

DEPARTMENT OF HEALTH SERVICES

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May 30, 1989

Mr. Carlton Kammerer, Director
State, Local and Indian Tribe Programs
Office of Governmental and Public Affairs
United States Nuclear Regulatory Commission
Washington, D.C. 20555

Dear Mr. Kammerer:

As indicated in the letter dated May 17, 1989, from Dr. Kenneth W. Kizer, Director of the Department of Health Services, following are responses to Enclosure 1, COMMENTS AND RECOMMENDATIONS ON TECHNICAL ASPECTS OF THE CALIFORNIA RADIATION CONTROL PROGRAM FOR AGREEMENT MATERIALS of your April 21, 1989 letter.

I. MANAGEMENT AND ADMINISTRATION

A. Quality of Emergency Planning

As recommended, the written action plan for the new emergency procedures is in draft and will include the method of selecting and training qualified responders as well as the operating plan and distribution list. Environmental Management Branch staff, who will be the primary responders, are being trained. Additionally, a new call down list and a procedures manual will be prepared in June. Retired annuitant staff have been hired to assist in this effort.

B. Office Equipment and Support Services

Director Kizer personally requested the Division of Administration and the Business Services Section to expedite the purchase of new filing cabinets for the Radiologic Health Branch (RHB). These filing cabinets will replace the old, unsafe, and inadequate cabinets; add sufficient cabinets to store all the material currently maintained in boxes; and provide for some future growth in program record maintenance. Branch staff have submitted the order and are expecting delivery within six to eight weeks.

Additionally, although purchase of a fax machine and replacement of the duplicating machine were not specifically mentioned in the comments, I am pleased to report that we have obtained a fax machine and that a new duplicating machine is expected to be delivered in August 1989. These two tools are expected to increase our productivity and enhance the quality and timeliness of the reports and documents we prepare.

With regard to the clerical support vacancies, RHB management staff have completed the selection process for two Word Processing Technician and four Office Assistant II positions; these new staff are expected to start within one month. This will resolve the concern regarding the high percentage of vacant clerical positions.

RHB staff recognize that there has been a lack of adequate training due in part to the high turnover and also to the lack of sufficient clerical supervisory staff. To address this concern, emphasis has been placed on the selection of an Office Services Supervisor I who is expected to report to work within one month.

RHB management has investigated many of the reasons for the turnover and, with the hiring of the new clerical supervisor, will be taking steps to provide more comprehensive training and closer supervision to assist the staff in learning their duties. Additionally, effort is being made to involve the clerical staff in the revision and/or development of procedures relating to their duties and to improve the coordination between the clerical staff and the technical staff as this is expected to improve morale and communication. A task force has also been established and is meeting on a regular basis to develop the procedures for training and to further address any problem areas for the Materials Section support staff.

II. LICENSING

A. Licensing Procedures

RHB staff already have a licensing manual which is used by all staff. Licensing guides, checklists, policy memos, and standard procedures are issued and incorporated into this manual as new issues arise. To address the inconsistent application of these criteria, RHB management has developed and implemented monitoring procedures to ensure that these tools are used uniformly by all staff.

III. COMPLIANCE

A. Inspection Procedures

Several new guides for special license classifications are being utilized on a pilot basis, and other guides are under development. A policy memo requiring field site inspections on at least 25 percent of all licensees (which equals 11 per year) is in draft. It will be distributed along with the form and instructions by early June 1989 to staff of all agencies conducting such inspections.

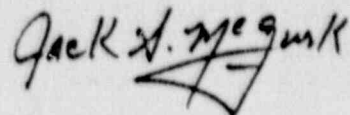
Mr. Carlton Kammerer

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In summary, the Environmental Health Division has already taken steps to address the comments and recommendations on the technical aspects of the program as indicated above. When the policies and procedures under development are finalized, copies will be forwarded to you and your staff for information. If you have any questions in the meantime, please feel free to contact me at (916) 322-2308.

Sincerely,



Jack S. McGurk, Chief
Environmental Health Division

cc: Kenneth W. Kizer, M.D., M.P.H.
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