

GENERIC COMMUNICATIONS REGARDING
MATERIALS AND FUEL CYCLE ISSUES

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0730-01 PURPOSE

To establish responsibilities, criteria, and guidance on the issuance of and follow up to U.S. Nuclear Regulatory Commission (NRC) generic communications on materials and fuel cycle issues. If a generic communication pertains to both reactor and nonreactor issues, the responsibilities, criteria, and guidance in Office of Nuclear Reactor Regulation (NRR) Office Instruction LIC-503, "Generic Communications Affecting Nuclear Reactor Licensees" shall also apply. If the responsibilities, criteria, or guidance in these documents conflict, NRR Office Instruction LIC-503 shall take precedence with respect to nuclear reactor issues.

0730-02 OBJECTIVES

This chapter describes the use of generic communications and provides criteria and guidance on their preparation, distribution, response, and follow up.

0730-03 DEFINITIONS

03.01 Generic Communication. Generic Communications are written instruments used to communicate with stakeholders on matters of generic interest. Matters of generic interest may include safety, security, safeguards, and environmental issues.

03.02 Regulatory Issue Summary. The NRC uses regulatory issue summaries (RISs) to communicate with the industry on a broad range of matters. A RIS normally will not involve a request for action or information; however, such requests may be made on a strictly voluntary basis.

RISs may:

- a. communicate staff technical or policy positions not previously communicated nor broadly understood.
- b. document NRC endorsement of an industry-developed resolution of a matter on which the staff has interacted with the industry.
- c. document NRC endorsement of industry guidance on technical or regulatory matters.
- d. provide the status of staff interaction with the nuclear industry on a matter.
- e. request the voluntary participation of the nuclear industry in staff-sponsored pilot programs.
- f. inform the nuclear industry of opportunities for regulatory relief.
- g. communicate administrative procedure changes in the following:

1. the implementation of regulations or staff positions.
 2. the issuance and availability of regulatory documents such as topical reports, regulatory guidance, and memoranda documenting the closeout of generic safety issues.
 3. changes in NRC internal procedures and organization.
- h. request the voluntary submittal of information, of an administrative nature, that will assist the NRC in the performance of its functions.

RISs may not:

- a. provide guidance for the implementation of rules and regulations.
- b. provide NRC staff guidance on regulatory or technical matters.
- c. be used in lieu of other established agency products.
- d. require responses from addressees.

03.03 Information Notice. The NRC uses information notices (INs) to communicate recently identified significant operating experience (i.e., observed safety issues). Recipients of INs are expected to review them for applicability to their facilities or operations, and consider any actions that may be appropriate to avoid similar problems. INs may be used to convey the results of recently completed research that may affect addressees.

INs may not:

- a. convey or imply new requirements.
- b. transmit new interpretations of regulations.
- c. request information or action from addressees.

03.04 Bulletin. The NRC uses Bulletins (BLs) to request licensee action and/or information to address significant issues regarding matters of safety, security, safeguards, or environmental significance that also have great urgency. BLs require a written response. The compensatory action requested in BLs should match the urgency of the issue being addressed.

BLs may:

- a. request new or revised commitments that are based on analysis performed and on proposed corrective actions.
- b. request that action(s) be taken.

- c. request that information be provided.
- d. request that an analysis be performed and submitted by a specified time.

BLs may not:

- a. request long-term actions.
- b. require actions or new or revised commitments.

03.05 Generic Letters. The NRC uses generic letters (GLs) to address either an emergent or a routine technical issue with generic applicability, for which the NRC staff and the nuclear industry have interacted and have concluded that the issuance of GL is an appropriate means to resolve the issue. GLs may also be issued without extensive prior interaction between NRC and the industry, when NRC has determined a risk-significant compliance matter should be brought promptly to the attention of the nuclear industry. GLs usually require a written response from affected licensees.

GLs may request the following:

- a. new or revised commitments that are based on analysis performed and on proposed corrective actions.
- b. that information be given and/or compensatory actions be taken.
- c. that analyses be performed and submitted by a specified time.
- d. that addressees report the completion of actions by letter, with or without prior NRC approval of the actions.

GLs may not:

- a. request long-term actions.
- b. require new or revised commitments.

03.06 Information Assessment Team Advisory. The NRC uses Information Assessment Team Advisories (IATAs, issued by the Office of Nuclear Security and Incident Response (NSIR)) to provide critical, time-sensitive, threat-related information to specified licensees. Whenever the U.S. Attorney General or the Secretary of the Department of Homeland Security makes a change in the Homeland Security Advisory System level, the NRC will issue a corresponding IATA elevating security at licensee facilities.

IATAs may:

- a. suggest or request that recipients execute certain voluntary precautionary or protective actions.

- b. inform licensees when the Federal Bureau of Investigation issues a Domestic Threat Advisory that is considered relevant to NRC licensees.
- c. inform licensees when a significant act of domestic terrorism or other malevolent act has occurred.
- d. inform licensees when the NRC becomes aware of intelligence information regarding statements or actions taken by foreign persons or by terrorist organizations, or other threat-related information, relating to NRC-licensed facilities or activities.

IATAs may not:

- a. request information.
- b. require commitments or action.

03.07 Security Advisories. The NRC uses Security Advisories (SAs), issued by NSIR, to communicate urgent, time-sensitive operational information directly relating to the security and common defense of national infrastructure under the NRC's cognizance. SAs are operational in nature and are issued in response to urgent situations or recently identified vulnerabilities. Recipients are expected to review SAs for applicability to their facilities or operations, and consider appropriate actions to avoid similar problems.

SAs may:

- a. communicate information regarding an urgent security vulnerability that may affect a whole class or several classes of licensees.
- b. provide licensees with additional information following notification via an IATA, that the Homeland Security Advisory System threat level has been raised.
- c. notify affected licensees of National Special Security Events.
- d. recommend voluntary compensatory measures and actions for urgent security-related issues.

SAs may not:

- a. convey or imply new requirements or new interpretations of existing requirements or regulations.
- b. require information from or action by addressees.
- c. be used in lieu of other generic communication products.
- d. provide guidance for the implementation of rules and regulations.

0730-04 RESPONSIBILITIES AND AUTHORITIES

04.01 Executive Director for Operations (EDO).

- a. Approves and signs Commission information papers pertaining to the staff's intent to issue a BL, a GL, or certain RISs. Authorizes issuance of IATAs and provides informational copies to the Commission.
- b. Ensures that arrangements are made for any requested formal or informal Commission briefing.
- c. Ensures that Commission comments on generic communications are satisfactorily resolved.
- d. Provides direction and program oversight for the NRC Generic Communications Program.
- e. Ensures that generic communication products are made publicly available to the extent practicable and consistent with information security requirements.

04.02 Office of the General Counsel (OGC).

- a. Provides No Legal Objection concurrence on:
 1. all generic communications regardless of the issuing office.
 2. SAs issued by NSIR.
- b. Provides Congressional Review Act concurrence on generic communications that communicate policy decisions.

04.03 Director, Office of Nuclear Reactor Regulation.

- a. Serves as the agency focal point for the administration of the NRC Generic Communications Program.
- b. Establishes model internal written procedures on the criteria, responsibilities, and guidance for the preparation, issuance, and follow up to NRC generic communications.

04.04 Director, Office of Information Services.

- a. For applicable generic communications, ensures the proper selection of the Paperwork Reduction Act statement.
- b. Serves as the agency focal point for the appropriate Office of Management and Budget clearance number, for generic communications that require information collections.

04.05 Directors, Offices of Nuclear Material Safety and Safeguards; Federal and State Materials and Environmental Management Programs; and Nuclear Security and Incident Response.

- a. Ensure coordination of all generic communications through NRR.
- b. Establish internal written procedures for the proper administration of the Generic Communications program.
- c. Evaluate the effectiveness of the generic communications program under its purview.

