UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

March 5, 1998

Richard A. Ratliff, P.E., Chief
Bureau of Radiation Control
Texas Department of Health
1100 West 49th Street
Austin, TX 78756-3189

Dear Mr. Ratliff:

The U.S. Nuclear Regulatory Commission (NRC), Office of State Programs (OSP), has received your January 23, 1998 request for NRC assistance to fund the Texas Department of Health, Bureau of Radiation Control (BRC), staff training in NRC courses. OSP has conducted a preliminary review of your request in accordance with the evaluation criteria contained in my December 12, 1997 letter to the Agreement States entitled: "Criteria for Training Funding Assistance for Agreement States." Based on this preliminary review, OSP requests some additional information prior to making a final determination on your request. Specifically, OSP has the following requests:

1. It is not clear from your submittal that BRC has a documented training and qualifications policy and program which documents that the objectives of this policy and program are consistent with NRC Inspection Manual Chapter 1246, Formal Qualification Programs in the Nuclear Material Safety and Safeguards Program Area. You state in your submittal that Texas has a program for training and qualification of its staff that has objectives similar to those of the NRC as described in NRC Inspection Manual 1246, however, the details of such a training and qualification policy and program were not included in your submittal. As stated in the evaluation criteria, if a State does not submit a documented training and qualifications policy and program consistent with Inspection Manual Chapter 1246, that State would not qualify for NRC funding assistance. Please provide a copy of your documented training and qualification policy and program. Enclosed for your information and use is a copy of relevant excerpts from NRC Inspection Manual 1246.

2. In view of the above, it was difficult in reviewing your submittal to determine how the $100,000 estimate for training was derived. It will be very helpful to OSP in reviewing your request if you could provide a breakdown of the training needs and cost of that training which totals the requested amount of training funds for the period in which you are requesting the funding. In developing this information, please refer to the factors listed under "Determination of Need for Training" from page 2 of "Criteria to Evaluate Agreement State Training and Travel Funding Needs."

3. It was also not clear from your submittal where the $100,000 request to the legislature appeared in the budget request. Any additional information which identifies the specific budget request would be helpful to OSP in reviewing your request.

SP-AG-27
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4. The certification submitted by Roy L. Hogan, Deputy Commissioner for Administration, indicates that there are limited funds available through the Texas Department of Health to support this training, travel and technical assistance. Please provide OSP with an indication of what funds are available in the Texas Department of Health for those purposes.

5. The certification submitted by Deputy Commissioner Hogan did not include all the elements requested. For example, there is no discussion of the State authority to spend funds on training and out-of-State travel. In addition, the certification should be made to the NRC. I refer you to page 3 of "Criteria to Evaluate Agreement State Training and Travel Funding Needs." Please address these issues in your response.

Please provide this additional information at your earliest convenience so OSP may review and make a final determination on your funding request. Please contact Dennis Sollenberger at 301-415-2819 or DMS4@NRC.GOV if you have any questions or wish to discuss these requests.

Sincerely,

Richard L. Bangart

Richard L. Bangart, Director
Office of State Programs

Enclosure:
As stated

cc: John Howard, Office of the Governor

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Sincerely,

Original Signed By
RICHARD L. BANGART

Richard L. Bangart, Director
Office of State Programs

Enclosure:
As stated

cc: John Howard, Office of the Governor

Distribution:
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DSollenberger
JMyers, ASPO
Texas File
Training File

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OFFICE	SD OSP		OSP:DD		OSP:D					
NAME	SDroggitis:kk		PHLohaus		RLBangart					
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UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

NRC INSPECTION MANUAL

MANUAL CHAPTER 1246

FORMAL QUALIFICATION PROGRAMS IN THE NUCLEAR MATERIAL SAFETY AND SAFEGUARDS PROGRAM AREA

1246-01 PURPOSE

01.01 To define training and qualification requirements for personnel in the Nuclear Material Safety and Safeguards (NMSS) program area. Initial qualification is achieved through self-study, formal classroom, and on-the-job training.

01.02 To define additional training to maintain and enhance the effectiveness of experienced personnel in identified specialty areas.

1246-02 OBJECTIVES

02.01 To ensure that NMSS program area personnel meet minimum knowledge and qualification standards.

02.02 To provide a standardized methodology for determining that NMSS program area inspectors or license reviewers have met the established qualification requirements.

1246-03 POLICY

NMSS program area personnel must understand the facilities, equipment, processes, and activities of the programs they inspect or license, as well as the criteria, techniques, and mechanics of inspection and licensing. The qualification process is intended to provide inspectors and license reviewers with sufficient information to conduct inspections and license reviews that are technically correct and in accordance with NRC regulations, policies and procedures.

Personnel assigned as inspectors or license reviewers in the NMSS program area must successfully complete the requirements for their individual inspection or licensing areas, as listed in Appendix A and the appropriate Qualification Journal described in Appendix B. Individuals who inspect facilities being decommissioned (unless the facility exclusively used sealed sources only) must qualify as a Decommissioning Inspector in accordance with Section IX. In addition to the formal requirements of this document, other training may be necessary to supplement or enhance inspector or license reviewer development. Exemption from specific training topics may be granted in accordance with Section 1246-11 of this chapter.

The appropriate Qualification Journal described in Appendix B specify the minimum inspector or reviewer qualification requirements. Regions and Headquarters

Offices may customize specific Qualification Journals to add other requirements as appropriate.

Upon completion of the training identified in the Qualification Journal, the inspector's or license reviewer's understanding of the material will be evaluated by an oral qualification board (Board). Boards for this purpose will be convened using the guidance in Section 1246-08.

