

February 21, 2002

MEMORANDUM TO: Management Review Board Members:

Paul H. Lohaus, STP
Karen D. Cyr, OGC
Kathleen N. Schneider, STP
/RA/

FROM: Lance J. Rakovan, Health Physicist
Office of State and Tribal Programs

SUBJECT: DRAFT MINUTES: NRC SS&D MRB MEETING

Attached are the draft minutes of the Management Review Board (MRB) meeting held on January 11, 2002. We plan to finalize these minutes in two weeks. If you have comments or questions, please contact me at 415-2589.

Attachment:
As stated

cc: R. Fry, NC
M. Virgilio, NMSS

Management Review Board Members

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MINUTES: MANAGEMENT REVIEW BOARD MEETING OF JANUARY 11, 2002

These minutes are presented in the same general order as the items were discussed in the meeting. The attendees were as follows:

Paul Lohaus, MRB Chair, STP
Karen Cyr, MRB Member, OGC
John Hickey, NMSS
Donald Cool, NMSS
John Jankovich, NMSS
Stephanie Coffin, NMSS

Kathleen Schneider, MRB Member, STP
Richard Blanton, STP
Martin Virgilio, NMSS
Fritz Sturtz, NMSS
William Wards, NMSS
Lance Rakovan, STP

By teleconference:
Mel Fry, OAS Liaison, NC

David Wesley, Team Leader, CA

1. **Convention.** Paul Lohaus, Chair of the Management Review Board (MRB) convened the meeting at 1:00 p.m. Introductions of the attendees were conducted. It was noted that Mr David Fogle, TX, was unable to participate in the meeting.
2. **New Business. NRC SS&D Program Review Introduction.** Mr. David Wesley, CA, led the Integrated Materials Performance Evaluation Program (IMPEP) team for the NRC Sealed Source and Device (SS&D) review.

Ms. Schneider presented the background on the previous review of the NRC SS&D program which was conducted in April of 1999. Both the 1999 and the 2001 reviews were conducted as a peer review by the Organization of Agreement States (OAS) at the request of NMSS management.

Mr. Wesley summarized the review and noted the findings. Preliminary work included a review of NMSS' response to the IMPEP questionnaire. The onsite review was conducted September 10-14, 2001. The onsite review included an entrance interview, detailed audits of a representative sample of completed SS&D actions, and follow-up discussions with staff and management. Following the review, the team issued a draft report on November 6, 2001; received NMSS' comment letter dated December 3, 2001; and submitted a proposed final report to the MRB on December 28, 2001.

SS&D Evaluation Program. Mr. Wesley presented the findings regarding the sub-indicator, Technical Quality of Product Evaluations. His presentation corresponded to Section 3.1 of the IMPEP report. The team found that NMSS' performance with respect to this indicator was "satisfactory" and made no recommendations. The team identified two good practices involving this indicator. The MRB, Mr. Wesley, and Mr. Hickey discussed the guidance in NUREG-1556 involving exempt device certificates. The guidance in NUREG-1556 Vol. 3 is not specific as to whether exempt device certificates should include a diagram of the device. The MRB and NRC staff agreed with the review team that there is need to re-examine and clarify the guidance in this area. The MRB agreed that NRC's performance met the standard for a "satisfactory" rating for this sub-indicator. The MRB also concurred with the identification of the two good practices recommended by the team.

Mr. Blanton presented the findings regarding the sub-indicator, Technical Staffing and Training which corresponded to Section 3.2 of the report. The team found that NMSS' performance with respect to this indicator was "satisfactory" and made no recommendations. After a brief discussion involving the draft SS&D reviewer qualifications for Inspection Manual Chapter 1246, the MRB agreed that NRC's performance met the standard for a "satisfactory" rating for this sub-indicator.

Mr. Blanton also presented the findings regarding the final sub-indicator, Response to Incidents and Allegations. As discussed in Section 3.3 of the report, the team found NMSS' performance relative to this indicator to be "satisfactory" and made no recommendations. The MRB and Mr. Hickey discussed setting up a folder in ADAMS to aid in tracking SS&D-related incidents. The MRB agreed that NRC's performance met the standard for a "satisfactory" rating for this sub-indicator.

MRB Consultation/Comments on Issuance of Report. Mr. Wesley concluded, based on the discussion and direction of the MRB, that NMSS' program was rated "satisfactory" for all sub-indicators. The MRB found the NRC SS&D evaluation program adequate to protect public health and safety. The IMPEP team recommended that the next IMPEP review be conducted in four years, and the MRB agreed. Mrs. Schneider noted that IMPEP evaluations of this program and other NRC headquarters functions will be addressed in the IMPEP Lessons Learned Working Group report.

Comments. Mr. Virgilio thanked the team for their efforts. He agreed that a four-year frequency is appropriate for this program. Dr. Cool thanked the team for taking an independent look at the program. He noted that the team performed well and was professional even under difficult circumstances.

Mr. Wesley noted that the involvement of STP staff was invaluable to the team's efforts. He stated that the NMSS program is very strong and thanked all those involved with the review.

The MRB queried NRC staff as to the status of the SS&D Working Group's report. It was noted that the report had been issued for comment prior to September 11, 2001, but there has been no additional action since the close of the comment period. The MRB discussed the need to complete the proposed recommended changes to Management Directive 5.6 and to integrate the changes with the recommendations of the IMPEP Lessons Learned Working Group.

3. **Status of Current and Upcoming Reviews.** Ms. Schneider and Mr. Rakovan briefly reported on the status of the current and upcoming IMPEP reviews and reports. The status of the Texas, Nevada, Tennessee, Maryland, North Dakota, and New Hampshire reviews were discussed.

4. **Adjournment.** The meeting was adjourned at approximately 1:55 p.m.