04.06 Directors, Divisions in FSME.

- a. Division of Materials Safety and State Agreements: appoints the Generic Communications Coordinator, FSME.
- b. Divisions of Intergovernmental Liaison and Rulemaking; and Waste Management and Environmental Protection: appoint the Generic Communications Contact for their respective division. The contact will assist the Generic Communications Coordinator with identifying the necessary technical concurrences, and with obtaining mailing labels.
- c. Lead issuing division director: Concurs and signs generic communications issued to licensees and addressees under its purview.
- d. Non-lead issuing division director: Concurs and co-signs generic communications applicable to its licensees, but issued by another FSME division.

Note: When the generic communication is issued by another office, and more than one FSME division concurs on the generic communication, the Division of Materials Safety and State Agreements shall be the sole co-signatory. This is necessary to limit the number of signatures on the generic communication.

04.07 Directors, Divisions in NMSS.

- a. Office director/deputy director appoints the NMSS Generic Communications Coordinator.
- b. All division directors: appoint the Generic Communications Contact for their respective division. The Contact will assist the Generic Communications Coordinator with identifying the necessary technical concurrences, and with obtaining mailing labels.
- c. Lead issuing division director: Concurs and signs generic communications issued to licensees and addressees under its purview.

- d. Non-lead issuing division director: Concurs and co-signs generic communications applicable to its licensees, but issued by another NMSS division.

Note: When the generic communication is issued by another office, and more than one NMSS division concurs on the generic communication, only one of the division directors will be the co-signatory. The Communication Coordinator will coordinate with all division directors to determine the appropriate co-signatory. This is necessary to limit the number of signatures on the generic communication.

04.08 Directors, Division of Nuclear Material Safety (Regions I, III, and IV) and Division of Fuel Facility Inspection (Region II).

- a. Ensure that generic communications proposed by regional staff are forwarded to the corresponding office in FSME or NMSS, for coordination and issuance.
 - 1. Generic communications originated by the Division of Nuclear Materials Safety must be coordinated with the Division of Materials Safety and State Agreements, FSME.
 - 2. Generic communications originated by the Division of Fuel Facility Inspection must be coordinated with the Division of Fuel Cycle Safety and Safeguards, NMSS.
- b. Ensure that inspector actions identified in temporary instructions pertaining to Bulletins or Generic Letters are carried out in a timely manner.

04.09 Director, Information Records Services Division, Office of Information Services.

- a. Ensures that codes and standards referenced in generic communications are procured, indexed, retained, and made available in the technical library.
- b. Acts as the NRC point of contact on matters relating to OMB clearances.
- c. Ensures that generic communications are provided to the Public Document Room via the Regulatory Information Distribution System.
- d. Provides a preassigned accession number to the Generic Communications Registrar for each generic communication before it is distributed.
- e. Processes generic communications into the Agency Documents Access and Management System (ADAMS) and ensures that the records include the generic communication identification number.
- f. Receives and distributes responses to generic communications.

04.10 Chief, Printing and Mail Services Branch, Office of Administration. Distributes generic communications in accordance with the distribution lists and program codes.

04.11 Generic Communications Registrar, Office of Nuclear Reactor Regulation (NRR).

- a. Acts as the agency focal point for the control of accession numbers assigned to generic communications.
- b. Serves as the agency contact for requests to post generic communications to the NRC's generic communications Web site.

0730-05 REQUIREMENTS

05.01 Preparing Generic Communications - Chief, Lead Technical Branch.

- a. Briefs senior management and obtains early approval for developing all proposed generic communications that involve endorsement of industry initiatives, opportunities for regulatory relief, or new staff positions.
- b. Assigns the originator for the preparation of the generic communication.

05.02 Preparing Generic Communications – Originator.

- a. Consults with stakeholders, as appropriate, and gathers all facts pertaining to the development of the generic communication.
- b. Reviews Section 0730-03, "DEFINITIONS," and/or consults with the Generic Communications Coordinator, FSME or NMSS, for assistance with the selection of the proper type of generic communication.
- c. Drafts the generic communication in accordance with the standard formats provided in Exhibits 1 through 4 of this manual chapter. Determines the following:
 1. Addressees - Use Exhibit 11 of this Manual Chapter to determine all the addressees to whom the generic communication should be addressed.
 2. Concurrences - Use Exhibit 11 of this Manual Chapter to determine all the necessary entities that should concur on the generic communication.*

Note that any office that is concurring should also be listed in the header of the generic communication.

- d. Provides the branch secretary with an electronic copy of the generic communication, along with a completed NRC Form 665 to add the generic communication to ADAMS. Completes NRC Form 665 to request that owners' rights be given to the following:
 - 1. The Branch secretaries in FSME or NMSS (whichever applies);
 - 2. The Generic Communications Coordinator in FSME or NMSS (whichever applies).
 - 3. The Generic Communications Coordinator, NRR (only for generic communications issued jointly with NRR); and
 - 4. The Secretary, NRR/DPR/PGCB (only for generic communications issued jointly with NRR)
- e. Promptly notifies the appropriate Generic Communications Coordinator via e-mail and provides an early electronic draft copy of the generic communication, if available.

05.03 Preparing Generic Communications - Generic Communications Coordinator.

- a. Reviews each draft generic communication as follows:
 - 1. Verifies that the originator selected the appropriate generic communication (i.e., RIS, Bulletin, etc.).
 - 2. Ensures the generic communication is properly formatted, in accordance with the applicable example generic communication in Exhibits 1 through 4.
 - 3. Verifies that the proper concurrences have been added. Verifies that offices that are concurring are also listed in the header.
 - 4. Verifies that the addressees for the generic communication is appropriate.
- b. Enclosure and mailing labels:
 - 1. Adds the "Recently Issued Generic Communications" list to the generic communication, if the generic communication is being addressed to FSME licensees.
 - 2. Contacts the appropriate contact for mailing labels.

05.04 Preparing Generic Communications - Branch Secretary.

- a. Completes the processing of the generic communication using the appropriate Exhibit in Manual Chapter 0730.
 1. Uses Exhibit 8 to complete the processing of generic communications that are issued by FSME or NMSS.
 2. Uses Exhibit 9 to complete the processing of generic communications originated by FSME or NMSS, but jointly issued with another office (such as NRR).

0730-06 CORRECTIONS TO GENERIC COMMUNICATIONS

06.01 Reason for Corrections.

- a. The staff may obtain additional information from addressee responses or other sources after a generic communication has been issued.
- b. Time constraints may make it necessary to issue preliminary information promptly and then provide additional information as it becomes available. When additional information becomes available, the lead technical branch shall determine whether a correction to the initial communication is warranted.

06.02 Types of Corrections. The nature of the change will determine whether the staff issues a revision or a supplement.

- a. Revision: A revision replaces the original generic communication in its entirety, and therefore, must include all portions of the original document that are still relevant. It is used when a generic communication is to be superseded because it contains incorrect information or it needs to be addressed to a different class of addressees.
- b. Supplement: A supplement adds additional information to a generic communication. It is used when the original generic communication needs to be updated, expanded, or clarified. The original communication remains in effect and its contents do not need to be repeated in the supplement.

06.03 Preparation of Corrections. Prepare revisions or supplements using the same procedures described in this manual chapter for new generic communications. Specifically address the reason(s) for issuing the correction in the "Background" section of the generic communication.

07.01 Closeout Activities.

- a. Closeout activities are required for BLs and GLs.
- b. The lead issuing organization is responsible for coordinating activities that close out BLs and GLs.
- c. Details of various close out activities are listed in Management Directive 8.18, "NRC Generic Communications Program." The lead issuing organization must exercise judgment in deciding appropriate close out activities, as listed in Management Directive 8.18. Generally, the activities include the following:
 1. Prepare guidance to cognizant NRC staff on the strategy to be used to close out the generic communication.
 2. Conduct site inspections, reviewing inspection reports, and associated activities.
 3. Develop a task action plan to keep relevant NRC staff fully informed of the status of generic communication close out activities.
 4. Arrange for relevant staff to receive addressee replies and other related correspondence.
 5. Inform relevant staff that evaluations of licensee responses must be documented sufficiently.
 6. Ensure that appropriate documentation is made publicly available.

