

## Randy Erickson

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**From:** Jared Thompson [Jared.Thompson@arkansas.gov]  
**Sent:** Wednesday, April 15, 2009 11:37 AM  
**To:** Randy Erickson  
**Cc:** Renee Mallory; bernard.bevill@arkansas.gov; Angela Minden; David D. Snellings, Jr.; Katia Gray; Kayla Avery; Robert Pemberton; Steve Mack; Tammy Kriesel  
**Subject:** Revised PIP  
**Attachments:** RCPiP 04-14-2009.doc; QRT Memo-03-2009.doc

Randy,

Attached is the revised PIP for the 1<sup>st</sup> quarter 2009. Please note that changes are in **BOLD** since the March 31, 2009 teleconference. Also attached is the quarterly report submitted to Renee Mallory dated April 14, 2009 which gives more detailed information.

If you have any questions regarding this PIP please contact me.

Thanks again for your continued support and assistance.

Jared W. Thompson, Program Manager  
Radioactive Materials Program  
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Life is tough. Life is tougher when you are stupid. John Wayne

ARKANSAS DEPARTMENT OF HEALTH  
RADIOACTIVE MATERIALS PROGRAM

MEMORANDUM

**TO:** Renee Mallory, Branch Chief  
Health Systems Licensing & Regulation Branch

**FROM:** Jared W. Thompson, Program Manager

**DATE:** April 14, 2009

**SUBJECT:** Quarterly Report – Performance Improvement Plan

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Enclosed for your review is RAM Program statistical information required by the Performance Improvement Plan and Progress Report (PIP). The PIP has also been modified for your review and approval.

I.B.2 Quarterly Formal Training Completed

Tammy Kriesel	Radiological Emergency Response Operations	January 6-9, 2009
Layne Pemberton	Increased Controls – Principles of Security	January 25-30, 2009
Kayla Avery	Brachytherapy & Gamma Knife	March 16-20, 2009
Layne Pemberton	Nuclear Medicine	March 23-27, 2009
Tammy Kriesel	Inspection for Performance	March 31 – April 2, 2009

I.C.1. Quarterly Inspector Trainees On-Job-Training

Layne Pemberton, Tammy Kriesel, Kayla Avery and Angela Minden accompanied qualified inspectors on at least 1 inspection per month during the quarter. Pemberton and Kriesel were accompanied by Randy Erickson, NRC on February 25-26, 2009. Kriesel had two supervisory accompaniments during the quarter.

Overall there were 22 accompanied inspections for on-the-job training.

I.C.2. Quarterly Expectations of Progress Reports

Five progress reports have been updated and reviewed with staff. These are attached for you review.

E. Quarterly Inspection Statistics

1. Core Inspections: 10 Core Inspections were assigned for the quarter and 10 were completed.
2. Priority 4 & 5 Inspections: 25 Priority 4 & 5 Inspections were assigned for the quarter. 23 inspections were completed during the quarter.
3. Backlog Inspections: 4 other backlog inspections were completed during the quarter.

4. Other Inspections/Incidents: 0 reciprocity inspections were conducted during the quarter.

- a. Chemtura Exposure Incident: January 15, 2009      Closed: April 7, 2009
- b. Nucor Steel Stuck Shutter: January 20, 2009      Investigation: On going
- c. Honeywell Leaking Source: December 2008      Investigation: On going

Backlog Inspection Statistics as of March 31, 2009

Priority I	0
Priority II	0
Priority III	0
Priority IV	0
Priority V	8
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TOTAL	8

II. Quarterly Licensing Statistics

1. Licensing Staff: RAM staff is required to assist in the licensing program, including but not limited to, reviewing and issuing amendments, reviewing and issuing new licenses and reviewing and issuing renewal licenses. RAM staff appears to be spending approximately 25% time on renewal backlog.

47 Amendments were issued during this quarter.

2. Renewal Licensing Actions: RAM staff completed at least 3 renewal-licensing actions per month during the quarter. This resulted in the issuance of 2 renewals during the quarter.

One license was terminated during the quarter.

One new license was issued during the quarter.

License Renewal Backlog Statistics as of March 31, 2009

RAM Licenses (1998-2008)	98
Industrial/Academic/Cyclotron	3
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TOTAL	101

Active RAM Program Licenses as of March 31, 2009

RAM	225
Industrial/Academic/Cyclotron	10
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TOTAL	235

If you would like to review specific information or have any questions related to this report, please contact me.

cc: Bernard Bevill, Section Chief  
Radiation Control Section

# Performance Improvement Plan and Progress Report

APRIL 14, 2009

Radioactive Materials Program  
Arkansas Department of Health

Recommendation	Task	Milestones	Assigned To	Anticipated Completion Date	Status	Actual Completion Date
I. State evaluate current and future staffing needs and business processes to develop and implement a strategy that improves the effectiveness and efficiency of the Program to ensure its continued adequacy and compatibility.	A. Identify staff shortages and obtain adequate staff.	1. Conduct hiring interviews and complete hiring for 100% of vacant positions.	Thompson/Bevill	12/31/2008	The Executive Secretary position has been vacant since November 24, 2008. Interviews and hire packet have been completed. Position should be filled by May 4, 2009.	Technical Staff completed on December 16, 2008.
	B. Ensure training courses for technical/professional development.	1. Develop an ongoing annual training program.	Thompson	11/30 of each calendar year to approve for the upcoming year	Training plan for 2009 completed on November 3, 2008.	
		2. Assure implementation of annual training program with quarterly status reports to administration.	Thompson/Bevill	4/15/08	Quarterly report dated April 14, 2009.	

