

PREDECISIONAL ENFORCEMENT & REGULATORY CONFERENCE MEETING NOTICE CHECKLIST

- ✓ Meeting date(s) and time(s) .
- ✓ Meeting location: Organization or building name, Room number, Street, City and State
- ✓ Docket number(s) and facility name(s), if applicable .
- ✓ EA number.
- ✓ Clear identification of the meeting as a predecisional enforcement conference or regulatory conference.
- ✓ Purpose statement in sufficient detail to inform the public about the general issues, including the activity area, or equipment involved.
- ✓ Predecisional language: Use "apparent violations" or "potential noncompliances." If the case involves potential willfulness, use "apparent willful violations," not "apparent deliberate violations," e.g, "The purpose of the predecisional enforcement conference is to discuss the apparent willful violation involving the transfer of licensed byproduct material (EXIT signs containing tritium) without a specific license."
- ✓ Purpose statement for regulatory conference should include as a second purpose that the conference will also address whether enforcement action is warranted.
- ✓ Indication of whether the conference is open or closed to public observation.
 - If the conference is open, include the following statement:

This is a Category 1 Meeting: The public is invited to observe this meeting and will have one or more opportunities to communicate with the NRC after the business portion, but before the meeting is adjourned. [Also include, unless this is a teleconference: "Persons requiring assistance to attend or participate in the meeting shall make their requests known to (name of NRC contact) at (phone number) or email at (email address) no later than two business days prior to the meeting."]
 - If the conference is closed, include one of the following statements:

This conference is closed to public observation because it involves the findings of an NRC Office of Investigations report that has not been publically disclosed.

or

This conference is closed to public observation because it involves safeguards information, Privacy Act information, or information which could be considered proprietary.

or

This conference is closed to public observation because it involves potential wrongdoing by an individual.

or

This conference is closed to public observation because it involves significant personnel failures where the NRC has requested that the individual(s) involved be present at the conference.

or

This conference is closed to public observation because it involves medical misadministrations or overexposures and the conference cannot be conducted without disclosing the exposed individual's name.

or

This conference is closed to public observation because it will be conducted at a relatively small licensee's facility (or will be conducted by telephone).
- ✓ **Inspection report number and the ADAMS accession number.**
- ✓ The meeting notice should be sent to "OEWEB" for posting on the **Enforcement** Web site

- ✓ If a separate agenda is created, a WordPerfect file should also be sent to "OEWEB" for posting on the **Enforcement** Web site.
- ✓ Meeting participants: Internal (NRC sponsoring office & other offices) / External (i.e. Nuclear Energy Institute, Duke Energy)
- ✓ Video Conference location(s), if applicable: Building, Room, Street, City, State.
- ✓ Teleconferencing, if applicable: Bridge numbers and passcodes will not be posted on the external web. Include this statement: "Interested members of the public can participate in this meeting via a toll-free teleconference. For details, please call (name of NRC contact)."
- ✓ Meeting contact name, telephone number and email address.