



U.S. Nuclear Regulatory Commission Office of Executive Director for Operations **OEDO Procedure**

Revision 4

Office Procedure No.:	OEDO Procedure - 0350
Procedure Title:	NRC Daily Notes and One-Week Look Ahead
Effective Date:	November 1, 2010
Approved By:	Nader L. Mamish, AO/OEDO
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Branch Assigned Ownership:	Communication and Performance Improvement
Training/Special Instructions:	Additional training on the new process will be offered.
ADAMS Accession No.:	ML102930506

OEDO PROCEDURE - 0350
Revision 4

NRC Daily Notes and One-Week Look Ahead

Summary of Changes:			
Date	Description of Changes	Method Used to Announce & Distribute	Training
10/26/10	OEDO Procedure-3050, Revision 4 provides the following changes: The process for submitting and issuing the Daily Notes has changed to a web-based process and the requirement to submit items involving presentations to international audiences has been modified		Available upon request
02/17/09	OEDO Procedure-0350, Revision 3 provides the following changes: New guidance on including presentations that staff intends to give to international groups; new guidance on using the EDO Daily Notes to inform the Commission of certain items requiring the EDO's signature; and Appendices A and B have been revised to reflect the change in scope of the Daily Notes.	E-mail to EDO Offices and Posted on EDO Webpage	Available upon request
06/26/07	OEDO Procedure-0350, Revision 2 (ML071590141)	E-mail to EDO Offices and Posted on EDO Webpage	
12/23/05	OEDO Procedure-0350, Revision 1 (ML053570414)	Hard copies to EDO Offices and Posted on EDO Webpage	
05/03/05	Memo on Guidance for EDO Daily Notes (ML051220273)	Hard copies to EDO Offices and Posted on EDO Webpage	

NRC Daily Notes and One-Week Look Ahead

1. PURPOSE

This office procedure provides guidance for staff involved in submitting, reviewing, and distributing the NRC Daily Notes and One-Week Look Ahead (OWLA).

2. BACKGROUND

Originally, the EDO Daily Notes and OWLA were created to provide the Commission with a summary of significant daily and near-term activities, primarily in the program offices and regions. With the third revision of the procedure, however, this purpose was expanded to share items with a wider internal audience, as well as to increase the number of items from offices outside the program offices and the EDO structure. To reflect these changes, the name was changed to "NRC Daily Notes."

With the fourth revision to this procedure, the Daily Notes process has transitioned to a web-based process to take greater advantage of technology and to be more flexible.

3. BASIC STEPS

The basic guidance on schedule, format, and threshold for items submitted for inclusion in the NRC Daily Notes and OWLA is presented below. More specific guidance can be found in Appendix A.

3.1 Schedule

- (1) Offices and Regions can provide items for the NRC Daily Notes and OWLA at anytime through the [OEDO Homepage](#) on the NRC intranet. Each Office/Region will be provided an initial password and will have the ability to change their password.
- (2) The staff member submitting each item should provide their name. A point of contact may also be provided with each item.

- (3) All items must be appropriately marked. Subject matter discussed may be publically available or may contain Official Use Only information. The default marking is "Official Use Only - Sensitive Internal Information." If an item contains another type of Sensitive Unclassified Non-Safeguards Information (SUNSI), it should be designated as such. Guidance on appropriately marking documents in accordance with NRC requirements can be found on [NRC's internal web page](#). Items containing Safeguards or classified information will not be submitted under any circumstances.
- (4) Items must fit into the space provided for input. If an item is too long, staff should either remove detail (see Section 3.2 below) or discuss with their OEDO contact the possibility of using a different communication mechanism to provide the information.
- (5) By checking the box provided, the staff member providing the item must vouch that each item does not contain any sensitive information of a designation greater than Official Use Only nor discuss any items that are under adjudication.
- (6) Offices/Regions have the ability to revise and/or remove items they have submitted until the NRC Daily Notes or OWLA are issued by checking the Pending Daily Notes (or OWLA).
- (7) Before 4:00 ET each day, an OEDO staff member will quickly review the pending items to ensure all items are appropriate to include in the Daily Notes, all items are in the proper format, and there are no duplicated items.
- (8) At approximately 4:00 p.m. ET each business day, an HTML file will be created consisting of the NRC Daily Notes items that have been provided and that file will be distributed by e-mail to the distribution maintained by OEDO. At

approximately 4:05 p.m. ET each day that has been designated (typically every Thursday, but may be a Wednesday if Thursday or Friday is a holiday), an HTML file will be created consisting of the OWLA items that have been provided and that file will be distributed by e-mail to the same group.

