



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

(FSME-12-094, December, Program, SA-121)

December 17, 2012

ALL AGREEMENT STATES

OPPORTUNITY TO COMMENT ON DRAFT REVISION TO FEDERAL AND STATE MATERIALS AND ENVIRONMENTAL MANAGEMENT PROGRAMS (FSME) PROCEDURE SA-121, "AGREEMENT STATE LIAISON TO THE MANAGEMENT REVIEW BOARD" (FSME-12-094)

Purpose: To provide the Agreement States with the opportunity to comment on the proposed revisions to the Office of Federal and State Materials and Environmental Management Programs (FSME) Procedure SA-121, "Agreement State Liaison to the Management Review Board."

Background: Proposed Revisions of FSME Procedure SA-121 with Tracked Changes.

Discussion: Enclosed for your review and comment is the draft revision to the FSME Procedure SA-121, *Agreement State Liaison to the Management Review Board*. This procedure describes the process for the coordination of the Agreement State Liaison to the Management Review Board. In addition, this draft revision provides a general update and adds guidance for a liaison to the Integrated Materials Performance Evaluation Program. For reference, a red line/strikeout draft revision is included based on the June 16, 2009 procedure. We would appreciate receiving your **comments within 30 days from the date of this letter.**

If you have any questions regarding this communication, please contact me at 301-415-3340 or the individual named below.

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/RA/

Brian J. McDermott, Director
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Enclosure:
FSME SA-121 Redline/Strikeout

*This information request has been approved by OMB 31 50-0029 expiration 11/30/2013. 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 FOIA/Privacy Services Branch (T-5F52), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-1 0202 (3150-0029), 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.



FSME Procedure Approval

Agreement State Liaison to the Management Review Board

SA-121

Issue Date: ~~June 16, 2009~~12/XX/2012
Review Date: ~~June 16, 2012~~12/XX/2015

~~Robert Lewis~~Brian J. McDermott
Director, MSSA

Date: ~~June 16,~~
200912/XX/2012

A. Duncan White
Chief, ASPB

Date: ~~June 16,~~
200912/XX/2012

Karen N. Meyer
Procedure Contact, ASPB

Date: ~~June 16,~~
200912/XX/2012

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NOTE

Any changes to the procedure will be the responsibility of the FSME Procedure Contact. Copies of FSME procedures are available through the NRC website. ~~This procedure was formerly issued by the Office of State and Tribal Programs (STP). Any changes of the procedure will be the responsibility of the FSME Procedure Contact as of October 1, 2006. Copies of FSME procedures will be available through the NRC website.~~



Procedure Title:
***Agreement State Liaison to the
Management Review Board***
Procedure Number: SA-121

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**07/16/200912/XX/2
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I. INTRODUCTION

This document describes the procedure for the coordination [and participation](#) of the Agreement State Liaison to the Management Review Board (MRB). The MRB provides a senior-level review of the Integrated Materials Performance Evaluation Program (IMPEP) [review](#) team's findings and recommendations for Agreement States' or the U.S. Nuclear Regulatory Commission's (NRC) [Regional-regional](#) reviews.

II. OBJECTIVES

- A. To provide guidance to the Organization of Agreement States (OAS) on the coordination [and participation](#) of the Agreement State Liaisons to the MRB [meetings](#).
- B. To provide guidance to the Office of Federal and State Materials and Environmental Management Programs (FSME) staff on the coordination of the Agreement State Liaisons to the MRB meetings.

III. BACKGROUND

- A. It is the policy of the NRC to evaluate the NRC's [Regional-regional](#) materials programs and Agreement States' radiation control programs in an integrated manner. Guidelines for IMPEP are found in Management Directive (MD) 5.6, *Integrated Materials Performance Evaluation Program*.
- B. The MRB makes the overall assessment of each NRC [Regional-regional](#) or Agreement State program on the basis of the proposed final report and recommendations prepared by the IMPEP team that conducted the review. The guidelines followed by the MRB when conducting MRB meetings for IMPEP reviews and issuing findings for [the NRC Regional-regional](#) and Agreement State programs are outlined in FSME Procedure SA-106, *The Management Review Board*.

IV. ROLES AND RESPONSIBILITIES

- A. OAS Executive Board:
 - 1. Designates an OAS member to be responsible for the coordination [and participation](#) of Agreement State Liaisons with the IMPEP Project Manager; and
 - 2. Sets a year-by-year term of service given approval of the volunteer's management and OAS Executive Board.

- B. The OAS Designee:
1. Coordinates any interest by senior Agreement State managers to participate in the MRB with FSME, including unsolicited interest by Agreement State managers outside of the normal recruitment cycle;
 2. Determines the timing of recruitment of Agreement State Liaison volunteers;
 3. Coordinates Agreement State Liaison assignments to specific MRB meetings and backup/substitutions, as requested by the IMPEP Project Manager;
 4. Coordinates Agreement State Liaison assignments to MRB meetings for special issues or followup reviews that are State/Regional specific, including ensuring the same MRB Agreement State Liaison is used when possible; and
 5. Addresses any issues or concerns in coordination with the IMPEP Project Manager; and
 6. Communicates any Agreement State staff issues or concerns related to the conduct of an IMPEP review.
- C. Division of Materials Safety and State Agreements (MSSA) Director:
1. Designates the IMPEP Project Manager as the point of contact for the OAS Designee; and
 2. Authorizes invitational travel for the Agreement State Liaison's attendance at MRB meetings, if necessary.
- D. IMPEP Project Manager:
1. Sends requests for Agreement State Liaisons to the OAS Designee as MRB meetings are scheduled;
 2. Provides training, as appropriate, for new Agreement State Liaisons;
 3. Maintains a list for the OAS and FSME of the Agreement State Liaisons and meetings attended; and
 4. Communicates and provides all necessary information to the individual Agreement State Liaison per FSME Procedure SA-106.
- E. Individual Agreement State Liaisons:
1. Do not participate in any voting conducted by the MRB;
 2. Although they do not participate in the voting, they are encouraged to share

any comments [and/or provide advice](#) that may help in the final voting conducted by the MRB;

3. Will usually be available for participation at several MRBs yearly; and
4. Provides Agreement State perspective on any subject brought before the MRB.

V. GUIDANCE

A. Participation in MRB

1. The Agreement State Liaison may attend either in person, by video conferencing or by teleconferencing. Remote means of participation will be used whenever possible. On rare occasions, the Agreement State Liaison may be requested to attend the meeting in person. For these occasions, MSSA will cover the expenses associated with the travel in accordance with Federal travel regulations.
2. Since the MRB schedule is coordinated with the State/Region being reviewed, the date will be established as soon as possible after the IMPEP Review. If it is not possible to participate in the meeting because of conflicts, the Agreement State Liaison should contact the OAS Designee to identify a replacement as soon as possible. The OAS Designee will notify the IMPEP Project Manager of any change.

B. Liaison for IMPEP

1. [The OAS Liaison serves as a point of contact to the Agreement State staff for IMPEP. The OAS Liaison provides a mechanism for Agreement States to express views and opinions regarding IMPEP, even anonymously.](#)

VI. APPENDIXES

Reserved.

VII. REFERENCES

1. Management Directive 5.6, *Integrated Materials Performance Evaluation Program (IMPEP)*.
2. FSME Procedure SA-106, *The Management Review Board*.