Inspectors or license reviewers undergoing qualification may perform inspections or license application reviews under the direction of a qualified inspector or license reviewer. In situations where qualification is delayed as a result of the unavailability of required formal training courses, or for other compelling reasons, the Regional Administrator (or designee) or Office Director (or designee) may provide interim license reviewer or inspector qualification under the provisions of Section 1246-09 for those categories in which the inspector or license reviewer is considered qualified. Interim license reviewer qualification includes license signature authority for select categories in accordance with a written delegation.

An individual who changes disciplines must meet or complete the training and qualification requirements for the new discipline. In such cases, previous equivalent training requirements in common between the two disciplines need not be repeated, and credit for the previous similar training will be indicated in the current qualification journal. An oral qualification board will be utilized unless waived in accordance with the provision of Section 1246-11.

Special circumstances (e.g., budget reductions, delays in establishing replacement contracts, or unavailability of critical instructors) may result in the temporary unavailability of courses required for formal qualification. In this case, the Director, Technical Training Division (TTD) will communicate with the cognizant NMSS program area division directors explaining the situation. This does not remove the need for the qualifying employee to attend the required course. It is expected that employee schedules will be adjusted as necessary to allow and require the employee to attend the required training when it is made available.

Temporary Instructions (TIs) or Policy and Guidance Directives (P&GDs) that focus on a specific area may necessitate inspectors or reviewers receiving special training before performing inspections or license reviews. The NMSS program area division having lead responsibility for preparing the TI or P&GD will identify these special training requirements, and communicate the training needs to the TTD as necessary. The schedule for preparation of any special training should allow enough advance time for the lead NMSS division, in coordination with the TTD, to prepare the required training course and implement it, before inspection or licensing is performed using the TI or P&GD.

1246-04 DEFINITIONS

Equivalency Examination. An examination administered through the TTD or its contractors, in lieu of specific course attendance.

Category. An area or class of activity for which a license may be issued, such as medical, academic, irradiators, well logging, and so on.

Core Training. Minimum formal classroom and on-the-job training required for a specific inspector discipline or license reviewer.

Specialized Training. Additional required training beyond that identified as Core Training. The additional training will be determined by the individual's supervisor and will depend on the individual's previous work experience and planned inspection or licensing activities in specific areas.

Required Initial Training. Minimum core and specialized training necessary for qualification as an inspector or license reviewer.

Supplemental Training. Additional training beyond that identified as required initial training to enhance an inspector's or license reviewer's technical expertise. The additional training will be determined by the individual's supervisor.

Refresher Training. Training designed to update and maintain qualification.

Qualification Journal. The document that establishes the minimum training requirements for formal classroom instruction, on-the-job training, local training sessions, and self-study.

Oral Qualification Board. Board, consisting of regional or program office personnel, established to assess the qualifications of an individual to conduct the prescribed NRC inspection or licensing program.

Interim Qualification. Qualification of an inspector or license reviewer to conduct independent inspections or reviews in specified areas before completion of all qualification journal requirements.

1246-05 RESPONSIBILITIES AND AUTHORITIES

05.01 Director, Technical Training Division. Administers and implements the formal technical training programs for NMSS program area inspectors and license reviewers. Develops and maintains, in conjunction with NMSS and the Regions, the Qualification Journals found in Appendix B of this chapter.

05.02 Director, Office of Personnel. Administers and implements the programs of non-technical training as well as individual training opportunities through the use of the Training Request and Authorization (NRC Form 368) process.

05.03 Director, Office of Nuclear Materials Safety and Safeguards (or designee). Establishes the training requirements needed for NMSS program area personnel to qualify to perform inspection and licensing activities. Ensures that headquarters inspectors and reviewers achieve and maintain qualifications in accordance with the guidelines provided in this chapter. Develops procedures for the implementation of this chapter for NMSS inspectors and license reviewers. Certifies that headquarters inspectors and reviewers are qualified under this chapter.

05.04 Regional Administrator (or designee). Ensures that regional inspectors and license reviewers achieve and maintain qualifications in accordance with the guidelines provided in this chapter. Develops procedures for the implementation of this chapter for regional inspectors and license reviewers. Certifies that regional inspectors and reviewers are qualified under this chapter.

05.05 Directors, NMSS and Regional Divisions. Assist the TTD in developing, monitoring and reviewing training courses for NMSS program area qualification program. Identify and document in an individual's Qualification Journal

specialized training activities necessary to supplement core training requirements.

1246-06 TRAINING ACTIVITIES

06.01 Personnel assigned as inspectors or license reviewers in the NMSS program area must successfully complete the requirements for their individual inspection or licensing areas, as listed in Appendix A and the appropriate Qualification Journal.

a. Written examinations will be used for designated courses to evaluate the candidate's understanding of the material. The passing grade for most examinations is 70 percent.

b. Not all courses have formal examinations. In these cases, satisfactory course completion is determined by attendance and completion of class activities.

c. Individuals who fail examinations may be given the opportunity to review the material through self-study and may then be reexamined. If deemed desirable, individuals who fail a course may also repeat the course in accordance with established TTD policy.

d In all cases, completion of formal training courses will be documented by official correspondence from the provider of the training (normally TTD or OP) and will be documented in the agency wide training tracking system.

1246-07 QUALIFICATION JOURNAL COMPLETION

07.01 Newly assigned inspectors or license reviewers will be assigned a Qualification Journal. The journal contains a detailed series of activities and study areas as assigned by line management to be completed in a specific period, usually within the first 2 years of assignment.

