



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

December 22, 2017

MEMORANDUM TO: David C. Lew, Acting Administrator
Region I

FROM: Andrea L. Kock, Acting Director */RA Kevin Williams for/*
Division of Material Safety, State, Tribal and
Rulemaking Programs
Office of Nuclear Material Safety
and Safeguards

SUBJECT: FEBRUARY 21, 2018 PERIODIC MEETING UNDER THE
INTEGRATED MATERIALS PERFORMANCE EVALUATION
PROGRAM (IMPEP)

This memorandum confirms that, through previous coordination, the next U.S. Nuclear Regulatory Commission Region I periodic meeting is scheduled for February 21, 2018. The meeting will be conducted in accordance with Office of Nuclear Material Safety and Safeguards Procedure SA-116, "Periodic Meetings Between IMPEP Reviews." Mr. Lance Rakovan and I will conduct 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) 415-7319 or via e-mail at Andrea.Kock@nrc.gov.

Enclosure:
Agenda

cc: James Trapp, Director
Division of Nuclear Materials Safety

SUBJECT: REGION I SCHEDULING LETTER FOR FY 2018 PERIODIC MEETING

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NAME	LRakovan	PMichalak	KWilliams for AKock
DATE	12/18/17	12/20/17	12/22/17

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**Agenda for Periodic Meeting with Region I
February 21, 2018**

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

1. Status of operating plan metrics for the Nuclear Materials Business Line and the Decommissioning Business Line.
2. Review of strategic plan metrics and an assessment of the quality of the data contained in the quarterly 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. Program reorganizations:
 - b. Discuss any changes in program organization, including program/staff relocations and new appointments.
 - c. Changes in program budget/funding.
5. IMPEP Performance Indicators
 - a. Technical Staffing and Training:
 - i. Number of staff in the program and status of their training and qualifications in accordance with IMC1248;
 - ii. Vacancies in the program;
 - iii. Staff turnover; and,
 - iv. Adequacy of FTEs for the program.
 - b. Status of Materials Inspection Program:
 - i. Number of inspection completed on time and overdue since the last IMPEP.
 - ii. Number of initial inspections completed on time and overdue since the last IMPEP.
 - iii. Number of reciprocity inspections completed each year since the last IMPEP.
 - c. Technical Quality of Inspections
 - d. Technical Quality of Licensing Actions
 - e. Technical Quality of Incident and Allegation Activities:
 - i. Number of reportable events received since the last IMPEP and event reporting, including follow-up and closure information in NMED.
 - ii. Status of allegations and concerns;
 - iii. Significant events and generic implications.

Enclosure

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.
7. New or potential NMSS 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.