



**UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
REGION IV  
611 RYAN PLAZA DRIVE, SUITE 400  
ARLINGTON, TEXAS 76011-4005**

January 12, 2005

Mr. Richard A. Ratliff, P.E., L.M.P.,  
Radiation Program Officer  
Division of Regulatory Services  
Texas Department of State Health Services  
1100 West 49th St.  
Austin, Texas 78756

Dear Mr. Ratliff:

In order to help both Agreement States and the U.S. Nuclear Regulatory Commission (NRC) remain knowledgeable of each other's programs and to conduct planning for the next Integrated Materials Performance Evaluation Program (IMPEP) review, the IMPEP process includes holding 1-day periodic meetings with Agreement States between IMPEP reviews. The results of the periodic meeting conducted on June 8, 2004 were discussed with the NRC's management review board (MRB) on July 27, 2004. Due to the instability in staffing, the long-term vacancies, and the significant reorganization issues highlighted in the last periodic meeting summary, the MRB directed that NRC staff conduct an additional periodic meeting with the State prior to the next IMPEP review.

In accordance with the Office of State and Tribal Programs (STP) Procedure SA-116, we request a meeting, no longer than one day, to discuss your Agreement State Program and share programmatic information. This letter confirms that, after previous coordination, the meeting is scheduled for March 15, 2005, and will be held in your offices. In addition to myself, Patricia Larkins, Office of State and Tribal Programs, assigned as Project Officer for Texas will be available by phone.

Based on our previous discussions the likely topics for discussion at the meeting include the following topics.

1. Status of State's actions to address all open previous IMPEP review findings and/or open recommendations.
2. Strengths and/or weaknesses of the State program as identified by the State or NRC including identification of actions that could diminish weaknesses.
3. Feedback on NRC's program as identified by the State and including identification of any action that should be considered by NRC.

4. Status of State Program including:
  - a. Staffing and training:
    - i) Number of staff in the program and status of their training and qualifications;
    - ii) Program vacancies;
    - iii) Staff turnover;
    - iv) Adequacy of FTEs for the materials program.
  - b. Materials Inspection Program:
    - i) Discuss the status of the inspection program including if an inspection backlog exists and the steps being taken to work off backlog.
  - c. Regulations and Legislative changes:
    - i) Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements.
  - d. Program reorganizations:
    - i) Discuss any changes in program organization including program/staff relocations and new appointments.
  - e. Changes in Program budget/funding.
5. Event Reporting, including follow-up and closure information in NMED.
6. Response to Incidents and Allegations:
  - a. Status of allegations and concerns referred by the NRC for action;
  - b. Significant events and generic implications.
7. Information exchange and discussion:
  - a. Current State initiatives;
  - b. Emerging technologies;
  - c. Large, complicated or unusual authorizations for use of radioactive materials, including:
    - i) Panoramic/Pool/Underwater Irradiators;
    - ii) Major decommissioning and license termination actions;
    - iii) Waste processing, storage and disposal licenses;
    - iv) Others.

- d. State's mechanisms to evaluate performance (as applicable):
    - i) Self audits;
    - ii) Computer tracking;
    - iii) Inspector accompaniments;
    - iv) Other management tools.
  - e. NRC current initiatives.
8. Schedule for the next IMPEP review.
9. Other.

If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know.

If you have any questions, please call me at 817-860-8143, or e-mail to [vhc@nrc.gov](mailto:vhc@nrc.gov).

Sincerely,

*/RA/*

Vivian H. Campbell  
State Agreements Officer  
Region IV

cc:  
Paul Lohaus, Director  
Office of State and Tribal Programs

bcc: (via ADAMS e-mail distribution):

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AMcCraw, STP  
KSchneider, STP  
PLarkins, STP  
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