Appendix A

DATE: August 28, 2000

TO: Emergency response file

FROM: Paul Schmidt/John Lorenz

RE: 8/25/2000 transportation accident

On August 25, 2000 at approximately 0800, the Radiation Protection Section (RPS) was informed by Henry Nehls-Lowe, public health on-call staff, of a transportation accident involving radioactive materials. At approximately the same time, notification of the incident also came from Larry Reed, southwest regional director for the Wisconsin Division of Emergency Management, and the Nuclear Regulatory Commission.

The accident had occurred at mile marker 69 on Interstate Highway 90-94 near Mauston, WI at approximately 0430. The truck had overturned and was blocking one lane of the interstate. Local responders were on the scene and requesting assistance.

Paul Schmidt contacted Scott Beech, La Crosse fire department on scene coordinator, for more details. According to Mr. Beech, the driver of the semi-trailer had apparently fallen asleep, swerved and overturned the truck, partially blocking the interstate. The driver sustained non-life-threatening injuries and was taken by ambulance to a local hospital. Police were routing traffic to the remaining open lane. According to shipping papers, the truck contained 8, 100 mCi Cs-137 sealed sources being shipped from Northwoods Panel Board, Solway , MN to Radiation Technology, Inc. in Odessa, TX. The shipment was classified as #2 yellow with a 0.1 transport index. The truck was partially damaged but otherwise intact, with no evidence of any leakage. It had not been opened pending arrival of a Level A hazardous materials response (hazmat) team. Mr. Schmidt advised Mr. Beech that current precautions appeared adequate, and that he would dispatch a radiation response team, lead by a State Radiological Coordinator (John Lorenz) to provide on-site assistance.

John Lorenz contacted Loren Anderson of the La Crosse level A hazmat team, who was on the scene. Mr. Anderson said they had not yet entered the trailer. They had only Civil Defense instruments available for monitoring, but they were expecting their own instrument to arrive soon with the rest of the team. Mr. Lorenz recommended that the hazmat team not base any decisions on the readings made with the Civil Defense instruments.

John Lorenz, Don Hendrikse and Jason Hunt were dispatched about 0900 with an ETA of approximately 1030. In the interim, Paul Schmidt did the following:

1. Contacted the Radiation Safety Officer (RSO) for Northwoods Panel Board for further information. Bob Claypool, the RSO, verified the shipment as 8, 100 mCi Cs-137 sources and their source holders from a level gauge, packaged according to DOT

regulations and being shipped to Radiation Technology, Inc. in Odessa, Texas. We periodically updated him on the status of the shipment and response efforts. Mr. Claypool said each source holder had a shutter that was held closed by a padlock.

2. Contacted the Nuclear Regulator Commission, Region III office in Lisle, IL to share information. We discussed the incident with Darrell Wiedeman, Bob Gattone and Roland Lickus. NRC provided advisory assistance during the incident response. We provided periodic updates to the NRC as more information became available.

3. Contacted Wisconsin Emergency Management duty officer Dave Lewall at 242-3252.

4. Contacted the Lacrosse County field team (Richard Matushek) and provided an update, with instructions to share info with other field team member and supervisor.

5. Contacted Tom Anderson, DHFS emergency coordinator, with an event summary and our response efforts.

6. Contacted John Lorenz via cellular phone and provided periodic information updates.

En route to the scene, Mr. Lorenz again contacted Loren Anderson. Mr. Anderson said the hazmat team had completed an area survey around the trailer, then had entered the trailer, using self-contained breathing apparatus as a precaution. According to Mr. Anderson, the radiation levels outside the trailer and inside the trailer up to a few feet from the source containers were "zero".

The individual source housings were fastened to a framework of 2x4's. Two housings were attached to each 2x4, then two 2x4's were fastened inside each of two wooden crates. When the truck rolled over, one of the wooden crates had come apart, but the source housings were intact and still fastened to the 2x4's. The hazmat team had opened the other wooden crate to confirm that its contents were also intact.

Loren Anderson said arrangements had been made by the carrier to bring another truck to carry the freight from the overturned vehicle to Tomah. He was told not to move the sources from the trailer until RPS personnel arrived.

Upon arriving at the scene, RPS personnel completed a meter survey of the area around the trailer. The survey indicated there was no leakage of radioactive material and no breach of the source housings.

The highest exposure level found outside the trailer was 0.02 to 0.03 mR/hr about 4 feet from the point nearest the sources. Exposures inside the trailer were background approximately five feet from the sources and 0.2 to 0.3 mR/hr in the central space among the four sources housed in each crate.

The surface of the source housings was wipe tested and results were background.

The shutter locking system on each of the source housings was intact and the padlocks were locked.

Because the packaging had come apart, Bob Claypool was contacted and told he would have to come to Tomah to repackage the sources before they were shipped any further. He said he would arrive in the evening.

The sources were then moved to the new vehicle, which was to take then to the Vitran Express Company terminal in Tomah. One of the shipping crates was reconstituted to contain the framework holding the sources. The sources were centered in the trailer, thus minimizing exposure levels outside the vehicle.

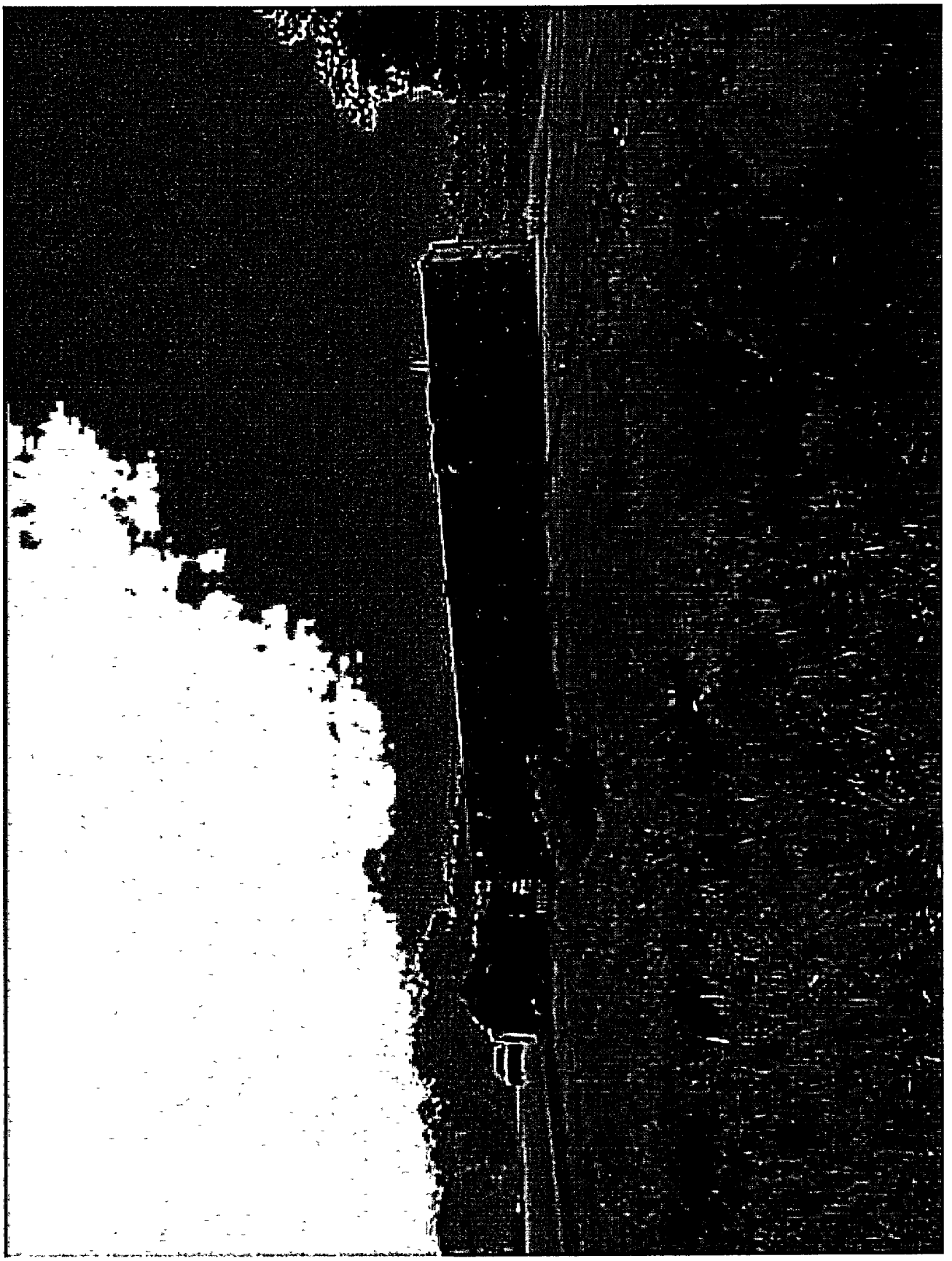
A follow up survey of the overturned vehicle showed only background radiation levels after the sources had been removed.

RPS personnel followed the shipment to Tomah. The trailer containing the sources was locked and backed up to the loading dock so it could not be opened. The keys to the truck were locked in the company office pending Bob Claypool's arrival.

Bob Claypool, RSO for Northwoods Panel Board, arrived at the trucking terminal in Tomah at approximately 22:00 on August 25. He subsequently rebuilt the shipping crates, reapplied any needed labels, and continued the source shipment to Texas at approximately 0200 on 8/26/00.

Overturned Truck Transporting Radioactive Material Blocking Interstate near Mauston, WI on August 25, 2000.

Photo courtesy of Mauston Fire Dept.



