

September 18, 2012

MEMORANDUM TO: William M. Dean, Administrator
Region I

FROM: Brian J. McDermott, Director */RA/*
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

SUBJECT: November 20, 2012 PERIODIC MEETING UNDER THE
INTEGRATED MATERIALS PERFORMANCE EVALUATION
PROGRAM (IMPEP)

This memorandum confirms that, through previous coordination, the periodic meeting is scheduled for November 20, 2012, and will be held in your offices. To initiate planning for the next Integrated Materials Performance Evaluation Program (IMPEP) review, NRC conducts periodic meetings in between IMPEP Reviews. 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." Michelle Beardsley and I will attend the meeting.

Based on the SA-116 guidance, the typical 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 (301) 415-3340 or via e-mail at brian.mcdermott@nrc.gov.

Enclosure:
Draft Agenda

cc w/ encl: Raymond K. Lorson, Director
Division of Nuclear Materials Safety

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cc w/ encl: Raymond K. Lorson, Director
Division of Nuclear Materials Safety

Distribution: (SP01)
MSSA_Technical_Asst Resource
DWhite, FSME LDimmick, FSME MBeardsley, FSME

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OFFICE	ASPB	MSSA:D
NAME	KMeyer	BMcDermott
DATE	09/18/12	09/18/12

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**Draft Agenda for Periodic Meeting with Region I
November 20, 2012**

Topic areas for discussion during the meeting may include the following:

1. Status of operating plan metrics.
2. Review of strategic plan metrics and an assessment of the quality of the data contained in the monthly reports on material statistics.
3. Status of the Region's actions to address all open IMPEP review findings and/or open recommendations.
4. Status of the Region's program, including:
 - a. Staffing and training:
 - i. Number of staff in the program and status of their training and qualifications;
 - ii. Vacancies in the program;
 - iii. Staff turnover; and,
 - iv. Adequacy of FTEs for the program.
 - b. Program reorganizations
Discuss any changes in program organization, including program/staff relocations, new appointments, and redistribution of responsibilities.
 - c. Changes in program budget/funding.
 - d. Materials inspection program:
Discuss the status of the inspection program, including whether an inspection backlog exists and the steps being taken to reduce or eliminate the backlog.
 - e. Response to incidents and allegations:
 - i. Status of allegations and concerns;
 - ii. Status of response to events, including discussions on the status of incomplete NMED entries.
5. Status of Uranium Recovery Program (if applicable)
6. Review of Regional self-assessments and any actions the Region has taken to address any self-identified weaknesses or good practices that should be shared with other Regions.

Enclosure

7. New or potential FSME initiatives that may impact the Regions, including: program or policy changes, rulemakings, working groups, temporary instructions, inspection procedures, etc.
8. Schedule for the next IMPEP review.
9. Action items resulting from the periodic meeting.
10. Other topics.