07.02 Effectiveness Reviews.

- a. The lead issuing organization shall conduct an effectiveness review of the BL or the GL, after close out activities are completed. The review shall:
 1. Evaluate the generic communication's focus in communicating the safety or security concern; evaluate the adequacy of the request for information and/or actions; evaluate the adequacy of addressee responses; and evaluate whether the generic communication was sufficient in providing a basis for regulatory decision making.
 2. Provide the effectiveness evaluation to the respective office management and the Division of Policy and Rulemaking in NRR.
- b. RIS, IATAs, SAs, and INs do not require effectiveness reviews.

END

MANUAL CHAPTER 0730 – EXHIBIT 1
Regulatory Issue Summary Format

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF FEDERAL AND STATE MATERIALS
AND ENVIRONMENTAL MANAGEMENT PROGRAMS (AND/OR)
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

**NRC REGULATORY ISSUE SUMMARY (YYYY-##, SUPP./REV. #)
(TITLE IN CAPS, BOLD, 14 POINT, CENTERED, 1.0 SPACING)**

ADDRESSEES

Use short title such as "All material and fuel cycle licensees." For materials licensees add "All Radiation Control Program Directors and State Liaison Officers."

INTENT

Use one of the following paragraphs for all summaries:

The U.S. Nuclear Regulatory Commission (NRC) is issuing this regulatory issue summary to inform addressees of (state subject title - don't start discussion). No specific action nor written response is required." For materials licensees, add "NRC is providing this RIS to the Agreement States for their information and for distribution to their (medical, radiography, etc) licensees as appropriate.

(or)

The U.S. Nuclear Regulatory Commission is issuing this regulatory issue summary to request addressees, on a voluntary basis, to submit information pertaining to (state subject title - don't start discussion). The submittal of this information is strictly voluntary. No specific action nor written response is required." For materials licensees, add "NRC is providing this RIS to the Agreement States for their information and for distribution to their (medical, radiography, etc) licensees as appropriate.

BACKGROUND

Use this section to (1) briefly summarize the events leading to the issuance of this summary and (2) in revisions and supplements, to summarize the contents of the original summary.

Insert ADAMS accession number in bold font in this location.

SUMMARY OF ISSUE

Use this section to *briefly* discuss: (1) the information being transmitted and (2) how any requested information will be used by NRC. If transmitting lengthy information, put the bulk of the information in an attachment.)

REQUESTED INFORMATION

For summaries requesting voluntary submittal of administrative information, specify the requested administrative information, by class of addressee.

VOLUNTARY RESPONSE REQUESTED

For summaries requesting voluntary submittal of information, if the information is time-sensitive, specify the date by which it needs to be received by NRC, to be of use. Use the following statement for the issuance of time-sensitive information:

All addressees are requested to voluntarily submit a response to the previously requested information. To be of use to the NRC, responses should be submitted within ___ days of the date of this summary.

Address the voluntary response to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555.

BACKFIT DISCUSSION

Occasionally, certain materials licensees such as those licensees regulated under 10 CFR Parts 70, 72, and 76 are subject to backfit requirements. NRR Office Instruction (OI) LIC-503 contains the standard language to use, whether a backfit is required or not. See NRR OI LIC-503 for the appropriate standard language to use in this section.

FEDERAL REGISTER NOTIFICATION

RISs requesting voluntary submittal of information should be published in the Federal Register for public comment. Use the following statement for RISs that were not published in the Federal Register for public comment:

A notice of opportunity for public comment on this RIS was not published in the *Federal Register* because (state reason, e.g., it is informational and does not represent a departure from current regulatory requirements.)

For RISs that were published for comment in the *Federal Register*, use the following statement:

A notice of opportunity for public comment on this RIS was published in the *Federal Register* (XX FRN XXXXX) on (date). Comments were received from (indicate the number of

commentors by type). The staff considered all comments that were received. The staff's evaluation of the comments is publicly available through NRC's Agencywide Documents Access and Management System (ADAMS), under Accession No. ML#####."

CONGRESSIONAL REVIEW ACT

A RIS may constitute either a non-major rule under the Small Business Regulatory Enforcement Fairness Act of 1996, or a non-rule. The following paragraph may be used if the RIS is declared a non-major rule under the Act:

In accordance with the Small Business Regulatory Enforcement Fairness Act of 1996, NRC has determined that this action is not a major rule and has verified this determination with the Office of Information and Regulatory Affairs of the Office of Management and Budget.

The following paragraph may be used if the Office of the General Counsel determines that the RIS is a non-rule and therefore, not subject to the Act:

This RIS is not a rule as designated by the Congressional Review Act (5 U.S.C. §§ 801-886) and, therefore, is not subject to the Act.

RELATED GENERIC COMMUNICATIONS

An optional list of other generic communications that have previously addressed the subject of the summary. If the summary contains a background section, it may be more appropriate to include this information in that section.

PAPERWORK REDUCTION ACT STATEMENT

Select the appropriate statement from Exhibit 14.

CONTACT

Include the statement below on all RISs:

This RIS requires no specific action nor written response. If you have any questions about this summary, please contact (one of) the individual(s) listed below or the appropriate regional office.

(Name), Director
Division of (Name)
Office of (Name)

Contact(s): (Name), NMSS
(301) 492-####
E-mail: xxx@nrc.gov

Enclosures:

1. Referenced Codes and Standards¹
2. List of Recently Issued FSME/NMSS Generic Communications

¹ See Exhibit 15 for the format to use when codes or standards are referenced.

MANUAL CHAPTER 0730 – EXHIBIT 2
Information Notice Format

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF FEDERAL AND STATE MATERIALS
AND ENVIRONMENTAL MANAGEMENT PROGRAMS (AND/OR)
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC INFORMATION NOTICE (YYYY-##, SUPPLEMENT/REVISION #): (TITLE IN CAPS)

ADDRESSEES

Use short title such as "All material and fuel cycle licensees." For materials licensees add "All Radiation Control Program Directors and State Liaison Officers."

PURPOSE

The U.S. Nuclear Regulatory Commission is issuing this information notice (IN) to alert addressees to (state subject title -- don't start discussion). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid similar problems. However, suggestions contained in this IN are not new NRC requirements; therefore, no specific action nor written response is required." *If the IN should go to the Agreement States, add "NRC is providing this IN to the Agreement States for their information and for distribution to their (medical, radiography, etc.) licensees as appropriate.*

DESCRIPTION OF CIRCUMSTANCES

An historical account of the events that prompted the staff to issue the information notice which may include the corrective actions already taken by some licensees. Do not identify licensees by name unless it is necessary to describe the issue. The notice is intended to warn licensees about safety issues, not embarrass individual licensees.

BACKGROUND

Use this section to (1) briefly summarize the background events that would help put the issue into context, or (2) in revisions and supplements, to summarize the contents of the original summary.

DISCUSSION

A discussion of the safety significance of the issue identified above. If transmitting lengthy information, put the bulk of the information in an attachment. Good practices may be suggested, but INs may not request specific actions.

Insert ADAMS accession number in bold font in this location.

CONCLUSION

This is an optional section to be used to summarize the outcome of the event, and/or the NRC's position/opinion.

RELATED GENERIC COMMUNICATIONS

An optional list of other generic communications that have previously addressed the subject of the information notice. If the information notice contains a background section, it may be more appropriate to include this information in that section.

The following paragraph regarding the contact is used for all information notices:

CONTACT

This IN requires no specific action nor written response. If you have any questions about the information in this notice, please contact (one of) the technical contact(s) listed below or the appropriate regional office.

(Name), Director
Division of (Name)
Office of (Name)

Contact(s): (Name), NMSS
(301) 492-####
E-mail: xxx@nrc.gov

Enclosures:

1. Referenced Codes and Standards²
2. List of Recently Issued FSME/NMSS Generic Communications

² See Exhibit 15 for the format to use when codes or standards are referenced.

