressees

ADAMS: FSME-003 Template Instructions (Appendix A).

G. MRB Meeting Minutes

The FSME Administrative Coordinator takes the minutes at the MRB meeting and circulates the minutes for review to the IMPEP team leader, the IMPEP Project Manager, and the State or Region being reviewed. Administrative Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] MRB Minutes.doc

Distribution (e-mail): IMPEP team leader, IMPEP Project Manager, ASPB Chief, POC, RSAO, State Radiation Control Program Director, and OAS Liaison to the MRB.

Distribution (NRC paper copy): MRB Members

ADAMS: FSME-003 Template Instructions (Appendix A).

H. Final IMPEP Report

Final IMPEP Report is coordinated by the IMPEP team leader and the IMPEP Project Manager by revising the Proposed Final IMPEP Report to reflect the actions recommended by the MRB. Administrative Coordinator is responsible for typing, proofreading, profiling in ADAMS, and distributing this document. The Final IMPEP Report is signed by the Deputy Executive Director for Materials, Research, State and Compliance Programs, OEDO.

MS Word Name: [YYYY - Year] [XX - State Name Abbreviation] Final IMPEP Report and Letter.doc

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager, MSSA Director, MSSA Deputy Director, ASPB Chief, POC, RSAO, Technical Assistant, OEDO, OGC, and Agreement State IMPEP team member.

Distribution (NRC paper copy): MRB Members; NRC Commission; and Agreement State addressee.

ADAMS: FSME-003 Template Instructions (Appendix A). Create a package inserting the Final IMPEP Report and Letter; Organization Charts, and State Response.

## **VI. APPENDIX**

Appendix A: ADAMS Profiling Template - FSME-003 (ML092450574)

## **VII. REFERENCES**

FSME Procedure SA-100, *Implementation of the Integrated Materials Performance Evaluation Program*

## **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 NRC's Agencywide Documents Access and Management System (ADAMS) are listed below.

<b>No.</b>	<b>Date</b>	<b>Document Title/Description</b>	<b>Accession Number</b>
1	8/31/06	STP Procedure AD-600	ML062730009

## APPENDIX A

### DOCUMENT TYPE SUMMARY

**FSME-003**

DOCUMENT TYPE: Integrated Material Performance Evaluation Program (IMPEP) Documents.

**\*\*Scheduling Letter, Draft Report, NRC Acknowledgement of State Response on Final Report, Periodic Meeting Scheduling Letter, Periodic Meeting Summary, All Other Periodic Meeting Materials/Documents, State Response to Questionnaire, State Organizational Charts, State Response to Draft Report, Proposed Final Report, MRB Meeting Minutes, Special MRB Memorandum, Final Report and State Response to Final Report\*\***

#### **Special Instructions:**

This template is to be used by the DPC and staff when processing Integrated Material Performance Evaluation Program (IMPEP) prepared by the Office of Federal and State Materials and Environmental Management Programs (FSME) or incoming to FSME that meet requirements of an Official Agency Record, into ADAMS.

#### Profile Field Requirements for the DPC:

Item ID	System Assigned
Accession No.	System Assigned
Estimated Page Count	<b><u>DPC Enter:</u></b> Actual number of pages of file
Document Date	DPC will input date printed/stamped on document. Format is: MM/DD/YYYY
Document Type	<b>Integrated Material Performance Evaluation Program (IMPEP)-Agreement States</b>  And Other document types that apply, e.g., Letter, E-mail, Memo.
Availability	Entered by FSME
Title	Entered by FSME <b>DPC Will Not Change</b>
Author Name	Name of person who signed cover letter
Author Affiliation	Affiliation of person who signed cover letter
Addressee Name	Name of person cover letter is addressed to
Addressee Affiliation	Affiliation of person cover letter is addressed to
Docket No.	



License No.	
Case/Reference No.	
Document/Report Number	
Keyword	Entered by FSME staff: “FSME-003” “DPC - Do Not Change Title” “SUNSI Review Complete” if Publicly Available Item Code (e.g., MD 3.4 Non-Public A.3) if Non-Publicly Available Note: Press <i>Enter</i> after each entry
Document Date Received	
Date Docketed	
Comment	Entered by FSME Staff: LAN ID of person entering document into ADAMS and KNM1 <b>DPC will not add any value to this field</b>
Vital Records Category	System Assigned
Document Status	
Media Type	Electronic
Physical File Location	ADAMS
FACA Document	No
Date To Be Released	Entered by FSME if Publicly Available
Distribution List Codes	Entered by FSME if applicable
Contact Person	Entered by FSME
Text Source Flag	Entered by FSME: Native Application
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