

[Date]

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

Dear [Addressee]:

On [Date], the Management Review Board (MRB) met to consider the proposed final Integrated Materials Performance Evaluation Program (IMPEP) report on the [State] Agreement State Program. The MRB found the [State] program [overall findings].

Section 5.0, page [number], of the enclosed final report contains a summary of the IMPEP team's findings (and recommendations). [The review team made no recommendations in regard to program performance by the [State] Agreement State Program during this review.] OR [We request your evaluation and response to the recommendations in the report within 30 days from receipt of this letter.] Based on the results of the current IMPEP review, the next full review of the [State] Agreement State Program will take place in approximately 4 years, with a periodic meeting tentatively scheduled for [Month and year].

I appreciate the courtesy and cooperation extended to the IMPEP team during the review. I also wish to acknowledge your continued support for the Agreement State program. I look forward to our agencies continuing to work cooperatively in the future.

Sincerely,

[Name]
Deputy Executive Director for Materials, Waste,
Research, State, Tribal and Compliance Programs
Office of the Executive Director for Operations

Enclosure:
[State] Final IMPEP Report

cc w/ encl: [Radiation Control Program Director]
[State Liaison Officer]
[OAS Liaison to the MRB]

Distribution:

Contact IMPEP Project Manager for latest final report distribution list.