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**Erickson, Randy**

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**From:** Jared Thompson [Jared.Thompson@arkansas.gov]  
**Sent:** Monday, October 18, 2010 9:00 AM  
**To:** Erickson, Randy  
**Cc:** Orendi, Monica; White, Duncan; Katanic, Janine; Browder, Rachel; Renee Mallory; Bernard Bevill  
**Subject:** RE: PIPs for October call with NRC  
**Attachments:** QRT Memo-10-2010.doc; RCPIP10-07-2010.doc

**Here is the Arkansas information for the Heightened Oversight call on October 20, 2010.**

**I am forwarding this per Randy's request below.**

Jared W. Thompson, Program Manager  
Radioactive Materials Program  
Arkansas Department of Health  
4815 West Markham Street, Slot 30  
Little Rock, Arkansas 72205  
501-661-2173  
501-661-2849 (fax)

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**From:** Erickson, Randy [mailto:Randy.Erickson@nrc.gov]  
**Sent:** Wednesday, October 13, 2010 11:02 PM  
**To:** Jared Thompson  
**Cc:** Orendi, Monica; White, Duncan; Katanic, Janine; Browder, Rachel  
**Subject:** RE: PIPs for October call with NRC

Thanks Jared.

I'm out of town right now and won't be back until next week, and on Monday I'm having oral surgery and won't be in until at least Tuesday. This doesn't leave me a lot of time to get the PIP out to HQ staff so they'll have time to review it.

We use webmail for email while out of the office. This program doesn't allow us to forward attached documents (security I guess) so if you don't mind, would you resend the same documents you sent to me, to the rest of the staff? I added them to this email so you can simply "reply all".

I thank you in advance for resending the PIP.

Randy

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**From:** Jared Thompson [Jared.Thompson@arkansas.gov]  
**Sent:** Wednesday, October 13, 2010 9:49 AM  
**To:** Erickson, Randy  
**Cc:** Renee Mallory; Bernard Bevill  
**Subject:** PIPs for October call with NRC

Randy,

Attached is the quarterly PIP for the Heightened Oversight call with the NRC on October 20, 2010. Also attached is the Program's quarterly report to Renee.

If you have any questions, please contact me.

Jared W. Thompson, Program Manager  
Radioactive Materials Program  
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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: October 7, 2010

SUBJECT: Quarterly Report – Performance Improvement Plan

Enclosed for your review is RAM Program statistical information required by the Performance Improvement Plan and Progress Report (PIP).

Quarterly Formal Training Completed

Layne Pemberton RAM Staff	Health Physics Technology (H-201) SA-300 NRC Event Notification Requirements	07/12-23/2010 07/15/2010
Tammy Kriesel	Basic Health Physics	08/02-13/2010
Steve Mack	Nuclear Pharmacy (H-401)	08/17-19/2010
Angela Minden	Texas Inspection Accompaniments'	08/23-27/2010
Layne Pemberton	Nuclear Pharmacy (H-401)	09/6-10/2010

Quarterly Inspector Trainees On-Job-Training

There were 8 accompanied inspections for on-the-job training during the quarter.

Quarterly Expectations of Progress Reports

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

Quarterly Inspection Statistics

There are four (4) inspections in backlog as of September 30, 2010. 17 of 21 assigned inspections for the quarter were completed. There are 2 Priority 1-3 inspections in backlog and 2 Priority 4-5.

1. Other Inspections/Incidents: 2 reciprocity inspections were conducted during the quarter.

a. NUCOR-Yamato	Orphan Source Retrieval	October 20,22,26, 2009	Closed
b. NUCOR-Yamato	Orphan Source Retrieval	March 17-18, 2010	Closed
c. Applied Inspection Systems	Radiography Source Disconnect	July 26, 2010	Closed
d. UAMS	Lost I-125 Seed	August 27, 2010	Closed
e. UAMS	Cut I-125 Seed	September 17, 2010	Open

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.
- 55 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 14 renewals during the quarter.
- One new license was issued during the quarter.
- Two licenses were terminated during the quarter.

Fourteen renewal licenses were issued during the quarter. A total of 31 licenses have been completed since the last IMPEP date in October 2009. 40 is the goal by April 2011.

