

November 6, 2002

MEMORANDUM TO: William D. Travers
Executive Director for Operations

FROM: Charles E. Ader, Chairman **/RA/**
Committee To Review Generic Requirements

SUBJECT: MINUTES OF THE COMMITTEE TO REVIEW GENERIC
REQUIREMENTS MEETING NUMBER 376

The Committee To Review Generic Requirements (CRGR) held special Meeting No. 376 on October 21, 2002, from 9:30 A.M. to 11:30 A.M., with the attendees listed in Attachment 1.

Mr. Bruce Mallett and Ms. Margaret Federline presented to the CRGR members a status report and preliminary findings of their review of Administrative Controls for Backfit Procedures review. This task is outlined in section III of the Scope in the CRGR charter and reads as follows:

“The Committee will also focus on the administrative controls related to the NRC staff's generic backfit management practices to ensure that the NRC processes (in particular, the office and regional directives, procedures, and staff guidance and the technical staff training in NRR, NMSS, and the Regions) are adequate. The Committee will ensure that the staff guidance on backfits is clear and comprehensive. The line managers in each program office will be responsible for ensuring that the staff follows the backfit procedures.”

The review team embarked on a review of all the Administrative Controls Relating to Backfit procedures from the various offices and regions. The documents were provided as the response to the CRGR memo dated January 18, 2002 (ADAMS Accession No. ML020070498) requesting copies of the office procedures. The review also included a consistency check with the research report titled, “Plant-Specific Backfit Audit Report” (ADAMS Accession No. ML021270338).

The review team found that, with the exception of one office, all Offices that may encounter backfits have procedures that are consistent, in general, with the process described in Management Directive (MD) 8.4. However, the review team also identified a number of preliminary findings and recommendations regarding MD 8.4 and the Office's implementation of the backfit process, which were discussed by the Committee. Presently, interviews are still ongoing with the representatives from each office to validate the preliminary findings.

The members also discussed among themselves possible future steps that CRGR needs to take in addressing the review findings. The planned final step of the review is that the CRGR Chairman will present the findings to the EDO followed by a final report issued from the committee to the EDO containing the most important conclusions and recommendations which require attention. It was observed that only a very small number of backfits are routinely identified and that resources required to address the recommendations from this review must

be prioritized with other agency activities. The final report will give consideration to suggestions derived from the EDO discussion and from all the office representative interviews.

Draft conclusions and recommendations were transmitted to the program offices and the regions during the week of October 21, 2002, and a final report is expected to be prepared by mid-December.

CC:Chairman Meserve
Commissioner Dicus
Commissioner Diaz
Commissioner McGaffigan
Commissioner Merrifield

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OFFICE	RES/CRGR		RES/CRGR					
NAME	L. Cupidon		C. Ader					
DATE	11/06/02		11/06/02		/ /02		/ /02	

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CRGR MEETING No. 376
LIST OF ATTENDEES
(October 21, 2002)

CRGR Members

Charles E. Ader, Chairman

Brian W. Sheron, NRR

Margaret V. Federline, NMSS

Janice E. Moore, OGC

Jack R. Strosnider, RES (on travel)

Bruce S. Mallett, RII

Les Cupidon, CRGR Staff

SUBJECT: MINUTES FOR THE COMMITTEE TO REVIEW GENERIC REQUIREMENTS
MEETING NUMBER 376

MEMO DATED: November , 2002
cc w/att. (Via e-mail):

Annette Vietti-Cook, Secretary of the Commission
William F. Kane, DEDR
Carl J. Paperiello, DEDMRS
Frank J. Congel, OE
Hubert T. Bell, OIG
Karen D. Cyr, OGC
Janice Moore, OGC
Cathy Marco, OGC (alt.)
John T. Larkins, ACRS
Martin J. Virgilio, NMSS
Margaret Federline, NMSS
M. Wayne Hodges, NMSS/SFPO (alt.)
E. William Brach, NMSS
Samuel J. Collins, NRR
Brian Sheron, NRR
Gary Holahan, NRR/DSSA (alt.)
Ashok C. Thadani, RES
Jack Strosnider, RES
R. William Borchardt, NRR
Jon Johnson, NRR/OD
G. Mizuno, OGC
W. Beecher, OPA
H. Miller, Region I
L. Reyes, Region II
B. Mallett, Region II
J. Dyer, Region III
E. Merschoff, Region IV