

[Date]

[Radiation Control Program Director]
[Street Address]
[City], [ST] [Zip Code]

Dear [Addressee]:

In order to help the Agreement States and the U.S. Nuclear Regulatory Commission (NRC) remain knowledgeable of each other's program and to initiate planning for the next Integrated Materials Performance Evaluation Program (IMPEP) review, the NRC conducts one-day periodic meetings with Agreement States between IMPEP reviews.

This letter confirms that, through previous coordination, the meeting is scheduled for [Date] and will be held in your offices. The meeting will be conducted in accordance with Office of Federal and State Materials and Environmental Management Programs Procedure SA-116, *Periodic Meetings Between IMPEP Reviews*. In addition to myself, [list any other NRC staff planning to attend] will attend the meeting.

Based on our previous discussions the likely topics for discussion at this meeting are listed in the enclosed agenda. If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know. If you have any questions, please contact me at [RSAO phone number], or via e-mail at [RSAO e-mail address].

Sincerely,

[RSAO]

Enclosure: Draft Agenda for [Date] Periodic Meeting with [State]

cc w/encl.: [State Liaison Officer]

Distribution:

[IMPEP Project Manager]
[NRC Attendees]

**Draft Agenda for Periodic Meeting with [State]
[Date]**

Topic areas for discussion during the meeting may include:

1. Status of the State's actions to address all open IMPEP review findings and/or open recommendations.
2. Strengths and/or weaknesses of the State program as identified by the State or the NRC, including identification of actions that could diminish weaknesses.
3. Feedback on the NRC's program as identified by the State, including identification of any action that should be considered by the NRC.
4. Status of the State's program, including:
 - a. Staffing and training:
 - i) Number of staff in the program and status of their training and qualifications;
 - ii) Program vacancies;
 - iii) Staff turnover; and,
 - iv) Adequacy of FTEs for the materials program.
 - b. Materials inspection program:

Discuss the status of the inspection program, including whether an inspection backlog exists and the steps being taken to work off backlog.
 - c. Regulations and legislative changes:

Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements.
 - d. Program reorganizations:

Discuss any changes in program organization, including program/staff relocations and new appointments.
 - e. Changes in program budget/funding.
 - f. For States whose Agreement became effective after August 26, 1999 determine the status of Site Decommissioning Management Plan (SDMP) sites transferred to the State. [Note that the Commission has asked that the State notify the NRC when the license has been terminated and when the site has been released for unrestricted use as defined by the Agreement State].

ENCLOSURE

5. Event reporting, including followup and closure information in NMED.
6. Response to incidents and allegations:
 - a. Status of allegations and concerns referred by the NRC for action;
 - b. Significant events and generic implications.
7. Status of the following program areas, if applicable:
 - a. Sealed Source and Device Evaluation Program;
 - b. Uranium Recovery Program; and/or,
 - c. Low-Level Radioactive Waste Disposal Program.
8. Information exchange and discussion:
 - a. Current State initiatives;
 - b. Emerging technologies;
 - c. Large, complicated, or unusual authorizations for use of radioactive materials;
 - d. State's mechanisms to evaluate performance; and,
 - e. NRC current initiatives.
9. Schedule for the next IMPEP review.
10. Any action items resulting from the meeting.
11. Other topics.