FSME Procedure Approval

Agreement State Liaison to the Management Review Board

SA-121

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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.
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 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 materials, sealed source and device (SS&D), and fuel cycle 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 materials, SS&D, fuel cycle or Agreement State program on the basis of the findings and recommendations prepared by the IMPEP team that conducted the review. The guidelines for conducting MRB meetings and issuing findings for IMPEP reviews are outlined in FSME Procedure SA-106, The Management Review Board.

IV. ROLES AND RESPONSIBILITIES

A. OAS Executive Board:

1. Designates an OAS board member (OAS Designee) 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. Approves Agreement State Liaison recommendations once each volunteer has received their management's approval.

B. The OAS Board 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; Compiles a list of interested Agreement State staff who meet the criteria to serve as a liaison to the MRB as listed in FSME Procedure SA-106 and coordinates an individual's participation with the IMPEP project manager;

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; and

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 raised by the Agreement State liaison, as a result of participation on the MRB, with the IMPEP Project Manager.

6. Communicates any Agreement State staff issues or concerns related to the conduct of an IMPEP review.

C. OAS Past Chair:

Communicates any Agreement State staff issues or concerns to NRC management or the MRB related to the conduct of an IMPEP review.

GD. Division of Materials Safety and State Agreements (MSSA) Director:

1. Designates the IMPEP Project Manager as the point of contact for the OAS Designee a point of contact for the OAS Designee; and

2. Authorizes invitational travel for the Agreement State Liaison's attendance at MRB meetings, if necessary.

DE. IMPEP Project Manager:

1. Sends requests for Agreement State Liaisons to the OAS Board 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.

**EF.** 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; and

3. Will usually be available for participation at several MRBs yearly;

4. Provides Agreement State perspective on any subject brought before the MRB; and

4. Meets the requirements in FSME Procedure SA-106.

**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 Program 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 Board Designee to identify a replacement as soon as possible. The OAS Board Designee will notify the IMPEP Project Manager of any change.

3. The Agreement State Liaison should receive the proposed final IMPEP report within two weeks prior to the scheduled MRB, along with other supporting documents that are provided to the MRB Board members.
B. Liaison for IMPEP

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.

B. Ombudsman for IMPEP

The past Chair of the OAS serves as a conduit for all Agreement States wishing to express thoughts or concerns about a particular IMPEP review. The OAS past Chair should provide comments and feedback to NRC management or during the MRB meeting on behalf of the OAS and not a particular Agreement State.

VI. APPENDIXES

Reserved.

VII. REFERENCES


VIII. ADAMS Reference Documents

For knowledge management purposes, listed below are 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).

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