



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

July 25, 2013

Roland G. Fletcher, Manager  
Radiological Health Program  
Air and Radiation Management Administration  
Maryland Department of the Environment  
1800 Washington Boulevard, Suite 750  
Baltimore, MD 21230-1718

Dear Mr. Fletcher:

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 is scheduled for August 28, 2013, 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 Procedure SA-116, *Periodic Meetings Between IMPEP Reviews*. In addition to myself, James Clifford, Director, Division of Nuclear Materials Safety, Region I and Duncan White, Chief, Agreement State Programs Branch, Office of Federal and State Materials and Environmental Management Programs, will 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 e-mail at [Donna.Janda@nrc.gov](mailto:Donna.Janda@nrc.gov).

Sincerely,

/RA/

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

Enclosure:  
Draft Agenda for August 28, 2013 Periodic Meeting with Maryland

July 25, 2013

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

Enclosure:

Draft Agenda for August 28, 2013 Periodic Meeting with Maryland

Distribution:

M. Beardsley, FSME      L. Dimmick, FSME  
D. Collins, RI DNMS      K. Meyer, FSME  
J. Clifford, RI DNMS      D. White, FSME  
D. Janda, RI DNMS      M. Orendi, RI DNMS

**SUNSI Review Complete: DMJ (Reviewer's Initials)**

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OFFICE	DNMS/RI								
NAME	DJanda/dmj								
DATE	07/25/13								

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**Draft Agenda for Periodic Meeting with Maryland Department of the Environment  
August 28, 2013**

Topic areas for discussion during the meeting may include:

1. Status of the State's actions to address all open IMPEP review findings and/or open recommendations.
2. Strengths and/or weaknesses of the State program as identified by the State or the NRC, including identification of actions that could strengthen the program.
3. Feedback on the NRC's program as identified by the State, including identification of any action that should be considered by the NRC.
4. Status of the State'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. Program reorganizations:

Discuss any changes in program organization, including program/staff relocations and new appointments.
  - c. Changes in program budget/funding.
  - d. Materials inspection program:

Discuss the status of the inspection program, including whether an inspection backlog exists and the steps being taken to work off backlog.
  - e. Materials licensing program
  - f. Regulations and legislative changes:

Discuss status of State's regulations and actions to keep regulations up to date, including the use of legally binding requirements.
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.

Enclosure

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 State initiatives;
  - b. Emerging technologies;
  - c. Large, complicated, or unusual authorizations for use of radioactive materials;
  - d. State's mechanisms to evaluate performance; and,
  - e. NRC current initiatives.
  
9. Additional Topics
  
10. Schedule for the next IMPEP review.
  
11. Any action items resulting from the meeting.