

yellow

October 22, 1982

SSINS 0747

Mr. Aubrey Godwin, Chief
Bureau of Radiological Health
Environmental Health Administration
Room 314, State Office Building
Montgomery, AL 36130

Dear Mr. Godwin:

This will confirm our recent telephone discussion with you, concerning the review of your Radiation Control Program scheduled for November 29 - December 3, 1982.

I am enclosing a list of questions entitled, "Preliminary Information Requested for the Regulatory Program Review of the Alabama Radiation Control Program." To facilitate the review process, I would like to review this information during the morning of November 29, 1982.

Thank you for your cooperation.

Sincerely,

(Original signed by RLWoodruff)
Richard L. Woodruff
State Agreements Representative

Enclosure:
As stated

bcc w/encl:
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RLWoodruff:ht
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Preliminary Information Requested
for the
Regulatory Program Review
of the
Alabama Radiation Control Program

Note: If there are no changes since the previous program review, indicate "no change."

I. LEGISLATION AND REGULATION

- A. Have there been any changes made to your statutory authority to promulgate regulations, to license, inspect, enforce and otherwise conduct the radiation control program? Provide a current copy of the enabling act and other statutes governing operation of the program.
- B. If other State agencies or units are involved in the conduct of the agreement materials program, identify them and state how the activities are coordinated with your program. If Memorandums of Understanding or procedures are in effect, provide copies.
- C. Provide a summary of the steps that must be followed to promulgate regulations or revisions to regulations.
- D. If the State regulations have been amended or revised since the last review, provide a copy of the current version.

II. ORGANIZATION

- A. Provide an organization chart which shows the location of the radiation control unit within the State organization. This can be hand drawn.
- B. Provide an organization chart for the Radiation Control Unit. Names and titles of individuals should be shown. This can be hand drawn.
- C. Indicate if you utilize consultants, technical advisory committees, and/or NRC assistance to deal with unique or complex problems.
- D. If you have a Medical Advisory Committee or other advisory committees, list the members, their affiliations, and specialties, if any. Indicate if any meetings were held or actions were taken since the last program review.

III. MANAGEMENT AND ADMINISTRATION

- A. Provide a copy of emergency plans for responding to incidents involving radioactive materials.
- B. State sources of funds and the amounts for the radiation control program, i.e., State funds, fees, contracts, etc? State the fiscal year for the data and the period covered by the fiscal year.
- C. How much money is budgeted for radioactive materials?
- D. What is the change in the total budget, and in the radioactive materials budget, from the previous fiscal year and what are the reasons - new programs, change in emphasis, statewide reduction?
- E. Provide copies of your internal administrative procedures; licensing guides and checklists and inspections guides and forms.
- F. If you charge and collect fees, provide a copy of the fee schedule and state the percentage cost recovery for radioactive materials.
- G. Provide an inventory of operable laboratory instruments.
- H. How many radioactive material licenses (agreement material, radium and accelerator produced material) were in effect on November 15, 1982.
- I. State the number of licensing actions (amendments and new licenses) issued since the last review.
- J. State the number of new licensee (not amended in entirety) issued in the same period.
- K. State the person-years of clerical and typing support available for the materials program.
- L. Describe the automatic typing and ADP services, if any, that are available.
- M. Are licensing and inspection files available for public inspection? Describe any materials that may be withheld. Do written procedures or statutes govern this?

IV. PERSONNEL

- A. Provide the names and position classifications for all professional and technical persons involved in the radiation control program for radioactive materials. This should include identification of the supervisory and management staff.

- B. Provide copies of all professional and technical position descriptions in the Radiation Control Unit.
- C. State the salary ranges for the positions.
- D. Provide resumes for new professional and technical personnel hired since the last program review.
- E. List all training received by the professional and technical staff since the last program review. State the name of the trainee, the course title, dates, the location, the sponsor and the length (days or weeks).
- F. List the professional staff and the person-years effort spent on the materials program including management support.
- G. State the number of professional slots funded in the radiation control program, the number filled and the number vacant. If, since the last review, personnel have left (retirement, resignation, promotion, transfer, educational, military or administrative leave, etc.) identify the individuals and their replacements.

V. LICENSING

- A. Identify any unusual or very complex licensing actions taken.
- B. State the number of pre-licensing visits made since the last program review.
- C. Provide a list of major licenses in your State. The list should include licensees having a potential for significant environmental impact (including mills and rad waste burial sites), major processors and distributors, rad waste brokers, broad (Type A) licenses, and service and distribution licenses. The list should include name and address and license number.
- D. List sources and devices which have been evaluated for distribution since the last review. Identify any for which approval sheets have not been issued.
- E. State the length of time for which various categories of licenses are issued.
- F. Provide a copy of your standard licensing conditions.

VI. COMPLIANCE

- A. State the number of inspections made since the last program review. Indicate the numbers inspected for each of your priority categories.
- B. State the total number of inspections overdue (based on the State's priority system) as of November 15, 1982. List by priorities. If regional offices are used, identify the region where the "overdues" are located.
- C. State the identity and the number of months overdue for all overdue Priority I, II, III, and IV licenses.
- D. Provide a copy of the inspection priorities and inspection frequencies used.
- E. State your policies for:
 - (1) unannounced inspections;
 - (2) follow-up inspections.
- F. State the number of supervisory accompaniments made and the identity of the inspectors accompanied since the last program review.
- G. Provide a summary of the investigations made during the review period.
- H. Identify any incidents that met Abnormal Occurrence Report (AOR) criteria.
- I. If you can apply civil penalties: provide a copy of your procedures or regulations for keying monetary penalties to violations.
- J. If during the review period, you have issued Orders, applied civil penalties, sought criminal penalties, impounded sources, or held formal enforcement hearings, list the cases and provide copies of the pertinent State enforcement correspondence and orders.
- K. If inspection report forms are used, provide copies.
- L. Provide an inventory of the operable field instrumentation available. List by type (e.g., GM, Ion Chamber, Alpha Scintillation, etc.) and indicate if it is for field or laboratory use. Include air sampling equipment (samplers, velometers, smoke tubes, etc.).
- M. Indicate your calibration practices for your survey instruments (frequency, contractor or self, sources used).

VII. OTHER ASPECTS OF THE STATES' RADIATION CONTROL PROGRAM

- A. How are NARM users regulated?
- B. State the number of X-ray machine and accelerator registrants (or tubes) by category, i.e., dental, medical, industrial, etc.
- C. State number of X-ray machine and accelerator inspections in the last year by category.
- D. Does the State license X-ray or nuclear medicine technologists?
- E. Provide a brief description of your environmental surveillance program - types of samples, numbers of sampling stations, frequency of sampling, types of analysis, results since the last program review.
- F. If available, provide a copy of the latest environmental surveillance report.