



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
REGION III  
2443 WARRENVILLE ROAD, SUITE 210  
LISLE, ILLINOIS 60532-4352

February 21, 2019

Ms. Mary Navara, Manager  
Indoor Environments and Radiation Section  
Environmental Health Division  
Department of Health  
P.O. Box 64975  
St. Paul, MN 55164-0975

Dear Ms. Navara:

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

In accordance with Office of Federal and State Materials and environmental Management Programs (FSME) Procedure SA-116, we request a meeting, no longer than one day, to discuss your Agreement State program and share programmatic information. This letter confirms that, after previous coordination with you, the meeting is scheduled for Tuesday, April 16, 2019, and will be held in the Radiation Section Program office. In addition to me, Christine Lipa, Deputy Director, Division of Nuclear Materials Safety; and Aaron McCraw, Chief, Materials Inspection Branch, Division of Nuclear Materials Safety, from NRC's Region III office will be in attendance.

Based on our previous discussions, the likely topics for discussion at the meeting are listed on 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 call me at 630-829-9661 or via e-mail at [Darren.Piccirillo@nrc.gov](mailto:Darren.Piccirillo@nrc.gov).

Sincerely,

*/RA/*

Darren Piccirillo  
State Agreements Officer  
Division of Nuclear Materials Safety

Enclosure:  
Periodic Meeting Agenda

Letter to Ms. Mary Navara from Darren Piccirillo, dated February 21, 2019

SUBJECT: Minnesota FY19 IMPEP Periodic Scheduling Letter

**DISTRIBUTION:**

David Pelton  
Christine Lipa  
Andrea Kock  
Kevin Williams  
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OFFICE	RIII-DNMS	C					
NAME	DPiccirillo:cl						
DATE	2/21/2019						

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Minnesota Periodic Meeting Agenda  
April 16, 2019

Topic areas for discussion during the meeting may include:

1. Program challenges
2. Program reorganizations
  - a. Discuss any changes to the program organization/management, including program/staff relocations and new appointments.
3. Changes in program budget/funding
4. Feedback on the NRC's program
5. Status of the State's program, including:
  - a. Technical Staffing and Training (2016 IMPEP Rating: Satisfactory)
    - i) Number of staff in the program and status of their training and qualifications.
    - ii) Any program vacancies.
    - iii) Staff turnover since the last IMPEP review.
    - iv) Adequacy of FTEs for the materials program.
    - v) Compatibility with IMC 1248 training requirements
    - vi) Current staff qualification status
  - b. Status of the Materials Inspection Program (2016 IMPEP Rating: Satisfactory)
    - i) Changes to inspection frequency, if any
    - ii) Number of priority 1, 2, and 3, inspections performed overdue since the last IMPEP review.
    - iii) Number of priority 1, 2, and 3, inspections currently overdue.
    - iv) Number of initial inspections completed on time and overdue since the last IMPEP review.
    - v) Status of reciprocity inspections since the last IMPEP.
  - c. Technical Quality of Inspections (2016 IMPEP Rating: Satisfactory)
    - i) Status of annual inspector accompaniments
    - ii) Inspection procedure changes, if any
    - iii) Management review processes
    - iv) Significant inspection activities/challenges
    - v) Status of radiation survey instruments and equipment

- d. Technical Quality of Licensing (2016 IMPEP Rating: Satisfactory)
  - i) Number of licensees in the State.
  - ii) Number and types of licensing actions performed since the last IMPEP review.
  - iii) Number of licenses currently under timely renewal.
  - iv) Discussion of the use of pre-licensing guidance.
  - v) Large, complicated, or unusual authorizations for use of radioactive materials.
- e. Technical Quality of Incidents and Allegations (2016 IMPEP Rating: Satisfactory)
  - i) Number and current status of reportable events since the last IMPEP, including follow-up actions and closure information from NMED.
  - ii) Status of allegations and concerns referred by the NRC for action.
  - iii) Significant events and generic implications.
- f. Compatibility Requirements (2016 IMPEP Rating: Satisfactory)
  - i) Regulations
    - a. Discuss the State's regulatory process
    - b. Discuss the status of State regulations and actions to keep regulations up to date, including the use of legally binding requirements.
    - c. Part 37 implementation status and results
  - ii) Legislative changes affecting the program.
- 6. Information Exchange:
  - i) Current State initiatives
  - ii) Current NRC initiatives
  - iii) Emerging Technologies
  - iv) State's mechanisms to evaluate program performance
- 7. Additional Topics
- 8. Next Steps/Meeting Summary/Q&A