NEW HAMPSHIRE DEPARTMENT OF HEALTH and HUMAN SERVICES

DIVISION OF PUBLIC HEALTH SERVICES/BUREAU OF PREVENTION SERVICES/RADIOLOGICAL HEALTH SECTION

PROGRAM IMPROVEMENT PLAN

Revision 01/20/2005

Recommendation	Tasks	Milestones	Assignments	Anticipated Completion Date	Status
Performance Indicator: Technical Staffing and Training **Recommendation 1** **(as per MRB letter dated 10/07/04; Recommendation 5 from 2001 report): That the Bureau examine and change business processes and organization of the Section to improve the effectiveness and efficiency of the program (NOTE: NRC considers this recommendation open (MRB 10/07/04, Section 2) until such time as (1) a Section Administrator is hired and (2) the Section has a period of satisfactory performance under the new organization without contract support.)** **Recommendation 3** **(as per MRB letter dated 10/07/04): That the Section establish a plan for the new staff to promptly complete all training and qualification requirements in order to be qualified as independent license reviewers and inspectors. (MRB 10/07/04, Section 3.1)**	Fill vacant Radiological Health Administrator position	Upgrade position	MAC	N/A	**Completed**
		Seek applicants by posting notices in local and national forums, including DHHS website, state Division of Personnel website, "RadRap" listserver, RadSafe listserver, NECHPS website, CRCPD listserver, New England Radiological Health Committee announcement, and regional newspaper listing.	AB/DOD	9/30/2004	**Completed**
		Interview applicants	AB/DOD	On-going, until suitable candidate found	Two applications received; interviews conducted; Job offer made to one of the applicants; currently awaiting response.
	Continue to examine and as necessary, modify business processes of the Section to improve the effectiveness and efficiency of the program	Continue bi-weekly 1:1 meetings between Acting Administrator and Bureau Chief, tracking progress.	AB/DOD	On-going	On-going
		Continue pursuing contracts with outside health physics support to aid program while fast-tracking training of new health physicists.	MAC/AB	11/15/2004	HP contracts submitted to NH attorneys general's office for approval; issues addressed; Preparing legal notice for publication.
	Establish plan for new staff to promptly complete all training and qualification requirements in order to be qualified as independent license reviewers and inspectors.	Initiate training in radioactive materials program	DOD	11/1/2004	Both new HP staff members qualified for Priority 5 industrial-type inspections; Full Priority 5 qualifications (i.e., medical) to be completed by mid-February.
		Facilitate additional training opportunities utilizing assistance from Maine RCP and Massachusetts RCP.	DOD	1/31/2005	Medical use inspection accompaniments with Maine RCP on 11/18/2004, with more to be scheduled.
		Complete qualification requirements for Inspection Priority 5 for both health physicists by 11/30/04; Priority 3 by 03/31/05; for Priorities 1 & 2 by 7/31/05.	DOD	6/30/2005	Training actively underway; DC & RD qualified for non-medical Priority 5 inspections; currently in training for licensing reviews.

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Performance Indicator: Sealed Source and Device (SS&D) Evaluation Program/Technical Staffing and Training Recommendation 4 (as per MRB letter dated 10/07/04): That the Section modify their training and qualification program to include requirements for individuals to evaluate SS&D applications and sign the registration sheet. (MRB 10/07/04, Section 4.2.1)	Modify staff training and qualifications program to include requirements for individuals to evaluate SS&D applications and sign registration sheets.	Modification completed	DOD	11/30/2004	**Completed**
	Establish plan for health physicist staff member with degrees in engineering to promptly complete all training and qualification requirements in order to be qualified to conduct SS&D reviews.	Assign self-study program for staff member, utilizing SS&D program manuals and NRC NUREG 1556	DOD/AsB	12/31/2004	**Completed**
		Facilitate training opportunities utilizing assistance from Massachusetts RCP.	DOD	12/31/2004	On-site training with Mass RCP scheduled for 12/15-16/04, rescheduled due to illness, for 01/27-28/05
Performance Indicator: Program Elements Required for Compatibility Recommendation 2 (as per MRB letter dated 10/07/04; Recommendation 6 from 2001 report): That the Section develop and implement an action plan to adopt NRC regulations in accordance with current policy on adequacy and compatibility. (MRB 10/07/04, Section 2)	Rules Revision (See rule revision chart attached)	Re-adopt 10 CFR 39 equivalent "Well Logging" (by reference)	DOD	Completed	**Completed**
		Adopt 10 CFR 36 equivalent "Irradiators" (by reference)	DOD	Completed	**Completed**
		Where appropriate and applicable, incorporate license conditions as legally binding requirements to address revised regulations	DOD/HP Staff	12/31/2004	"Constraint rule" incorporation completed for relevant licensees; others in process/on-going task
		Draft rules based on NRC regulations in accordance with compatibility criteria	DOD with HP staff input	As per milestones	In process
		Hire additional clerk to assist in rules revision	MAC/AB/DOD/HR	6/30/2004	Job posted within department; Closed 1/20/05. Applicants to be evaluated asap

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Abbreviations Key					
MAC: Mary Ann Cooney, Director, Division of Public Health Services (DPHS), NH Department of Health and Human Services (DHHS)					
AB: Alice Bruning, Chief, Bureau of Prevention Services (BPS), DPHS, DHHS					
DOD: Dennis O'Dowd, Acting Administrator, Radiological Health Section (RHS), BPS, DPHS, DHHS					
AsB: Asish Banerjee, Health Physicist, RHS, BPH, DPHS, DHHS					
HR: Human Resources,DHHS					
MRB: NRC's Management Review Board					
G&C: Governor & Council					
SS&D: Sealed Source and Device					
NECHPS: New England Chapter of the Health Physics Society					
CRCPD: Conference of Radiation Control Program Directors, Inc.					
RCP: Radiation Control Program					

Completion Date
6/23/2004
9/30/2004
10/15/2004

Completion Date
12/30/2004
12/14/2004
11/19/2004
11/19/2004

Completion Date