

## **Communications with Specialty Boards**

Communications between the NRC staff and specialty boards should be in writing, via letter. Communications to the NRC from a specialty board are to be signed by a person authorized to speak for the board, i.e., its chief executive officer or designee, and mailed to:

Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and Environmental Management Programs  
US Nuclear Regulatory Commission  
Washington, DC 20555-0001

Attention: Chief, Radioactive Materials Safety Branch, Mail Stop T-8E24

For delivery services requiring a street address, mail to:

Director  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and Environmental Management Programs  
U.S. Nuclear Regulatory Commission  
11545 Rockville Pike  
Rockville, MD 20852-2738

Attention: Chief, Radioactive Materials Safety Branch, Mail Stop T-8E24

Such communications would include those sent to the NRC for the purpose of supplying information in support of an application, change in certification procedures, or other change that would affect recognition of the board's certification process(es) under the regulations in 10 CFR Part 35. Letters from the board should acknowledge management's commitments to and responsibility for the completeness and accuracy of the information provided to the NRC. Letters of recognition to boards should include a request that recognized boards notify the NRC, via letter, 6 months in advance, of plans for becoming inactive or disbanding as well as of changes to certification procedures that would affect the recognition of their certification processes.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," copies of all communications, including enclosures, will be made available electronically for public inspection in the NRC Public Document Room or from the NRC document system (ADAMS), accessible from the NRC website at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, communications should not include any personal privacy or proprietary information so that they can be made available to the public without redaction. If it is necessary to include personal privacy or proprietary information, please follow the procedures specified in 10 CFR 2.390(b). The NRC will return to the specialty board for resubmission any communications containing unnecessary personal privacy or proprietary information.