September 6, 2012

Gary Williams, Director
National Health Physics Program (115HP/NLR)
Department of Veterans Affairs
Veterans Health Administration
2200 Fort Roots Drive
Little Rock, AR 72114

SUBJECT: DEPARTMENT OF VETERANS AFFAIRS, MASTER MATERIAL LICENSE BIENNIAL REVIEW QUESTIONNAIRE

Dear Mr. Williams:

In preparation for the upcoming biennial inspection of the Department of Veterans Affairs (DVA) Master Materials License (MML) to be conducted during the week of October 15, 2012, please review the enclosed questionnaire and respond to the checked items. Please submit your response to the Region III office no later than October 1, 2012.

In accordance with Title 10 of the Code of Federal Regulations 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's Agencywide Documents Access and Management System (ADAMS), accessible from the NRC Web site at http://www.nrc.gov/reading-rm/adams.html. To the extent possible, your response should not include any personal privacy, proprietary, security-related, or safeguards information so that it can be made available to the public without redaction.

If you have any questions regarding this letter, please contact Kevin Null of my staff at (630) 829-9854.

Sincerely,

/RA/

Patricia J. Pelke, Chief
Materials Licensing Branch
Division of Nuclear Materials Safety

Docket No. 030-34325
License No. 03-23853-01VA

Enclosure:
As stated

Gary Williams, Director
National Health Physics Program (115HP/NLR)
Department of Veterans Affairs
Veterans Health Administration
2200 Fort Roots Drive
Little Rock, AR 72114

SUBJECT: DEPARTMENT OF VETERANS AFFAIRS, MASTER MATERIAL LICENSE BIENNIAL REVIEW QUESTIONNAIRE

Dear Mr. Williams:

In preparation for the upcoming biennial inspection of the Department of Veterans Affairs (DVA) Master Materials License (MML) to be conducted during the week of October 15, 2012, please review the enclosed questionnaire and respond to the checked items. Please submit your response to the Region III office no later than October 1, 2012.

In accordance with Title 10 of the Code of Federal Regulations 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's Agencywide Documents Access and Management System (ADAMS), accessible from the NRC Web site at http://www.nrc.gov/reading-rm/adams.html. To the extent possible, your response should not include any personal privacy, proprietary, security-related, or safeguards information so that it can be made available to the public without redaction.

If you have any questions regarding this letter, please contact Kevin Null of my staff at (630) 829-9854.

Sincerely,

/RA/

Patricia J. Pelke, Chief
Materials Licensing Branch
Division of Nuclear Materials Safety

Docket No. 030-34325
License No. 03-23853-01VA

Enclosure:
As stated

*See previous concurrence
ADAMS Accession Number: ML12251A129
DOCUMENT NAME: G:\DNMSIII\Work in progress\LTR- VAmmlBIENNIALquestionnaire.docx
☒ Publicly Available ☐ Non-Publicly Available ☐ Sensitive ☒ Non-Sensitive
To receive a copy of this document, indicate in the concurrence box "C" = Copy without attach/encl "E" = Copy with attach/encl "N" = No copy

OFFICE	RIII DNMS		RIII DNMS				RIII	
NAME	KGNull: jm*KGN		PJPelke*PJP					
DATE	9/05/12		9/06/12					

OFFICIAL RECORD COPY

APPENDIX A
Master Material License Biennial Review Questionnaire

Please send the checked information to the U.S. Nuclear Regulatory Commission (NRC) Master Material License (MML) Project Coordinator. The unchecked items should be available for inspection during the biennial review.

I. Management Oversight

☒ Organizational chart that includes the Senior Executive Management through the Radiation Control Program staff (current and changes since last biennial inspection).

☒ Internal management audits or reviews that have been performed to assess the MML Radiation Control Program, the audit or review findings and their resolutions.

☒ Current Standard Operating Procedures that affect the MML Radiation Control Program.

☐ Current internal regulations and policies that affect the MML Radiation Control Program.

☒ List of reportable events or incidents that have occurred since last biennial inspection, include any actions taken to address the problems.

☒ Current membership of the Master Radiation Safety Committee, including new members, vacancies and actions to fill those positions.

☐ Minutes of Master Radiation Safety Committee meetings, including dates of meetings, attendance, issues discussed (e.g., MML licensing, program, oversight, inspection, enforcement issues; Master Radiation Safety Committee initiatives and activities; or unique permitting requests/actions, decommissioning activities, enforcement cases, allegations, incidents and events) and their resolutions.

☐ Prepare a summary of the status of the MML licensee's actions taken in response to NRC's comments and recommendations following the last biennial review.

☒ Describe any recent efforts, or future plans, on your part to improve the safety performance of permittees operating below acceptable levels for ensuring public health and safety.