MANUAL CHAPTER 0730 – EXHIBIT 3
Bulletin Format

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC BULLETIN (YYYY-##, SUPPLEMENT/REVISION #): (TITLE IN CAPS)

ADDRESSEES

For Action: *Use short title such as "All medical licensees using Brand-X remote afterloading units." If the bulletin is being sent to the Agreement States, add "and all Radiation Control Program Directors and State Liaison Officers."*

For Information: *Use short title such as "All medical licensees using other remote afterloading units." For materials licensees add "and all Radiation Control Program Directors and State Liaison Officers." If no information addressees, insert "None."*

PURPOSE

The U.S. Nuclear Regulatory Commission is issuing this bulletin to: (1) notify addressees about (*state subject title -- don't start discussion*); (2) request that all action addressees implement the action(s) described herein; and (3) require that all action addressees provide NRC with a written response to this bulletin. *If the bulletin is being addressed to the Agreement States, add the following:* NRC is providing this bulletin to the Agreement States for their information and for distribution to their medical licensees as appropriate.

BACKGROUND

Use this section: (1) to describe information notices that have been issued as advance notice of the issue; or (2) in supplements and revisions to summarize the contents of the original bulletin. Otherwise, omit this section.

DESCRIPTION OF CIRCUMSTANCES

An historical account of the event(s) that prompted the staff to issue the bulletin, which may include the corrective actions already taken by some licensees. Do not identify licensees by name unless it is necessary to describe the issue. The bulletin is intended to address safety issues, not to embarrass individual licensees.

Insert ADAMS accession number in bold font in this location.

DISCUSSION

A discussion of the safety significance of the issue identified above and the staff technical evaluation to date regarding the subject matter. If transmitting lengthy information, put the bulk of the information in an enclosure.

REQUESTED ACTION(S)

Specifies: (1) the requested action(s), by class of addressee; and (2) the dates by which they are requested to be completed.

REQUESTED INFORMATION

Specifies any additional information requests, by class of addressee, beyond the actions defined above. Omit this section if no additional information is requested.

Use the following to require a response:

1. Within ___ days of the date of this bulletin, each action addressee is required to submit a response indicating whether the addressee will implement the action(s) requested above, and providing the additional information requested. (Omit the reference to additional information if none is requested.) If the addressee intends to implement the requested action(s), provide a schedule for completing implementation. If an addressee chooses not to take the requested action(s), provide a description of any proposed alternative course of action, the schedule for completing the alternative course of action (if applicable), and the safety basis for determining the acceptability of the planned alternative course of action.
2. Within 30 days of completion of the requested actions, each action addressee is required to submit a report confirming completion.

Address the required written responses to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555. In addition, submit a copy to the appropriate regional administrator.

RELATED GENERIC COMMUNICATIONS

Use this optional section to identify other generic communications that have previously addressed the subject of the bulletin. If the bulletin contains a background section, it may be more appropriate to include this information in that section.

BACKFIT DISCUSSION

This section is used only when the action addressees include licensees subject to backfit requirements, such as Part 72 licensees. See NRR Office Instruction LIC-503 for the standard format of this section.

PAPERWORK REDUCTION ACT STATEMENT

Use the appropriate statement from Exhibit 14.

INFORMATION ADDRESSEES

Omit this section if there are no information addressees; otherwise, use the statement below:

NRC is issuing this bulletin to information addressees to alert them to (subject of the bulletin). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid similar problems. However, the requested actions and required responses applicable to the action addressees are not applicable to information addressees; therefore, no specific action nor written response is required from them.

CONTACT

If you have any questions about this matter, please contact (one of) the technical contact(s) listed below or the appropriate regional office.

(Name), Director
Division of (Name)
Office of Federal and State Materials
and Environmental Management Programs

Contact(s): (Name), FSME
(301) 415-####
E-mail: xxx@nrc.gov

Enclosures:

1. Referenced Codes and Standards²
2. List of Recently Issued FSME/NMSS Generic Communications

² See Exhibit 15 for the format to use when codes or standards are referenced.

MANUAL CHAPTER 0730 – EXHIBIT 4
Generic Letter Format

UNITED STATES
NUCLEAR REGULATORY COMMISSION
OFFICE OF FEDERAL AND STATE MATERIALS
AND ENVIRONMENTAL MANAGEMENT PROGRAMS (AND/OR)
OFFICE OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS
WASHINGTON, D.C. 20555

(date)

NRC GENERIC LETTER (YYYY-##, SUPPLEMENT/REVISION #): (TITLE IN CAPS)

ADDRESSEES

For Action: *Use short title such as "All medical licensees using Brand-X remote afterloading units." If the generic letter is being addressed to the Agreement States, add the following: "and all Radiation Control Program Directors and State Liaison Officers."*

For Information: *Use short title such as "All medical licensees using other remote afterloading units." If the generic letter is being addressed to the Agreement States, add "and all Radiation Control Program Directors and State Liaison Officers." If no information addressees, insert "None." If the generic letter simply transmits information, omit the "For Action" and "For Information" headers and just identify the addressees.*

PURPOSE

Use the following paragraph when requesting actions:

The U.S. Nuclear Regulatory Commission is issuing this generic letter to: (1) notify addressees about (state subject title -- don't start discussion); (2) request that all action addressees implement the action(s) described herein; and (3) require that all action addressees provide NRC with a written response to this generic letter." For materials licensees, add "NRC is providing this bulletin to the Agreement States for their information and for distribution to their medical licensees as appropriate.

Use the following paragraph when requesting information:

The U.S. Nuclear Regulatory Commission is issuing this generic letter to: (1) notify addressees about (state subject title -- don't start discussion); and (2) request that all action addressees provide NRC with certain information regarding the subject of this generic letter." For materials licensees, add "NRC is providing this bulletin to the Agreement States for their information and for distribution to their medical licensees as appropriate.

Insert ADAMS accession number in bold font in this location.

Use the following paragraph when transmitting information only:

The U.S. Nuclear Regulatory Commission is issuing this generic letter to notify addressees about (state subject title -- don't start discussion). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid problems. However, no specific action nor written response is required." For materials licensees, add "NRC is providing this bulletin to the Agreement States for their information and for distribution to their medical licensees as appropriate.

BACKGROUND

Use this section: (1) to describe any information notices that have been issued as advance notice of the issue; or (2) in revisions and supplements to summarize the content of the original generic letter. Otherwise, omit this section.

DESCRIPTION OF CIRCUMSTANCES

An historical account of the event[s] that prompted the staff to issue the generic letter which may include the corrective actions already taken by some licensees, if applicable. Do not identify licensees by name unless it is necessary to describe the issue. The generic letter is intended to address safety issues, not to embarrass individual licensees.

DISCUSSION

A discussion of the safety significance of the issue identified above and the staff technical evaluation to date regarding the subject matter. If transmitting lengthy information, put the bulk of the information in an attachment.

REQUESTED ACTION(S)

Specifies: (1) the requested action(s), by class of addressee; and (2) the dates by which they are recommended to be completed. If the requested action(s) are voluntary, such as participation in a pilot program, that should be clearly indicated in this section. Omit this section if no actions are requested.

REQUESTED INFORMATION

Specifies the requested information, by class of addressee. If the requested information is voluntary, that should be clearly indicated in this section. Omit this section if no information is requested.

REQUIRED RESPONSE

Omit this section if nothing is requested, or if the requests are voluntary. Use the following paragraphs if a response is mandatory.

1. Within ___ days of the date of this generic letter, each action addressee is required to submit a response indicating whether the addressee will implement the action(s) requested above, and providing the additional information requested. (Omit the reference to additional information if none is requested.) If the addressee intends to implement the requested action(s), provide a schedule for completing implementation. If an addressee chooses not to take the requested action(s), provide a description of any proposed alternative course of action, the schedule for completing the alternative course of action (if applicable), and the safety basis for determining the acceptability of the planned alternative course of action.
2. Within 30 days of completion of the requested actions, each action addressee is required to submit a report confirming completion.