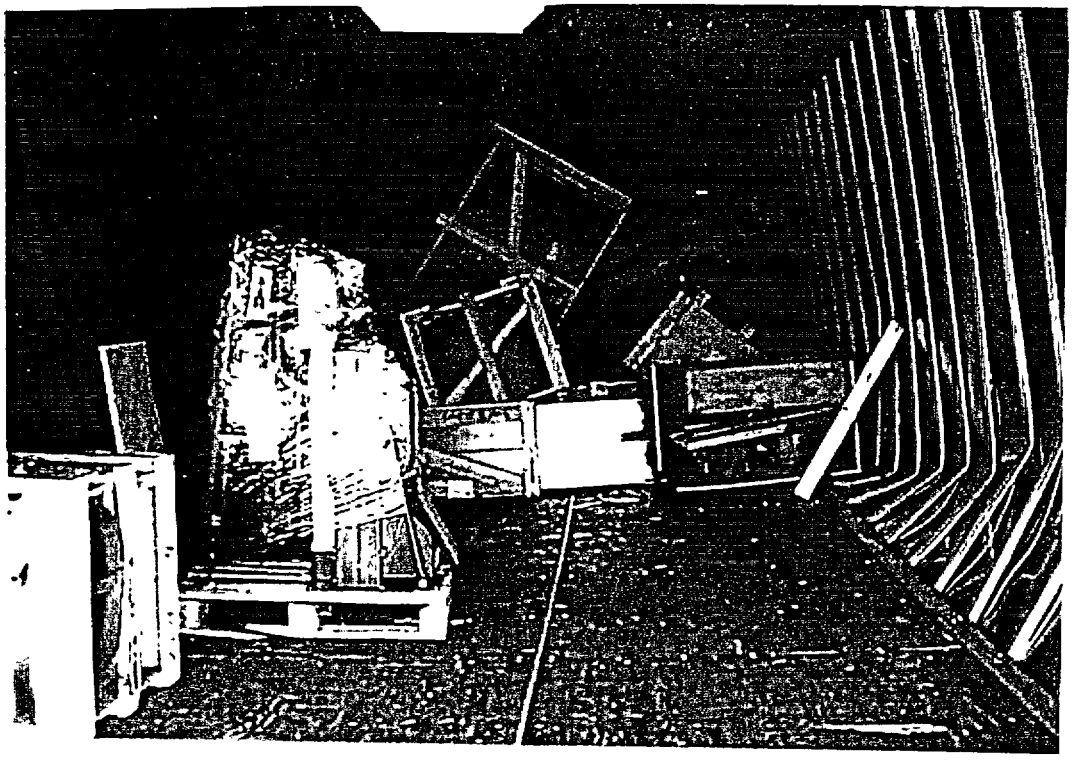
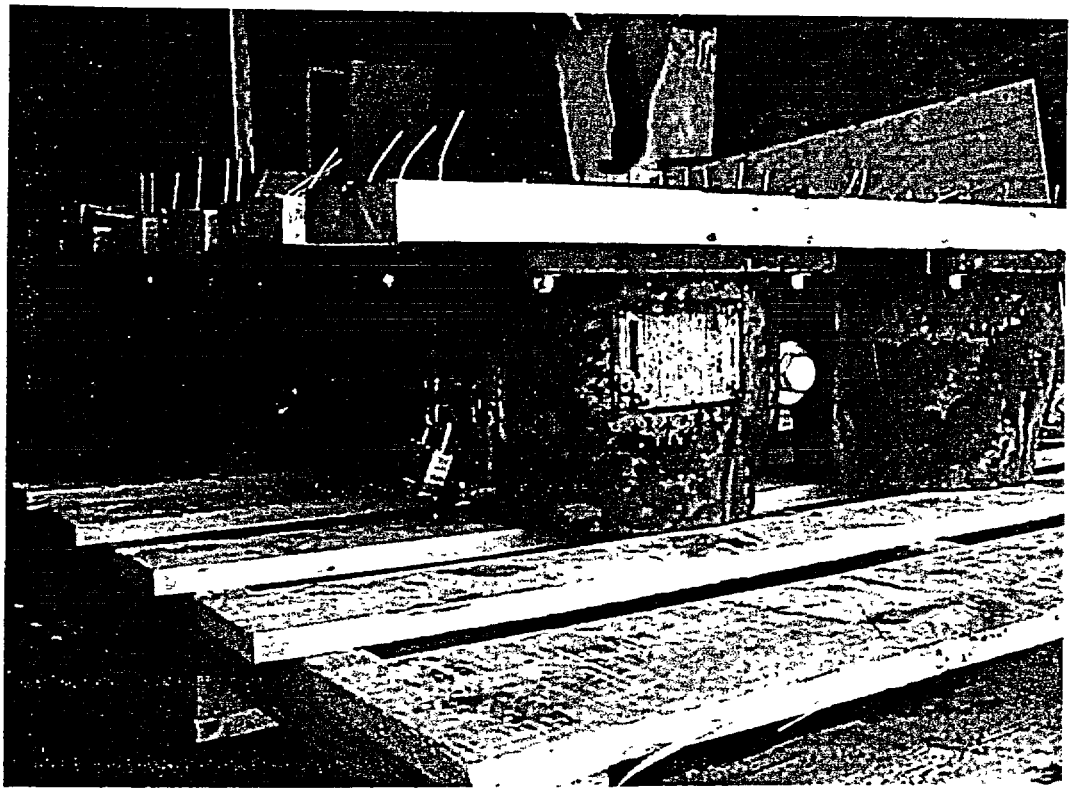


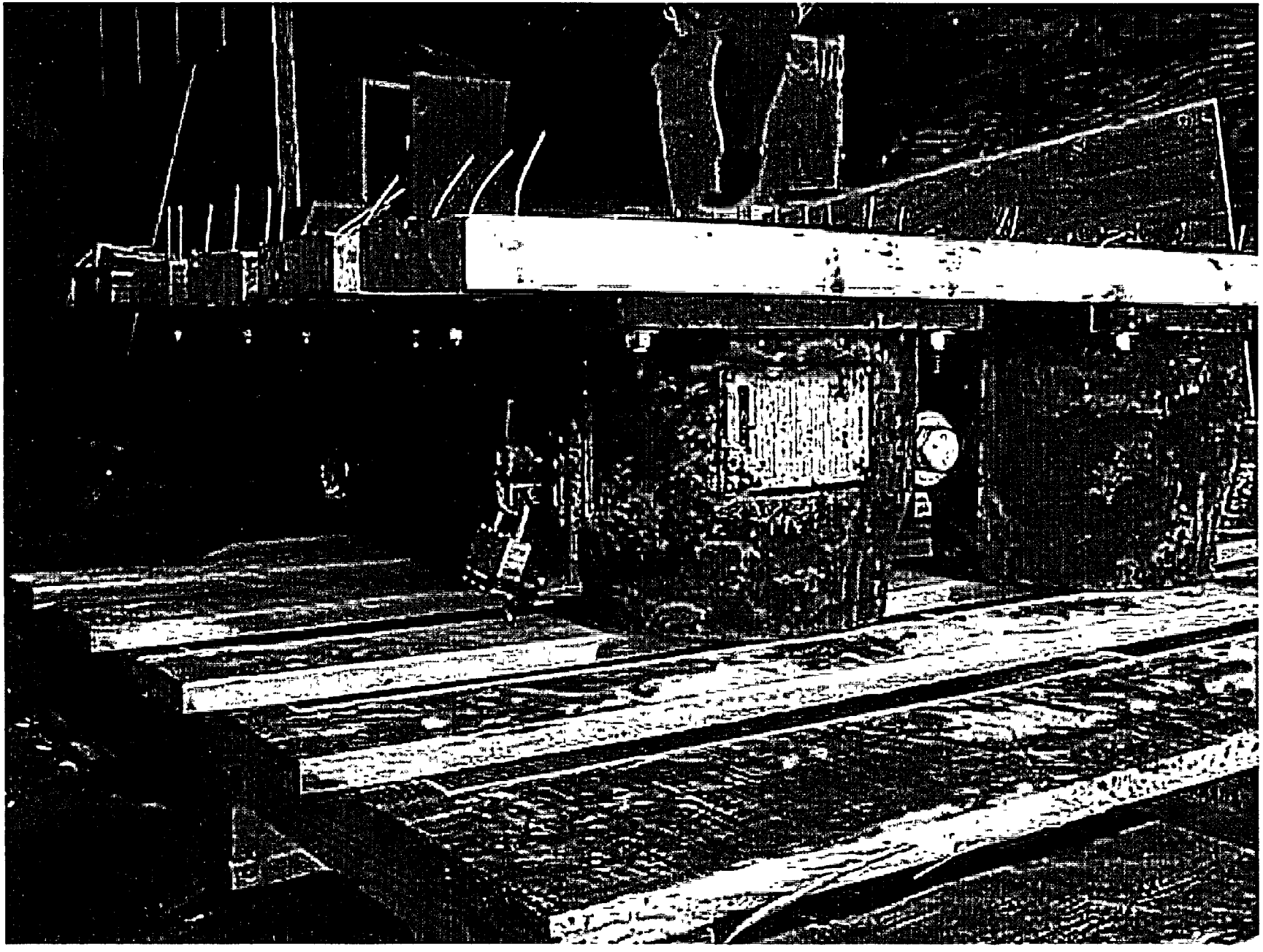
Photo shows interior of trailer from the rear of the truck for transportation incident of 8/25/00 near Mauston, WI. Note broken wooden transportation box with radioactive source housings at right center of photo.

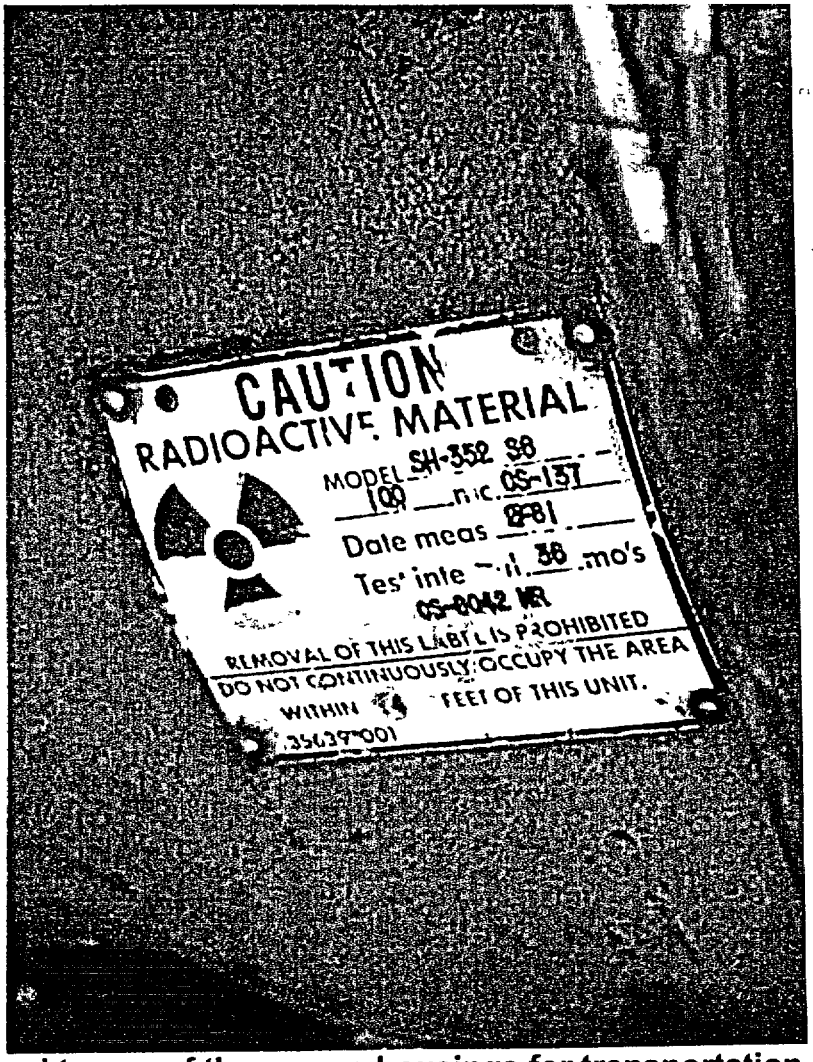
Photo courtesy of Mauston Fire Dept.