1246-08 ORAL QUALIFICATION BOARD

The Board assesses the qualifications of an individual to conduct the prescribed NRC inspection or licensing program. The Board will recommend to the Regional Administrator, Office Director or their designee whether or not the individual should be certified as a qualified inspector or license reviewer.

The Regional Administrator's,Office Director's or designee's certification will be documented in the inspector's or license reviewer's official personnel file (OPF) and the date entered in the agency wide training tracking system. This date determines when refresher training is due for each qualified individual.

08.01 Board Members. The minimum number of personnel required to constitute a Board will be three. A cross-section of qualified personnel should be included and can range from a peer-level inspector or license reviewer to a Division Director. Management of at least the branch chief level should be included on each Board.

08.02 Board Conduct. The Regions/Headquarters may develop a list of questions, or question bank, that include all areas of the Qualification Journal. These

questions should allow and encourage the individual to answer in such a way as to demonstrate a depth of knowledge and understanding of a given area, rather than to simply answer "yes" or "no". Questions should focus on those situations that require the inspector or reviewer to demonstrate a knowledge of NRC policy and philosophy, as they relate to the licensee and the implementation of the nuclear materials inspection or licensing program. Questions of a technical nature should not be excluded; however, they should not represent a major area of Board questioning.

1246-09 INTERIM INSPECTOR AND LICENSE REVIEWER QUALIFICATION

An inspector or license reviewer who has not completed all requirements for final certification in one of the areas listed in Appendix A may obtain interim qualification to independently perform inspections or conduct license reviews in specified areas for which prescribed training has been completed. To establish an interim certification, the individual's supervisor will evaluate the individual's qualifications and identify the categories for which interim qualification is appropriate. A request will then be generated through the individual's management for interim qualification in the identified areas. The request should be approved by the Regional Administrator, Office Director, or their designee. Approval of interim qualification will be documented and a record kept in the individual's training file.

1246-10 PROGRAM REVISIONS

This manual chapter and qualification journals are periodically (approximately every 3 years) revised to reflect the training needs of inspectors and license reviewers as determined by changes to the inspection and license reviewer procedures. When new revisions are issued, personnel who qualified under previous requirements shall remain qualified, but must complete any new formal classroom training requirements in their area within three years from the date of the revision. Personnel in the process of qualifying when new revisions are issued, may complete their qualification under their original requirements, but must complete any new formal classroom training requirements in their area within three years from the date of the revision. Waivers to specific new formal training requirements and extensions to the three year time period can be granted using the procedures outlined in Section 1246-11.

1246-11 EXCEPTIONS

11.01 Inspectors or license reviewers who, through prior experience and education, possess sufficient knowledge to meet minimum requirements, may validate specific courses through satisfactory completion of equivalency examinations. Requests for equivalency examinations should be made from the individual's supervisor to the Director, TTD and should consider the candidate's ability to conduct inspections or licensing activities without the benefit of the additional knowledge and regulatory perspective which would be gained by attending the course. Use of these examinations is generally expected to be a rare occurrence.

11.02 The Regional Administrator or Office Director or their designee has the authority to waive any requirement or extend the time period for any requirement listed for an inspector or reviewer in this manual chapter. Justification for the waiver or extension will be documented, and entered into the individual's training file.

1246-12 POST QUALIFICATION TRAINING

This manual chapter identifies training requirements beyond those that are required for initial qualification for the experienced inspector or license reviewer. For inspectors or reviewers who have received certification of initial qualification, additional training is identified in the sections entitled "Supplemental Training" and "Refresher Training." Refresher training is required as specified in Appendix A. This additional training recognizes that inspector or reviewer training does not stop with initial qualification, but that training should be made available for experienced inspectors or reviewers on the basis of need, special circumstances, and the necessity of keeping current with inspection and licensing programs.

END

Appendices:

1. Appendix A, Training Activities
2. Appendix B, Training and Qualification Journal

APPENDIX A

TRAINING ACTIVITIES

Each section of this appendix provides the training requirements for a particular inspection or license reviewer activity as indicated below.

Section	Position
I	Materials License Reviewer
II	Materials Radiation Specialist Inspector
III	Fuel Cycle Safety Inspector
IV	Fuel Cycle Safeguards Inspector - Physical Security
V	NMSS Headquarters Fuel Cycle Safeguards Inspector - Material Control and Accounting
VI	NMSS Headquarters Transportation Packaging and Dry Storage System Safety Inspector
VII	Fuel Cycle License Reviewer
VIII	Division of Waste Management Inspectors and License Reviewers
IX	Decommissioning Inspector
X	Division of Waste Management Decommissioning Project Managers and Technical Reviewers
XI	Materials Exempt Distribution License Reviewer

SECTION I

TRAINING REQUIREMENTS FOR
MATERIALS LICENSE REVIEWER

A. APPLICABILITY

The training described below is required for all materials license reviewers assigned to perform radiological safety reviews of nuclear material license applications, except exempt distribution licenses and licenses issued by the NMSS Division of Waste Management.

B. TRAINING

1. Required Initial Training

a. Self Study and on-the job Training

(1) NRC Orientation

(2) Code of Federal Regulations

(3) Office Instructions/Regional Procedures

(4) Regulatory Guidance

(5) NRC Inspection Manual

(6) Industry Codes and Standards

(7) Licensing Site Visits

(8) NRC Management Directives

(9) Review of significant events at materials licensees

(10) Directed Review of Selected Licensing Case Work

b. Core Training. These courses establish minimum formal classroom training requirements. Refer to Section 1246-11 for exceptions to these requirements.