- (9) If an Office/Region needs to correct an item that has already been issued or needs other assistance, office staff should contact an OEDO staff member as soon as possible.

3.2 Guidance for Input

Input shall conform to the following guidance as well as the examples provided in Appendices A and B. It is the submitting organization's responsibility to ensure that the input provided conforms to the guidance. If necessary, another communication vehicle may be available to transmit the information (e.g., Commissioner Assistants' Notes, Commission Memorandum, or a staff member walking around the information).

- (1) Items for NRC Daily Notes should include significant activities that will or have occurred on that day, are planned for the next day, or occurred in the past three business days. Proposed items for the OWLA should include only activities expected to occur the following week (Monday through Friday). Examples of significant items are given in Appendix A. Appendix B provides examples of items that should not be included as input.
- (2) Each item must be brief and factual. Give the purpose of the visit or meeting, rather than simply stating there is a meeting or visit. Include only information necessary to understand the item. Each office that participated in the meeting should be identified. Places where additional information can be found such as ADAMS numbers or websites should be included, as appropriate.

- (3) Give estimated dates for expected actions. For example: "On November 15, the staff is scheduled to issue the draft supplemental environmental impact statement for the Dresden license renewal application." Do not write: "...the staff will issue the draft supplemental environmental impact statement for the Dresden license renewal application."
- (4) Relative terms such as "yesterday," "today," or "tomorrow," should not be used. Do not include names of staff, divisions, days of the week (e.g., Monday, Tuesday, etc), and/or the time of the meeting. Always give the date in month, date format (but not the year unless more than 12 months in the future). For example, "On November 15, staff plans to...." For items covering 2 days, state: "On November 15 and 16, staff plans to...." For items covering more than 2 days, state: "From November 15 - 17, staff plans to..." or "During the week of November 13, staff plans to...."
- (5) Acronyms and other abbreviations used in the NRC Daily Notes and OWLA shall be spelled out on first use and any external organizations involved should be specified. Frequently used NRC organizational acronyms or other generally-known Federal agencies (e.g., DOE, DoD, FBI...) need not be spelled out. Items shall be listed in chronological order, when possible.
- (6) Input shall not be submitted that has been or will be provided to the Commission by other means (e.g., event reports, security event reports, preliminary notifications, morning reports, enforcement notifications, press releases).
- (7) Only one item on a given topic should be submitted for inclusion in the Daily Notes or OWLA. If an item has the potential to be submitted by more than one office or region (e.g., representatives from three different offices participating in

the same meeting with an external stakeholder), the respective offices/regions must check the pending daily notes (or OWLA, as appropriate) to ensure that an item about the topic was not already submitted by another office/region (see 3.1.6 above).

- (8) A follow-up NRC Daily Note should be submitted in a timely manner that describes the outcome of an item previously listed in the NRC Daily Notes or OWLA that is of general interest or may be reported in local news media. A significant change to an item previously listed should also be included in NRC Daily Notes, such as a canceled or rescheduled meeting. The submitted items should state that it is an update to an item previously listed in the NRC Daily Notes or OWLA. For example: “(Update) On November 15, staff met with the New Plant Oversight Committee to discuss new reactor applications. The outcome of the meeting was [CONCISE SUMMARY].”

Note: NRC Daily Notes should not repeat items already listed in an earlier NRC Daily Note or One-Week Look Ahead, unless there is new information and the item is resubmitted as an update item.

- (9) Offices are not required to submit items, and there is no limit on the number of items that may be submitted provided the items conform to the guidance provided in this procedure.

3.3 Items That Require Special Handling

There are certain items that require additional actions and/or follow specific formats that should be included in the NRC Daily Notes or OWLA.

