

March 8, 2004

MEMORANDUM TO: Management Review Board Members:

Carl J. Paperiello, EDO
Karen D. Cyr, OGC
Charles L. Miller, NMSS
Paul H. Lohaus, STP

FROM: Osiris Siurano, Health Physicist */RA/*
Office of State and Tribal Programs

SUBJECT: DRAFT MINUTES: JANUARY 12, 2004 LOUISIANA
MRB MEETING

Attached are the draft minutes of the Management Review Board (MRB) meeting held on January 12, 2004. We plan to finalize these minutes in three weeks. If you have comments or questions, please contact me at 415-2307.

Attachment:
As stated

cc: Michael Henry, LA
Steve Collins, IL

Distribution:

DIR RF
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LRakovan, STP
AMcCraw, STP
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DWhite, RI
VCampbell, RIV
JZabko, STP
CMaier, RIV
LMcLean, RIV
ISchoenfeld, EDO

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MINUTES MANAGEMENT REVIEW BOARD MEETING OF JANUARY 12, 2004

These minutes are presented in the same general order as the items were discussed in the meeting. The attendees were as follows:

Carl Paperiello, MRB Chair, OEDO
Charles Miller, MRB Member, NMSS
Lance Rakovan, Team Leader, STP
John Zabko, Team Member, STP
Aaron McCraw, STP
Isabel Schoenfeld, EDO
Osiris Siurano, STP

Karen Cyr, MRB Member, OGC
Paul Lohaus, MRB Member, STP
Vivian Campbell, Team Member, RIV
Josephine Piconne, STP
Richard Struckmeyer, NMSS
Michael Henry, LA
Mandy Nerret, NSIR

By Teleconference:

Steve Collins, OAS Liaison, IL
Duncan White, RI
Ken Weaver, CO
Robert Dansereau, NY
Clayton Brandt, NY

Michael Stephens, Team Member, FL
Chris Roberie, LA
Thomas Conley, KS
Barbara Youngberg, NY
Beverly Hall, NC

By Videoconference:

Christi Maier, Team Member, RIV

1. **Convention.** Carl Paperiello, Chair of the Management Review Board (MRB), convened the meeting at 3:06 p.m. Introductions of the attendees were conducted.
2. **New Business: Louisiana Review Introduction.** Mr. Lance Rakovan, STP, led the Integrated Materials Performance Evaluation Program (IMPEP) team for the Louisiana IMPEP review.

Mr. Rakovan summarized the review and noted the findings. He noted that since the Louisiana Radiation Control Program does not have a centralized office, the Louisiana Department of Environmental Quality (the Department) designated Mr. Michael Henry as point of contact for all radioactive materials matters. Preliminary work included a review of Louisiana's response to the IMPEP questionnaire. The onsite review was conducted October 27-31, 2003. The onsite review included an entrance interview, detailed audits of a representative sample of completed licensing actions and inspections, and follow-up discussions with staff and management. Following the review, the team issued a draft report on December 1, 2003; received Louisiana's comment letter dated December 12, 2003; and submitted a proposed final report to the MRB on January 5, 2004. Mr. Rakovan noted that the four recommendations from the previous IMPEP review were closed at this review. Five new recommendations to the State were made during this review.

Common Performance Indicators. Mr. Rakovan presented the findings regarding the common performance indicator, Technical Staffing and Training. His presentation corresponded to Section 3.1 of the proposed final IMPEP report. The review team found Louisiana's performance with respect to this indicator to be "satisfactory" and made one recommendation. The review team recommended that the Surveillance

Division finalize their training and qualification program for radioactive materials inspectors, including the qualifications required to complete independent inspections of various license types. A short discussion on the State's efforts to address this recommendation was held. The MRB agreed that Louisiana's performance met the standard for a "satisfactory" rating for this indicator.