☒ Description of your perspective of your program's strengths and weaknesses. These strengths and weaknesses should be supported by examples of successes, problems, or difficulties which occurred during this review period.

☒ Updated permit list sorted by NRC program code, by inspection due date, and by priority if possible. Include the following information:

Name	Permit #	Location	NRC prog. Code	Priority	Last Inspection date	Inspection due date

II. Technical Staffing and Training

☒ Provide a staffing plan, or complete a listing of personnel using the suggested format below, that provides the professional (technical) person-years of effort applied to the MML program by individual. Include the name, position, and the fraction of time spent in the following areas: administration, materials permitting & inspection activities, event response, other. If these regulatory responsibilities are divided between offices, the table should be consolidated to include all personnel contributing to the MML radiation control program. Include all vacancies and identify all senior personnel assigned to monitor work of junior personnel. The table heading should be:

Name	Position	Area of Effort	FTE %

☒ List all new professional personnel hired since the last review, indicate the degree(s) they received, if applicable, and additional training and years of experience in health physics, or other disciplines, if appropriate.

☒ List technical staff that has not yet met the qualification requirements of permit/ reviewer/materials inspection staff. For each, list the courses or equivalent training/experience they need to attend and a tentative schedule for completion of these requirements.

☒ List the technical staff that left your program during this period.

☒ List the vacant positions in each program, the length of time each position has been vacant, and a brief summary of efforts to fill the vacancy.

III. Status of Materials Inspections

☒ Prepare a table identifying the permits with inspections that were/are overdue by more than 25 percent of the scheduled frequency at any time during the review period. The schedule for inspection frequency is set out in NRC Inspection Manual Chapter 2800. (Note: Although the licensee may be more restrictive and perform inspections more frequently, the list should be based on the inspection frequency in MC2800. Further, unless the MML licensee requests and receives approval from NRC (or has been asked by NRC and agreed) to follow a temporary instruction, the MML will be inspected in accordance with the current inspection procedure and not a temporary instruction.) The list should include initial inspections that are overdue. Include the following information:

Permittee Name	Insp. Frequency	Due Date	Time Overdue

☒ Do you currently have an action plan for completing overdue inspections? If so, describe the plan.

☒ Copy of current log or other document used to track inspections.

☒ List of Inspection frequency and program code by permit type.

☒ List individual permittees or groups of permittees that you are inspecting at a different frequency than called for in NRC Inspection Manual Chapter 2800 and state the reason for the change.

IV. Technical Quality of Inspections

☒ List changes made to your written inspection procedures during the review period.

☒ Prepare a table showing the number and types of supervisory accompaniments made during the review period, and results of those accompaniments. Include the following information:

Permittee	Program code	NRC Program Code	Date

☒ Describe internal procedures for conducting supervisory accompaniments of inspectors in the field.

☒ Describe the type of instrumentation used during inspections and methods/frequency of calibration. Are all instruments properly calibrated at the present time? Were there sufficient calibrated instruments available through the review period?

☒ List of inspections that resulted in violations. Include the following information:

Permittee	Program Code	Date of Inspection	Severity Level

V. Technical Quality of Permitting Actions

☒ List any major, unusual, or complex permits issued such as amendments, terminations, new permits, decommissioning, or renewals. Also identify any new or amended permits that now require emergency plans.

☒ Discuss any variances from NRC licensing policies and/or procedures during the review period.

☒ List changes made in your written permitting procedures (new procedures, updates, policy memoranda, etc.) during the review period.

☒ Copy of current log or other document used to track licensing actions.

☒ List non-standard permit conditions used during the review period.

☒ List pending licensing actions, include the following information.

Permittee	Program Code	Action Type	Date Received

VI. Responses to Events or Incidents and Safety Concerns or Allegations

☒ List reportable events or incidents (e.g., medical events, doses to embryo/fetus or nursing child, overexposures, lost and abandoned sources, incidents requiring 24 hour or less notification, etc.) that were ongoing or occurred during the review period. Show whether the incident is open or closed and whether it was reported to the NRC. The list should be in the following format:

Permittee Name	Permit #	Date of Incident/Report	Type of Incident	Status	Reported to NRC

☒ During this review period, did any incidents occur that involved equipment or source failure or approved operating procedures that were deficient? If so, how and when were other permittees who might be affected notified? Was timely notification made to NRC?

☒ For incidents involving failure of equipment or sources, was information on the incident provided to NRC for evaluation of the device for an assessment of possible generic design deficiency? Please provide details for each case.

☒ List any changes to procedures for investigating incidents and events made during the review period.

☒ List any changes to your procedures for handling safety concerns or allegations made during the period of this review.

☒ List of all safety concerns or allegations received during the review period. Show whether the allegation is open or closed and whether it was referred by NRC.

☒ List of all wrongdoings identified during the review period. Show whether the action is open or closed.