		3. Branch Chief will meet with RAM staff quarterly to discuss program issues and status reports.	Mallory	4/30/08 and quarterly thereafter	Quarterly Meeting – April 15, 2009	
	C. Perform internal training for each staff member in accordance with RAM policy 07.0 in order that each individual becomes qualified inspectors/license reviewers. (See attached policy)	1. Each trainee will receive at least one inspection with accompaniment by a qualified inspector each month until ability to conduct inspections is determined.	RAM Trainees and Inspectors/Thompson	Initiated on 12/19/2007. On-going.	<b>Pemberton, Kriesel, Avery and Minden have been on at least one inspection accompaniment per month during the quarter. There were a total of 22 accompaniments during this quarter.</b>	
		2. Expectations of progress will be developed for each trainee toward becoming qualified inspectors.	Thompson/Bevill	03/31/08, 06/30/2008 10/13/08, 01/15/09, 04/14/09	Progress reports completed and reviewed with staff.	03/31/2008, 06/30/2008 10/13/2008 01/15/2009 04/14/2009
		3. Quarterly status reports will be submitted to administration.	Thompson/Bevill/Mallory	4/15/08 and quarterly thereafter	On-going with bi-weekly monitoring	
		4. Branch Chief will meet with RAM staff quarterly to discuss program issues and status reports.	Mallory	4/30/08 and ongoing	Quarterly Meeting – April 15, 2009	
	D. Ensure retention by improving salary structure.	1. Establish new entry-level salary for new HPs.	Mallory/Smith	10/07	Legislature has approved new state wide pay plan. Implementation pending.	10/31/07

		2. Elevate current staff's salaries to new entry-level salary.	Mallory/Smith	11/07	Completed	11/15/07
		3. Modify and implement HP training salary plan to increase the reward for professional development.	Bevill/Mallory/Smith	7/1/08	New Training salary plan will be developed to mesh with new state pay plan.	
		4. Prepare legislation to increase RAM Program Fees for 2009 Arkansas General Assembly.	Bevill/Mallory/Smith	06/03/2009	As discussed in previous NRC calls, the increase in RAM fees is not part of the Department's 2009 legislative package.	
	E. Establish indicators to measure RAM program performance in inspections and licensing to ensure public health and safety.	1. At least 12 core inspections will be conducted quarterly.	Inspectors/Thompson	10/1/08 and quarterly thereafter	<b>100% of core inspections were completed this quarter.</b>	
		2. At least 10 priority 4 and 5 inspections will be conducted quarterly.	Thompson/Bevill	10/1/08 and quarterly thereafter.	<b>92% of Priority 4 &amp; 5 inspections were completed during this quarter.</b>	
		3. As inspections are completed in 1 and 2 above, at least 3 backlog inspections will be completed base on priority and due date.	Inspectors/Thompson	1/1/08 and quarterly thereafter	<b>4 Other backlog inspections completed this quarter.</b>	
		4. Quarterly status reports will be submitted to administration.	Thompson/Bevill	4/15/08 and quarterly thereafter	On-going with bi-weekly monitoring	

		5. Branch Chief will meet with RAM staff quarterly to discuss status reports.	Mallory	4/30/08 and ongoing	Quarterly Meeting – April 15, 2009	
<b>II. Department Management develops and implements an action plan to reduce the licensing renewal backlog.</b>	A. Reduce the licensing renewal backlog.	1. Implement and strive to achieve with all RAM Staff within the Program a balance in inspection and licensing activities in order to improve staff training and enhance Program stability.	Thompson, RAM Staff	11/01/2008	<b>Renewal licensing activates were performed approximately 20% of the work time compared to inspection duties.</b>	
		2. At least three renewal licenses will be reviewed each month. <b>Note:</b> Program anticipates an increase in the number of licenses reviewed as staff becomes experienced and qualified.	Thompson	Initiated on 12/15/07	<b>An average of three renewal-licensing actions was completed each month this quarter. 2 renewals were issued during this quarter.</b>	
		3. Quarterly status reports will be submitted to administration.	Thompson/Bevill/Mallory	4/15/08 and quarterly thereafter	On-going with bi-monthly monitoring	
		4 Branch Chief will meet with RAM staff quarterly to discuss status reports.	Mallory	4/30/08 and ongoing	Quarterly Meeting – April 15, 2009.	

April 14, 2009March 25, 2009