(1) Health Physics Technology Course (H-201)

(2) Diagnostic and Therapeutic Nuclear Medicine Course (H-304)

(3) Safety Aspects of Industrial Radiography Course (H-305)

(4) Teletherapy and Brachytherapy Course (H-313)

(5) Licensing Practices and Procedures Course (G-109)

(6) Transportation of Radioactive Materials Course (H-308)

c. Specialized Training. Depending on the materials license reviewer's previous work experience and planned reviewer activities, additional courses may be required in order to gain knowledge necessary for specialized licensing activities. Regional management will make this determination on an individual basis. For example, if a license reviewer is assigned activities in one of the areas listed below then that reviewer should attend the appropriate training course or have equivalent experience as determined by their management.

(1) Fundamentals of Inspection Course (G-101) or Inspection Procedures Course (G-108)

(2) Internal Dosimetry & Whole Body Counting Course (H-312)

(3) Safety Aspects of Well Logging Course (H-314)

(4) Irradiator Technology Course (H-315)

(5) Environmental Monitoring for Radioactivity Course (H-111)

(6) Air Sampling for Radioactive Material Course (H-119)

2. Supplemental Training. Additional training beyond that identified as Core Training. This training will be determined by the individual's supervisor and will depend on the individual's previous work experience and planned inspection or licensing activities in specific areas.

3. Refresher Training. Refresher training will be conducted every three years following initial certification. Refresher training will include the following course and other courses as determined by management:

a. Health Physics Topical Review Course (H-401)

END

SECTION II

TRAINING REQUIREMENTS FOR
MATERIALS RADIATION SPECIALIST INSPECTOR

A. APPLICABILITY

The training described below is required for all radiation specialist inspectors assigned to perform radiological safety inspection, decontamination, and decommissioning activities at material licensee facilities.

B. TRAINING

1. Required Initial Training

a. Self Study and On-the-Job Training

(1) NRC Orientation

(2) Code of Federal Regulations

(3) Office Instructions/Regional Procedures

(4) Regulatory Guidance

(5) NRC Inspection Manual

(6) Industry Codes and Standards

(7) Inspection Accompaniments

(8) NRC Management Directives

(9) Review of significant events at materials licensees

(10) Directed Review of Selected Inspection Case Work

b. Core Training. These courses establish minimum formal classroom training requirements. Refer to Section 1246-11 for exceptions to these requirements.

(1) Fundamentals of Inspection Course (G-101) or Inspection Procedures Course (G-108)

(2) Root Cause/Incident Investigation Workshop (G-205)

(3) Inspecting for Performance Course - Materials Version (G-304)

(4) Effective Communications for NRC Inspectors (OP)

(5) OSHA Indoctrination Course (G-111)

(6) NMSS Radiation Worker Training (H-102) or Site Access Training (H-100)

(7) Health Physics Technology Course (H-201)

(8) Diagnostic and Therapeutic Nuclear Medicine Course (H-304)

(9) Safety Aspects of Industrial Radiography Course (H-305)

(10) Teletherapy and Brachytherapy Course (H-313)

(11) Transportation of Radioactive Materials Course (H-308)

c. Specialized Training. Depending on the inspector's previous work experience and planned inspection activities, additional courses may be required in order to gain knowledge necessary for specialized inspection activities. Management will make this determination on an individual basis. For example, if an inspector is assigned activities in one of the areas listed below then that inspector should attend the appropriate training course or have equivalent experience as determined by their management.

(1) Internal Dosimetry & Whole Body Counting Course (H-312)

(2) Safety Aspects of Well Logging Course (H-314)

(3) Irradiator Technology Course (H-315)

(4) Environmental Monitoring for Radioactivity Course (H-111)

(5) Air Sampling for Radioactive Material Course(H-119)

(6) Respiratory Protection Course (H-311)

(7) Radiological Surveys in Support of Decommissioning (H-120)

2. Supplemental Training. Additional training beyond that identified as Core Training. This training will be determined by the individual's supervisor and will depend on the individual's previous work experience and planned inspection or licensing activities in specific areas.

3. Refresher Training. Refresher training will be conducted every three years following initial certification. Refresher training will include the following course and other courses as determined by management:

a. Fundamentals of Inspection Refresher Course (G-102)

b. Health Physics Topical Review Course (H-401)

END

SECTION VI

TRAINING REQUIREMENTS FOR NMSS HEADQUARTERS
TRANSPORTATION PACKAGING AND DRY STORAGE SYSTEM

A. APPLICABILITY

The training described below is required for all NMSS headquarters transportation packaging and dry storage system inspectors assigned to perform safety inspection activities at supplier facilities.

B. TRAINING

1. Required Initial Training

a. Self Study and On-the-Job Training

(1) NRC Orientation

(2) Code of Federal Regulations

(3) Office Instructions

(4) Regulatory Guidance

(5) NRC Inspection Manual

(6) Industry Codes and Standards

(7) Inspection Accompaniments

(8) NRC Management Directives

(9) Packaging Safety Analysis Report

b. Core Training. These courses establish minimum formal classroom training requirements. Refer to Section 1246-11 for exceptions to these requirements.

(1) Fundamentals of Inspection Course (G-101)

(2) Inspecting for Performance Course (G-303 or G-304)

(3) Effective Communications for NRC Inspectors (OP)

(4) OSHA Indoctrination Course (G-111)

(5) NMSS Radiation Worker Training (H-102) or Site Access Training (H-100)

(6) Welding and NDE Technical Managers Course (E-901) or Welding Technology and Codes Course (E-303) and NDE Technology and Codes Course (E-306)

(7) Transportation of Radioactive Materials Course (H-308)

c. Specialized Training. Depending on the materials license reviewer's previous work experience and planned reviewer activities, additional courses may be required in order to gain knowledge necessary for specialized licensing activities. Management will make this determination on an individual basis.

