

NMMSS News

Published Periodically by and for the NMMSS Community



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NMMSS Website



NMMSS Releases Updated Fillable Forms

NMMSS has updated the Fillable Forms interface that allows sites to complete and submit NMMSS reporting using a secure web-based method with the familiar look of a PDF form. The updated version includes several useful enhancements for ease of use and improved efficiency. Among the enhancements, the NMMSS Fillable Forms “Save as XML” feature is once again available to the NMMSS reporting community, along with other new features that were created for the newest version of the fillable forms.

Previous versions of the forms relied on Internet Explorer so the “Save as XML” function was lost when Microsoft replaced Internet Explorer with Edge. The newest version of the fillable forms is entirely web-based, eliminating the need to install any software, and is compatible with Chrome, Edge, and Firefox. The updated fillable forms have three new features to enhance accuracy and ease of reporting: dropdown fields for data validation, the ability to add lines beyond traditional PDF form limits, and a “Load XML file” button that imports XML to enable editing in a user-friendly PDF interface.

For facilities with IT restrictions that prevent the install of SAMS, the new fillable forms will facilitate compliance with DOE/NRC requirements to submit data to NMMSS in “electronic” or “computer-readable format.” Every month, NMMSS analysts manually enter over 150 transactions into NMMSS, in addition to MBRs and PILs, from submitted PDFs. Each piece of manually entered data must be quality checked by another analyst to ensure facility data was entered correctly. Increased XML data submission will free up more analyst time to assist facilities with pressing issues directly.

NMMSS will reach out to high-volume PDF submitters to offer virtual training on the use of the fillable forms, but any RIS is welcome to request assistance or information regarding XML data submittal using the fillable forms. Additionally, NMMSS will be hosting a webinar for the entire reporting community (details to follow in a special announcement).

The following tips can help facilities get started using the new fillable forms.

- Use the “Load XML file” feature to save time when reporting imports, receipts, or when submitting a static inventory MSR.
 - Note: Do not load XML containing more than one transaction or MBR.

- If you need to clear dropdown selection from a field, reopen the dropdown menu and select the blank option at the top of the list rather than using backspace or delete.
- Dropdown selections display both the code and the value of the code as a reference during data entry, but only the code/correct info is exported to the xml.
- Reminder, weight and volume units do not need to be specified because the appropriate reporting units are coded into NMMSS. Reference the Material Type tables in NUREG/BR-0006 or NUREG/BR-0007, as applicable, or the NMMSS User Guide for reporting units.
- Fillable forms have the same character limits as exist in NMMSS so PDF submitters may need to shorten some entries. For example, “General License” should be entered as “GEN-LIC.”
- Use “Print to PDF” through the browser to save a copy for facility records.
- The traditional PDF form for a PIL contains a box called “6. Totals,” which is sometimes used by facilities to meet the “total line requirement.” Box 6 on the Form 742C doesn’t function in an xml context so facilities should enter a total line with the comp code 899 instead.
- Reminder, Sequence Number, and Process Code must be entered for each detail line of a Material Balance Report or Physical Inventory Listing.
- NMMSS users will see a new field when entering a Concise Note on a Material Balance Report or Physical Inventory Listing: Sequence Number. This field is required for the computer programming to work properly because it indicates where the Concise Note should be stored in the XML. This field is not associated with any NMMSS Errors or Edit Checks, so facilities may select any of the options in the drop-down menu, but they must make a selection for Concise Note lines containing information to export to the XML.

☒ CONCISE NOTE ATTACHED

DOE/NRC FORM 740M			CONCISE NOTE
SEQUENCE NUMBER	7A. Line No.	7B. Entry Reference	
1	1	WR	Sequence Number for Concise Note
1	2	WR	indicates where the information will
1	3	WR	be stored in the XML.












NMMSS welcomes community feedback on the new Fillable Forms. Please send your questions and comments to the NMMSS inbox (nmmss@nnsa.doe.gov). We’ll have more user tips in future issues of *NMMSS News*.

NMMSS Users may access the Fillable Forms under Supporting Software at <https://nmmssresources.com>.