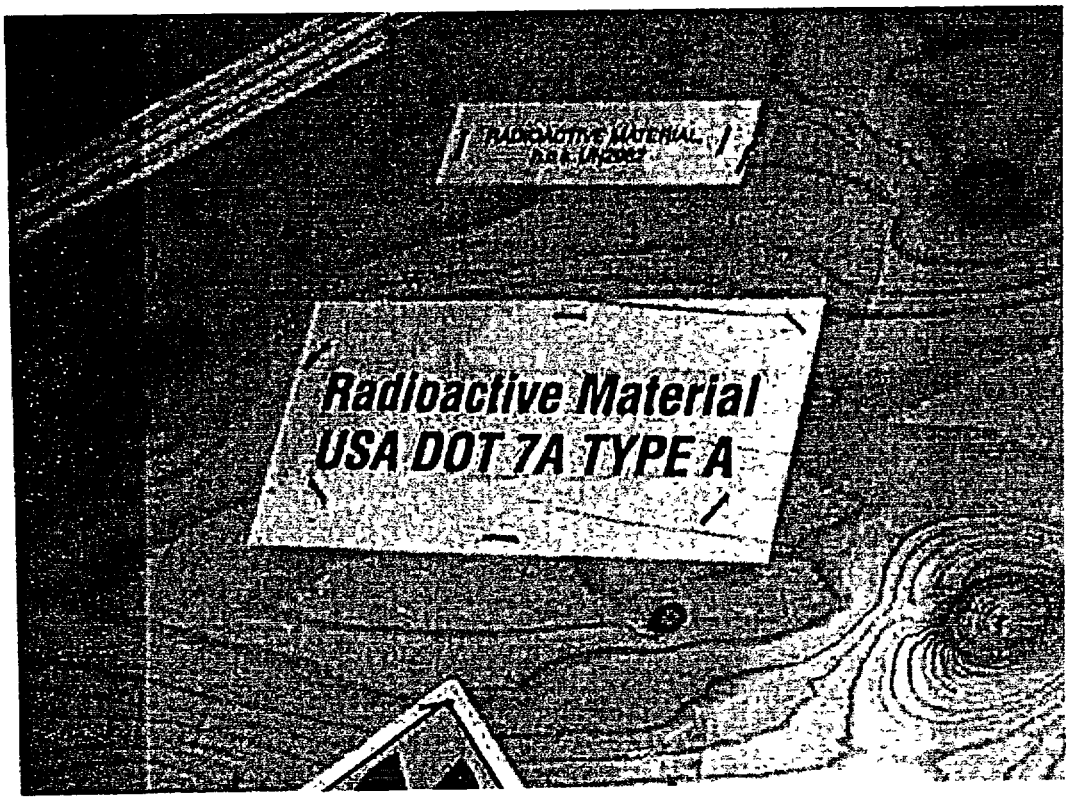
Close-up of radioactive source housing for transportation incident of 8/25/00 near Mauston, WI showing intact padlock.

Photo courtesy of Mauston Fire Dept.

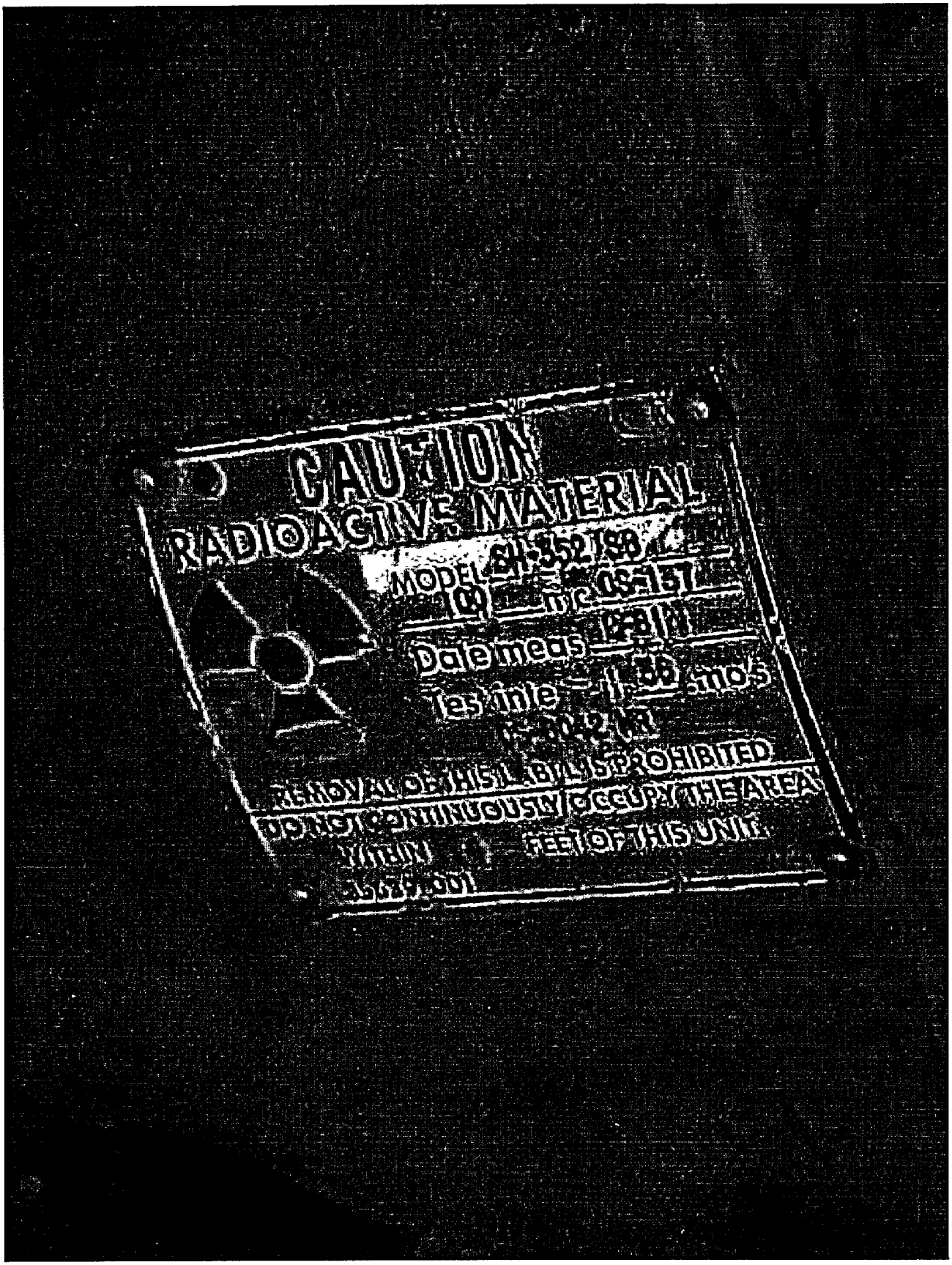




Label attached to one of the source housings for transportation incident of 8/25/00 near Mauston, WI. Photo courtesy of Mauston Fire Dept.



Transportation Markings on Wooden Box housing for transportation incident of 8/25/00 near Mauston, WI. Photo courtesy of Mauston Fire Dept.


CAUTION
RADIOACTIVE MATERIAL
REMOVAL OF THIS LABEL IS PROHIBITED
DO NOT CONTINUOUSLY OCCUPY THE AREA
FEET OF THIS UNIT

8

STATE OF WISCONSIN
HEALTH AND FAMILY SERVICES

Radiation Protection Section

Radioactive Materials Program Procedure No. 6.01

Qualifications and Training

Prepared By:_____ **Date**_____

Reviewed By:_____ **Date**_____
Cheryl K. Rogers, Materials Program Supervisor

Approved By:_____ **Date**_____
Paul S. Schmidt, Radiation Protection Chief

Effective Date:_____

Table of Contents

1.0 PURPOSE

1.1 Applicability

This procedure defines the minimum essential elements of training required for each Nuclear Engineer position and additional training required for the performance of specialized activities. The procedure also details the training required to maintain a qualified technical staff.
The procedure describes the Qualifications Journal maintained by/for Nuclear Engineer.

1.2 References

1.2.1 NRC Manual Chapter 1246, Appendix A, Section I, "Training Requirements for Materials License Reviewer" and Section II, "Training Requirements for Materials Radiation Specialist Inspector".

1.2.2 NRC Manual Chapter 1246, Appendix B, Section I "Materials License Reviewer - NRC Reviewer Qualification Journal" and Section II, "Materials Radiation Specialist Inspector - NRC Inspector Qualification Journal".

1.2.3 NRC Transmittal of State Agreements Program Information (SP-97-038), "NRC/OAS Training Working Group Final Report", Recommendations for Agreement State Training Programs

1.2.4 Chapter HFS 157, 'Radiation Protection'

1.2.5 NRC Handbook 8.8, "Management of Allegations"
Handbook 8.8 contains detailed guidelines and procedures for the management and processing of allegations.

1.2.6 NRC Inspection Manual-NMSS, Inspection Procedure 87103, "Inspection of Material Licensees Involved in an Incident or Bankruptcy Filing".

1.3 Computer Based Letters, Forms, and Reports

1.3.1 Microsoft Access 2.0
L:/Agreement State/Qualifications Journal

Form:	Nuclear Engineer Information
Report:	Nuclear Engineer Training Record
Report:	Nuclear Engineer Qualifications Journal

1.4 Hardcopy Files

1.4.1 Nuclear Engineer Qualifications Journals.

1.5 Definitions

1.5.1 Advanced training means training beyond the core training and is used to enhance inspector or license reviewer expertise. Not required for all Nuclear Engineers, it's encouraged as a way to increase the capabilities of the individual and the program.

1.5.2 Core training means minimum classroom and on-the-job training required for an inspector or license reviewer.

1.5.3 Continuing education means education designed to update and maintain level of proficiency. Methods used may include training courses, professional meetings, policy and guidance documents, access to professional journals or newsletters, etc.

1.5.4 Inspector means a Nuclear Engineer qualified to plan, perform and document an inspection of a specific category of license and where appropriate, to prepare enforcement documents and review the response to such a document for adequacy.

1.5.6 Lead Inspector means a Nuclear Engineer qualified to plan, supervise, and document an inspection by a team of inspectors. An inspector shall not act as a lead inspector in any category of license that they are not qualified, unless being evaluated or supervised by a qualified inspector. A lead inspector is responsible for review of a licensee's reply to a Notice of Violation (NOV).

1.5.7 License Reviewer means a Nuclear Engineer qualified to review, process and document a specific category of licensing action. A license reviewer shall not perform a second review for any category of license for which they are not qualified.

1.5.8 Program Orientation means instructions provided to a new employee regarding State and Department policies, statutes, rules and procedures.

1.5.9 Specialized Training means additional training necessary for each category of radioactive material use, such as medical, industrial radiography, well logging, large irradiators, etc. Specialized training in processing allegations, medical events, over exposures and incidents is also necessary.

1.5.10 Supervision means the Materials Program Supervisor will review and approve the inspection plan, discuss the apparent findings with the inspector, determine if an adequate inspection was performed, and identify any additional training needs of the inspector.

1.5.11 Trainee means a Nuclear Engineer assigned to the Radioactive Materials Program (RMP), working on qualification in an inspection or license action program.

2.0 RESPONSIBILITIES

2.1 Program Assistant

The Program Assistant is responsible for assisting in the orientation of new employees in the Radioactive Materials Program and for providing copies of Chapter HFS 157 'Radiation Protection' and RMP Procedures.
The Program Assistant shall maintain training records and Technical Qualification Journals.

2.2 Nuclear Engineer

The Nuclear Engineers qualified in core program categories are responsible for assisting trainees in becoming qualified, as assigned.
The Nuclear Engineers are responsible for participating in a continuing education program and for participating in specialized training and qualification programs, as assigned.

2.3 Materials Program Supervisor (MPS)

The MPS is responsible for managing the training and qualification program and for assuring that a qualified staff is available to adequately perform the RMP licensing, inspections, and enforcement activities.

2.4 Section Chief

The Section Chief is responsible for auditing the RMP training and qualification program.

3.0 PROCEDURE

Department of Health and Family Services (DHFS) and Radioactive Materials Program Orientation shall be performed by the RMP Program Assistant, Nuclear Engineers, Materials Program Supervisor, and the staff of the Bureau of Personnel and Employment Relations (BPER).

3.1 Required Initial Training

The self study, core training, and on-the-job training described below is required for all Nuclear Engineers assigned to the Radioactive Materials Program (RMP) to perform

inspections of material licensee's facilities, registrants, and to process radioactive material licensing actions. Credit for training may be granted by the MPS for applicable education, training, and/or experience received prior to joining the RMP.