2. Supplemental Training. Additional training beyond that identified as Core Training. This training will be determined by the individual's supervisor and will depend on the individual's previous work experience and planned inspection or licensing activities in specific areas.

3. Refresher Training. Refresher training will be conducted every three years following initial certification. Refresher training will include the following course and other courses as determined by management:

a. Fundamentals of Inspection Refresher Course (G-102)

END

APPENDIX B

NRC INSPECTOR TRAINING AND QUALIFICATION JOURNAL

A. PURPOSE

To establish a method of conducting and documenting successful completion of the training requirements set forth in this manual chapter.

B. BACKGROUND

The NRC Training and Qualification Journal (NRC Journal) is designed to ensure that a uniform method of conducting and documenting training is being followed for all inspectors.

The NRC Journal establishes the minimum training requirements that must be met for all required general and formal training courses listed in Appendix A and serves as a guide for development of other training and qualification journals (i.e., regional and vendor journals).

C. BASIC REQUIREMENTS

The NRC Journal must be used to conduct and document training activities for all inspectors.

The Technical Training Division (TTD) is responsible for developing and maintaining the NRC Training and Qualification Journals. The Training and Qualification Journals included as part of this Appendix B establish the minimum requirements for a Training and Qualification Journal that must be completed for each inspector type listed in this manual chapter and defined in Appendix A. Each regional and program office is responsible for developing and maintaining its Training and Qualification Journal and noting completion of the journal in each inspector's personnel record. The regional and program offices can expand on the minimum requirements listed, but cannot establish a Training and Qualification Journal that go below the minimum requirements. When an inspector's assignment involves a change in reactor types, such as going from a BWR 4 to a BWR 6, a modified qualification journal would be prepared to address the training required to address the difference.

NRC Training and Qualification Journals have been developed for the following titles.

Section	Title
I	Materials License Reviewer
II	Materials Radiation Specialist Inspector
III	Fuel Cycle Safety Inspector

IV	Fuel Cycle Safeguards Inspector - Physical Security
V	NMSS Headquarters Fuel Cycle Safeguards Inspector - Material Control and Accounting
VI	NMSS Headquarters Transportation Packaging and Dry Storage System Safety Inspector
VII	Fuel Cycle License Reviewer
VIII	Division of Waste Management Inspectors and License Reviewers
IX	Decommissioning Inspector
X	Division of Waste Management Decommissioning Project Managers and Technical Reviewers
XI	Materials Exempt Distribution License Reviewer

END

SECTION I

MATERIALS LICENSE REVIEWER
NRC LICENSE REVIEWER QUALIFICATION JOURNAL

Applicability

This NRC License Reviewer Qualification Journal implements NRC Manual Chapter 1246, Appendix A, Section I, by establishing the minimum training requirements for personnel assigned to perform license reviews for materials facilities.

The NRC License Reviewer Qualification Journal serves as a guideline for the development of a Qualification Journal, and establishes the minimum training requirements consistent with NRC Manual Chapter 1246. The Qualification Journal must provide traceable documentation to show that minimum requirements are met for each license reviewer.

The NRC License Reviewer Qualification Journal consists of a series of qualification guides and signature cards. Each signature card is used to document task completion, as indicated by the appropriate signature blocks. The corresponding qualification guide establishes the minimum knowledge levels or areas of study that must be completed for each signature card.

Most of the qualification guides are divided into sections. The review sections of the qualification guides will identify references with general application to the license reviewer's qualification. The license reviewer should be expected to have a general familiarity with these references. Other sections of the qualification guides will identify specific references that have direct application to the license review discipline. The license reviewer should be expected to demonstrate detailed knowledge of the license review specific references.

In order to support the review of upper tier documents, programs, and policies, the license reviewer's immediate supervisor will assign one or more specific materials licensees as reference licensees. The selection of reference licensees is intended to provide the license reviewer's management with the ability to tailor the qualification process to the experience and training level of the license reviewer, and to meet the needs of the NRC. The use of specific real world material will reinforce the qualification process.

LICENSE REVIEWER QUALIFICATION JOURNAL - Materials License Reviewer

(Name)	(Title)	(Branch)	(Section)
_____	_____	_____	_____

To complete your qualification as a Materials License Reviewer you are to complete the following signature cards. All signoffs shall include the signature of the responsible reviewer and the date. Maintain these cards in a notebook along with any background or written material required by the program. This notebook will comprise your NRC License Reviewer Qualification Journal.

	Signature When Complete	Date
1. NRC Orientation	_____ (First line supervisor)	_____
2. Code of Federal Regulations	_____ (First line supervisor)	_____
3. Office Instructions/Regional Procedures	_____ (First line supervisor)	_____
4. Regulatory Guidance	_____ (First line supervisor)	_____
5. NRC Inspection Manual	_____ (First line supervisor)	_____
6. Industry Codes and Standards	_____ (First line supervisor)	_____
7. Licensing Site Visits	_____ (First line supervisor)	_____
8. NRC Management Directives	_____ (First line supervisor)	_____

9. Review of Significant Events at Materials Licensees

_____ _____
(First line supervisor)

10. Directed Review of Selected Licensing Case Work

_____ _____
(First line supervisor)

11. Formal Training

_____ _____
(First line supervisor)

12. Qualification Board Requirement Met

_____ _____
(Second level supervisor or Board Chairman)

Recommended as a qualified license reviewer

_____ _____
(Second Level Supervisor)

Certification Memo Issued

_____ _____
(Second Level Supervisor)

Qualification Card 1
NRC Orientation

A. Site Orientation	Initials	Date
1. New employee processing package completed	_____ Employee	_____
2. Facility tour and introduction	_____ First Line Supervisor	

