



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

**AD-600**

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Issue Date:

Review Date:

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Robert J. Lewis  
*Director, MSSA*

*Date:*

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A. Duncan White  
*Branch Chief, ASPB*

*Date:*

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Karen Meyer  
*Procedure Contact, ASPB*

*Date:*

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**NOTE**

The **STPFSME** Director's Secretary is responsible for the maintenance of this master copy document as part of the **STPFSME** Procedure Manual. Any changes to the procedure will be the responsibility of the **STPFSME** Procedure Contact.

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## 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 ~~State and Tribal Programs (STP)~~Federal and State Materials and Environmental Management Program (FSME) on the administrative ~~staff support~~coordination of IMPEP. Support will be provided by the administrative ~~staff coordinator~~ from ~~the IMPEP team leader's program office~~the Division of Materials Safety State Agreements (MSSA), Agreement States Program Branch (ASPB). ~~When Staff~~ the IMPEP team leader is from the Region or another U.S. Nuclear Regulatory Commission (NRC) program office other than ~~STP~~FSME, additional administrative coordination with ~~STP~~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. ~~STP~~MSSA Director:

~~1. Designates the IMPEP Project Manager.~~

~~1.2. Approves and signs the Annual IMPEP Review Schedule~~the Annual IMPEP Review Schedule and IMPEP team assignments.

### B. ~~STP~~ASPB Chief Deputy Director:

~~1. Signs the Proposed Final IMPEP Reports to the Management Review Board Members.~~ Designates the IMPEP Project Manager.

~~2. Reviews IMPEP Schedule and IMPEP team assignments.~~

### C. IMPEP Project Manager:

~~1. Designates the administrative staff to assist in each State IMPEP Review.~~Prepares Annual IMPEP Schedule and IMPEP team assignments.



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2. Coordinates with the ~~assigned administrative staff~~administrative coordinator regarding IMPEP-related responsibilities.
3. Signs the Proposed Final IMPEP Reports to the Management Review Board Members.
34. Distributes the Final IMPEP Report and Letter to the Oak Ridge National Laboratory contractor to be posted on ~~STPFSME~~'s web site.

D. Designated Administrative ~~Staff Support~~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), ~~STPFSME, Office of Nuclear Material Safety and Safeguards (NMSS), and~~ Office of the General Counsel (OGC), ~~and the Office of Congressional Affairs (OCA).~~
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 Management Review Board (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, ~~NMSS, STPFSME~~, 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 ~~WordPerfect-Microsoft~~ documents, ADAMS profile templating (FSME-003), and distribution -instructions (both paper copy and electronic e-mail) .



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A. Scheduling Letter

Scheduling Letter with IMPEP Questionnaire mailed to State.

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

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

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

ADAMS: STPFSME-002-003 Template Instructions (Appendix A).  
~~Profile/Distribution List Codes: - SP01 (Appendix C).~~

B. IMPEP Questionnaire Response from State

State returns Questionnaire to team leader. 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 staff coordinator.

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

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

ADAMS: STPFSME-002-003 Template Instructions (Appendix A).  
~~Profile/Distribution List Codes: - SP01 (Appendix C).~~

C. Organization Charts Received from State

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

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

Distribution (e-mail): IMPEP team leader and members, IMPEP Project



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Manager, [ASPB Branch Chief](#), and RSAO.

ADAMS: [STPFSME-002-003](#) Template Instructions (Appendix A).  
Enter organization charts as individual document.  
~~Profile/Distribution List Codes: SP01 (Appendix C).~~

D. Draft IMPEP Report

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

~~WordPerfect~~[MS Word](#) Name: [YYYY - Year] [XX - State Name Abbreviation] Draft IMPEP Report and Letter-~~wpd.doc~~.

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

Distribution (~~paper copy~~[via](#) regular mail) \_\_\_\_\_ Letter Addressee; Carbon Copies.