3.1.1 Self Study

The trainee is responsible for completing the following activities and for having completion signed off in their Technical Qualifications Journal by the MPS or assignee, as soon as possible. The new employee should be encouraged to ask questions of and assistance from other Nuclear Engineers with more experience in the RMP.

1) Review of Chapter HFS 157, 'Radiation Protection', particularly the Chapters pertaining to use of radioactive materials
2) Review of RMP Procedures
3) Review of WISREGs and appropriate NRC Regulatory Guides.
4) Review of NUREG-1556, "Consolidated Guidance About Materials Licenses".
5) Review of current, and historical-as needed, RMP Reading File
6) Review of appropriate NRC Information Notices.
7) Review of appropriate DHFS Information Notices.

3.1.2 Core Training

The following courses are minimum formal classroom training - Core Training - requirements. Attendance at these courses will be scheduled, as openings become available through the NRC or equivalent training courses.

1) Health Physics Technology Course (H-201)
2) Inspection Procedures Course (G-108)
3) Diagnostic and Therapeutic Nuclear Medicine Course (H-304)
4) Licensing Practices and Procedures Course (G-109)
5) Teletherapy and Brachytherapy Course (H-313)
6) Safety Aspects of Industrial Radiography (H-305)
7) Transportation of Radioactive Materials (H-308)

The MPS may grant an exception to courses number 1), 3), 5), 6) or 7) based on previous education and/or training.

3.1.3 On-the-Job Training (OJT)

The following activities, Inspection (I) and Licensing (L), shall be conducted in concert with an inspector(s) or license reviewer(s) at a

specific category licensee(s) facility or on a specific category license action. Items (I) and (L) shall be completed for each of the principal categories of licensees and license actions. The individual actions shall be conducted at different licensees or on different license actions within the following categories:

PROGRAM	CATEGORY TITLE	PRIORITY
01100	Academic Type A Broad	2
02110	Medical Institution Broad	1
02230/02300	High Dose Rate Remote Afterloaders/Teletherapy	1/3
02500	Nuclear Pharmacies	1
03510	Irradiators	1
03310	Industrial Radiography	1

The trainee shall inspect or process license actions as follows:

Type (I) Inspection of above Category Licensees

a) Trainee observes the inspector preparing for and conducting an inspection. During the inspection the trainee may be assigned minor duties that don't interfere with the observation of the inspection.

b) Under the supervision of the inspector the trainee prepares for, conducts, and records findings for assigned parts of the inspection. This step should be conducted twice with different inspectors at different licensees.

c) Under the observation of the MPS or assignee, the trainee prepares for and conducts an inspection, including recording inspection findings and preparing enforcement correspondence. If problems are observed this activity may be repeated.

Type (L) Processing of above Category License Actions

a) The trainee is provided copies of Standard License Conditions, Standard Form Letters, Standard Deficiency Paragraphs, Reviewer Checklists, and Standard License Formats and assigned directed review of selected licensing case work.
Trainee observes the reviewer processing an application for a license or a license renewal in entirety.
Trainee shall be assigned processing of selected license

amendments under the supervision of a reviewer.
b) Under the supervision of a reviewer, the trainee processes a license application or a license renewal in entirety, including preparing the license, tying-down all license conditions and recommending the license for signature, to the license reviewer. This step should be conducted twice with different reviewers and licensing actions.

c) Under the observation of the MPS or assignee, the trainee processes an application for license or an application for license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS or assignee, for signature.
If problems are identified this step may be repeated.

3.2 Qualified Inspector and/or License Reviewer - - Core Program

The trainee becomes qualified as an inspector or license reviewer in one of the various Core Program Categories by completion of the requirements in sub-section 3.1.1, 3.1.2 and 3.1.3. Assuming that all of the sub-section 3.1.1 items have been completed and signed-off in the trainee's Qualifications Journal, a trainee becomes qualified as an inspector or license reviewer as follows:

Training Completed	OJT Completed	Qualified Program
HP Technology - (H-201) Inspection. Procedures - (G-108) Transportation of Rad. Mat. -(H-308)	Academic Type A-Broad	Inspection - 01100 programs
HP Technology - (H-201) Inspection. Procedures - (G-108) Diag. & Ther. Nuclear Medicine - (H-304)	Medical Institution-Broad	Inspection - 02110 programs
HP Technology - (H-201) Inspection. Procedures - (G-108) Diag. & Thera. Nuclear Medicine - (H-304) Teletherapy & Brachytherapy - (H-315)	HDRA/Teletherapy	Inspection - 02230/02300 programs

HP Technology - (H-201) Inspection. Procedures - (G-108) Diag. & Thera. Nuclear Medicine - (H-304)	Nuclear Pharmacies	Inspection - 02500 programs
HP Technology - (H-201) Inspection. Procedures - (G-108) Safety Aspects of Industrial Radiography (H-305) Transportation of Radioactive Materials (H-308)	Industrial Radiography	Inspection – 03310 programs

Training Completed	OJT Completed	Qualified-Program
HP Technology - (H-201) Licensing Practice & Procedures-(H-305) Transportation of Rad. Mat. (H308)	Academic Type A-Broad	Licensing - 01100 program
HP Technology - (H-201) Licensing & Procedures (H-305) Diag. & Thera. Nuclear Medicine - (H-304) Transportation of Rad. Mat. (H308)	Medical Institution-Broad	Licensing - 02110 programs
HP Technology - (H-201 Licensing & Procedures (H-305) Diag. & Thera. Nuclear Medicine - (H-304) Teletherapy & Brachytherapy - (H-315) Transportation of Rad. Mat. (H308)	HDRA/Teletherapy	Licensing - 02230/02300 programs
HP Technology - (H-201) Licensing & Procedures (H-305) Diag. & Thera. Nuclear Medicine - (H-304) Transportation of Rad. Mat. (H308)	Nuclear Pharmacies	Licensing - 02500 programs
HP Technology - (H-201) Licensing & Procedures H-305) Safety Aspects of Industrial Radiography (H-305) Transportation of Radioactive Materials (H-308)	Industrial Radiography	Licensing - 03310 programs

3.3 Specialized Training

Following completion of the Type I and/or Type L - 01100 Training and OJT requirements, the inspector and/or reviewer may become qualified in the following programs on completion of additional training, as follows:

Training Completed	Qualified Program
Irradiator Technology Course (H-315)	Inspection & Licensing 03510 programs
Safety Aspects of Well Logging (H-314)	Inspection & Licensing 03110 programs
Radiological Surveys in Support of Decommissioning (H-120)	Inspection & Licensing 03900 programs
Inspecting for Performance - Materials (G-304) Root Cause/Incident Investigation Training (G-205) Management of Allegations Training	Inspection - all programs

In order to enhance the knowledge of the inspectors and reviewers and to improve the program, selected personnel shall complete the following training:

Internal Dosimetry & Whole Body Counting (H-312)
Environmental Monitoring for Radioactivity (H-111)
Air Sampling for Radioactive Material (H-119)
Respiratory Protection (H-311)

3.4 Continuing Education and Training

Opportunities for enhancement of professional abilities such as accompaniment on NRC inspections, member of an IMPEP team, attending preparation class for NRRPT exam, Radiological Emergency Response Operations (RERO) or Health Physics courses shall be considered on an individual basis.

4.0 RECORDS

4.1 Hardcopy

4.1.1 Nuclear Engineer Qualifications Journals

4.2 Computer Based

5.0 ATTACHMENTS TO RMPP NO. 6.01

6.01-1 "Nuclear Engineer Qualification Journal"

STATE OF WISCONSIN
HEALTH AND FAMILY SERVICES
RADIATION PROTECTION SECTION
Radioactive Materials Program

NUCLEAR ENGINEER QUALIFICATIONS JOURNAL

Applicability:

This Qualifications Journal implements Radioactive Materials Program Procedure No. 6.01, "Qualifications and Training" documents the qualifications and training of Radioactive Materials Program (RMP) Nuclear Engineers performing inspections at materials licensed facilities and processing licensing actions for radioactive materials licensees. The Qualifications Journal provides traceable documentation that minimum requirements are met for each RMP Nuclear Engineer.

The Qualifications Journal consists of a series of qualification guides and signature blocks. Each signature block is used to document task completion as indicated by the appropriate signature. The corresponding qualification guide establishes the minimum knowledge levels or areas of study that must be completed for each signature block. The trainee should complete the self-study section of the qualifications before starting on the other sections.

NAME_____ **TITLE**_____

SELF STUDY

DHFS ORIENTATION

A. RMP Orientation

1. New Employee Processing _____ Trainee _____ Date

2. Facility Tour and Introductions _____ MP Supervisor _____ Date

B. DHFS Orientation

1. Review of DHFS and RMP organization _____ Trainee _____ Date

2. Discussion of DHFS and RMP organization _____ MP Supervisor _____ Date

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CHAPTER HFS 157, 'RADIATION PROTECTION'

A. Familiarization with ch. HFS 157 _____ Trainee _____ Date

B. Discussion of contents of ch. HFS 157 _____ MP Supervisor _____ Date

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RMP POLICIES AND PROCEDURES

A. Familiarization with RMP Policies and Procedures _____ Trainee _____ Date

B. Discussion of contents of RMP Policies and Procedures _____ MP Supervisor _____ Date

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REGULATORY GUIDANCE

A. Selected NRC and WI Regulatory Guides

1. Review of Selected NRC and WI Regulatory Guides (WISREGs) _____ Trainee _____ Date

2. Discussion of Selected NRC and WI Regulatory Guides _____ MP Supervisor _____ Date

B. Selected NRC Bulletins and Information Notices

1. Review of Selected NRC Bulletins and Information Notices _____ Trainee _____ Date

2. Discussion of Selected NRC Bulletins and Information Notices _____ MP Supervisor _____ Date

C. NUREG-1556, "Consolidated Guidance About Materials Licenses"

1. Review of NUREG-1556 _____ Trainee _____ Date

2. Discuss Review of NUREG-1556 _____ MP Supervisor _____ Date

RMP READING FILES

A. Familiarization with RMP Reading File _____ Trainee _____ Date

B. Discussion of purpose and contents of RMP Reading File _____ MP Supervisor _____ Date

FORMAL TRAINING

Copies of Formal Training Certifications should be appended to the back of this document.

CORE TRAINING

A. Health Physics Technology Course (H-201)
Dates Attended_____ MP Supervisor_____

B. Inspection Procedures Course (G-108)
Dates Attended_____ MP Supervisor_____

C. Diagnostic and Therapeutic Nuclear Medicine Course (H-304)
Dates Attended_____ MP Supervisor_____

D. Licensing Practices and Procedures Course (G-109)
Dates Attended_____ MP Supervisor_____

E. Teletherapy and Brachytherapy Course (H-313)
Dates Attended_____ MP Supervisor_____

F. Safety Aspects of Industrial Radiography (H-305)
Dates Attended_____ MP Supervisor_____

G. Transportation of Radioactive Materials (H-308)
Dates Attended_____ MP Supervisor_____

SPECIALIZED TRAINING

H. Irradiator Technology Course (H-315)
Dates Attended_____ MP Supervisor_____

I. Safety Aspects of Well Logging (H-314)
Dates Attended_____ MP Supervisor_____

J. Radiological Surveys in Support of Decommissioning (H-120)
Dates Attended_____ MP Supervisor_____

K. Inspecting for Performance - Materials (G-304)
Dates Attended_____ MP Supervisor_____

L. Root Cause/Incident Investigation Training (G-205)
Dates Attended_____ MP Supervisor_____

M. Management of Allegations Training (????)
Dates Attended_____ MP Supervisor_____

ENHANCEMENT TRAINING

N. Internal Dosimetry and Whole Body Counting (H-312)
Dates Attended_____ MP Supervisor_____

O. Environmental Monitoring for Radioactivity (H-111)
Dates Attended_____ MP Supervisor_____

P. Air Sampling for Radioactive Material (H-119)
Dates Attended_____ MP Supervisor_____

Q. Respiratory Protection (H-311)
Dates Attended_____ MP Supervisor_____

R. Multi-Agency Radiation Survey and Sites Investigation Manual (MARSSIM)
Dates Attended_____ MP Supervisor_____

NOTE: Attach Copies of Training Certification to the back of this document.