- (1) Approval of Foreign Travel Requests

(a) Per the OEDO Procedure OEDO-0290, "International Travel," upon Office Director or Regional Administrator approval of foreign travel requests for four or more travelers to the same location or meeting, the appropriate Office or Region shall submit an NRC Daily Note at least 30 calendar days before the commencement of the travel. The NRC Daily Note shall provide the number of travelers, the purpose of the trip, and the ADAMS Accession Number for the memorandum approving the participation of multiple travelers in the same foreign trip.

(b) For situations in which the decision to travel is made less than 30 calendar days in advance of the trip, the Office/Region should submit a Daily Note within three business days of the decision to undertake the travel, as described in OEDO Procedure-0290, "International Travel."

(c) Example OWLA Item:

On July 8, the Office Director approved the attendance of six NRC managers and senior staff at the 20th International Conference on Structural Mechanics in Reactor Technology (SMiRT-20) to be held in Helsinki, Finland August 8-16. The SMiRT conference is a unique forum for regulators, designers, researchers, and operators to discuss structural mechanics issues associated with siting and design of nuclear facilities. Combined, the participants will present seven technical papers and lead or participate in four discussion panels. Additional details on the trip can be found in the Pre-Trip Report in ADAMS (ML 091890739).

(2) Presentations and Speeches Given Domestically or Internationally

(a) The Office Director/RA (or delegate) decides if information on a speech or presentation delivered in a domestic or international setting should be submitted as a Daily Note or OWLA item.

Examples of presentations and speeches that should be submitted include, but are not limited to, issues with high media interest, issues pending Commission decision, and unresolved issues for which staff is developing recommendations.

Examples of speeches and presentations that generally do not need to be submitted include topics for which staff is implementing Commission direction and when staff is reporting current factual status and/or providing factual descriptions of NRC programs or activities.

(b) Example OWLA Item

On September 16, the staff will give a presentation during the IAEA General Conference titled "Licensing a U.S. Geological Repository." This presentation is available at in ADAMS: ML092460050.

(3) Certain items requiring the EDO's (or Office Director's) signature

(a) The EDO is obligated to inform the Commission of certain items that will go into effect upon signature, and which they would not normally see ahead of time. These items include:

- Direct final rules, including the withdrawal of direct final rules
- Petitions for Rulemaking Approvals
- Agreements, including Agreements with other countries and other Federal agencies

(b) For the items described above, the lead office should not provide the proposed Daily Note item through the process described in Section 3.1. Instead, the proposed NRC Daily Note item should be included as part of the package provided for the EDO's signature, including the ADAMS package.

(c) Once the appropriate DEDO has concurred on the package, that DEDO's secretary should inform the OEDO staff member currently assigned the NRC Daily Notes to collect the package and ensure that the NRC Daily Note item is issued. If no NRC Daily Note item was provided in the package, the OEDO staff member should contact the lead office and have them provide a proposed NRC Daily Note item through the usual process.

(d) Once the NRC Daily Note item is issued, the staff member should provide the package to the EDO's secretary for the EDO's signature.

3.4 OEDO Staff Responsibilities

With the change to a web-based process, OEDO staff responsibilities involving the Daily Notes and OWLA have changed. The revised responsibilities for the OEDO Daily Notes staff lead and other staff member include the ability to:

- (1) Edit and/or remove any input provided prior to the time the NRC Daily Notes or OWLA are issued, as appropriate;
- (2) Control when the NRC Daily Notes and OWLA are issued. Webpages have been established that allow OEDO staff to provide the appropriate business days the NRC Daily Notes should not be issued (i.e., holidays) as well as the appropriate business days the OWLA should be issued;
- (3) Recover the most recent NRC Daily Notes or OWLA to revise and re-issue it if an error is discovered; and
- (4) Provide changes to the distribution list to the web staff.