Use the following paragraph if information, but no action, is requested:

Within ___ days of the date of this generic letter, each action addressee is required to submit a response to the previously requested information.

Use the following paragraph for any required response.

Address the required written response(s) to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555. In addition, submit a copy to the appropriate regional administrator.

VOLUNTARY RESPONSE REQUESTED

Use the following paragraph:

Each action addressee is requested to voluntarily submit a response to the previously requested (action/information). To be of use to NRC, responses should be submitted within ___ days of the date of this letter.

Address the voluntary response to this generic letter to the U.S. Nuclear Regulatory Commission, ATTN: Document Control Desk, Washington, D.C. 20555.

RELATED GENERIC COMMUNICATIONS

Use this optional section to identify other generic communications that have previously addressed the subject of the generic letter. If the generic letter contains a background section, it may be more appropriate to include this information in that section.

BACKFIT DISCUSSION

This section is used only when the action addressees include licensees subject to backfit requirements such as Part 72 licensees. See NRR Office Instruction LIC-503 for the standard format of this section.

PAPERWORK REDUCTION ACT STATEMENT

If a response is requested, use the appropriate statement from Exhibit 14.

INFORMATION ADDRESSEES

Omit this section if there are action addressees, but no information addressees. Use the following paragraph:

NRC is issuing this generic letter to the information addressees to alert them to (subject of the generic letter). It is expected that recipients will review the information for applicability to their facilities and consider actions, as appropriate, to avoid problems. However, the requested actions and required responses applicable to the action addressees are not applicable to the information addressees; therefore, no specific action nor written response is required from them.

CONTACT

If you have any questions about this matter, please contact (one of) the technical contact(s) listed below or the appropriate regional office.

(Name), Director
Division of (Name)
Office of (Name)

Contact(s): (Name), FSME
(301) 415-####
E-mail: xxx@nrc.gov

Enclosures:

1. Referenced Codes and Standards³
2. List of Recently Issued FSME/NMSS Generic Communications

³ See Exhibit 15 for the format to use when codes or standards are referenced

MANUAL CHAPTER 0730 – EXHIBIT 5
Security Advisory Template—Non-Safeguards Information

Note: Security Advisories are issued by the Office of Nuclear Security and Incident Response.

Official Use Only—Security Related Information



DATE

Do not insert date until EDO authorizes issuance.

SECURITY ADVISORY FOR

List recipients of the advisory.

SA-04-XX (*Obtain number from RSOB after EDO authorizes issuance*)

SUBJECT: SHORT DESCRIPTION OF THE ADVISORY

Information to be distributed. There may be a need to provide background information.

Paperwork Reduction Act Statement: *Add the appropriate PRA statement and number, if required. This statement is the final paragraph if PMDA or OIS concurs. If the advisory does collect information, an OMB clearance number is required.*

Director (or designee)
Office of Nuclear Security
And Incident Response

- 1 -

Official Use Only—Security Related Information

MANUAL CHAPTER 0730 – EXHIBIT 6
Security Advisory Template—SGI

Note: Security Advisories are issued by the Office of Nuclear Security and Incident Response.

SAFEGUARDS INFORMATION



DATE

Do not insert date until EDO authorizes issuance.

SECURITY ADVISORY FOR

List recipients of the advisory.

SA-04-XX (*Obtain number from RSOB after EDO authorizes issuance.*)

SUBJECT: SHORT DESCRIPTION OF THE ADVISORY IN ALL CAPITAL LETTERS

Information to be distributed. There may be a need to provide background information.

Paperwork Reduction Act Statement: *Add the appropriate PRA statement and number, if required. This statement is the final paragraph if PMDA or OIS concurs. If the advisory does collect information, an OMB clearance number is required.*

Safeguards Information Determination Made By:

Name/Title _____
Organization _____
Basis _____
Signature _____ Date _____

MANUAL CHAPTER 0730 – EXHIBIT 7
Information Assessment Team Advisory

[RESERVED]

Note: Information Assessment Team Advisories (IATA) are issued by the Office of Nuclear Security and Incident Response. NSIR has determined that information pertaining to IATAs, to include their formatting, is released on a need-to-know basis.

MANUAL CHAPTER 0730 – EXHIBIT 8
 Secretarial Final Processing and Distribution Checklist
 for FSME or NMSS Generic Communications

Remarks: the Branch Secretary in the originating office should complete the following tasks after the originator has obtained all the necessary technical and administrative concurrences.

Generic Communication Name: _____

1. Tasks Before Obtaining the Originating Division Director’s Concurrence

- | | Done | N/A | |
|-----|--------------------------|--------------------------|---|
| (a) | <input type="checkbox"/> | <input type="checkbox"/> | If the generic communication is being addressed to FSME licensees, contact the FSME Generic Communications Coordinator, and request an electronic version of the List of Issued FSME Generic Communications |

(b) Add the document to ADAMS, using template NRR-052.

- | | Done | N/A | |
|-------|--------------------------|--------------------------|--|
| (i) | <input type="checkbox"/> | <input type="checkbox"/> | Save the package to the generic communications folder in ADAMS (for FSME, The ADAMS folder is FSME-DMSSA-Generic Communications) |
| (ii) | <input type="checkbox"/> | <input type="checkbox"/> | Add the List of Issued FSME Generic Communications as an enclosure to the package (FSME addressees only). |
| (iii) | <input type="checkbox"/> | <input type="checkbox"/> | Insert the ADAMS accession number in bold font in the left bottom corner of the front page of the generic communication. Print the document. |

(iii) Give owners rights to the following: ¹

- | | Done | N/A | |
|------|--------------------------|-------------------------------------|---|
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 1) The Document Processing Center |
| | <input type="checkbox"/> | <input type="checkbox"/> | 2) The Generic Communications Registrar, NRR/DPR/PGCB |
| | <input type="checkbox"/> | <input type="checkbox"/> | 3) The Generic Communications Coordinator, FSME |
| | <input type="checkbox"/> | <input type="checkbox"/> | 4) The Generic Communications Coordinator, NRR ² |
| | <input type="checkbox"/> | <input type="checkbox"/> | 5) Secretary, NRR/DPR/PGCB |
| | <input type="checkbox"/> | <input type="checkbox"/> | 6) The List Server and Website Distribution, NRR/DPR/PGCB |
| (iv) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Give viewer’s rights to the group “NRC Users.” |

¹ The names of these people can be found at [INSERT LINK]

² Only if the generic communication is to be jointly signed with NRR; otherwise, this action is N/A.

2. Obtain the Division Director's Concurrence

Done

- (a) Print the generic communication and submit it to the Division Director for concurrence
- (b) After obtaining the Division Director's concurrence, check the document back out and update the concurrence block to indicate the Division Director has concurred. Check the document back into ADAMS

3. Request the Generic Communications Number

- (a) Email the generic communication to the Generic Communications Registrar, NRR. In the email:

Done

- (i) Request that a generic communications number be assigned to the document (e.g., 2007-XX.) **Important: do not request a generic communications number unless you are certain the generic communication is ready for signature.**
- (ii) Request that the Registrar email you a copy of the generic communication with the number assigned to it.

4. Obtain the FSME or NMSS Division Director's Signature and Obtain Mailing Labels

Done

- (a) Print the generic communication (now with the number assigned to it) and forward it to the originating Division Director for signature.
- (b) After signature, check the document out in ADAMS and:

Done

- (i) Insert the date on the first page of the generic communication.
- (ii) Type **/RA/** in the signature area to indicate it was signed.

Done

- (c) Request mailing labels from the Generic Communications Coordinator, FSME or NMSS (whichever applies). Set the labels aside.

5. Making the Generic Communication an Official Agency Record

Done

- (a) In ADAMS, move the generic communication file to the Document Processing Center folder **for immediate processing**, so the generic communication can be declared an Official Agency Record.