QUALIFICATION JOURNAL

ON-THE-JOB TRAINING

CORE TRAINING - INSPECTION

A. Program 01100 - Academic Type A-Broad

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 01100 licensee.

Licensee _____ Dates_____

_____
Inspector

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of two different Program 01100 licensees.

a) Licensee_____ Date_____

_____
Inspector

b) Licensee_____ Date_____

_____
Inspector

3) Under the observation of the MPS, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing enforcement correspondence for a Program 01100 licensee.

Licensee_____ Date _____

_____
MP Supervisor

B. Program 02110 - Medical Institution-Broad

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 02110 licensee.

Licensee _____ Dates_____

_____
Inspector

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of two different Program 02110 licensees.

a) Licensee_____ Date_____

_____
Inspector

b) Licensee_____ Date_____

_____
Inspector

3) Under the observation of the MPS, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing enforcement correspondence for a Program 02110 licensee.

Licensee_____ Date _____

_____
MP Supervisor

C. Program 02230/02300 - HDRA or Teletherapy

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 02230 or 02300 licensee.

Licensee _____ Dates_____

_____
Inspector

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of two different Program 02230 or 02300 licensees.

a) Licensee_____ Date_____

_____
Inspector

b) Licensee_____ Date_____

_____
Inspector

3) Under the observation of the MPS, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing enforcement correspondence for a Program 02230 or 02300 licensee.

Licensee_____ Date _____

_____
MP Supervisor

D. Program 02500 - Nuclear Pharmacy

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 02500 licensee.

Licensee _____ Dates_____

_____
Inspector

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of two different Program 02500 licensees.

a) Licensee_____ Date_____

_____
Inspector

b) Licensee_____ Date_____

_____
Inspector

3) Under the observation of the MPS, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing enforcement correspondence for a Program 02500 licensee.

Licensee_____ Date _____

_____
MP Supervisor

E. Program 03510 - Irradiators

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 03510 licensee.

Licensee _____ Dates_____

_____
Inspector

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of two different Program 03510 licensees.

a) Licensee_____ Date_____

_____
Inspector

b) Licensee_____ Date_____

_____
Inspector

3) Under the observation of the MPS, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing enforcement correspondence for a Program 03510 licensee.

Licensee_____ Date _____

_____
MP Supervisor

F. Program 03310 - Industrial Radiography

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 03310 licensee.

Licensee _____ Dates_____

_____
Inspector

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of two different Program 03310 licensees.

a) Licensee_____ Date_____

_____
Inspector

b) Licensee_____ Date_____

_____
Inspector

3) Under the observation of the MPS, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing enforcement correspondence for a Program 03310 licensee.

Licensee_____ Date _____

_____
MP Supervisor

CORE TRAINING - LICENSE REVIEWER

A. Program 01100 - Academic Type A-Broad

1) Trainee is assigned directed review of selected licensing case work and observes a License Reviewer process a Program 01100 application for license or a license renewal in entirety.
Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 01100 amendments.

License	Amendment Type	Date	License Reviewer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Under the supervision of License Reviewers, Trainee processes two Program 01100 applications for license or applications for a license renewal in entirety and recommends the license for signature.

a) License_____ License Reviewer_____

b) License_____ License Reviewer_____

3) The Trainee shall process a Program 01100 application for license or license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS for signature.

License _____ Date _____

_____
MP Supervisor

B. Program 02110 - Medical Institution-Broad

1) Trainee is assigned directed review of selected licensing case-work and observes a License Reviewer process a Program 02110 application for license or a license renewal in entirety.
Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 02110 amendments.

License	Amendment Type	Date	License Reviewer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Under the supervision of License Reviewers, Trainee processes two Program 02110 applications for license or applications for a license renewal in entirety and recommends the license for signature.

a) License_____ License Reviewer_____

b) License_____ License Reviewer_____

3) The Trainee shall process a Program 02110 application for license or license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS for signature.

License _____ Date _____

_____
MP Supervisor

C. Program 02230/02300 - HDRA or Teletherapy

1) Trainee is assigned directed review of selected licensing case-work and observes a License Reviewer process a Program 02230 or 02300 application for license or a license renewal in entirety.
Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 02230 or 02300 amendments.

License	Amendment Type	Date	License Reviewer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Under the supervision of License Reviewer, Trainee processes two Program 02230 or 02300 applications for license or applications for a license renewal in entirety and recommends the license for signature.

a) License_____ License Reviewer_____

b) License_____ License Reviewer_____

3) The Trainee shall process a Program 02230 or 02300 application for license or license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS for signature.

License _____ Date _____

_____
MP Supervisor

D. Program 02500 - Nuclear Pharmacy

1) Trainee is assigned directed review of selected licensing case-work and observes a License Reviewer process a Program 02500 application for license or a license renewal in entirety.
Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 02500 amendments.

License	Amendment Type	Date	License Reviewer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Under the supervision of License Reviewers, Trainee processes two Program 02500 applications for license or applications for a license renewal in entirety and recommends the license for signature.

a) License_____ License Reviewer_____

b) License_____ License Reviewer_____

3) The Trainee shall process a Program 02500 application for license or license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS for signature.

License _____ Date _____

_____
MP Supervisor

E. Program 03510 - Irradiators

1) Trainee is assigned directed review of selected licensing case work and observes a License Reviewer process a Program 03510 application for license or a license renewal in entirety.
Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Programs 03510 amendments.

License	Amendment Type	Date	License Reviewer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Under the supervision of License Reviewers, Trainee processes two Program 03510 applications for license or applications for a license renewal in entirety and recommends the license for signature.

a) License_____ License Reviewer_____

b) License_____ License Reviewer_____

3) The Trainee shall process a Program 03510 application for license or license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS for signature.

License _____ Date _____

_____
MP Supervisor

F. Program 03310 - Industrial Radiography

1) Trainee is assigned directed review of selected licensing case work and observes a License Reviewer process a Program 03310 application for license or a license renewal in entirety.
Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 03310 amendments.

License	Amendment Type	Date	License Reviewer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2) Under the supervision of License Reviewers, Trainee processes two Program 03310 applications for license or applications for a license renewal in entirety and recommends the license for signature.

a) License_____ License Reviewer_____

b) License_____ License Reviewer_____

3) The Trainee shall process a Program 03310 application for license or license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the MPS for signature.

License _____ Date _____

_____
MP Supervisor

QUALIFICATION JOURNAL

Qualification

Training Completed	Date	OJT Completed	Date	Qualified-Program Date
Inspections				
HP Technology (H-201)	____	Academic Type A Broad	____	
Inspect Procedure (G-108)	____			
Trans of Rad Mat(H-308)	____			Inspection- 01100 ____
HP Technology (H-201)	____	Medical Institution Broad	____	
Inspect Procedure (G-108)	____			
Diag&Ther Nuc Med (H-304)	____			Inspection - 02110 ____
HP Technology (H-201)	____	HDRA/Teletherapy	____	
Inspect Procedure (G-108)	____			
Diag&Ther Nuc Med (H-304)	____			
Tele & Brachy (H-315)	____			Inspection -02230 & 02300 ____
HP Technology (H-201)	____	Nuclear Pharmacy	____	
Inspect Procedure (G-108)	____			
Diag&Ther Nuc Med (H-304)	____			Inspection - 02500 ____

QUALIFICATION JOURNAL

HP Technology (H-201) ____ Irradiator ____
Inspect Procedur (G-108) ____
Trans of Rad Mat(H-308) ____
Irradiator Tech (H-315) ____ Inspection- 03510 ____

HP Technology (H-201) ____ Industrial Radiography ____
Inspect Procedure (G-108) ____
Trans of Rad Mat(H-308) ____
Safe Indust Rad (H-305) Inspection - 03310

Licensing

HP Technology (H-201) ____ Academic Type A ____
Lic Prac & Proc (G-109) ____ Broad
Trans of Rad Mat(H-308) ____ Licensing - 01100 ____

HP Technology (H-201) ____ Medical Institution ____
Lic Prac & Proc (G-109) ____ Broad
Diag&Ther Nuc Med ____
(H-304) Licensing - 02110 ____
Trans of Rad Mat(H-308) ____

HP Technology (H-201) ____ HDRA/Teletherapy ____
Lic Prac & Proc (H-305) ____
Diag&Ther Nuc Med ____
(H-304) Licensing - 02230 ____
Tele & Brachy (H-315) ____ & 02300
Trans of Rad Mat (H308) ____

HP Technology (H-201) ____ Nuclear Pharmacy ____
Lic Prac & Proc (H-305) ____
Diag&Ther Nuc Med ____
(H-304) Licensing - 02500 ____
Trans of Rad Mat (H308) ____

HP Technology (H-201) ____ Indust Radiography ____
Lic Prac & Proc (H-305) ____
Trans of Rad Mat(H-308 ____
Safe Indust Rad (H-305) ____ Licensing - 03310 ____

HP Technology (H-201) ____ Irradiator ____
Lic Prac & Proc (H-305) ____
Trans of Rad Mat(H-308) ____
Irradiator Tech (H-315) ____ Licensing- 03510 ____

HP Technology (H-201) ____ Decommissioning ____
Funda of Inspect(G-101) ____ Facilities
or
Inspect Procedur (G-108) ____
Trans of Rad Mat(H-308) ____
Rad Survey Support
Decommissioning (H-120) ____ Inspection- 03900 ____

HP Technology (H-201) ____ Decommissioning ____
Lic Prac & Proc (H-305) ____ Facilities
Trans of Rad Mat(H-308) ____
Rad Survey Support
Decommissioning (H-120) ____ Licensing - 03900 ____

Specialized Training

InspectPerformMat(G-304)____ Inspection – All ____

RootCaus/IncidInv(G-205) ____ Inspection – All ____

Manage Allegations(???) ____ Inspection – All ____

Enhancement Training

Internal Dosimetry & Whole Body Counting (H-312) ____

Environmental Monitoring for Radioactivity (H-111) ____

Air Sampling for Radioactive Mat (H-119) ____

Respiratory Protection(H-311) ____

Multi-Agency Radiation Survey and Site Investigation Manual (H-121)_____

Continuing Education and Training

NRC Accompaniments _____(see attached)

NRRPT Prep Training _____

Radiological Emergency Response Operations (RERO) _____

Member of IMPEP Team _____

Other Health Physics Courses _____

Appendix A

Accompaniment Inspection Review Checklist

____1. Review performed prior to inspection with sufficient time to identify any Health & Safety issues?

____2. Inspection Plan using performance based criteria developed and reviewed by senior staff?

____3a. Inspection Unannounced?

____3b. If inspection announced, was it necessary?(i.e. to observe activities performed only occasionally?)

____4. Survey meter selected for independent measurements that will detect or measure the type of radiation in use by the licensee?

