

February 9, 2000

ALL AGREEMENT STATES
MINNESOTA, OKLAHOMA, PENNSYLVANIA, WISCONSIN

**PROGRAM MANAGEMENT INFORMATION: INFORMATION ON MATERIALS LICENSING
BACKLOGS (SP-00-011)**

During a recent Management Review Board meeting, a question was raised concerning NRC's definition of materials licensing backlog. Enclosed for your information is the December 28, 1999 memorandum from the Division of Industrial and Medical Nuclear Safety, Office of Nuclear Material Safety and Safeguard describing NRC's method for determining licensing backlog.

If you have any questions regarding this correspondence, please contact me at (301) 415-2325 or the individual named below:

POINT OF CONTACT:	Kathleen Schneider	INTERNET:	KXS@NRC.GOV
TELEPHONE:	(301) 415-2320	FAX:	(301) 415-3502

/RA/

Frederick C. Combs, Deputy Director
Office of State Programs

Enclosure:
As stated

February 9, 2000

ALL AGREEMENT STATES
MINNESOTA, OKLAHOMA, PENNSYLVANIA, WISCONSIN

**PROGRAM MANAGEMENT INFORMATION: INFORMATION ON MATERIALS LICENSING
BACKLOGS (SP-00-011)**

During a recent Management Review Board meeting, a question was raised concerning NRC's definition of materials licensing backlog. Enclosed for your information is the December 28, 1999 memorandum from the Division of Industrial and Medical Nuclear Safety, Office of Nuclear Material Safety and Safeguard describing NRC's method for determining licensing backlog.

If you have any questions regarding this correspondence, please contact me at (301) 415-2325 or the individual named below:

POINT OF CONTACT: Kathleen Schneider INTERNET: KXS@NRC.GOV
TELEPHONE: (301) 415-2320 FAX: (301) 415-3502

/RA/

Frederick C. Combs, Deputy Director
Office of State Programs

Enclosure:
As stated

Distribution:

DIR RF
SDroggitis
GDeegan, NMSS
Agreement State File

DCD (SP03)
PDR (YES✓)

DOCUMENT NAME: C:\SP-00-011.KXS.WPD

To receive a copy of this document, indicate in the box: "C" = Copy without attachment/enclosure "E" = Copy with attachment/enclosure "N" = No copy

OFFICE	OSP	OSP:DD					
NAME	KNSchneider:gd	FCombs					
DATE	02/08/2000	02/09/2000					

OSP FILE CODE: SP-A-4

December 28, 1999

MEMORANDUM TO: Paul H. Lohaus, Director
Office of State Programs

FROM: Donald A. Cool, Director (orig., signed by)
Division of Industrial and
Medical Nuclear Safety, NMSS

SUBJECT: MATERIALS LICENSING BACKLOGS

In the Management Review Board meeting held on December 20, 1999, a question arose concerning the NRC definition of materials licensing backlog. Although this issue is not an element of our Integrated Materials Performance Evaluation Program review criteria, you may wish to share it with Agreement States for informational purposes.

The Office of Nuclear Material Safety and Safeguards (NMSS) uses the term "backlog" to describe licensing actions that have been pending for extended periods of time (beyond our timeliness goals). Backlog is a subset of the pending cases. Our internal timeliness goals follow:

For new applications and amendments: Complete 80% of the reviews within 90 days.

For license renewals: Complete 80% of the reviews within 180 days.

For sealed source and device reviews: Complete 80% of the reviews within 180 days.

License renewals and sealed source and device reviews are typically more complex than new applications and amendments, so the review goals are longer. In addition, a licensee in "timely renewal" status is normally not as inconvenienced by a longer licensing review, as compared to an applicant awaiting a new license, or a licensee awaiting approval for an amendment to an existing license condition.

In addition to the above metrics, we count and individually track all actions greater than one year old, identifying the causes for any bottlenecks, evaluating any potential generic issues, and deciding the necessary actions we must take to close the reviews expeditiously.

CONTACT: George Deegan, NMSS/IMNS
(301) 415-7834

Older cases (i.e., those in-house longer than the above periods) are not counted in the backlog until they constitute 20% or more of the existing inventory. Once a region or NMSS Headquarters has greater than 20% of its inventory older than one of these goals, then the backlog count begins. The allowance for 20% of the cases to exceed the goal is necessary in order to acknowledge the complexity of certain reviews, the unique nature of some technical issues, and the need for some cases to be processed through technical assistance requests. The 20% allowance provides us some flexibility without forcing management to generate customized review schedules. We have one exception to this formula. We count all cases greater than a year old as backlogged, regardless of whether or not they constitute 20% of the pending inventory.

With the assistance of our Licensing Tracking System database, it takes us only a few minutes to calculate the backlog each month. NMSS includes these figures in a statistical report, which it shares with the regions. On a quarterly basis we report the figures to NRC senior level management. We have found this to be an effective management process. Since we began tracking our backlog in this manner, the increased management attention has allowed us to significantly improve our performance.

cc: W. Kane, NMSS
M. Virgilio, NMSS