4. **REFERENCES**

OEDO Procedure - 0350, "EDO Daily Notes," Rev. 1 (ML053570414)

OEDO Procedure - 0350, "EDO Daily Notes," Rev. 2 (ML071590141)

OEDO Procedure - 0350, "NRC Daily Notes," Rev. 3 (ML090110460)

OEDO Procedure - 0290, "International Travel," (ML102160034)

5. **APPENDICES**

Appendix A - Examples of Items to Include as Input

Appendix B - Examples of Items that Should Not be Included as Input

6. **EFFECTIVE DATE**

APPENDIX A

EXAMPLES OF ITEMS TO INCLUDE AS INPUT FOR NRC DAILY NOTES AND ONE-WEEK LOOK AHEAD

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EXAMPLES OF ITEMS TO INCLUDE AS INPUT FOR NRC DAILY NOTES AND ONE-WEEK LOOK AHEAD

The items provided for the NRC Daily Notes and One-Week Look Ahead should be of general interest to the Commission, EDO-level management, and Office Directors/Regional Administrators. Items should focus on past or planned actions and meetings (see list below). A date of some sort is essential to each item; either when an action will take place or has taken place.

- (1) Notable licensing actions that will not be provided to the Commission via the significant licensing action notification process (include expected date of issuance in the One-Week Look Ahead to give the Commission advance notice)
 - Power reactor license renewal application received or approved
 - Power reactor power uprate amendment issued
 - New license application received or issued (fuel cycle facility, early site permit, design certification, combined license application, new waste disposal facility)
 - Issuance of significant NRC actions designated for EDO signature (new spent fuel storage cask Certificate of Compliance, Memorandum of Understanding with foreign regulatory agencies, issuance of direct final rules, approval of petitions for rulemaking)
 - Transmittal of technical basis documentation from Office of Nuclear Regulatory Research activities that support licensing decisions and are of interest to industry and the Commission
- (2) Significant meetings
 - Public meetings of significance to the Commission. Note that all public meetings are noticed on the public Web site; therefore, meetings highlighted in the NRC Daily Notes and the One-Week Look Ahead should be limited to topics that will likely be of considerable interest to the Commission, the Congress or the public or that will have extensive press coverage or may be controversial. For example, meetings with licensees or industry groups on high-visibility issues that are likely to attract substantial public or congressional interest.
 - Meetings or site visits that include a Commissioner, the EDO, OEDO Deputy Executive Directors, Headquarters Office Director, or Headquarters Deputy Office Director at a Regional office or a licensee's site. Non-routine Regional or Deputy Regional Administrator site visits regarding issues of specific interest to the Commission.

- Meetings between NRC management (Deputy Office Director level or higher for Headquarters and Regional Administrator for Regions) and industry representatives on the conduct and findings of significant research initiatives.
- Meetings between NRC management (Deputy Office Director level or higher for Headquarters and Regional Administrator for Regions) and significant external stakeholders or intra-governmental meetings. For example, meetings with members of Congress and meetings between NRC management and other agencies (e.g., Department of Energy, Department of Homeland Security, Homeland Security Council, Department of State, International Atomic Energy Agency) on issues of importance to the Commission.
- Meetings between other agencies and our licensees (Homeland Security Council or congressional/gubernatorial visits to licensees). The item should be limited to the meeting facts, attendees, and NRC outcomes, as appropriate.

(3) Significant inspection activities

- Formation of Special Inspection, Augmented Inspection, or Incident Investigation Teams and exit meetings for such inspections
- Identification of potentially risk-significant inspection findings before the Choice Letter is issued (i.e., yellow or red)
- Notifications of plant transitions to Column 3 and 4, as well as conduct of significant supplemental inspections
- Results from International Atomic Energy Agency Operational Safety Review Team (OSART) Missions and exit meetings

(4) Other items likely to attract significant near-term external interest or that involve intergovernmental policies

- NRC presentations containing policy issues or sensitive information to Federal, State and local governmental organizations (such items should be included in the One-Week Look Ahead)
- New information or proposed staff positions (e.g., the staff will inform industry at a public meeting that license renewal reviews may be limited to eight annually)
- Events that, after investigation or follow-up, are being considered as a potential abnormal occurrence.
- Intergovernmental personnel assignments
- Potential strikes at licensed facilities
- Occurrences of potential substantial safety significance, especially if there are

generic implications (e.g., the indications of bottom reactor vessel head leakage at South Texas Project)