B. NRC Organization		
1. Review of NRC headquarters and regional organization	_____ Employee	_____
2. Discussion of NRC organization	_____ First Line Supervisor	_____

Qualification Card 2
Code of Federal Regulations

	Initials	Date
A. Familiarization with selected CFR parts completed	_____ Employee	_____
B. Discussion completed on CFR parts related to the materials license review program	_____ First Line Supervisor	_____

Qualification Card 3
Office Instructions/Regional Procedures

	Initials	Date
A. Familiarization with office policies and procedures	_____ Employee	_____
B. Discussion completed on office policies and procedures	_____ First Line Supervisor	_____

Qualification Card 4
Regulatory Guidance

	Initials	Date
A. Review of regulatory guidance		
1. Regulatory Guides	_____ Employee	_____
2. Information Notices /Bulletins	_____ Employee	_____
3. NUREGs	_____ Employee	_____
4. Generic Letters	_____ Employee	_____
5. Federal Register Notices	_____ Employee	_____
6. NRC Branch Technical Positions	_____ Employee	_____
7. Policy and Guidance Directives	_____ Employee	_____
8. Standard Deficiency Paragraphs	_____ Employee	_____
9. Standard License Conditions	_____ Employee	_____
10. Licensing Checklists	_____ Employee	_____
11. Standard Review Plans	_____ Employee	_____
12. Sealed Source and Device Registry	_____ Employee	_____
13. Technical Assistance Requests	_____ Employee	_____
B. Discussion of regulatory guidance with application to the materials license review program	_____ First Line Supervisor	_____

Qualification Card 5
NRC Inspection Manual

	Initials	Date
A. Review of appropriate portions of NRC Inspection Manual completed	_____ Employee	_____
B. Discussion of NRC Inspection Manual and its relation to the materials license review program	_____ First Line Supervisor	_____

Qualification Card 6
Industry Codes and Standards

	Initials	Date
A. Review of selected codes and standards completed	_____ Employee	_____
B. Discussion of the application of codes and standards in the materials license review program	_____ First Line Supervisor	_____

Qualification Card 7
Licensing Site Visits

		Initials	Date
A.	Site visits completed		
1.	_____ (Facility)	_____ Employee	_____
2.	_____ (Facility)	_____ Employee	_____
3.	_____ (Facility)	_____ Employee	_____
4.	_____ (Facility)	_____ Employee	_____
B.	Review and discussion by first line supervisor of licensing site visits and their relation to the materials license review program		
1.	_____ (Facility)	_____ First line supervisor	_____
2.	_____ (Facility)	_____ First line supervisor	_____
3.	_____ (Facility)	_____ First line supervisor	_____
4.	_____ (Facility)	_____ First line supervisor	_____

Qualification Card 8
NRC Management Directives

	Initials	Date
A. Review of selected portions of the NRC Management Directives completed	_____ Employee	_____
B. Discussion of the application of the NRC Management Directives to the materials license review program	_____ First Line Supervisor	_____

Qualification Card 9
Review of Significant Events at Materials Licensees

	Initials	Date
A. Review of selected significant historical materials events	_____ Employee	_____
B. Discussion of the importance of these events and lessons learned	_____ First Line Supervisor	_____

Qualification Card 10
Directed Review of Selected Licensing Case Work

	Initials	Date
A. Review of selected licensing casework	_____ Employee	_____
1. _____ (Case Study)	_____ Employee	_____
2. _____ (Case Study)	_____ Employee	_____
3. _____ (Case Study)	_____ Employee	_____
4. _____ (Case Study)	_____ Employee	_____
B. Discussion by first line supervisor of directed review of the selected casework and its relation to the materials license review program.		
1. _____ (Case Study)	_____ First line supervisor	_____
2. _____ (Case Study)	_____ First line supervisor	_____
3. _____ (Case Study)	_____ First line supervisor	_____
4. _____ (Case Study)	_____ First line supervisor	_____

Qualification Card 11
Formal Training

CORE TRAINING:	Initials	Date
1. Health Physics Technology Course (H-201)	_____ Training Coordinator	_____
2. Diagnostic and Therapeutic Nuclear Medicine Course (H-304)	_____ Training Coordinator	_____
3. Safety Aspects of Industrial Radiography Course (H-305)	_____ Training Coordinator	_____
4. Teletherapy and Brachytherapy Course (H-313)	_____ Training Coordinator	_____
5. Licensing Practices and Procedures Course (G-109)	_____ Training Coordinator	_____
6. Transportation of Radioactive Materials Course (H-308)	_____ Training Coordinator	_____

SPECIALIZED TRAINING:

- Other specialized training courses required for license reviewers performing licensing activities in specific areas:

Course Title	Course #	Initials	Initials	Date
_____	_____	Supervisor	Training Coord	_____
_____	_____	Supervisor	Training Coord	_____
_____	_____	Supervisor	Training Coord	_____
_____	_____	Supervisor	Training Coord	_____

A. Site Orientation

1. The qualifying individual should read and complete, as appropriate, the following forms for processing into the NRC:

   a. Personnel information

   b. Health insurance elections

   c. Retirement plan elections

   d. Savings elections (e.g. U.S. Savings Bonds, TSP, etc.)

   e. Fitness for Duty requirements and physical examination

   f. Any other forms which may be required by NRC Office of Personnel

   g. Forms for issuance of tagged, controlled NRC equipment

   h. Payroll forms and time cards

   i. Government driver's license, as appropriate

   j. Regulatory Information Tracking System (RITS)

2. The First Line Supervisor should orient the qualifying individual to the facility as follows:

   a. Tour the facility and introduce the qualifying individual to the staff

   b. Indicate to the qualifying individual the location of controlled documents, reference material, supplies, office equipment, classrooms, etc.