6. Distribution Instructions After Package is Declared an Official Agency Record in ADAMS

Done

- (a) Print the package.

- (b) Add the following to the printed package:
- (i) The mailing labels (from Step 4c.)
 - (ii) NRC Form 20. See Exhibit 16 for instructions on completing Form 20.
- (c) Take the generic communication, mailing labels, and NRC Form 20 to the copying and distribution center.

- (c) To post the generic communication to the NRC Web site:

Done

- Send an email to the List Server and Website Distribution contact, NRR/ DPR/ PGCB, that requests that the generic communication be posted to the NRC generic communication website.

- (d) Additional distribution via email:

Done

- (i) Each technical contact on the document
- (ii) Originating Branch Chief
- (iii) Each Regional Administrator
- (iv) Director, Division of Nuclear Materials Safety, Regions I through IV
- (v) Director, Division of Fuel Facility Inspection, Region II ³
- (vi) Generic Communications Coordinator
- (vii) CRGR Contacts ⁴
- (viii) Advisory Committee Coordinator, FSME/DWM or FSME/MSSA ³
- (ix) Technical Library Section Chief, OCIO/ISB ⁵

³ Action for Branch Secretary in NMSS.

⁴ Bulletins and generic letters only

⁵ Only when list of codes and standards is attached

MANUAL CHAPTER 0730 – EXHIBIT 9
Final Processing and Distribution Tasks
for Materials/Reactor Joint Generic Communications
(When FSME or NMSS is the Lead Issuing Office)

Remarks: the Branch Secretary in the originating office should complete the following tasks after the originator has obtained all technical and administrative concurrences, as guided by Exhibit 11.

Generic Communication Name _____

1. Tasks Before Obtaining the Originating Division Director's Concurrence

Done N/A

- If the generic communication is being addressed to FSME licensees, contact the FSME Generic Communications Coordinator, and request an electronic version of the List of Issued FSME Generic Communications

(b) Add the document to ADAMS, using template NRR-052.

Done N/A

- (i) Save the package to the generic communications folder in ADAMS (for FSME, the ADAMS folder is **FSME-DMSSA-Generic Communications**)
- (ii) Add the "List of Recently Issued FSME/NMSS Generic Communications" as an enclosure to the package.
- (iii) Insert the ADAMS accession number in bold font in the left bottom corner of the front page of the generic communication. Print the document.

(iv) Give owners rights to the following: ¹

Done N/A

- 1) The Document Processing Center
- 2) The Generic Communications Registrar, NRR/DPR/PGCB
- 3) The Generic Communications Coordinator, FSME or NMSS
- 4) The Generic Communications Coordinator, NRR
- 5) Secretary, NRR/DPR/PGCB
- 6) The List Server and Website Distribution, NRR/DPR/PGCB

Done

- (v) Give viewer's rights to the group "NRC Users."

(c) Add the following concurrence blocks: ¹

Done

- (i) Generic Communications Registrar, NRR/DPR/PGCB
- (ii) Branch Chief, NRR/DPR/PGCB
- (iii) Division Director, NRR/DPR

¹ The names of these people can be found at [INSERT LINK]

2. Obtain the FSME or NMSS Division Director's Concurrence and the Mailing Labels

Done

- (a) Forward the document to the originating Division Director in FSME or NMSS for concurrence only.
- (b) After concurrence, check the document out and update the concurrence block in ADAMS. Check it back in.
- (c) Request mailing labels from the Generic Communications Coordinator, FSME or NMSS. Set the labels aside.

3. Request the Generic Communication Number; NRR Joint-Issuance² Concurrences, and NRR Signature

- (a) Email the ADAMS accession number to the Generic Communications Registrar, NRR/DPR/PGCB. In the e-mail:

Done

- (i) Request that a generic communications number be added to the document (e.g., 2007- XX.) **Important: do not request a generic communication number unless you are certain the generic communication is ready for signature by NRR and FSME and/or NMSS.**
- (ii) Request that the following concurrences be obtained:
 - Generic Communications Coordinator, NRR/DPR/PGCB
 - Generic Communications Registrar, NRR/DPR/PGCB
 - Branch Chief, NRR/DPR/PGCB
 - Director, NRR/DPR
- (iii) Request that the signature of the Director, NRR/DPR, be obtained.
- (iv) Request you be notified once the above concurrences and signature has been obtained.

4. Update the Document in ADAMS with NRR Joint-Issuance Concurrences and Signature

- (a) Check the document out in ADAMS:

Done

- (i) Update the concurrence blocks to indicate the dates of the concurrences obtained in Step 3.
- (ii) Type **/RA/** in the Signature block of the Director, NRR/DPR, to indicate NRR has signed the generic communication.

Done

- (b) Submit the generic communication to the Division Director, FSME or NMSS for signature.

² "NRR joint-issuance concurrences" are obtained from the NRR Generic Communications Coordinator, and NRR/DPR senior management. These concurrences, along with NRR technical concurrences, are necessary only when the generic communication is to be jointly- issued to NRR licensees.

5. Tasks After the Originating FSME or NMSS Division Director's Signature

Done

- (a) Check the document out in ADAMS.
- (b) Insert the date.
- (c) Type **/RA/** in the signature area to indicate the document was signed.
- (d) Give viewer's rights to the group "NRC Users."
- (e) Check the document back into ADAMS.
- (f) Move the ADAMS package to the Document Processing Center folder for **immediate processing**,³ so the generic communication can be declared an Official Agency Record.

6. Distribution Instructions After Package is Declared an Official Agency Record in ADAMS

Done

- (a) Print the package.
- (b) Add the following to the printed package:

Done

- (i) The mailing labels from the Generic Communications Coordinator (from Step 2c.)
 - (ii) NRC Form 20. (See Exhibit 16 for instructions on completing Form 20.)
 - (iii) Send the package to the List Server and Web Distribution contact, NRR. The contact will forward the package to the copying and distribution center for mailing to addressees.
- (c) Additional distribution via e-mail (materials addressees only)
- (i) The materials technical contact(s) (not the technical contacts in NRR)
 - (ii) The originating Branch Chief in FSME or NMSS
 - (iii) Each Regional Administrator
 - (iv) Director, Division of Nuclear Materials Safety, Regions I through IV⁴
 - (v) Director, Division of Fuel Facility Inspection, Region II⁵
 - (vi) The Generic Communications Coordinator, FSME or NMSS
 - (vii) CRGR Contacts⁶
 - (viii) Advisory Committee Coordinator, FSME/DWM or FSME/MSSA⁴
 - (ix) Technical Library Section Chief, OCIO/ISB⁷
- (c) To post the generic communication to the NRC Web site:

Done

- Send an email to the List Server and Website Distribution contact, NRR/DPR/PGCB, that requests that the generic communication be posted to the NRC generic communication website.

³ This is to ensure that the generic communication is declared an official agency record before it is mailed to addressees.

⁴ Action for Branch Secretary in FSME

⁵ Action for Branch Secretary in NMSS.