License Renewal Backlog Statistics as of September 30, 2010

RAM Licenses (1998, 2000-2010)	114
Industrial/Academic/Cyclotron	3
TOTAL	117

Active RAM Program Licenses as of September 30, 2010

RAM	218
Industrial/Academic/Cyclotron	10
TOTAL	228

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

October 7, 2010

Radioactive Materials Program

Arkansas Department of Health

Recommendation	Task	Milestones	Assigned To	Anticipated Completion Date	Status	Actual Completion Date
<b>I. State take additional actions, such as increasing salary and/or benefits, to stabilize staffing and ensure successful program implementation.</b>	A. Evaluate improvements in the HP salary structure.	1. Develop and implement Training Plan Pay Grid for HP within established State Pay Plan based on professional training.	Mallory/Smith	July 31, 2010	Training Plan Pay Grid approved by the Legislative Personnel Committee on March 18, 2010. See attached memo dated June 9, 2010 from Richard Weiss, Director, DF&A.	March 18, 2010
	B. Consider and evaluate other Staff retention mechanisms.	1. Evaluate and approve other benefits to improve Staff retention focusing on flexible work hours. a. 10 hour work days b. Alternate worksite	Thompson/Bevill/Mallory	As needed or requested by HP Staff.	One HP has requested approval for an alternate worksite.	Pending

	C. Prepare legislation to increase RAM Program Fees for 2011 Arkansas General Assembly.	1. Prepare and research RAM Fee increases for Department and Legislative approval.	Thompson/Bevill	11/01/2010	On-going	
	D. Identify staff shortages and obtain adequate staffing.	1. Conduct hiring interviews and complete hiring for 100% of vacant positions	Thompson/Bevill	5/31/2010	Fully staffed as of September 7, 2010 (technical & administrative support)	September 7, 2010
	E. Work environmental assessment to improve Staff morale.	1. Branch Chief will meet with RAM staff at least quarterly to discuss program issues and status reports.	Mallory	Initiated April 2010	April 15, 2010 July 12, 2011 October 12, 2010	On-going
<b>II. State update existing procedures and develop new procedures, if necessary, to memorialize the policies and practices of the Agreement State Program and to serve as a knowledge management tool.</b>	A. Evaluate, and revise, current RAM Program policies and procedures, as necessary.	1. Review and revise,, as necessary, all current RAM policies and procedures within 18 months of last IMPEP review date.	Thompson/RAM staff	Initiated on 11/23/2009	On-going- Revised 3 procedures for max possession limits requirements.	
	B. Develop and implement new RAM procedures, as necessary.	1. Develop new RAM Program procedures within 18 months of last IMPEP review date.	Thompson/RAM Staff	Initiated on 11/23/2009	On-going – Currently reviewing 3 new program procedures.	
	C. Implement and train RAM staff on all revised and new procedures.	1. Implement all revised and new procedures. Provide training to RAM staff on procedures.	Thompson	Initiated on 11/23/2009	On-going at this time.	On-going as procedures are completed.

	D. Bi-weekly Staff meeting	1. Conduct staff meeting for exchange of information related to inspections, licensing, technical information, consistency of findings, incidents, investigations, allegations and Staff training course presentations.	Thompson/RAM Staff	On-going	On-going – Meet every other Monday routinely	On-going
	E. Department Desk References	1. ADH Administration requires Desk References for each position. This reference contains information related to each position that identifies job tasks and responsibilities.	Bevill/Thompson/RAM Staff	Completed	ADH administration is requiring revisions of the Desk References by 1/1/2011.	On-going
<b>III. State develops and implements an action plan to reduce the licensing renewal backlog.</b>	A. Revise and improve RAM Program licensing procedures to streamline the licensing process.	1. Extend license expiration dates on licenses with excellent compliance history and minimal license changes. This is a temporary procedure pending reduction of the licensing backlog.	Thompson/RAM Staff	Initiated on 03/15/2010	Draft Criteria for extensions and procedure established on March 15, 2010. Six licenses extended this quarter.	On-going
	B. Issue at least 40 renewals during the IMPEP review period	1. Review and issue 40 renewal backlog licenses within 18 months of the IMPEP review date. Emphasis will be on the older renewal applications.	Thompson/RAM Staff	Initiated on 11/01/2009	On-going—31 renewals have been issued as of 09/30/2010.	On-going
	C. Training and guidance for RAM Staff.	1. RAM staff will receive licensing training and guidance at least bi-weekly during RAM Staff meetings.	Thompson	On-going biweekly meetings	On-going during bi-weekly staff meetings. (every other Monday)	On-going

<b>IV. State develops and implements a license termination procedure to ensure consistent and acceptable quality information requests and documentation.</b>	A. Revise and implement license termination procedure.	1. Evaluate, revise and implement RAM Program License Termination Procedure RAM-01.6. Procedure to include checklist to ensure consistency.	Thompson/RAM Staff	Initiated on 11/23/2009	Procedure revised and implemented, including checklist, with effective date of 12/23/2009.	Completed 12/23/2009
	B. Implement procedure and Train Staff	1. Implement the License Termination Procedure and provide training to RAM Staff.	Thompson	Initiated on 11/23/2009	Training provided to Staff on 01/11/2010.	Completed 01/11/2010

October 7, 2010