

Appendix C – Draft Topical Report Prioritization Scheme

A draft prioritization scheme was developed to support the ranking and prioritization of incoming TRs. This draft prioritization scheme will only be utilized by NRR when the responsible technical branch(es) assigned to a TR review are not able to complete an acceptance review within 60 days of receipt of the TR. This draft prioritization scheme does not apply to TRs that have already been accepted for review and does not apply to TRs assigned to other NRC program offices.

A. Pre-submittal or Pre-planning Meetings:

- Prior to submission of the TR, the TR applicant should hold a meeting with the NRC staff to discuss the incoming TR or any planning that needs to occur prior to submitting the TR for review. Section 4.2.1 of this OI contains more detail on conducting a pre-submittal meeting.
- For the purpose of this prioritization scheme, if there are technical branches already aware that they are not capable of reviewing an additional TR (due to reduced resources (i.e., budget or staff)), they shall communicate with the TR applicant at the pre-submittal meeting, the need to delay submission of the TR. Within one to two weeks after the pre-submittal meeting, the technical branch, after discussing with its Deputy Director or Division Director, should propose a more reasonable timeframe for the TR applicant to submit the TR and provide that feedback to the TR PM. The TR PM will provide this feedback via email to the TR applicant, after informing the PSPB BC.
- One month prior to submitting the TR, the TR applicant should inform the PM of the incoming TR. The TR PM will inform the technical leads of the incoming TR. If another pre-submittal meeting is needed or requested by the staff, it will be arranged by the TR PM, prior to the submission of the TR.

B. TR Submitted To The NRC:

As described in Section 4.2.2 of this OI:

- The TR is submitted to the NRC for review and the TR PM opens a TAC (as soon as fee waiver requests are resolved).

Section 4.2.2, "Cover Letter" of this OI contains additional details on the transmittal of the TR. In addition to the information requested in Section 4.2.2, the cover letter transmitting the TR should contain the following information, to support NRR's prioritization, when needed, of incoming TRs.

- TR Classification: Explain if the TR is being submitted to support resolution of a generic safety issue or emergent technical issue. If the TR proposes an alternative approach to meet the NRC regulations, that information should also be stated in the cover memo transmitting the TR.
- Applicability: Assuming adoption or use, provide an estimate of the potential number of licensees that could reference the approved TR. Specifically, identify if all of industry could reference the approved TR, if it's only applicable to entire groups of licensees (BWROG, PWROG, BWRVIP, etc.), or if it's applicable only to partial groups of licensees.
- Specialized Resource Availability. The TR review is typically completed in two years. If an SE is needed prior to two years, the TR applicant can request, with justification, that an SE be provided by a certain date to support licensing activities.

NRR recommends that TR applicants use the following matrix to address these factors and to determine the points for each factor, as it relates to the incoming TR, in the cover memo. Please note that for some of the factors, the points are cumulative because the TR applicant may meet more than one criteria for a particular factor. Once all of the points for each factor have been assigned, a total score will be determined by NRR after evaluating the specialized resource availability factors (as shown below).

Draft TR Prioritization Scheme Matrix*			
* NRR will evaluate the shaded areas. Industry input on these areas is not requested.			
Factors	Select the Criteria That the TR satisfies	Points Assigned For Each Criteria	Total Points (if points are cumulative, total them for each factor in this column)
TR Classification (Points are cumulative)	Generic Safety Issue	6	
	Emergent Technical Issue	3	
	Standard TR	1	
Applicability (Points are not cumulative)	Industry-wide Implementation	3	
	Applicable to entire groups of licensees (BWROG, PWROG, BWRVIP, etc.)	2	
	Applicable only to partial groups of licensees	1	
Specialized Resource Availability (Points are cumulative)	NRC staff expertise is readily available <i>(The NRC staff will evaluate this criteria)</i>	1.5	
	Technical data is available/readily accessible <i>(The NRC staff will evaluate this criteria)</i>	1	
	A SE is requested by a certain date (less than two years) to support a licensing activity. Provide justification.	0.5	
Total Points (Add the total points from each factor and total here):			

* This TR Prioritization Scheme will be used by NRR to support the prioritization of incoming TRs, when necessary. NRR maintains its discretion to prioritize incoming TRs on a case-specific basis, when NRR management deems it necessary to consider other criteria not captured in this prioritization scheme.

C. TR Work Plan:

- In accordance with Section 4.2.3 of this OI, the TR PM shall review the green sheets.
- A TR is subjected to the draft prioritization scheme, only when the responsible technical branch(es) can not begin its acceptance review within 60 days of receipt of the TR. The TR PM shall follow up immediately with the technical reviewer(s) to determine the basis and inform the PSPB BC.
- The PSPB BC, with the support of the technical branch management, will use the input provided on the cover memo of the TR to prioritize the TR.
- Once the priority of the TR is determined, the technical branch will inform their Deputy Division Director of the TR priority via a formal memo (include DPR/PSPB on distribution).
- The DPR PM will inform the TR applicant of the incoming TR status during routine weekly/biweekly calls. If no routine status calls are maintained between

the vendor/OG and the TR PM, calls should be established on a mutually-agreeable frequency, so that the TR PM can provide the vendor/OG of a current status on the priority of the incoming TR.