____5. Entrance performed with licensee's management? Previous items of noncompliance and scope of inspection discussed? Entrance brief? Exit mentioned?

____6. Inspection Components addressed?
a)Walk through or scope of radioactive material use in facility determined?

b) Performance based criteria such as observation, interviews, demonstrations used?

c)Perform records review to confirm activities are performed as stated/observed?

d)Independent measurements performed with a calibrated survey meter?

____7. Time taken to gather thoughts and organize findings? Outline or notes developed?

____8. Exit conducted with licensee management? Items of non-compliance clearly identified? Any unresolved issues addressed? Recommendations stated and identified as such? Next step addressed, i.e., letter will be here in 30 days?

____9. Any changes in the written inspection findings communicated to the licensee?

____10. Inspection report completed and letter sent to licensee in 30 working days? (unless escalated enforcement actions required).

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STATE OF WISCONSIN
HEALTH AND FAMILY SERVICES

Radiation Protection Section

Radioactive Materials Program Procedure No. 5.01

Renewal Notices, Receipt and Tracking of Licensing Actions

Prepared By:_____**Date**_____
Priscilla G. Sarow

Reviewed By:_____**Date**_____
Cheryl K. Rogers, Materials Program Supervisor

Approved By:_____**Date**_____
Paul S. Schmidt, Chief

Effective Date_____

Table of Contents

1.0 PURPOSE

1.1 Applicability

1.1.1 This procedure applies to renewal notices, receipt of licensing actions, acknowledgement letters, and tracking of licensing actions.

1.1.2 Licensing actions shall be tracked from their receipt until a licensing action is completed or a determination is made to deny the request.

1.2 References

Chapter HFS 157 'Radiation Protection'

1.3 Computer Based Letters, Forms, and Reports

1.3.1 Access Report-Licensing Actions Pending
1.3.2 Deficiency letter-filed under Wisconsin License No. 'word' file
1.3.3 Access Report/Database-License Issued
1.3.4 Access Report- Licensing Action taken (printed on 'Blue Sheet')

1.4 Hardcopy Files

1.4.1 Licensing action request-filed in WI license file (Licensing: right-side)
1.4.2 Deficiency letter-filed in WI license file (Licensing: right side)
1.4.3 License-filed in WI license file (Licensing: left side)
1.4.4 'Blue sheet'-top paper in WI license file (Licensing: right side)

1.5 Definitions

1.5.1 'Blue Sheet'-A report generated to document the initial licensing action requested and type of action, what information (generally) was needed to complete the license review, the tie-downs added to the license, the license reviewer, the second reviewer and additional comments, if any, by the second reviewer. The blue sheet should clearly indicate the final status of the licensing action and should succinctly summarize the changes made to the license.

1.5.2 Deficiency letter-A letter that in an itemized fashion documents additional information needed to process the licensing request. The problem with the submission, rule or regulatory guidance that is applicable, and the specific

action requested of the licensee or applicant is clearly stated.

RESPONSIBILITIES

2.1 Program Assistant

- Responsible for responding to requests for license applications by transmitting an application, copy of or reference to web-site for Regulatory Guide or WISREG, and internet address of regulations. Upon request, a hard copy or electronic format such as CD may be provided to the applicant if internet access is not available.

- Responsible for receiving, logging and acknowledging the receipt of an application, including application fee, for a new license.

- Responsible for preparing the letter for MPS signature that notifies the licensee that their license will expire in 90 days.

- Responsible for receipt and tracking of all licensing actions, including transmittal of timely filed letters for renewals.

- Responsible for sending out acknowledgement letters for receipt of termination requests within 5 working days.

- Assigns due date (30, 60 or 90 days) for each licensing action based on type of action (see RMPP 2.06) and enters this information into the database, in consultation with MPS as needed.

- Prepares a list on a weekly basis for the materials program supervisor that shows the status of each licensing action.

2.2 Nuclear Engineer

- Conducts license reviews or second reviews as assigned by the Materials Program Supervisor.

- Conducts completeness review for renewals and signs timely filed letter for renewals as assigned by the Materials Program Supervisor.

2.3 Materials Program Supervisor (MPS)

- Provides guidance to Program Assistant on prioritizing licensing actions.

- Assigns licensing actions and completeness reviews to Nuclear Engineers.

3.0 PROCEDURE

3.1 Receipt of Licensing Action

Upon receipt of a licensing action, the Program Assistant will determine the type of licensing action, i.e., new application, renewal, amendment request or termination request, and based on the guidance from RMPP 2.06 assign a priority and due date. The MPS will provide additional guidance as needed. If the application is for a renewal or new application, then a Nuclear Engineer may be asked to review for completeness. Once the due date has been determined, the information will be entered into the database for tracking the progress of the licensing action. Acknowledgement letters shall be sent for new applications and termination requests. A fee must accompany amendment requests requiring license review and/or site visits.

NOTE: The RMP does not charge for minor changes such as spelling corrections or adding/deleting previously authorized user. If the RMP initiates the revision to the license, no fee is charged.

3.2 Completeness Review

A completeness review may be performed, as determined by the MPS, to identify any major deficiencies that may require the applicant to submit additional information before the licensing review can continue. A completeness review will typically check to see if the licensee used appropriate regulatory guidance and forms to complete the application, if additional information is required, (for example, emergency response procedures), and if the application was signed by a duly authorized representative of the company or institution. Timely filed letters shall be sent for renewal applications that are deemed to be complete.

3.3 Assignment of License Reviewer

The MPS will assign licensing actions to the Nuclear Engineers based on workloads, experience levels, and the priority assigned to the licensing action.

3.4 Request for Additional Information

The Nuclear Engineer shall review the licensing request and determine if

additional information is needed. Requests for additional information will be handled with a deficiency letter to the licensee or applicant that indicates a due date for submittal of the information within 30 days or less. The Program Assistant shall enter the due date for the additional information into the database.

NOTE: If the information needed is not extensive, the request may be communicated by phone, and the licensee or applicant may submit via fax as long as the fax is signed.

3.5 Receipt of Additional Information or Missed Deadline

Once the requested information is received, the receipt of the information shall be logged into the database and the information placed in the WI license file. Each nuclear engineer shall be responsible for checking his/her pending licensing actions to determine the current status. In the event that a deadline is missed, the nuclear engineer shall, within 5 working days, follow up with the licensee or applicant to determine the status of the requested information. If no response is received within 60 days, the licensing request may be considered abandoned, and any relevant information documented on the 'blue sheet'.

3.6 Writing the License, Second Review, and Documentation

The Nuclear Engineer shall write the license using the Access database to develop or modify the license. It is important to specify the type of license, i.e. fee code, so that the appropriate template is selected for a new license. The initial license will not have an Amendment Number.

The license reviewer shall document the licensing activity on a 'blue sheet' and submit the file with the license, transmittal letter and 'blue sheet' to the MPS or designee for the second review.

The second reviewer shall perform a selective review of the licensing request and license. Comments may be documented on the blue sheet. The second reviewer should discuss issues of concern with the initial license reviewer. When all issues are satisfactorily resolved, the second reviewer documents his/her agreement with the proposed licensing action by signing the blue sheet and modifying the blue sheet comments accordingly.

3.7 Signing the License and File Documentation

The license can then be signed by the MPS, or by the Section Chief if the MPS is not available. If the Section Chief is signing the license, then both the license reviewer and second reviewer must be qualified license reviewers.

The license file should be given to the Program Assistant for logging the completion of the licensing activity, and inserting the licensing request, deficiency letter, response(s), transmittal letter, blue sheet, and license into the WI license file.

All tie-downs should be flagged and should remain in the licensing section of the file. Training documentation and/or other ancillary information that is not considered part of the license may be placed in the back section of the file.

For renewals: the previous licensing information and licenses, and all but the most recent inspection report, should be culled from the file and archived. Training documentation should be maintained for the current authorized users.

4.0 RECORDS

4.1 Hardcopy

4.1.1 Licensing action request-filed in WI license file (Licensing: right-side)
4.1.2 Deficiency letter-filed in WI license file (Licensing: right side)
4.1.3 License-filed in WI license file (Licensing: left side)
4.1.4 'Blue sheet'-top paper in WI license file (Licensing: right side)

4.2 Computer Based

4.2.1 Access Report/Database- Issued License

5.0 ATTACHMENTS

None

STATE OF WISCONSIN
HEALTH AND FAMILY SERVICES

Radiation Protection Section

Radioactive Materials Program Procedure No. 5.02

Tracking Inspection Reports & Correspondence

Prepared By:_____**Date**_____
Priscilla G. Sarow

Reviewed By:_____**Date**_____
Cheryl K. Rogers, Materials Program Supervisor

Approved By:_____**Date**_____
Paul S. Schmidt, Chief

Effective Date_____

Table of Contents

1.0 PURPOSE

1.1 Applicability

1.1.1 This procedure applies to the tracking inspections performed, completion of inspection report, and transmittal of correspondence, if any.

1.1.2 Tracking shall begin upon notification from the Nuclear Engineer that an inspection was performed and end with:

- the issuance of a 591 form and completion of the inspection report, or
- transmittal of a "No Items of Noncompliance" letter, (or "no response required" by the licensee due to action taken already taken), and completion of the inspection report, or
- when the final letter documenting acceptance of the proposed corrective actions is sent by the Radioactive Materials Program, and completion of the inspection report

1.2 References

Chapter HFS 157 'Radiation Protection'

1.3 Computer Based Letters, Forms, and Reports

1.3.1 Access Report-Inspections Due in the Next 6 Months-By Priority
1.3.2 Access Database-Pending Inspection Completions Report
1.3.3 Inspection Checklist/Report-filed under Wisconsin License No. 'word' file
1.3.4 Inspection History Report-filed under Wisconsin License No. 'word' file

1.4 Hardcopy Files

1.4.1 Form 591, "No Items Found" or Noncompliance Correspondence-filed in WI inspection file (Inspection: right-side)
1.4.2 Licensee Corrective Actions, if applicable-filed in WI license file (Inspections: right side)
1.4.3 RMP letter accepting Corrective Actions-filed in WI license file (Inspections: right side)
1.4.4 "Inspection History"-top paper in WI license file (Inspections: left side)
1.4.5 Inspection Checklist/Report (Inspections: left side)

1.5 Definitions

1.5.1 Inspection History Report-- A cumulative summary of the items of non-compliance from the current and previous inspections. The items of non-compliance may be presented in summary format sufficient to characterize

the problem found.

1.5.2 Non-compliance Correspondence-A formal letter from the RMP to the licensee documenting specific non-compliance with the WI Rule or License Condition(s) and requiring a response from the licensee.

RESPONSIBILITIES

2.1 Program Assistant

- Prepares a list on a quarterly basis for the MPS of Inspections Due for the Next 6 Months-By Priority

- Responsible for tracking performance of the inspection, completion of the inspection checklist/report, and as applicable:
  Correspondence sent to the licensee or issuance of Form 591,
  Reply due date for licensee,
  Reply received date from licensee, and
  Final acceptance of the proposed corrective action

- Prepares a list weekly for the materials program supervisor that shows the status of each inspection

2.2 Nuclear Engineer

- Conducts inspections as assigned by the Materials Program Supervisor

2.3 Materials Program Supervisor (MPS)

- Provides guidance to Program Assistant on inspection activities

- Assigns inspections to the Nuclear Engineers.

