



UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION I
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March 3, 2005

Adela Salame-Alfie, Ph.D.
Director
New York State Health Department
Bureau of Environmental Radiation Protection
547 River Street
Troy, NY 12180-2216

SUBJECT: PERIODIC MANAGEMENT MEETING

Dear Dr. Salame-Alfie:

In order to help both Agreement States and the U.S. Nuclear Regulatory Commission (NRC) remain knowledgeable of each others' programs and to conduct planning for the next Integrated Materials Performance Evaluation Program (IMPEP) review, the IMPEP process includes holding one-day periodic meetings with Agreement States between IMPEP reviews.

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 April 13, 2005 at 1:00 p.m. and will be held in your offices. In addition to myself, Kevin Hsueh, Office of State and Tribal Programs, assigned as Project Officer for New York, will be the other NRC representative in attendance.

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

1. Status of Department's actions to address all open previous IMPEP review findings and/or open recommendations.
2. Strengths and/or weaknesses of the Department's 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 Department and including identification of any action that should be considered by NRC.
4. Status of the Department's 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 Department'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.

A. Salame-Alfie
New York State Health Department

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If you have any questions, please call me at 610-337-5042, or e-mail to adw@nrc.gov.

Thank you for your cooperation.

Sincerely,

Original signed by Duncan White

Duncan White, CHP
Regional State Agreements Officer
Division of Nuclear Materials Safety

cc:
K. Hsueh, STP

A. Salame-Alfie
New York State Health Department

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