ADAMS: [STPFSME-002-003](#) Template Instructions (Appendix A).  
~~Create a package inserting Draft IMPEP Report and Letter and organization charts. Profile/Distribution List Codes: SP01 (Appendix C).~~

E. State Response to Draft IMPEP Report

State returns the response to the Draft IMPEP Report to the team leader. The team leader ensures that the document is put into ADAMS by the administrative ~~coordinator~~[staff](#).

~~WordPerfect~~[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 Branch Chief](#), and RSAO.



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ADAMS: [STPFSME-002-003](#) Template Instructions (Appendix A).  
~~Enter State Response as individual document. Profile/Distribution List Codes: SP01 (Appendix C).~~

F. Proposed Final IMPEP Report

IMPEP Project Manager and 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. STPAdministrative Coordinator -administrative staff assigned to support the State IMPEP review is responsible for typing, proofreading, profiling in ADAMS, and distributing this document.

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

Distribution (e-mail): IMPEP team leader and members, IMPEP Project Manager; ~~STPIMPEP Staff Contact, Division of Industrial and Medical Nuclear Safety (IMNS), NMSS; STP Agreement State Project Officer (ASPO); MSSA director, MSSA Deputy Director, ASPB Branch Chief, FSMEAgreement State Program Point of Contact (POC), RSAO~~; Technical Assistant, OEDO the Agreement State IMPEP team member; and the Organization of Agreement States (OAS) Liaison to the MRB and the MRB.

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

ADAMS: [STPFSME-002-003](#) Template Instructions (Appendix A).  
~~Create a package inserting Proposed Final IMPEP Report and Memorandum, Organization Charts, and State Response. Profile/Distribution List Codes: SP01 (Appendix C).~~

G. Management Review Board Meeting Minutes

The STPFSME administrative staff coordinator takes the minutes at the mr meeting and circulates the minutes for review to the IMPEP team leader, the IMPEP Project Manager, and the State or Region being reviewed.  
STPAdministrative coordinator -administrative staff assigned to support the State IMPEP review is responsible for typing, proofreading, profiling in ADAMS, and



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distributing this document.

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


Distribution (e-mail): IMPEP team leader;<sup>;</sup> IMPEP Project Manager;<sup>;</sup> ASPB  
Branch Chief, STPSTPFSME ASPO;<sup>;</sup> RSAO;<sup>;</sup> State  
Radtion Control Program Director;<sup>;</sup> and OAS Liaison to the  
MRB.

Distribution (NRC/  
~~State~~ paper copy): \_\_\_\_\_ MRB Members

ADAMS: STPFSME-002-003 Template Instructions (Appendix A).  
~~Profile/Distribution List Codes: SP01 (Appendix C).~~

#### H. Final IMPEP Report

Final IMPEP Report is coordinated by the team leader and the IMPEP Project Manager by revising the Proposed Final IMPEP Report to reflect the actions recommended by the MRB. ~~STPAdministrative coordinator -administrative staff assigned to support the State IMPEP review~~ 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.

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

Distribution (e-mail): IMPEP team leader and members; IMPEP Project Manager; ~~IMPEP Staff Contact; STP ASPO; MSSA Director, MSSA Deputy Director, ASPB Branch Chief, FSME POC, RSAO; Technical Assistant, OEDO; Director, IMNS/NMSS; Assistant General Counsel for Rulemaking and Fuel Cycle; OGC; OCA (2 copies);~~ and Agreement State IMPEP team member..

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

ADAMS: ~~STPFSME-003-003~~ Template Instructions (Appendix ~~BA~~). Create a package inserting the Final -IMPEP Report and Letter; Organization Charts, and State Response. ~~Profile/Distribution List Codes: - SP01 (Appendix C).~~

**VI. APPENDICES (~~Previous Appendix deleted, see ML062730009~~)**

Appendix A ADAMS Profiling Template - ~~STPFSME-002003~~  
~~Appendix B — ADAMS Profiling Template — STP-003~~  
~~Appendix C — RIDS Code SP01~~

**VII. REFERENCES**

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





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