August 18, 2008

Mr. Robert Dansereau, Chief
Radioactive Materials Section
Bureau of Environmental Radiation
Protection
Division of Environmental Health
Investigations
New York State Health Department
547 River Street
Troy, NY 12180-2216

Dear Mr. Dansereau:

Your participation is requested on the Integrated Materials Performance Evaluation Program (IMPEP) review of the Ohio Agreement State Program. The team leader for this review, Kim Lukes of the U.S. Nuclear Regulatory Commission's (NRC) Office of Federal and State Materials and Environmental Management Programs, has assigned you as the lead reviewer for the common performance indicator, Technical Quality of Licensing Actions. To participate on this review team, you will be required to travel to Columbus, Ohio, for the on-site portion of this review. The on-site portion of the IMPEP review of the Ohio Agreement State Program is scheduled for October 27-31, 2008.

Enclosed are the Travel Instructions to Agreement State IMPEP Team Members. The NRC will pay for your travel, lodging, and per diem expenses for the IMPEP review in accordance with Federal travel regulations. If you have any general questions regarding the IMPEP process, please contact me at (301) 415-1277 or Aaron.McCraw@nrc.gov. Specific questions regarding the Ohio IMPEP review should be directed to Ms. Lukes at (301) 415-6701 or Kim.Lukes@nrc.gov.

Thank you for your continued support of IMPEP.

Sincerely,

/RA/

Aaron T. McCraw
IMPEP Project Manager
State Agreements and Industrial Safety Branch
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
Travel Instructions to Agreement State
IMPEP Team Members

R. Dansereau August 18, 2008

Distribution: DCD (SP05, 07)
DMSSA RF
KLukes, FSME/DMSSA
BUsilton, FSME

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OFFICE	FSME/DMSSA							
NAME	ATMcCraw: km							
DATE	08/18/08							

OFFICIAL RECORD COPY

TRAVEL INSTRUCTIONS FOR AGREEMENT STATE IMPEP TEAM MEMBERS
ON-SITE REVIEW

COORDINATION:
Information regarding times, lodging, and location of the IMPEP review that you are scheduled to participate in should be obtained from your team leader. Although you may finalize your travel information when convenient, the accompanying form must be submitted to NRC at least 3 weeks prior to your travel.

TRAVEL:
Airline reservations can be made directly through Carlson Wagonlit Travel at (301) 415-5006; normal business hours are 8:00 a.m. - 5:00 p.m Eastern time. If you do not choose electronic tickets, tickets will be mailed to you approximately one week before the first day of travel. Travel by car will be reimbursed at a rate of 58.5¢ per mile, not to exceed the minimum airfare.

EXPENSES:
State participants in IMPEP reviews will be reimbursed for expenses in accordance with Federal travel regulations. A voucher with travel instructions will be provided to you. Receipts are necessary to claim any expenses of $75.00 or more. Telephone calls will not be reimbursed by NRC.

Any questions about, or changes in, travel should be directed to **Ms. Brenda Usilton at (301) 415-2348.** Any questions on the IMPEP review should be made to your team leader for that review or Aaron McCraw at (301) 415-1277.

- TRAVEL INFORMATION -
IMPEP STATE TEAM MEMBER
ON-SITE IMPEP REVIEW

NAME: _____

STATE: _____

HOME ADDRESS: _____

_____

WORK ADDRESS: _____

_____

_____

PHONE NUMBER: _____

E-MAIL ADDRESS: _____

SS# (required): _____ - _____ - _____

IMPEP REVIEW FOR: _____

REVIEW DATES: _____

TRAVEL DATES: _____

DEPARTURE CITY (AIRPORT): _____

DATE OF DEPARTURE: _____
Please note anything unusual and provide reason:

DATE OF RETURN: _____
Please note anything unusual and provide reason:

COST OF AIRFARE (from Carlson Travel): _____
Flight Number (e.g., UA 210) _____
Arrival Time (4:23 p.m. July 9) _____

IF YOU ARE DRIVING, INDICATE ROUND TRIP MILES: _____

Please fax or e-mail this information to Brenda Usilton at (301) 415-3502 by 5 pm (EDT) a minimum of 3 weeks prior to the review.