3.0 PROCEDURE

3.1 Assignment of Inspection

The MPS will assign inspections to the Nuclear Engineers based on workloads, experience levels, and the priority assigned to the inspection.

3.3 Performance of Inspection and Initiation of Tracking

Once the inspection has been completed, the Nuclear Engineer informs the Program Assistant of the WI License Number, the date of the inspection, and the name(s) of all inspectors. The exit interview date may be used for inspections longer than one day. The Program Assistant enters this information into the "Pending Inspections Completions" database.

3.4 Tracking Inspection Report Completion and Transmittal of Correspondence

For routine inspections, the time period for completion of the inspection checklist/report and transmittal of correspondence to the licensee, if any, is 30 days. If a Form 591 was issued, then no correspondence will normally be sent to the licensee. The Program Assistant will enter the date the inspection checklist/report was completed and the date the inspection letter was sent. The date the inspection reply is due should be obtained from the letter and entered into the database for those licensees who must respond to noncompliance item(s).

NOTE: Escalated enforcement actions may require a faster turn-around time, i.e. within 10 days.

3.5 Receipt of Corrective Action(s) and Negative Evaluation or Missed Deadline

Once the corrective actions are received by the RMP, the receipt date should be logged into the database and the information placed in the WI license file. Each nuclear engineer shall be responsible for checking the pending inspection completions report to determine the current status of received correspondence. An evaluation should be performed as soon as possible by the Nuclear Engineer, but no longer than 15 days, from receipt of the information.

- If a deadline is missed, the nuclear engineer shall, within 5 working days, follow up with the licensee to request submittal of the corrective action information. A new due date for the requested information should be established. The Program Assistant should modify the 'Inspection Reply Due' date upon request of the Nuclear Engineer. The MPS should be kept informed.

- If the corrective actions(s) are not satisfactory or the information is incomplete, then a follow-up letter should be sent to the licensee requesting additional information by a specified date. The Program Assistant should enter the date that more information is due into the database.

3.5 Receipt of Acceptable Information and Close-out of Inspection Tracking

Once the corrective actions are received by the RMP, the receipt date should be logged into the database and the information placed in the WI license file. Each nuclear engineer shall be responsible for checking the pending inspection completions report to determine the current status of received correspondence.

If the corrective action(s) are satisfactory, then a 'thank you' letter should be sent to the licensee stating that the action(s) will be evaluated on the next inspection. This should be done within 15 days. Once this final reply acknowledgement letter is sent and the date logged in the database by the Program Assistant, the tracking is closed out for the licensee.

The Program Assistant should file the inspection checklist/report and Inspection History Form (on top) on the left-hand side of the Inspection section. The correspondence, reply-if any, and final reply acknowledgement letter should be filed on the right-hand side of the Inspection section.

4.0 RECORDS

4.1 Hardcopy

4.1.1 Form 591, "No Items Found" or Noncompliance Correspondence-filed in WI inspection file (Inspection: right-side)
4.1.2 Licensee Corrective Actions/Reply, if applicable-filed in WI license file (Inspections: right side)
4.1.3 RMP letter accepting Corrective Actions/Reply-filed in WI license file (Inspections: right side)
4.1.4 "Inspection History"-top paper in WI license file (Inspections: left side)
4.1.5 Inspection Checklist/Report (Inspections: left side)

4.2 Computer Based

4.2.1 Access Report-Inspections Due in the Next 6 Months-By Priority
4.2.2 Access Database-Pending Inspection Completions Report
4.2.3 Inspection Checklist/Report-filed under Wisconsin License No. 'word' file
4.2.4 Inspection History Report

5.0 ATTACHMENTS

None

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WI RADIOACTIVE MATERIALS PROGRAM FIELD EQUIPMENT

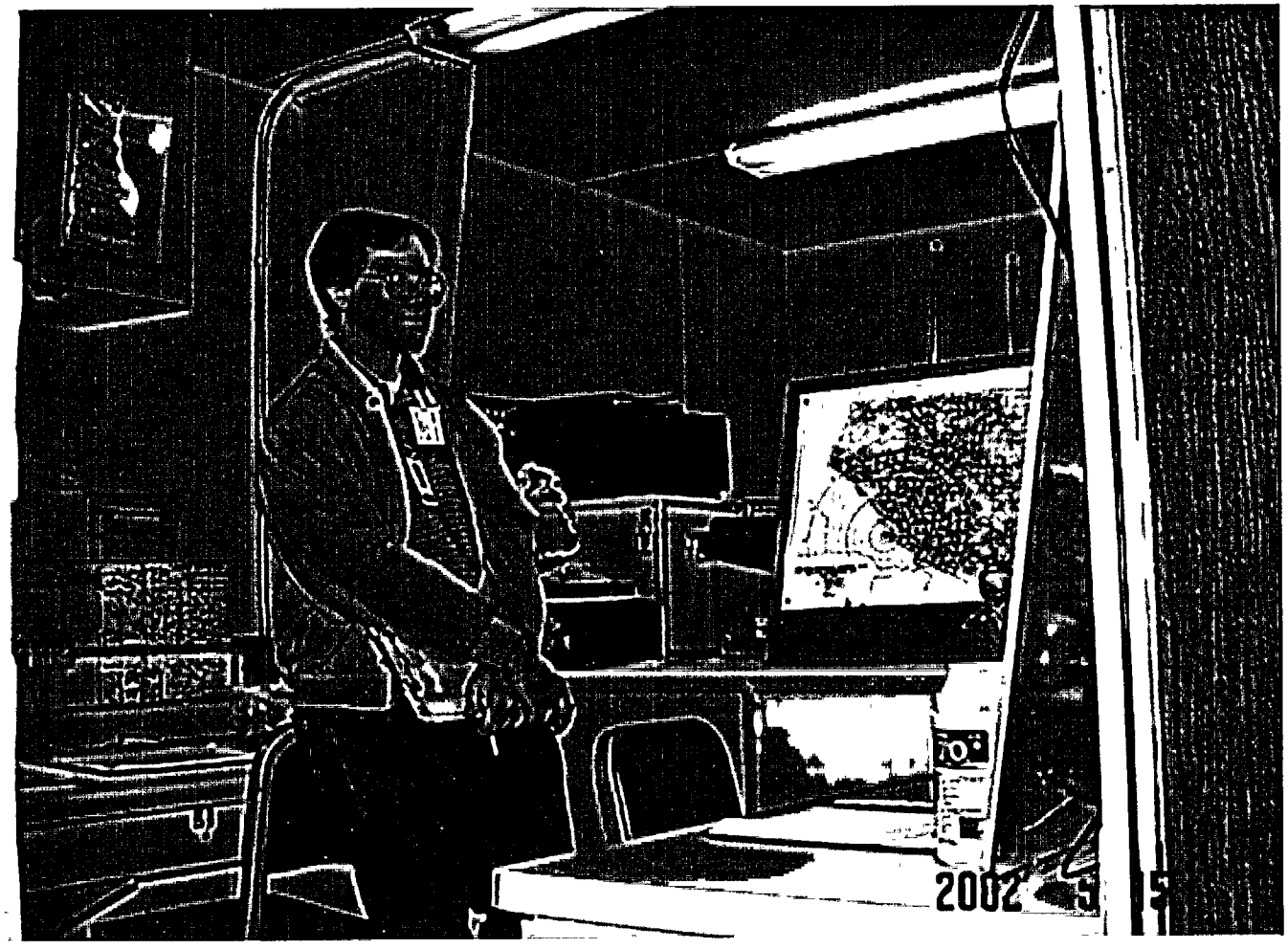
(calibrated annually unless otherwise noted)

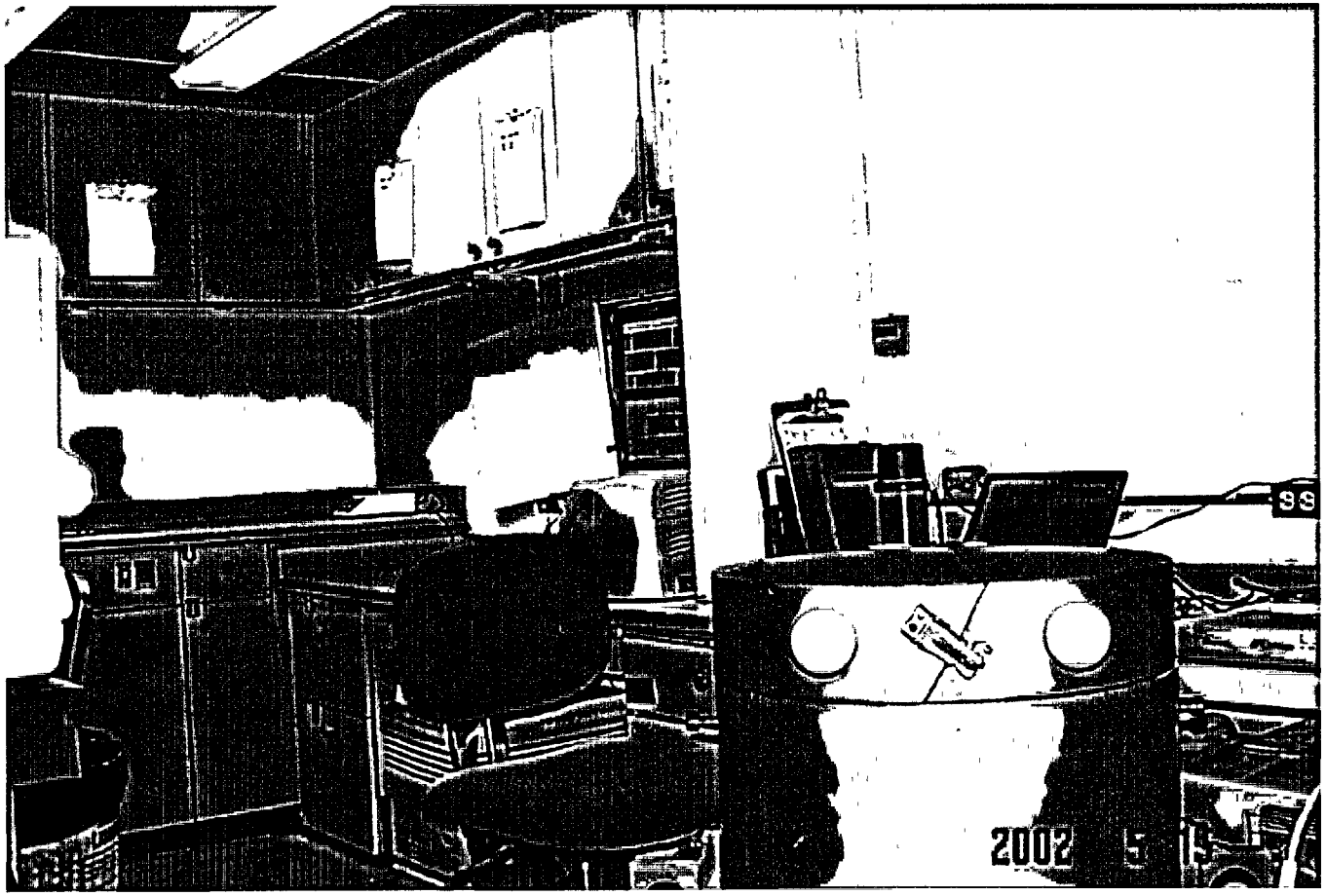
Quantity	Type	Manuf.	Model #	Alpha	Beta	Gamma X-ray	Neutron	Notes	Location
20	GM w/ Pancake	Ludlum	3(4)/12(16)	X	X	X			RPS (15) FLD TMS (5)
4	GM w/ 1"x1" NaI	Ludlum	12			X			RPS
4	Low Range (uR)	Eberline	ASP-1			X			RPS
12	Mid Range (Int. GM)	Eberline	ASP-1			X			RPS(7) FLD TMS (5)
7	Ion Chamber	Victoreen	450(1)/ 450P(6)			X			RPS
6	Ion Chamber	Reuter Stokes	RSS 112			X		2 Calib. Within last yr	RPS
2	Alpha Detectors	Ludlum	12	X					RPS
38	Self-Reading	Dosimeter Corp.	622			X		Calibrated & Drift Checked Annually 20R	RPS(23) FLD TMS(15)
81	Self-Reading	Dosimeter Corp.	862			X		Calibrated & Drift Checked Ann. 200mR	RPS(66) FLD TMS (15)
2	Neutron	Eberline	ASP-1				X		RPS
2	Alarming Ratemeters	SAIC	PD-10I			X			RPS
20	Dosimeter Charger	Dosimeter Corp.							RPS(12) FLD TMS(5)
1	Portable GammaSpec.	SAM	935-1B-A-Q			X			RPS
1	Ion Chamber	Eberline	RO-20		X	X			RPS
1	Scaler Type	Eberline	RM-19					Not Calibrated	RPS
3	Scaler Type	Ludlum	2200 (2) 2220 (1)					Not Calibrated	RPS