2025 NMMSS Reporting Training Course Schedule

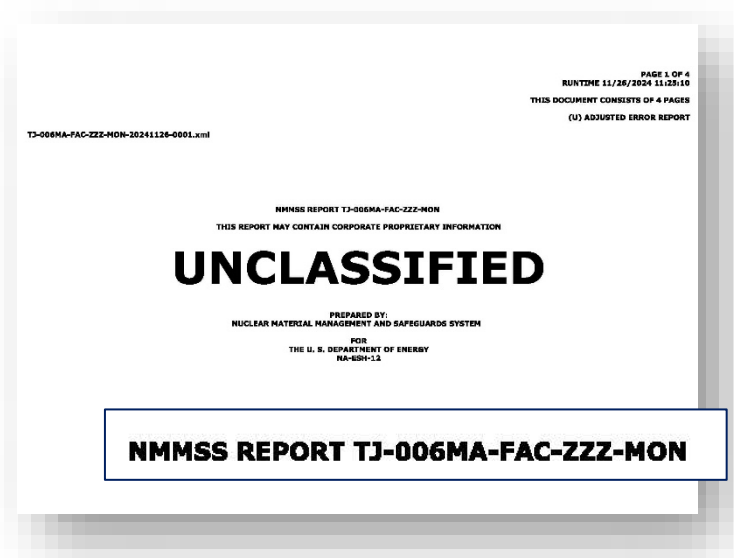
NMMSS is presenting the course *Fundamentals of MC&A Reporting for DOE and NRC Nuclear Operators* in virtual and in-person formats. The course is based on DOE and NRC material control and accountability (MC&A) requirements and applicable international safeguards agreements and nonproliferation treaties. The table below shows the schedule of training offerings for 2025. These three-day training courses focus on the fundamentals of reporting MC&A data to NMMSS by U.S. nuclear operators.

To register for one of the listed courses, please send an email request to nmmss@nnsa.doe.gov with copy to the lead instructor, Mitch Hembree, at mitch.hembree@nnsa.doe.gov. In the email, please provide your name, corporate affiliation, facility, corresponding RIS in NMMSS, and telephone and email contact information. Please also include your preferred class date as well as an alternative date in case the preferred date is unavailable.

Dates	Training Format		Location	
December 10-12, 2024		Virtual		Zoom
February 25-28, 2025		In Person	Santa Fe, NM	
April 8-10, 2025		Virtual		Zoom
July 22-24, 2025		In Person	TBD	
August 19-21, 2025		Virtual		Zoom
October 21-23, 2025		In Person	TBD	
December 9-11, 2025		Virtual		Zoom

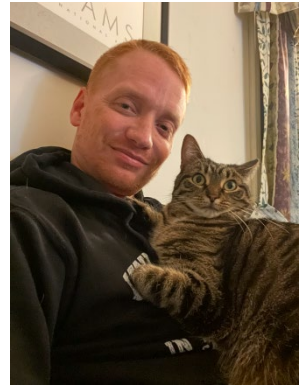
Updated Distribution Procedure for Adjusted Error Rates

Facilities that have requested to receive adjusted error rates will receive a new report with the NMMSS monthly closing, rather than an email sent at the beginning of the calendar month. Adjusted error rates will now be transmitted via the TJ-006MA report. Facilities that requested a monthly TJ-006M will continue to receive the TJ-006M in addition to the new TJ-006MA. Although facilities will now receive their adjusted error rates later in the month, the new distribution procedure brings adjusted error rate distribution in line with the NMMSS operations calendar for a more streamlined workflow. The new distribution method also provides the adjusted error rates in a more formal report rather than a simple email. Facilities will begin to receive TJ-006MA reports following the September 2024 closing.



NMMSS Welcomes Aboard: Brandon Olinger

Brandon Olinger joined the NMMSS staff in September 2024. He previously worked at the DOE Headquarters Office of Classification, and at Los Alamos National Laboratory as a research technician. Prior to his joining the DOE family, Brandon served in the U.S. Army as a Chemical Weapons Specialist. His extracurricular interests include golfing, New Mexico cooking, movies, video games, building Lego models, Comic-Con, rebuilding classic cars, and home projects. An animal lover, he has a tabby named Pumie (pictured). Brandon has a bachelor's degree in criminal justice from New Mexico State University.



