



UNITED STATES  
**NUCLEAR REGULATORY COMMISSION**  
REGION I  
475 ALLENDALE ROAD  
KING OF PRUSSIA, PENNSYLVANIA 19406-1415

June 8, 2005

Roland Fletcher, Manager  
Radiological Health Program  
Air and Radiation Management Administration  
Maryland Department of the Environment  
1800 Washington Boulevard, Suite 705  
Baltimore, MD 21230-1724

Dear Mr. Fletcher:

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 August 31, 2005, and will be held in your offices.

Likely topics for discussion at the meeting include:

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:
    - l) 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:
    - l) Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements.
  - d. Program reorganizations:
    - l) 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. Status of the Sealed Source and Device Evaluation Program
8. Information exchange and discussion:
  - a. Current State initiatives;
  - b. Emerging technologies;
  - c. Large, complicated or unusual authorizations for use of radioactive materials, including:
    - l) 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):
    - l) Self audits;
    - ii) Computer tracking;
    - iii) Inspector accompaniments;
    - iv) Other management tools.
  - e. NRC current initiatives.

R. Fletcher  
Radiological Health Program

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9. Schedule for the next IMPEP review.

If you have any questions, please call me at (610) 337-5358, or e-mail to [sam9@nrc.gov](mailto:sam9@nrc.gov).

Thank you for your cooperation.

Sincerely,

***Original signed by Sheri Minnick***

Sheri Minnick  
Regional State Agreements Officer  
Division of Nuclear Materials Safety

R. Fletcher  
Radiological Health Program

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