



## STP Procedure Approval

# STP INFORMATION QUALITY GUIDELINES

## Procedure Number: AD-700

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*Date: 10/10/2002*

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### **NOTE**

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

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## **I. INTRODUCTION**

This procedure ensures that the Office of State and Tribal Programs (STP) adheres to the NRC conformance to the NRC Information Quality Guidelines and those of the Office of Management and Budget (OMB) as described in the Information Quality Draft Instruction effective and published October 1, 2002. (A Management Directive will be forthcoming and based on how well the NRC offices adhere to the Draft.)

## **II. OBJECTIVES**

To provide guidance to STP staff regarding the dissemination of information that meets the information quality criteria for utility, integrity, and objectivity as described in the information quality standards found in the Instruction Quality Handbook. STP will evaluate requests that it receives from the public to correct information that does not meet NRC standards and/or OMB guidelines based on significance and impact of the correction.

## **III. BACKGROUND**

There is a tradition of maintenance of information utility, integrity, and objectivity through the two program areas served by STP, the Agreement State Program and Federal, State and Tribal Liaison Program. In addition, through this procedure, a process is outlined by which STP will help ensure that NRC will correct information that does not meet the quality standards and for processing information correction requests and appeals as described in the Draft Information Quality Guidelines.

## **IV. ROLES AND RESPONSIBILITIES**

- A.** The Director and Deputy Director, STP, ensure that the STP staff is knowledgeable of the policies and NRC Information Quality Guidelines, set standards for work products; and develop work products to the appropriate level of quality.
- B.** The Director, STP, appoints an Information Office Coordinator (IOC) to facilitate the review of requests for correction and be responsible for the management of the information within STP.
- C.** The Deputy Director is responsible for implementation of the Information Correction Request Process in the Information Quality Handbook.

- D.** The STP Information Office Coordinator (IOC) should follow this STP procedure to ensure that the Deputy Director reviews the initial information correction request (ICR). The IOC also coordinates with the Information Quality Coordinator (IQC) who has overall agency responsibility for ICR review and appeals process and provides consistency to the agency's response to ICRs.

## **V. GUIDANCE**

- A.** Information Quality Draft Instruction will be followed by STP staff for information in NRC's guidelines or those of OMB.
- B.** NRC's information quality reviews, and therefore those of STP, will apply to information that is publicly disseminated for the first time on or after October 1, 2002. See Instruction for extenuating circumstances.
- C.** STP Information products subject to the public seeking correction include published proposed and final rules and final policy statements and supporting documents for materials. These documents are coordinated with the Office of Nuclear Materials Safety and Safeguards and other NRC offices, as needed.

There are many documents for which STP does not have to consider the public seeking correction. The Information Quality Draft Instruction lists these in the Handbook, Part II, Table 2.

## **VI. REFERENCES**

- 1.** Information Quality Draft Instruction published October 1, 2002.
- 2.** Publication of NRC Information Quality Guidelines (67 FR 61695) also <http://www.nrc.gov/public-involve/info-quality.html>.
- 3.** Office of Management and Budget, Guidelines for Ensuring and Maximizing the Quality, Objectivity, Utility and Integrity of Information Disseminated by Federal Agencies, Federal Register, Vol. 67, No. 36, February 22, 2002
- 4.** Regulatory Analysis Guidelines of the U.S. Nuclear Regulatory Commission, NUREG-BR-0058, Rev. 3.
- 5.** Regulatory Analysis Technical Evaluation Handbook, NUREG/BR-0184.