B. NRC Organization

1. The qualifying individual should review and become familiar with:

   a. Organizational charts of division, NMSS, regions and headquarters and overall NRC organization (NUREG-0325)

   b. Role of Headquarters in policy and interpretation of regulations

   c. Role of NRC General Counsel

   d. Role of NRC Inspector General

   e. Role of NRC Public Affairs

   f. Physical location of NRC offices and regions

   g. Role of NRC as a regulatory agency

      (1) 10 CFR Part 1 (Organization)

      (2) Atomic Energy Act of 1954, as amended

      (3) Energy Reorganization Act of 1954, as amended

      (4) NRC Enforcement Policy (NUREG-1600)

      (5) Incident Response Plan (NUREGs 0728 and 0845)

      (6) Energy Policy Act of 1992

2. The First Line Supervisor should discuss NRC organization and role with the qualifying individual to ensure the qualifying individual has a full understanding of NRC's organization and mission and the role of the license reviewer in that mission.

Qualification Guide 2
Code of Federal Regulations

A. A selection of currently applicable CFR Parts should be made by the First Line Supervisor. The selection should include the references listed below and be documented. The qualifying individual should be expected to have a general knowledge of the topics addressed in the references. This review may be accomplished by self-study, study-quizzes, briefings, or discussions.

1.	10 CFR Part 0	Conduct of employees
2.	10 CFR Part 1	Statement of organization and general information
3.	10 CFR Part 2	Rules of practice for domestic licensing proceedings and issuance of orders
4.	10 CFR Part 9	Public Records
5.	10 CFR Part 19	Notices, instructions and reports to workers; inspections
6.	10 CFR Part 20	Standards for protection against radiation (includes selected Questions and Answers, Q & As)
7.	10 CFR Part 21	Reporting of defects and noncompliance
8.	10 CFR Part 30	Rules of general applicability to domestic licensing of byproduct material
9.	10 CFR Part 31	General domestic licenses for byproduct material
10.	10 CFR Part 32	Specific domestic licenses to manufacture or transfer certain items containing byproduct material
11.	10 CFR Part 33	Specific domestic licenses of broad scope for byproduct material
12.	10 CFR Part 34	Licenses for radiography and radiation safety requirements for radiographic operations
13.	10 CFR Part 35	Medical use of byproduct material
14.	10 CFR Part 36	Licenses and radiation safety requirements for irradiators
15.	10 CFR Part 39	Licenses and radiation safety requirements for well logging
16.	10 CFR Part 40	Domestic licensing of source material
17.	10 CFR Part 61	Licensing requirements for land disposal of radioactive waste
18.	10 CFR Part 70	Domestic licensing of special nuclear material
19.	10 CFR Part 71	Packaging and transportation of radioactive material
20.	10 CFR Part 150	Exemptions and continued regulatory authority in agreement states and in offshore waters under section 274

21.	10 CFR Part 170	Fees for facilities and materials licenses and other regulatory services under the atomic energy act of 1954
22.	10 CFR Part 171	Annual fees for power reactor operating licenses, and fuel cycle licenses and materials licenses
23.	29 CFR Part 1910	Occupational Safety and Health Standards
24.	40 CFR Part 61	National Emission Standards for Hazardous Air Pollutants (emphasis on Subpart I)
25.	40 CFR Part 141	National Primary Drinking Water Regulations
26.	49 CFR Parts 171 through 180	Transportation
27.	40 CFR Part 190	Environmental Radiation Protection for Nuclear Power Operations (Uranium Fuel Cycle Standards)
28.	10 CFR Part 110	Export and Import of Nuclear Material and Equipment

B. Following completion of the qualifying individual's self study of the listed 10 CFR Parts, a discussion will be held with the qualifying license reviewer by the First Line Supervisor to test the qualifying license reviewer's knowledge of these Parts. To the extent possible, recent application of various sections, new regulatory initiatives, and current industry issues should be emphasized.

A. Office/Division Policies and Procedures

1. The qualifying individual should review the division/NRC policies and practices on:

   a. Read the division Policy Documents Manual

   b. Travel (including Management Directive 14.1 Official Temporary Duty Travel)

   c. Telephone use

   d. Policies on use of annual leave and sick leave and excused leave.

   e. Work schedule

   f. Use of government equipment

   g. Union activities

   h. Communications outside NRC

   i. Policies on outside employment and acceptance of gifts

   j. Participation in political activities

   k. Routing of mail and procedures for sending mail and materials (via U.S. Mail, Federal Express, etc.)

   l. Ordering of documents (e.g NUREGs)

   m. Division emergency and evacuation procedures

   n. Employee appraisal system and Individual Development Plan (IDP)

      (1) Probationary period (Management Directive 10.1 Employment)

      (2) Management Directive 10.67 (Non-SES Performance Appraisal System)

   o. Differing Professional Opinions

B. The First Line Supervisor should discuss these policies and practices with the qualifying individual to ensure that the qualifying individual has a full and complete understanding.

Qualification Guide 4
Regulatory Guidance

A. A selection of currently applicable regulatory guidance should be identified by the First Line Supervisor. These references should include those listed below (documents marked by an asterisk must be selected as a minimum) and should be documented. The qualifying individual should be expected to have a general knowledge of the topics addressed in the references. The review may be accomplished by self-study, study-quizzes, briefings, or discussions. Note that many Regulatory Guides reference or endorse industry codes and standards listed in Qualification Guide 6. Study of corresponding and subtier codes and standards is recommended.