⁶ Bulletins and generic letters only

⁷ Only when list of codes and standards is attached

MANUAL CHAPTER 0730 – EXHIBIT 10
Generic Communications Coordinator
Processing Checklist

GENERIC COMMUNICATION NAME: 2007-22 Status Update for Implementation of NRC Regulatory Authority for Certain NARM			
ADAMS ML:			
FORMATTING REVIEW			
Date of review:	Yes	No	N/A
Appropriate generic communication selected.			
Addressee list is correct.			
Header reflects all offices concurring on the generic communication.			
TECHNICAL OFFICES CONCURRENCE VERIFICATION			
	YES	N/A	
NRR licensees			
NRO licensees			
Division of Spent Fuel Storage and Transportation, NMSS (Pt. 71 Certificate of Compliance holders)			
Division of Spent Fuel Storage and Transportation, NMSS (Pt. 72 Certificate of Compliance holders)			
Division of Fuel Cycle Safety and Safeguards, NMSS, (Category I fuel cycle facilities)			
Division of Fuel Cycle Safety and Safeguards, NMSS (Category II fuel cycle facilities)			
Division of Fuel Cycle Safety and Safeguards, NMSS (independent spent fuel storage installations)			
Division of Fuel Cycle Safety and Safeguards, NMSS, (high-level waste licensees)			
Division of Materials Safety and State Agreements, FSME (Agreement States' Radiation Control Program Directors)			
Division of Materials Safety and State Agreements, FSME (Agreement States Liaison Officers)			
Division of Materials Safety and State Agreements, FSME (medical licensees)			
Division of Materials Safety and State Agreements, FSME (the Advisory Committee on the Medical Uses of Isotopes)			
Division of Materials Safety and State Agreements, FSME (Master Material Licenses)			
Division of Waste Management and Environmental Protection, FSME (low-level waste licensees)			
Generic Communications Registrar, NRR/DPR/PGCB			
Generic Communications Coordinator, NRR (for GCs jointly issued with NRR)			
ADMINISTRATIVE OFFICES CONCURRENCE VERIFICATION			
	YES	N/A	
Office of the General Counsel – no legal objection.			
Office of the General Counsel – Congressional Review Act Statement			
Office of Enforcement			
Office of Information Services – Paperwork Reduction Act Statement/OMB clearance number.			
ADAMS OWNER'S RIGHTS VERIFICATION			
	YES	N/A	
Generic Communications Registrar, NRR/DPR/PGCB			
Generic Communications Coordinator, NRR (for GCs jointly issued with NRR)			
Secretary, NRR/DPR/PGCB			
Branch Secretary			

MAILING LABELS AND ENCLOSURE			
Needed		Obtained (date)	Office
Yes	No		
			Division of Materials Safety and State Agreements, FSME (medical licensees)
			Division of Materials Safety and State Agreements, FSME (ACMUI)
			Division of Materials Safety and State Agreements, FSME (master material licensees)
			Division of Intergovernmental Liaison and Rulemaking, FSME (Agreement States)
			Division of Waste Management and Environmental Protection, FSME
			Division of Fuel Cycle Safety and Safeguards/Fuel Manufacturing Section Licensees, NMSS
			Division of Fuel Cycle Safety and Safeguards/Uranium Processing Section Licensees, NMSS
			Division of Spent Fuel Storage and Transportation, NMSS (Pt. 71 Licensees)
			Division of Spent Fuel Storage and Transportation, NMSS (Pt. 72 Licensees)
			Division of High Level Waste Repository Safety, NMSS
Labels given to:			Date:
FSME List of Issued Generic Communications enclosure added to package <u>or</u> forwarded to originator for addition to package			Date:
REMARKS			

MANUAL CHAPTER 0730 – EXHIBIT 11
 Addressee and Concurrence Checklist
 for the Originator of a Generic Communication

ADDRESSEE CHECKLIST		
<i>Originator adds, as appropriate, the following addressees to the generic communication:</i>	Added	N/A
NRR licensees		
NRO licensees		
Division of Spent Fuel Storage and Transportation, NMSS (Pt. 71 Certificate of Compliance holders)		
Division of Spent Fuel Storage and Transportation, NMSS (Pt. 72 Certificate of Compliance holders)		
Division of Fuel Cycle Safety and Safeguards, NMSS, (Category I fuel cycle facilities)		
Division of Fuel Cycle Safety and Safeguards, NMSS (Category II fuel cycle facilities)		
Division of Fuel Cycle Safety and Safeguards, NMSS (independent spent fuel storage installations)		
Division of Fuel Cycle Safety and Safeguards, NMSS, (high-level waste licensees)		
Division of Materials Safety and State Agreements, FSME (Agreement States' Radiation Control Program Directors)		
Division of Materials Safety and State Agreements, FSME (Agreement States' Liaison Officers)		
Division of Materials Safety and State Agreements, FSME (medical licensees)		
Division of Materials Safety and State Agreements, FSME (the Advisory Committee on the Medical Uses of Isotopes)		
Division of Materials Safety and State Agreements, FSME (Master Material Licenses)		
Division of Waste Management and Environmental Protection, FSME (low-level waste licensees)		

CONCURRENCES CHECKLIST

Originator adds, as appropriate, the following technical and administrative concurrences to the generic communication. The originator may use Exhibit 11A for further guidance in determining which concurrences listed below are necessary.

The originator is responsible for pursuing these concurrences.

N/A	Yes	Date Submitted for Concurrence	Concurrence Date	Office/Contact
	X			Generic Communications Coordinator, FSME or NMSS
				Office of the General Counsel (OGC) No Legal Objection. Required for RISs
				OGC/Congressional Review Act. Required for RISs
				Office of Information Services (Paperwork Reduction Act) Required for RISs
				Office of Enforcement
				Division of Materials Safety and State Agreements, FSME (Must obtain if generic communication is addressed to medical or Agreement State addressees)
				Division of Intergovernmental Liaison and Rulemaking, FSME
				Division of Waste Management and Environmental Protection, FSME (Must obtain if generic communication is addressed to low-level waste licensees)
				Division of Spent Fuel Storage and Transportation, NMSS (Must obtain if generic communication is addressed to spent fuel licensees)
				Division of High Level Waste Repository Safety, NMSS (Must obtain if generic communication is addressed to high-level waste licensees)
				Division of Fuel Cycle Safety and Safeguards, NMSS (Must obtain if generic communication is addressed to fuel cycle licensees)
				NRR technical concurrences (must obtain if generic communication is addressed to NRR licensees)
				NRO technical concurrences (Must obtain if generic communication is addressed to NRO licensees)
				NSIR technical concurrences

Additional Originator Instructions

After obtaining the above concurrences:

1. Add the concurrence dates to the ADAMS package. Alternately, submit the concurrence dates to the secretary, and the secretary will add the dates to the package, and complete the final processing steps.
2. Notify the Generic Communications Coordinator that you have obtained the above concurrences.

MANUAL CHAPTER 0730 – EXHIBIT 11A
Concurrences Guidance Table

CONCURRENCE TYPE ¹				
GENERIC COMMUNICATION TYPE	Office of the General Counsel (No Legal Objection)	Office of the General Counsel (Congressional Review Act Statement)	Office of Information Services (Paperwork Reduction Act Statement and/or Office of Management and Budget Clearance Number(s))	Office of Enforcement (Enforcement Issues)
Regulatory Issue Summary	Always	Always	Always	Always
Information Notice	Sometimes ²	Never	Never	Sometimes ²
Bulletin	Always	Always	Always	Always
Generic Letter	Always	Always	Always	Always

¹ These are the concurrences generally needed from these offices. The Generic Communications Coordinator may identify needed concurrences from other offices/entities.

² Originator determines, on a case-by-case basis, if these particular generic communications have issues that would require these concurrences.

MANUAL CHAPTER 0730 – EXHIBIT 12
Sample Commission Memorandum



(Date)

MEMORANDUM TO: Chairman Surname
Commissioner Surname (List Commissioners in order of
seniority)
Commissioner Surname
Commissioner Surname
Commissioner Surname

FROM: First M. Last
Executive Director for Operations

SUBJECT: GENERIC COMMUNICATION CONCERNING (subject)

This is to inform you that the staff intends to issue the attached (bulletin/generic letter) within 10 days of the date of this memorandum unless directed otherwise.

CONTACT: First M. Last, Division/Office
(301) 415-XXXX

Enclosure: As stated

cc: SECY
OGC
OCA
OPA
CIO
CFO

MANUAL CHAPTER 0730 – EXHIBIT 14
Paperwork Reduction Act Statements¹

Under the Paperwork Reduction Act (PRA) of 1995, Public Law 104-13, an agency may not collect identical information from 10 or more respondents unless it first obtains approval from the Office of Management and Budget (OMB). OMB must review proposed agency collections of information to ensure that the information required by the agency is necessary, is obtained with a minimum of burden on respondents, and does not duplicate information already collected by other Federal agencies.

