



UNITED STATES
NUCLEAR REGULATORY COMMISSION
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February 20, 2018

MEMORANDUM TO: Silas Kennedy, Branch Chief
Fuel Cycle and Transportation Security Branch
Division of Physical and Cyber Security Policy
Office of Nuclear Security and Incident Response

FROM: Brian Zaleski, Fitness for Duty Specialist /RA/
Fuel Cycle and Transportation Security Branch
Division of Physical and Cyber Security Policy
Office of Nuclear Security and Incident Response

SUBJECT: PUBLIC MEETING (WEBINAR) REGARDING ANNUAL
FITNESS-FOR-DUTY REPORTING OF DRUG AND ALCOHOL
INFORMATION AND USE OF ELECTRONIC REPORTING
SUBMISSION FORMS

The U.S. Nuclear Regulatory Commission (NRC) staff held a Category 1 public meeting by webinar on January 30, 2018, with stakeholders to discuss the annual Fitness-for-Duty (FFD) program reporting requirements, guidance, and use of electronic reporting (e-reporting) forms for drug and alcohol testing conducted pursuant to Title 10 of the Code of Federal Regulations (10 CFR), Part 26, "Fitness for Duty Programs." The purpose of this webinar was to prepare licensees and other entities for the upcoming reporting of calendar year 2017 drug and alcohol testing information.

The NRC staff described the 10 CFR 26.417 and 10 CFR 26.717 annual FFD program performance reporting requirements and reviewed features of the two e-reporting forms used to provide this drug and alcohol testing information to the NRC (NRC Form 890, Single Positive Test Form; NRC Form 891, Annual Reporting Form for Drug and Alcohol Tests). The NRC staff then reviewed common reporting errors observed during previous reporting years, discussed best practice suggestions, and provided guidance on completing e-reporting forms for a variety of test result scenarios. Finally, the NRC staff answered questions received from webinar participants.

The following documents were developed, placed in the NRC's Agencywide Documents Access and Management System (ADAMS), and used for the public meeting:

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- Meeting announcement, ADAMS accession number ML18018A605
- NRC slide presentation, ADAMS accession number ML18018A606

The enclosure lists information on the 33 individuals who attended the webinar.

Enclosure:
Attendee List

SUBJECT: PUBLIC MEETING (WEBINAR) REGARDING ANNUAL FITNESS-FOR-DUTY REPORTING OF DRUG AND ALCOHOL INFORMATION AND USE OF ELECTRONIC REPORTING SUBMISSION FORMS

DATED: February 20, 2018

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