

ADAMS Document Data Entry Information

Document Title: Arizona Program Improvement Plan

Document Date: May 13, 2011

Received by Region IV: May 20, 2011

Availability: Publicly Available

Document Sensitivity: Non-Sensitive

Keyword: SUNSI Review Complete

Date to Be Released: May 23, 2011

Performance Improvement Plan and Progress Report

May 13, 2011

Arizona Radiation Regulatory Agency

Recommendations	Task	Milestones	Assigned to	Anticipated Completion Date	Status	Actual Completion Date
1. The review team recommends that the State review and update, if appropriate, the Agency's staffing and budget plan to ensure Program needs are met and to maintain long-term stability of the program.	A. Ensure adequate resources are available to the Agency to protect the public health, safety and security.	1. Develop and submit Agency Budget for FY2012 and 2013. 2. Support and defend in Legislative Budget Committees	Agency Business Manager and Director. Director.	9/1/2010 5/15/2011	Completed Budget adopted by Leg. And signed by Governor for 2012	8/31/2010 4/6/2011
	B. Fill all vacant positions to ensure the program remains stable and able to meet its mission.	1. Fill the Program Manager Position 2. Fill the remaining vacant positions throughout the Program. 3. Annually consider and evaluate staff retention methods.	Agency Business Manager and Director. Agency Business Manager and Director. Agency Business Manager and Director.	4/15/2011 11/30/2014 8/30/2011	Manager appointed Assessing the budget to determine if additional staff can be appointed. Budget training is scheduled for 5/23/2011	5/2/2011
	C. Review the Staffing Plan to ensure that human resources are appropriately utilized across the Program.	1. By 8/30/2011 review the staffing plan, determine how many staff are needed in each area, determines how we can better utilize cross training to improve staff availability.	Director.	Director.	8/30/2011	To be conducted with annual budget review and submittal.

Performance Improvement Plan and Progress Report
 May 13, 2011
 Arizona Radiation Regulatory Agency

Recommendations	Task	Milestones	Assigned to	Anticipated Completion Date	Status	Actual Completion Date
2. The review team recommends that an Agency manager accompany each inspector, at least annually, to ensure quality and consistency in the inspection program.	A. Management accompanies each inspector on at least one inspection per individual every 6 months.	1. Report of each accompaniment placed in respective inspector training file.	RAM Program Manager and Director.	6/30/2011	Scheduling in progress for June of 2011	7/1/2011
	B. May, June, Nov., and Dec. Months designated for staff accompaniments to assure timely completion.	1. By May 1 or Nov. 1 of each year identify inspector accompaniment schedule and develop matrix to ensure accompaniments are performed by due dates.	RAM Program Manager or designee.	12/30 of each year.	Scheduling in progress for June of 2011	7/1/2011
		2. When licensees are identified for the accompaniments, monthly review of upcoming accompaniments due and determine what, type of inspections should be accompanied.	RAM Program Manager or designee.	12/30 of each year	Selection being made.	6/1/2011
		3. Upon identifying the licensees, plan inspections to be accompanied with inspector or assign as necessary.	RAM Program Manager or designee.	12/30 of each year	First of 2 accompaniments now being scheduled.	12/30/2011
	4. Provide feedback		RAM Program	12/30 of each	In progress	

Performance Improvement Plan and Progress Report

May 13, 2011

Arizona Radiation Regulatory Agency

Recommendations	Task	Milestones	Assigned to	Anticipated Completion Date	Status	Actual Completion Date
3. The review team recommends that the State implement the pre-licensing checklist and guidance for all licensing actions to provide assurance that radioactive material will be used as specified on the license.	A. Develop and update as necessary a pre-licensing checklist compatible with the NRC guidance for assuring the radioactive material will be utilized in accordance with license. B. Develop a verification system and provide training to the staff, with emphasis on licensing staff and those who perform any licensing function.	1. The pre-licensing checklist was developed and implemented by 4/1/2008.	Manager or designee. Kern	year. 4/1/2008 Updated 8/22/2008	In use. Corrected interpretation of new "person," 4/1/2010	4/1/2010
4. The review team recommends that the State review its radioactive materials licenses regarding requirements for financial assurance, and either obtain financial assurance for licenses that are authorized to	A. Review selected licenses with a potential for financial concerns. B. Issue letters to licensees to determine who will need amendments.	1. Develop a system to verify that the pre-licensing checklist was appropriately applied. 2. By 7/1/2010 ensure all applicable staff has received training. 1. 50% by 10/15/2010 .1. Letters issued to identified licensees by 1/15/2011.	Kern Program Manager or designee. Kern	5/1/2010 7/1/2010 12/31/2010	Complete Complete Complete	5/1/2010 7/1/2010 1/3/2011

Performance Improvement Plan and Progress Report

May 13, 2011

Arizona Radiation Regulatory Agency

Recommendations	Task	Milestones	Assigned to	Anticipated Completion Date	Status	Actual Completion Date
possess the applicable quantities, or revise the license conditions to ensure clear quantity limits that will not require provision of financial assurance.	C. Prevent future problems of not reviewing requests adequately	<ol style="list-style-type: none"> 1. Add item to check lists for the review of each amendment or new application request to assure proper licensing actions are taken 2. Develop a Procedure to ensure that the process used can be used by all staff consistently. 	Kern	2/15/2011	Beta testing to assure works.	
	D. Provide Staff training on the new procedure.	<ol style="list-style-type: none"> 1. By 7/15/2011 provide training on the new procedure to all staff involved in the licensing process. 2. By 7/15/2011 providing training to inspection staff to be able to identify situations where the need for financial assurance was missed by the licensee. 	Brian	7/1/2011	Being developed with additional review by new program manager.	
			Program Manager or designee.	8/30/2011	All RAM staff being cross-trained to do licensing.	
			Program Manager or designee.	4/29/2011	New manager reviewing progress. Any changes to be in later editions of this report.	