



UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION I
2100 RENAISSANCE BOULEVARD, SUITE 100
KING OF PRUSSIA, PENNSYLVANIA 19406-2713

August 23, 2012

Gene Miskin, Director
Office of Radiological Health
New York City Department of Health and Mental Hygiene
22 Cortlandt Street, 34th Floor
New York, NY 10007

Dear Mr. Miskin:

In order to help the Agreement States and the U.S. Nuclear Regulatory Commission (NRC) remain knowledgeable of each other's program and to initiate planning for the next Integrated Materials Performance Evaluation Program (IMPEP) review, the NRC conducts one-day periodic meetings with Agreement States between IMPEP reviews.

This letter confirms that, through previous coordination, the meeting with the New York City Department of Health and Mental Hygiene is scheduled for September 27, 2012, and will be held in your offices. The meeting will be conducted in accordance with Office of Federal and State Materials and Environmental Management Programs (FSME) Procedure SA-116, *Periodic Meetings Between IMPEP Reviews*. In addition to me, Raymond Lorson, Director, Division of Nuclear Materials Safety, Region I, Pamela Henderson, Deputy Director, Division of Materials Safety and State Agreements, Office of Federal and State Materials and Environmental Management Programs (FSME) and Michelle Beardsley, Health Physicist, FSME, will also attend the meeting.

The likely topics for discussion at this meeting are listed in the enclosed agenda. If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know. If you have any questions, please contact me at (610) 337-5371, or via email at Donna.Janda@nrc.gov.

Sincerely,

/RA/

Donna M. Janda
Regional State Agreements Officer
Division of Nuclear Materials Safety

Enclosure:
Agenda for September 27, 2012 Periodic Meeting
with New York City Department of Health and Mental Hygiene

cc w/encl: Sandra Hinkel, NYS DEC
Stephen Gavitt, NYS DOH

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Distribution:

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SUNSI Review Complete: DMJ (Reviewer's Initials)

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OFFICE	DNMS/RI								
NAME	DJanda/dmj								
DATE	08/23/12								

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**Agenda for Periodic Meeting with New York City
Department of Health and Mental Hygiene
September 27, 2012**

Topic areas for discussion during the meeting may include:

1. Status of the City's actions to address all open IMPEP review findings and/or open recommendations.
2. Strengths and/or weaknesses of the City's program as identified by the City or the NRC, including identification of actions that could diminish weaknesses.
3. Feedback on the NRC's program as identified by the City, including identification of any action that should be considered by the NRC.
4. Status of the City's program, including:
 - a. Staffing and training:
 - i) Number of staff in the program and status of their training and qualifications;
 - ii) Program vacancies;
 - iii) Staff turnover; and,
 - iv) Adequacy of FTEs for the materials program.
 - b. Materials inspection and licensing programs:

Discuss the status of the inspection and licensing programs, including whether an inspection and/or licensing backlog exists and the steps being taken to work off the backlog.
 - c. Regulations and legislative changes:

Discuss status of City's regulations and actions to keep regulations up to date, including the use of legally binding requirements.
 - d. Program reorganizations:

Discuss any changes in program organization, including program/staff relocations and new appointments.
 - e. Changes in program budget/funding.

ENCLOSURE

5. Event reporting, including follow up and closure information in NMED.
6. Response to incidents and allegations:
 - a. Status of allegations and concerns referred by the NRC for action;
 - b. Significant events and generic implications.
7. Status of the following program areas, if applicable:
 - a. Sealed Source and Device Evaluation Program;
 - b. Uranium Recovery Program; and/or,
 - c. Low-Level Radioactive Waste Disposal Program.
8. Information exchange and discussion:
 - a. Current City initiatives;
 - b. Emerging technologies;
 - c. Large, complicated, or unusual authorizations for use of radioactive materials;
 - d. City's mechanisms to evaluate performance; and,
 - e. NRC current initiatives.
9. Schedule for the next IMPEP review.
10. Any action items resulting from the meeting.
11. Other topics.

ENCLOSURE