Reporting Tips

- NRC NUREG/BR-0007, Rev. 8, states that licensees are to use the assay-specific material type codes (i.e., E1 through E4) for enriched uranium when submitting their annual Material Status Report consisting of the Material Balance Report, Physical Inventory Listing, and any Nuclear Material Transaction Report needed to balance.

Depending on the nature of the licensee's business, this can pose challenges in reconciling with NMMSS, as numerous items of differing enrichments may be collected into a single batch. This may necessitate the reporting of adjustments on DOE/NRC Form 741, *Nuclear Material Transaction Report*, in the form of inventory differences or category changes.

- For DOE-owned material, use the codes listed in Table 2-3 of the NMMSS Users Guide.
- On DOE/NRC Form 742, lines 40 and 82 are subtotals of receipts (lines 8-39) and removals (lines 41-81). Although they are not captured in the NMMSS system, they can assist the user in identifying any imbalances.
- Reminder, it is only necessary to enter data in the UK Reportable field if one party of the transaction is located in the United Kingdom.

Information on the *Prohibiting Russian Uranium Imports Act*

On May 13, 2024, President Biden signed the [Prohibiting Russian Uranium Imports Act](#) into law; it recently became effective on August 11, 2024 (90 days after enactment). The law prohibits imports into the United States of "unirradiated low-enriched uranium" (LEU) from the Russian Federation and Russian entities. Because the Act amended the USEC Privatization Act, it relies on that law's definition of "low-enriched uranium," which includes natural uranium in addition to LEU. The new law also provides for the Secretary of Energy to grant waivers on a case-by-case basis if the Secretary determines that (1) no alternative viable source of LEU is available to sustain the continued operation of a nuclear reactor or a U.S. nuclear energy company; or (2) import of the LEU is in the national interest. It also stipulates that any granted waivers must terminate no later than January 1, 2028. Instructions for requesting a waiver were issued by the Department of Energy (DOE) in the Federal Register on May 24, 2024, at [89 FR 45871](#).

The NRC also issued a Federal Register notice at [89 FR 45926](#) to explain how the Act affects imports under NRC licenses. In short, imports for which DOE has granted a waiver will still be permitted to use the existing NRC general import license in Title 10 of the Code of Federal Regulations (CFR) § 110.27 without the need for any case-specific NRC action. All existing NRC requirements for imports will still need to be met, including the need to have a domestic possession license and, of course, reporting to NMMSS. Further, a DOE waiver will be the only viable path to import uranium prohibited under the Act; if the NRC were to receive any applications for specific import licenses, including cases where DOE has denied a waiver request or because waivers are no longer available (i.e., beyond 2027), those applications will be returned without action by the NRC.

Additionally, the Act places quota limits on amounts of LEU that may be imported in calendar years 2024 - 2027. The limits are managed by the U.S. Department of Commerce, consistent with its implementation of the *Agreement Suspending the Antidumping Investigation on Uranium from the Russian Federation*.

NMMSS Reporting Forms and Software

The **NMMSS fillable forms package** enables DOE/NNSA sites and NRC licensees to enter data into electronic forms and output to XML format. **Fillable PDFs** are available at the NRC website from the URLs provided below. The expiration date for these forms was extended to September 30, 2027.

Standard PDFs	NMMSS Fillable Forms	
DOE/NRC Form 740M, Concise Note	Version 1.0	12/02/24
DOE/NRC Form 741, Nuclear Material Transaction Report	https://nmmssresources.com/	
DOE/NRC Form 742, Material Balance Report		
DOE/NRC Form 742C, Physical Inventory Listing		

Safeguards Management Software (SAMS)

SAMS is a facility-based version of the NMMSS software maintained by DOE and NRC. SAMS enables users to input data and perform quality control edit checks for transactions, material balance reports, and inventories, and includes an updated Authority Reference File. Version 9.0.0.3 is available for download at <https://www.linksolutions.com/SAMS>.