- Launch or effective date of a major policy initiative or issuance of major task force report (e.g., Davis-Besse Lessons-Learned Task Force Report, Regulatory Guide, or Bulletin)
 - The results of NRC-sponsored research and studies that are potentially controversial or likely to have significant regulatory impact
 - Significant actions by other Federal agencies that could impact the NRC
 - Significant new guidance issued to the staff (e.g., human resources initiatives)
 - Publication of significant NUREG-series reports that are expected to be of high interest to the Commission
 - The signing of international agreements to conduct technical studies
 - Meetings with international partners on topics likely to have significant regulatory impact and be of interest to the Commission
- (5) Certain items that require additional actions and/or follow specific formats (see Section 3.3 of this procedure)
- Foreign travel involving four or more travelers
 - At Office/Regional management discretion, presentations or speeches given domestically or internationally that may be of interest to the Commission.
 - Certain items requiring the EDO's signature
- (6) Entrance and exit conferences with the US Government Accountability Office and the NRC Office of the Inspector General
- (7) Significant changes in licensee management (Senior level, Executive level)

APPENDIX B

**EXAMPLES OF ITEMS THAT SHOULD NOT BE
INCLUDED AS INPUT
FOR NRC DAILY NOTES
AND ONE-WEEK LOOK AHEAD**

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EXAMPLES OF ITEMS THAT SHOULD NOT BE INCLUDED AS INPUT FOR NRC DAILY NOTES AND ONE-WEEK LOOK AHEAD

- (1) Information related to ongoing proceedings pending before an Atomic Safety and Licensing Board or the Commission.
- (2) Changes in operating-level licensee management.
- (3) Internal meetings (e.g., meetings between Offices, Office management retreats). An exception is a meeting of a large number of senior managers of the agency to discuss a significant agency program or to set direction for agency management (e.g., the Agency Action Review Meeting and the Senior Leadership Meeting).
- (4) Incident reports or a notification that an enforcement or significant licensing action has been issued. The Commission has a review period for enforcement notifications and significant licensing actions before their issuance.
- (5) Publication of NUREG-series reports that are expected to be of little interest to the Commission.
- (6) Notification that a licensee has entered or exited a declared emergency (unusual event, alert, etc.). These notifications are given in the morning event report.
- (7) Routine staff-level participation in interagency working groups. However, if there are significant outcomes of such meetings, a summary of the meeting should be included in the Daily Notes or One-Week Look Ahead.
- (8) Headquarters staff participation in routine regional inspection efforts (e.g., emergency exercise observation).
- (9) Routine meetings with contractors performing work for the NRC.
- (10) Staff-level activities and interactions with code committees, technical committees, contractors, or industry working groups where significant policy issues will not be discussed.
- (11) Items omitted from previous inputs and more than three business days old, unless the item is of significant Commission interest.
- (12) Routine site visits to licensee facilities for the purpose of site familiarization, resident coordination, or licensee management interface.
- (13) Staff meetings and interactions with licensees on routine licensing actions unless the actions involve a significant policy issue.
- (14) Routine licensee drop-in visits.

- (15) Information on any advisory committee meetings.
- (16) Peaceful gatherings by public interest groups outside of an NRC-regulated facility that do not affect the safety, security, or operation of the facility.
- (17) Commission meetings or Commission Technical Assistant briefings.
- (18) Events at NRC-regulated facilities, including those containing more information than is present in the Daily Events report, unless it directly impacts public health and safety. The EDO is briefed on the Daily Events report every morning. The EDO routinely provides additional information on events at nuclear facilities to the Commission via other communication mechanisms.
- (19) Items for which another Office/Region had the lead for the item.
- (20) Personal awards.
- (21) Travel plans/visits of the Chairman or Commissioners.
- (22) The Daily Notes should not be used to close out official ticket items at the EDO or Commission (SECY) level. Any exception should be discussed with the Assistant for Operations.
- (23) Interactions/briefings with Congress should not be included in the Daily Notes. These items are reported to the Commission in OCA's newsletter.
- (24) Acting Office Directors and Regional Administrators.
- (25) Visits to Reactor and Materials licensees by international guests. These items are reported to the Commission in OIP's weekly newsletter.
- (26) ADM has a procedure in place to notify the Commission of contract awards over \$100K and all small business awards regardless of dollar value, so their entry in the Daily is not needed.