

[Date]

[Addressee]  
[Street Address]  
[City], [ST] [Zip Code]

Dear [Addressee]:

The U.S. Nuclear Regulatory Commission (NRC) uses the Integrated Materials Performance Evaluation Program (IMPEP) in the evaluation of Agreement State programs. Enclosed for your review is the draft IMPEP report, which documents the results of the Agreement State review held in [State] on [dates of review]. I was the team leader for the review. The review team's preliminary findings were discussed with you [insert name if different than addressee] and your [his/her] staff on the last day of the review. The review team's proposed recommendations are that the [State] Agreement State Program be found [overall findings].

NRC conducts periodic reviews of Agreement State programs to ensure that public health and safety are adequately protected from the potential hazards associated with the use of radioactive materials and that Agreement State programs are compatible with the NRC's program. The process, titled IMPEP, employs a team of NRC and Agreement State staff to assess Agreement States' and NRC Regional Offices' radioactive materials programs. All reviews use common criteria in the assessment and place primary emphasis on performance. [Number] additional area[s] applicable to your program [has/have] been identified as [a] non-common performance indicator[s] and [is/are] also addressed in the assessment. The final determination of adequacy and compatibility of each Agreement State program, based on the review team's report, is made by a Management Review Board (MRB) composed of NRC managers and an Agreement State program manager who serves as a liaison to the MRB.

In accordance with procedures for implementation of IMPEP, we are providing you with a copy of the draft team report for your review and comment prior to submitting the report to the MRB. Comments are requested within 4 weeks from your receipt of this letter. This schedule will permit the issuance of the final report in a timely manner that will be responsive to your needs.

The team will review the response, make any necessary changes to the report, and issue it to the MRB as a proposed final report. Our preliminary scheduling places the [State] MRB meeting in the week of [date 74 days from last day of review]. I will coordinate with you to establish the date for the MRB review of the [State] report. NRC will provide invitational travel for you or your designee to attend the MRB meeting at NRC Headquarters in Rockville, Maryland. NRC has video conferencing capability if it is more convenient for the State to participate through this medium. Please contact me if you desire to establish a video conference for the meeting.

If you have any questions regarding the enclosed report, please contact me at [telephone number].

[Addressee]

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[Date]

Thank you for your cooperation.

Sincerely,

[Team Leader]  
[Title]  
[Affiliation]

Enclosure:  
As stated

cc w/ encl: [Radiation Control Program Director]  
[State Liaison Officer]

Distribution:  
[IMPEP Project Manager]  
[Regional State Agreements Officer]  
[Team Members]