Please send a request to the NMMSS mailbox (NMMSS@nnsa.doe.gov) to receive copies of any NMMSS-related documents. Please include your name, organization, and reporting RIS.

Transaction/Inventory Due Dates for DOE Sites		
Reporting Month	Transaction Due	Inventory Due
November 2024	December 11	December 15
December 2024	January 13	January 15
January 2025	February 12	February 15
February 2025	March 12	March 15
March 2025	April 10	April 15
April 2025	May 12	May 15
May 2025	June 11	June 15
June 2025	July 11	July 15

2024-2025 Observed Holidays	
Christmas Day	Wednesday, December 25, 2024
New Year's Day	Wednesday, January 1, 2025
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Juneteenth	Thursday, June 19, 2025
Independence Day	Friday, July 4, 2025
Labor Day	Monday, September 1, 2025
Columbus Day	Monday, October 13, 2025
Veterans' Day	Tuesday, November 11, 2025
Thanksgiving	Thursday, November 27, 2025
Christmas Day	Thursday, December 25, 2025

NMMSS Points of Contact for Nuclear Material Reporting Technical Support and Assistance

Name	Primary Function	Phone	Email Address
Elaine Beacom	Imports and exports	(301) 903-1328	Elaine.Beacom@nnsa.doe.gov
Robert (RL) Carbo	NRC licensees	(301) 903-0092	RL.Carbo@nnsa.doe.gov
John Cettin	DOE/NNSA sites	(301) 903-6870	John.Cettin@nnsa.doe.gov
Marcos Crabtree	NRC licensees	(301) 903-6240	Marcos.Crabtree@nnsa.doe.gov
Mitch Hembree	Training, DOE/NNSA sites	(505) 845-4165	Mitch.Hembree@nnsa.doe.gov
Emily Himmelfarb	NRC Licensees	(301) 903-4619	Emily.Himmelfarb@nnsa.doe.gov
Donna Hutchinson	Project numbers	(301) 903-2226	Donna.Hutchinson@nnsa.doe.gov
Eric Monares	Nuclear cooperation communications	(505) 845-4170	Eric.Monares@nnsa.doe.gov
Brandon Olinger	MC&A data submittal	(301) 903-7970	brandon.olinger@nnsa.doe.gov
Genevieve Weaver	NRC licensees	(301) 903-6860	Genevieve.Weaver@nnsa.doe.gov
James Rubenstone	Issues/suggestions	(301) 515-9654	James.Rubenstone@nnsa.doe.gov

 Located at NMMSS West, John A. Gordon Albuquerque Complex

Program Management and International Points of Contact

Program Management Points of Contact	International Points of Contact
Department of Energy/NNSA Loida Begley (202) 586-1747 Loida.Begley@nnsa.doe.gov	Nuclear Regulatory Commission Santiago Aguilar (301) 415-7918 Santiago.Aguilar@nrc.gov
Nuclear Regulatory Commission Mirabelle Shoemaker (301) 415-7363 Mirabelle.Shoemaker@nrc.gov	Department of Energy/NNSA Alexandra Zeigler (301) 903-0236 Alexandra.Zeigler@nnsa.doe.gov
Email: NMMSS@nnsa.doe.gov	
NMMSS website: https://www.energy.gov/nnsa/nuclear-materials-management-and-safeguards-system-nmmss	
Unclassified fax: (301) 903-1998	

Mailing Addresses:

Unclassified	Overnight Unclassified	Classified (Inner and Outer Envelope)
John Cettin U.S. Department of Energy 1000 Independence Avenue, SW NA-ESH-12/Germantown Bldg. Washington, DC 20585-1290	Attn: John Cettin, NA-ESH-12 U.S. Department of Energy 19901 Germantown Road Germantown, MD 20874-1207	Attn: John Cettin, NA-ESH-12 U.S. Department of Energy P.O. Box A Germantown, MD 20875-0963
IMPORTANT: The “DO NOT X-RAY” marking does not prevent incoming packages from being sanitized. Please package compact discs (CDs) in cardboard rather than plastic casings. The plastic is heated by the sanitization machine, warping the CD and rendering it unreadable. This is less likely to occur if the CD is packaged in cardboard.		

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