Paperwork Reduction Act Statements are located in ADAMS at ML032230438. The following contains guidance on selecting the appropriate Paperwork Reduction Act statement. The Office of Information Services verifies whether the appropriate statement was selected.

Guidance on Selecting the Appropriate Paperwork Reduction Act Statement

For generic communications that contain no information collections:

This Generic Letter (Bulletin, RIS, etc.) does not contain any information collections and, therefore, is not subject to the requirements of the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et seq.).

When publishing a proposed generic communication for comment, use the following:

This (generic letter, bulletin, etc.) contains information collections that are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.). These information collections were approved by the Office of Management and Budget (OMB), approval number 3150-0011, which expires _____.¹

The burden to the public for these (voluntary/mandatory) information collection is estimated to average ___ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of these information collections, including suggestions for reducing the burden, to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet electronic mail to INFOCOLLECTS@NRC.GOV; and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0011) Office of Management and Budget, Washington, DC 20503. Send comments on any aspect of this information collection, including suggestions for reducing the burden, to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet electronic mail to maj@nrc.gov; and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0011), Office of Management and Budget, Washington, DC 20503.

Public Protection Notification

If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct nor sponsor, and a person is not required to respond to, the information collection.

¹ Contact Office of Information Services, Information Services and Records Division for the current expiration date.

For final generic communications that are not urgent, use the following:

This (generic letter, bulletin, etc.) contains information collections that are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, et seq.). These information collections were approved by the Office of Management and Budget (OMB), approval number 3150-0011.

The public reporting burden for this (voluntary/mandatory) information collection is estimated to average _____ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection.

Public Protection Notification

If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

For **emergency** generic communications, use the following:

This (generic letter, bulletin, etc.) contains information collections that are covered by the Office of Management and Budget clearance number 3150-0012, which expires _____.² The public reporting burden for this (voluntary/mandatory) information collection is estimated to average _____ hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments about this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to the Records Management Branch (T-6 E6), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by Internet electronic mail to bjs1@nrc.gov; and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202 (3150-0012), Office of Management and Budget, Washington, DC 20503.

Public Protection Notification

If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct nor sponsor, and a person is not required to respond to, the information collection.

² Contact Office of Information Services, Information Services and Records Division for the current expiration date.

Each reference to a code or standard must contain the following information:

1. The name of the organization, if it is other than the American National Standards Institute.
2. The identification number of the code or standard
3. The title of the code or standard
4. The date of issue, if the date is not given as part of the identifying number
5. An availability statement, if the code or standard is still in draft form, that is, available in the NRC Public Document Room for inspection and copying

Examples:

American National Standards Institute/American Nuclear Society, ANSI/ANS 3.1-1978, "Selection and Training of Nuclear Power Plant Personnel," ANS, LaGrange Park, Illinois

Institute of Electrical and Electronics Engineers, IEEE Standard 279-1971, "Criteria for Protection Systems for Nuclear Power Generating Stations," Piscataway, New Jersey

For references to the Boiler and Pressure Vessel Code of the American Society of Mechanical Engineers, include the section, division, subarticle, and addendum in which the subarticle appeared.

Example:

American Society of Mechanical Engineers, Boiler and Pressure Vessel Code, 1986 edition, Section III, Subsection NCA, "General Requirements for Division 1 and Division 2," 1988 addenda, New York

¹ Copies of industry codes and standards used in a substantive manner in the NRC regulatory process are maintained at the NRC Library and are available there for reference by the public. Codes and standards are usually copyrighted and may be purchased from the originating organization or, if they are American National Standards, from the American National Standards Institute, 11 West 42nd Street, 13th floor, New York, NY 10036.

MANUAL CHAPTER 0730 – EXHIBIT 15
Referenced Codes and Standards

The Congressional Review Act (CRA), a provision of the Small Business Regulatory Enforcement Fairness Act of 1996, requires Federal agencies to provide Congress with an opportunity to review agency rules. The definition of “rule” is broad enough that it is possible that a generic communication can be defined as a rule under CRA. Therefore, generic communications need to be reviewed to determine if they meet the requirement of a rule under CRA. The Office of the General Counsel (OGC) performs this review and verifies that the appropriate CRA statement is included in generic communications.

For generic communications that likely are not subject to CRA, the following statement is used:

“This (RIS, IN, etc.) is not a rule as designated by the Congressional Review Act (5 U.S.C. §§ 801-886) and, therefore, is not subject to the Act.

If the generic communication likely meets the definition of a rule, it would probably be a non-major rule. The following statement is used:

“In accordance with the Small Business Regulatory Enforcement Fairness Act of 1996, NRC has determined that this action is not a major rule and has verified this determination with the Office of Information and Regulatory Affairs of the Office of Management and Budget.”

Additionally, the following is performed:

A summary description of the generic communication that is determined to be subject to CRA, including a statement that the generic communication is not a major rule under CRA, is sent to the Office of Administration, Rulemaking, Directives and Editing Branch (ADM/RDB). (Note: if OGC determines the rule is a major rule, the statement sent to ADM/RDB should state this).

- If OGC determines the generic communication is a major rule under CRA, then it must have been received by Congress for 60 days before it can become effective. Therefore, any activities associated with following up on the communication need to account for this delay in implementation.
- When a generic communication that is a rule or major rule under CRA is issued, copies of the generic communication are sent under separate cover to the Speaker of the House, the President of the Senate, and the General Accounting Office (GAO). The cover form that is used can be obtained at www.gao.gov/decisions/majrule/submit.htm and is prepared for the signature of the Director, Office of Congressional Affairs.

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MANUAL CHAPTER 0730 – EXHIBIT 16
Congressional Review Act Statements

The Congressional Review Act (CRA), a provision of the Small Business Regulatory Enforcement Fairness Act of 1996, requires Federal agencies to provide Congress with an opportunity to review agency rules. The definition of “rule” is broad enough that it is possible that a generic communication can be defined as a rule under CRA. Therefore, generic communications need to be reviewed to determine if they meet the requirement of a rule under CRA. The Office of the General Counsel (OGC) performs this review and verifies that the appropriate CRA statement is included in generic communications.

For generic communications that likely are not subject to CRA, the following statement is used:

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If the generic communication likely meets the definition of a rule, it would probably be a non-major rule. The following statement is used:

“In accordance with the Small Business Regulatory Enforcement Fairness Act of 1996, NRC has determined that this action is not a major rule and has verified this determination with the Office of Information and Regulatory Affairs of the Office of Management and Budget.”

Additionally, the following is performed:

A summary description of the generic communication that is determined to be subject to CRA, including a statement that the generic communication is not a major rule under CRA, is sent to the Office of Administration, Rulemaking, Directives and Editing Branch (ADM/RDB). (Note: if OGC determines the rule is a major rule, the statement sent to ADM/RDB should state this).

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Revision History – IMC 0730

Commitment Tracking Number	Issue Date	Description of Change	Training Needed	Training Completion Date	Comment Resolution Accession Number
N/A	11/15/1999	Revised to reflect the current organization and includes minor editorial changes.	NO	N/A	N/A
N/A	03/21/08 CN 08-011	<p>Revised to include new generic communications products (Information Assessment Team Advisories and Security Advisories).</p> <p>Revised to add exhibits on generic communications development (Exhibits 10, 11, and 11A); to add exhibits on Information Assessment Team Advisories and Security Advisories; and to update pre-existing exhibits.</p> <p>Revised to reflect the following changes associated with NRC Offices:</p> <ul style="list-style-type: none"> * The addition of the Office of Federal and State Materials and Environmental Management Programs; * The addition of the Office of Nuclear Security and Incident Response; * The name change of the “Office of the Chief Information Officer” to its current name, “Office of Information Services.” 	YES	01/31/2008 02/12/2008 03/06/2008	ML080180410