Ms. Campbell presented the findings regarding the common performance indicator, Status of Materials Inspection Program. Her presentation corresponded to Section 3.2 of the proposed final IMPEP report. The review team found Louisiana's performance with respect to this indicator to be "satisfactory with recommendations for improvement". The team review recommended that the Department develop and implement a process for ensuring that all new licensees receive timely initial inspection and that the Department review their existing databases, identify all routine and initial inspections and the need to be conducted, and complete those inspections. A short discussion on the root causes that contributed to the State's deficiency in conducting initial inspections was held. The review team determined that two root causes contributed to the deficiency involving the conduct of initial inspections: first, the TEMPO database, which the team considers to be cumbersome to use and is not an effective management tool for Department staff; and, second, an existing communications breakdown in the new license/initial inspection process. The MRB agreed that Louisiana's performance met the standard for a "satisfactory with recommendations for improvement" rating for this indicator.

Ms. Maier presented the findings regarding the common performance indicator, Technical Quality of Inspections. Her presentation corresponded to Section 3.3 of the proposed final IMPEP report. The review team found Louisiana's performance with respect to this indicator to be "satisfactory" and made two recommendations. The review team recommended that the Department inspect Sealed Source and Device (SS&D) authorizations during routine inspections and that the Department develop and implement a process for conducting annual accompaniments of all radiation compliance inspectors by qualified individuals. A short discussion on the recommendation on SS&Ds was held. The MRB agreed that Louisiana's performance met the standard for a "satisfactory" rating for this indicator.

Ms. Campbell presented the findings regarding the common performance indicator, Technical Quality of Licensing Actions. Her presentation corresponded to Section 3.4 of the proposed final IMPEP report. The team found Louisiana's performance with respect to this indicator to be "satisfactory" and made no recommendations. The MRB agreed that Louisiana's performance met the standard for a "satisfactory" rating for this indicator.

Mr. Zabko presented the findings regarding the common performance indicator, Response to Incidents and Allegations. His presentation corresponded to Section 3.5 of the proposed final IMPEP report. The team found Louisiana's performance with respect to this indicator to be "satisfactory" and made no recommendations. The MRB agreed that Louisiana's performance met the standard for a "satisfactory" rating for this indicator.

Non-Common Performance Indicators. Mr. Zabko led the discussion of the non-common performance indicator, Legislation and Program Elements Required for Compatibility. His discussion corresponded to Section 4.1 of the proposed final IMPEP report. The team found Louisiana's performance to be "satisfactory" for this indicator and made no recommendations. The MRB agreed that Louisiana's performance met the standard for a "satisfactory" rating for this indicator.

Mr. Stephens led the discussion of the non-common performance indicator, Sealed Source and Device Evaluation Program. His discussion corresponded to Section 4.2 of the proposed final IMPEP report. The team found Louisiana's performance to be "satisfactory" for this indicator and made no recommendations. The MRB agreed that Louisiana's performance met the standard for a "satisfactory" rating for this indicator.

MRB Consultation/Comments on Issuance of Report. Mr. Rakovan concluded, based on the discussion and direction of the MRB, that Louisiana's Program was rated "satisfactory with recommendations for improvement" for the common performance indicator, Status of Materials Inspection Program, and "satisfactory" for the remaining performance indicators. The MRB found the Louisiana Agreement State Program adequate to protect public health and safety and compatible with NRC's program. The IMPEP team recommended that a periodic meeting with the State take place one year after the IMPEP review. The MRB agreed.

Comments. Mr. Henry thanked the MRB and the IMPEP team for their work and professionalism during the onsite review. The MRB thanked the team and Louisiana for their efforts.

3. **Results of Periodic Meetings.** Mr. Rakovan introduced discussion of periodic meetings: Colorado (ML033570239 - discussed by Ms. Vivian Campbell), Kansas (ML033361069 - discussed by Ms. Vivian Campbell), New York (ML033500243, ML033500338, ML033520546, ML033650283 - discussed by Mr. Duncan White), North Carolina (ML033500271 - discussed by Mr. Duncan White), and Kentucky (ML033500382 - discussed by Mr. John Zabko).
4. **Status of Current and Upcoming Reviews.** Mr. McCraw briefly commented on upcoming reviews and MRB meetings. He noted that the Tennessee IMPEP review will take place next month.
5. **Precedents/Lessons Learned.** No precedents that will be applied to the IMPEP process in the future were established by the MRB during this review.
6. **Good Practices.** No good practices were identified during this review.
7. **Adjournment.** The meeting was adjourned at approximately 4:10 p.m.