WI RADIOACTIVE MATERIALS PROGRAM
LAB EQUIPMENT
(calibrated annually unless otherwise noted)

Quantity	Type	Manuf	Model #	Field	Alpha	Beta	Gamma X-ray	X-Ray	Neutron	Notes	Location
1	Proportional Counter	Berthold	LB-770/530		X	X				Upgrade 2/98	State Lab of Hygiene
1	Proportional Counter	Gamma Products	G500 auto-matic systems		X	X					State Lab of Hygiene
1	Liquid Scintillation	Packard	TC-1500			X					State Lab of Hygiene
4	Gamma Spectroscopy	Aptec Analysis					X				State Lab of Hygiene
1	Alpha Spectroscopy	EG & G	OTETE Plus		X						State Lab of Hygiene
1	Gamma Spect.	Canberra	GC 1819				X				State Lab of Hygiene


2002 5 15


2002


2002

Appendix A

Department of Health and Family Services
Mobile Radiological Laboratory/Forward Operations Center
Summary of Capabilities

The Department of Health and Family Services (DHFS) maintains and operates a mobile radiological laboratory (MRL) for the purpose of responding to a nuclear power plant or other radiological incident requiring analysis of environmental or other samples for radioactive content. The MRL is a 34-ft, three axle, mobile trailer that is moved by a dedicated tow vehicle to the site of a radiological incident. The lab is equipped with an intrinsic germanium detector, housed within a 2,000 lb radiation shield, which can identify and quantify radioactive material contained in a variety of media. The large shield decreases the counting time for most samples and reduces the minimum detectable activity of the germanium system. The lab also contains portable, low-level (microrem/hour) radiation monitoring equipment that can detect and record small changes in ambient radiation levels.

The MRL is equipped for sample preparation and storage. A large supply of sample containers and decontamination equipment is maintained in the trailer that allows for restocking and dispatch of state field teams from the lab.

Laboratory capabilities of the DHFS mobile radiological laboratory allow gamma isotopic analysis of all the following types of samples:

- Green leafy vegetation
- Milk
- Water
- Silver zeolite cartridge (air iodine)
- Charcoal cartridge (air iodine and noble gas)
- Air particulate filter
- Gas
- Soil
- Contamination swipes
- Unknown incident response items

The mobile laboratory contains its own power source and water supply, and can operate either independently or connected to an outside AC power source. A 40-foot, telescoping radio antenna, radio, fax and phone connections incorporated into the trailer provide a variety of communications capabilities. The built-in communications capabilities of the trailer allow it to also function as a Forward Operations Center providing contact with radio-equipped field teams and state decision makers.

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Wisconsin State Laboratory of Hygiene
Summary of Capabilities

The Department of Health and Family Services (DHFS) has the assigned responsibility for protecting the public health of the people of Wisconsin from radiological hazards. Specifically for nuclear power plants, Wisconsin Public Health Statutes 254.41 charges DHFS to take environmental samples to test for radiation emissions in any area of the state within 20 miles of a nuclear power plant. DHFS maintains an agreement with the Wisconsin State Laboratory of Hygiene (WSLH) for the radiological testing of environmental samples collected from those areas within Wisconsin within 20 miles of a nuclear power plant. The WSLH could also be utilized when requested by DHFS for the analysis of other types of samples collected due to any radiological incident that might happen anywhere within Wisconsin or for specific analyses that DHFS might request.

The WSLH has been in existence since 1903 and Wisconsin citizens have depended on the WSLH to help maintain the high quality of life in our state. The State Lab Mission Statement reads: "The State Laboratory of Hygiene shall develop and provide essential public health laboratory support to communities, agencies and private health providers consistent with the public health goals of the State. This includes:

- Analytical services for the state Department of Natural Resources, the Department of Health and Family Services, local government units, health care practitioners and private citizens;
- Specialized public health procedures and reference testing;
- Training, technical assistance and consultation for private and public health agencies;
- Applied research and University instruction related to the public health and environmental protection mission of the Laboratory."

The WSLH offers quality services in an array of technical specialties, including bacteriology, clinical chemistry, cytogenetics, cytology, environmental sciences, immunology, industrial hygiene, proficiency testing, toxicology and virology. Analytical services are provided through three divisions: Clinical, Environmental Health and Industrial. The Radiochemistry Unit of the Environmental Health Division provides radiological testing services for the DHFS's environmental monitoring programs in the areas of nuclear power plants. The Radiochemistry Unit also provides radiological testing services for engineering firms and consultants, private citizens and the state Department of Natural Resources.

The Radiochemistry Unit is a professional unit with competent and trained personnel, a complete Quality Assurance / Quality Control program and the use of state of the art equipment. The Radiochemistry Unit is certified by the US Environmental Protection Agency (EPA) and is routinely inspected by the US EPA and the US Nuclear Regulatory Commission.

Analyses performed by the Radiochemistry Unit include: gross alpha, gross beta, gamma isotopic, chemical separation procedures for strontium-89, strontium-90, iodine and tritium and alpha spectroscopy on selected samples. Currently the sample matrixes include: air particulate filter, air iodine cartridge, precipitation, surface water, fish, drinking water, milk, soil, vegetation, sediment and sludge. Table 1 provides a listing of sample matrixes and analyses performed on each.

Table 1. Sample matrixes and analyses performed on each.

matrix	gross alpha / gross beta	gamma isotopic	chemical strontium-89	chemical strontium-90	chemical iodine	chemical tritium	chemical radium-226	chemcial radium-228
filter	x	x						
cartridge		x						
precipitation	x					x		
surface water	x	x	x	x	x	x		
fish		x						
drinking water	x	x	x	x	x	x	x	x
milk		x		x				
soil	x	x						
vegetation	x	x						
sediment	x	x						
sludge	x	x					x	

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	SFY		2002	2003	2004	2005
		Salary				
PA3 Sarow .75		$	21,670.32	$ 23,793.00	$ 24,506.79	$ 25,241.99
Nuc Eng Spec Spvr Rogers		$	70,369.78	$ 72,480.87	$ 74,655.30	$ 76,894.95
Nuc Eng Caleb		$	47,382.90	$ 50,422.94	$ 52,451.00	$ 54,024.53
Nuc Eng Sr Mack .5		$	29,432.58	$ 30,315.56	$ 31,225.03	$ 32,161.78
Nuc Eng Hunt		$	34,552.18	$ 35,588.75	$ 50,000.00	$ 51,500.00
Vacant Nuc Eng		$	18,560.02	$ 38,233.65	$ 50,000.00	$ 51,500.00
Vacant Nuc Eng		$	18,560.02	$ 38,233.65	$ 50,000.00	$ 51,500.00
Vacant Nuc Eng		$	18,560.02	$ 38,233.65	$ 50,000.00	$ 51,500.00
Vacant Nuc Eng		$	18,560.02	$ 38,233.65	$ 50,000.00	$ 51,500.00
PA3 .25 Sarow					$ 8,577.38	$ 8,834.70
Nuc Eng Sr Stefenel .5					$ 28,922.98	$ 29,790.67
PA3 Hagstrom .5					$ 15,000.00	$ 15,450.00
Total Salary		$	277,647.86	$ 365,535.71	$ 485,338.47	$ 499,898.62
Salary(perm/proj)	71100A	$	277,647.86	$ 365,535.71	$ 485,338.47	$ 499,898.62
Salary (LTE)	100C		0			
DOHASS salary adj			0			
Fringe @.4022(03)	71900A	$	106,811.13	$ 147,018.46	$ 195,203.13	$ 201,059.22
Fringe (DOHASS)	71900A		0			
TL PERSONNEL		**$**	**384,458.99**	**$ 512,554.18**	**$ 680,541.60**	**$ 700,957.84**
Travel/Training	72100W	$	6,000.00	$ 6,000.00	$ 45,000.00	$ 37,450.00
Out-of-state Travel	72100X	$	8,000.00	$ 8,000.00	$ 10,000.00	$ 2,000.00
Telephone	72000W	$	2,300.00	$ 2,300.00	$ 2,500.00	$ 2,392.00
Postage	73100W	$	2,000.00	$ 4,000.00	$ 5,000.00	$ 7,200.00
Utilities	72500W	$	-			
Contractual	72700X	$	-			
Outside DP	72600X	$	6,600.00	$ 6,600.00	$ 6,600.00	$ 6,600.00
Internal Services	73300X	$	10,000.00	$ 14,400.00	$ 14,400.00	$ 14,976.00
Indirect Costs	731801	$	-			
Insurance	73400W	$	2,000.00	$ 3,700.00	$ 4,500.00	$ 4,500.00
Printing	73500W	$	500.00	$ 2,500.00	$ 500.00	$ 500.00
Misc. Supp/Serv	72000W	$	20,000.00	$ 30,000.00	$ 70,000.00	$ 50,000.00
Misc. Supp/Serv(DOH)	72000W	$	100.00	$ 100.00	$ 100.00	$ 100.00
Holding Supp/Serv	72000W	$	-			
Rent	73200W	$	19,425.00	$ 30,525.00	$ 35,150.00	$ 36,907.50
Computer Non-cap	72600W	$	10,000.00	$ 15,000.00	$ 22,800.00	$ 23,484.00
Medical Supplies	73800M	$	-			
TL SUPPLIES		**$**	**86,925.00**	**$ 123,125.00**	**$ 216,550.00**	**$ 186,109.50**
Other		$	-			
Capital	74000A	$	-	$ 6,000.00	$ 8,000.00	$ 8,000.00
Capital DP	74000B	$	-			
TL CAPITAL		$	-			
SUBTOTAL STATE OPERATIONS		$	471,383.99	$ 641,679.18	$ 905,091.60	$ 895,067.34
TOTAL		**$**	**471,383.99**	**$ 641,679.18**	**$ 905,091.60**	**$ 895,067.34**
REVENUE		$	330,000.00	$ 345,000.00	$ 1,001,650.00	$ 1,011,666.50
Carry over		$	343,911.58	$ 202,527.59	$ (94,151.59)	$ 2,406.81
balance		$	202,527.59	$ (94,151.59)	$ 2,406.81	$ 119,005.97

8/29/02