



FSME Procedure Approval

Agreement State Participation as IMPEP Team Members

SA-120

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Date: 04/09/2010

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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: *Agreement State Participation as IMPEP Team Members*

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I. INTRODUCTION

This document describes the procedure for the coordination, recruitment and participation by Agreement State staff as Integrated Materials Performance Evaluation Program (IMPEP) team members by the Office of Federal and State Environmental Management Programs (FSME) and the Organization of Agreement States (OAS).

II. OBJECTIVE

To provide guidance, to both FSME and OAS on the recruitment and coordination of Agreement State participants on IMPEP teams.

III. BACKGROUND

It is the policy of the U.S. Nuclear Regulatory Commission (NRC) to evaluate the NRC's regional materials programs and Agreement States' radiation control programs in an integrated manner. Ten to twelve IMPEP reviews are conducted in most years. Agreement State staff participates as members of the IMPEP team in accordance with [Management Directive \(MD\) 5.6](#), *Integrated Materials Performance Evaluation Program* and [MD 5.10](#), *Formal Qualifications for Integrated Materials Performance Evaluation Program Team Members*.

IV. ROLES AND RESPONSIBILITIES

A. OAS Executive Board:

1. Designates an OAS member to work with the IMPEP Project Manager, FSME, in the recruitment and coordination of Agreement State staff for IMPEP reviews.
2. Sets a year by year term of service given approval of the volunteer's management and the OAS Executive Board.
3. Coordinates any interest by Agreement States to participate in IMPEP with FSME.
4. Identifies candidates for IMPEP teams prior to annual training.

B. Director, Division of Materials Safety and State Agreements:

Provides training opportunities for new team members, which includes funding for travel.

C. Agreement State Programs Branch Chief

Designates the IMPEP Project Manager responsible for recruitment and coordination, with the OAS designee, on Agreement State participation in IMPEP reviews.

D. IMPEP Project Manager:

1. Provides training for new team members.
2. Maintains a list of team members and provides coordination for IMPEP reviews.

E. Agreement State team members:

1. Will be available for approximately 1-2 IMPEP reviews per year.
2. Will attend training and submit qualifications to the IMPEP Project Manager for coordination per MD 5.10.

V. GUIDANCE

A. OAS designee:

1. Will provide recruitment guidance to interested Agreement States, including unsolicited interest by Agreement States outside of normal recruitment cycle.
2. Will decide the timing of recruitment in coordination with FSME.
3. Will set commitments on a year to year basis given approval of volunteer's management and the OAS Executive Board.

B. IMPEP Project Manager:

1. Will coordinate the annual IMPEP schedule and resource needs for Agreement State participation in IMPEP reviews through a monthly teleconference to OAS and as necessary with the OAS designee.
2. Will provide details on the timing, funding and expectations of annual training.

C. Agreement State team members:

1. Will use the guidance for preparing, conducting and reporting results of IMPEP reviews provided in FSME Procedure [SA-100](#), *Implementation of the Integrated Materials Performance Evaluation Program*.
2. Will use the guidance for reviewing individual common and non-common indicators, provided in the following FSME Procedures:

[SA-101](#), *Reviewing the Common Performance Indicator, Status of Materials Inspection Program*;

[SA-102](#), *Reviewing the Common Performance Indicator, Technical Quality of Inspections*;

[SA-103](#), *Reviewing the Common Performance Indicator, Technical Staffing and Training*;

[SA-104](#), *Reviewing the Common Performance Indicator, Technical Quality of Licensing Actions*;

[SA-105](#), *Reviewing the Common Performance Indicator, Technical Quality of Incident and Allegation Activities*;

[SA-107](#), *Reviewing the Non-Common Performance Indicator, Compatibility Requirements*;

[SA-108](#), *Reviewing the Non-Common Performance Indicator, Sealed Source and Device Evaluation Program*;

[SA-109](#), *Reviewing the Non-Common Performance Indicator, Low-Level Radioactive Waste Disposal Program*; and

[SA-110](#), *Reviewing the Non-Common Performance Indicator, Uranium Recovery Program*.

3. Will be expected to commit approximately 4 weeks per review (significant problems identified in specific reviews may take additional resources).
4. Will be expected to participate in the Management Review Board meeting held approximately 104 days after the completion of the IMPEP review. (Attendance can be in person, by telephone or video teleconference).

VI. APPENDIXES

Not Applicable

VII. REFERENCES

1. Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program*.
2. Management Directive (MD) 5.10, *Formal Qualifications For Integrated Materials Performance Evaluation Program Team Members*.

3. FSME Procedure SA-100, *Implementation of the Integrated Materials Performance Evaluation Program.*
4. FSME Procedure SA-101, *Reviewing the Common Performance Indicator, Status of Materials Inspection Program.*
5. FSME Procedure SA-102, *Reviewing the Common Performance Indicator, Technical Quality of Inspections.*
6. FSME Procedure SA-103, *Reviewing the Common Performance Indicator, Technical Staffing and Training.*
7. FSME Procedure SA-104, *Reviewing the Common Performance Indicator, Technical Quality of Licensing Actions.*
8. FSME Procedure SA-105, *Reviewing the Common Performance Indicator, Technical Quality of Incident and Allegation Activities.*
9. FSME Procedure SA-106, *Management Review Board.*
10. FSME Procedure SA-107, *Reviewing the Non-Common Performance Indicator, Compatibility Requirements.*
11. FSME Procedure SA-108, *Reviewing the Non-Common Performance Indicator, Sealed Source and Device Evaluation Program.*
12. FSME Procedure SA-109, *Reviewing the Non-Common Performance Indicator, Low-Level Radioactive Waste Disposal Program.*
13. FSME Procedure SA 110, *Reviewing the Non-Common Performance Indicator, Uranium Recovery 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 the NRC's Agencywide Document Access Management System (ADAMS) are listed below.

No.	Date	Document Title/Description	Accession Number
1	9/24/01	STP-01-072 , Request for Comments on Two Draft Procedures (SA-120)	ML012690416
2	2/8/02	Summary of Comments on SA-120	ML021430061
3	3/26/02	STP Procedure SA-120	ML021430046
4	10/6/05	STP-05-077 , Opportunity to Comment on Draft Revision to STP Procedure SA-120	ML052790706
5	11/16/05	STP-05-082 , Final STP Procedure SA-120	ML053200520
6	11/16/05	STP Procedure SA-120	ML061500076
7	11/16/05	STP Procedure SA-120, Redline/Strikeout Copy	ML061500086
8	11/16/05	Summary of Comments on SA-120	ML061500108
9	7/24/09	FSME-09-060 , Opportunity to Comment on Draft Revisions to SA-118 and SA-120	ML092010376