

June 27, 2000

MEMORANDUM TO: DNMS Staff

FROM: Cynthia D. Pederson, Director, DNMS */RA/*

SUBJECT SELF ASSESSMENT OF MISADMINISTRATION
FOLLOW UP ACTIVITIES

The Materials Inspection Branch recently conducted a Self Assessment of our handling of all misadministration follow up activities for FY 2000 to date. A copy of the self assessment results is attached for your information. The team, Kevin G. Null, George O. Parker, Tony S. Go, and Michael M. LaFranzo, concluded that all inspection related activities had been properly carried out; however, we did not always send the appropriate documentation (NRC report, licensee report, and consultant report) to the misadministration coordinator in Nuclear Material Safety and Safeguards.

We contacted the coordinator who indicated that with ADAMS, all we needed to do is ensure the information was available in ADAMS to satisfy the reporting requirement in Management Directive 8.10. This has been done. In addition the team recommended the use of a check list when following up on misadministrations. You should have already received a memorandum from Kevin G. Null with a copy of the check list.

If you have any questions please see Geoffrey C. Wright.

Attachment: As stated

cc w/att: D. Cool, NMSS
G. Pangburn, RI
D. Collins, RII
D. Chamberlain, RIV
J. Dyer, RIII
B.J. Holt, RIII

DOCUMENT NAME: G:\SEC\MISADMIN-ASSESS.WPD

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