

ATTACHMENT 1

July 31, 2009

To: Integrated Materials Performance Evaluation Team,

From: Todd Carpenter

Re: IMPEP Questionnaire, Section A. General - Summary of the status of the State's recommendations following the last program review

This summary is generated from the 3 recommendations outlined in the final follow up report dated May 9, 2008, Page 9, Section 4.

1. Greater emphasis on providing sufficient detail in inspection reports to allow Section management and staff to understand the technical basis for inspection findings (Section 2.1)

The Operations Manager has implemented an audit program specifically for reviewing and tracking all inspection reports for consistency, enhanced detail and reviews any discrepancies noted with each staff member. The Operation's Manager now has over 2 years of radioactive material compliance experience and specific radioactive material and safety training. The necessary level of knowledge has been achieved to review and guide staff in technical writing skills required to clearly demonstrate a basis for conclusions related to each inspection report reviewed.

Radiation Protection Services (RPS) staff meet monthly with the Operations Manager to review status, open action items and identify potential reporting deficiencies regarding the inspection and reporting program. This program has additional oversight through randomly selected inspection files being reviewed by the Section Manager.

2. Ensure that radioactive materials inspectors are accompanied by supervisors at least annually to promote quality and consistency in the inspection program.

Each radioactive materials inspector is accompanied 2 to 3 times a year by the Field Operation's Manager with documented evaluations for each accompaniment. Terry Lindsey, Section Manager, Bonny Wright, Medical Physicist and Todd Carpenter, Licensing Manager also assist in this process. The Operations Manager is assigned to facilitate, coordinate and resolve inadequacies if they should occur. Job performance reviews also reflect expectations of report writing benchmarks set by the Operations Manager.

3. Recommends that the State take measures to ensure proper documentation and appropriate response, review, enforcement and follow up of all radioactive materials incidents.

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All paper reports and incident documentation are now centralized within the office. Personnel now utilize a log book for incident number assignment that reconciles with the database incident log number assignment.

Licensees with discovered or reported incidents are entered into the database programmed to flag the incident for follow up and inspection information. The database has also been enhanced to allow for more narrative information and time log input.

Supervisors review incident reports and close each case when completed. All open incidents are reviewed on a monthly basis by the RML Lead Worker for current status and efforts are made to close out all completed actions on a regular basis.