1. Regulatory Guides (use latest revision)

4.6	Measurements of Radionuclides in the Environment - Strontium-89 and Strontium-90 Analyses
4.13	Performance, Testing and Procedural Specifications for Thermoluminescence Dosimetry: Environmental Applications
4.15	Quality Assurance for Radiological Monitoring Programs
*6.1	Leak Testing Radioactive Brachytherapy Sources
6.2	Integrity and Test Specifications
6.3	Design, Construction, and Use of Radioisotopic Power Generators for Certain Land and Sea Applications
6.4	Classifications of Containment Properties of Sealed Radioactive Sources
*6.5	General Safety Standard for Installations Using Nonmedical Sealed Gamma Ray Sources
6.6	Acceptance Sampling Procedures for Exempted and Generally Licensed Items Containing Byproduct Material
6.7	Preparation of an Environmental Report to Support a Rule Making Petition Seeking an Exemption for a Radionuclide-Containing Product
6.8	Identification Plaque for Irretrievable Well-Logging Sources
7.1	Administrative Guide for Packaging and Transporting Radioactive Material
*7.2	Packaging and Transportation of Radioactively Contaminated Biological Materials
*7.3	Procedures for Picking Up and Receiving Packages of Radioactive Material
*7.4	Leakage Tests on Packages for Shipment of Radioactive Materials
7.5	Administrative Guide for Obtaining Exemptions from Certain NRC Requirements over Radioactive Material Shipments
*7.7	Administrative Guide for Verifying Compliance with Packaging Requirements for Shipments of Radioactive Materials

7.10	Quality Assurance Programs for Packaging used in Transport of Radioactive Material
*8.1	Radiation Symbol
*8.2	Guide for Administrative Practices in Radiation Monitoring
8.3	Film Badge Performance Criteria
*8.4	Direct Reading and Indirect Reading Pocket Dosimeters
8.5	Criticality and Other Interior Evacuation Signals
*8.6	Standard Test Procedure for Geiger Muller Counters
*8.7	Occupational Radiation Exposure Records Systems
*8.9	Acceptable Concepts, Models, Equations and Assumptions for a Bioassay Program
*8.10	Operating Philosophy for Maintaining Occupational Radiation Exposures As Low As Is Reasonably Achievable
8.11	Applications of Bioassay Uranium
8.12	Criticality Accident Alarm Systems
*8.13	Instruction Concerning Prenatal Radiation Exposure
*8.14	Personnel Neutron Dosimeters
*8.15	Acceptable Programs for Respiratory Protection
*8.18	Information Relevant to Ensuring that Occupational Radiation Exposures at Medical Institutions Will be As Low As Reasonably Achievable
*8.20	Applications of Bioassay
*8.21	Health Physics Surveys for Byproduct Material at NRC Licensed Processing and Manufacturing Plants
8.22	Bioassay at Uranium Mills
*8.23	Radiation Safety Surveys at Medical Institutions
8.24	Health Physics Surveys During Enriched Uranium 235 Processing and Fuel Fabrication
*8.25	Calibration and Error Limits of Air Sampling Instruments for Total Volume of Air Sampled
8.26	Applications of Bioassay for Fission and Activation Products
*8.28	Audible Alarm Dosimeters
*8.29	Instruction Concerning Risks form Occupational Radiation Exposure
8.30	Health Physics Surveys in Uranium Mills

8.31	Information Relevant to Ensuring that Occupational Radiation Exposures at Uranium Mills Will Be As Low As Reasonably Achievable
*8.32	Criteria for Establishing a Tritium Bioassay Program
*8.33	Quality Management Program
*8.34	Monitoring Criteria and Methods to Calculate Occupational Radiation Doses
*8.35	Planned Special Exposures
*8.36	Radiation Doses to the Embryo/Fetus
*8.37	ALARA Levels For Effluents From Materials Facilities
*10.1	Compilation of Reporting Requirements for Persons Subject to NRC Regulations
*10.2	Guidance to Academic Institutions Applying for Specific Byproduct Material Licenses of Limit Scope
*10.3	Guide for the Preparation of Applications for Special Nuclear Material Licenses of Less than Critical Mass Quantities
*10.4	Guide for the Preparation of Applications for Licenses to Process Source Material
*10.5	Applications for Type A Licenses of Broad Scope
*10.6	Guide for the Preparation of Applications for Use of Sealed Sources and Devices for Performing Industrial Radiography
*10.7	Guide for the Preparation of Applications for Licenses for Laboratory and Industrial Use of Small Quantities of Byproduct Material
*10.8	Guide for the Preparation of Applications for Medical Use Programs
*(App. X)	Guidance on Complying with New Part 20 Requirements (Appendix to Regulatory Guide 10.8)
*10.9	Guide for the Preparation of Applications for Licenses for the Use of Self Contained Dry Source Storage Gamma Irradiators
10.10	Guide for the Preparation of Applications for Radiation Safety Evaluations
10.11	Guide for the Preparations of Applications for Radiation Safety Evaluation and Registration of Sealed Sources Containing Byproduct Material

2. Information Notices and Bulletins

IN 91-002	Brachytherapy Source Management
IN 91-003	Management of Wastes Contaminated With Radioactive Materials ("Red Bag" Waste and Ordinary Trash)

IN 91-014	Recent Safety-Related Incidents at Large Irradiators
IN 91-023	Accidental Radiation Overexposures to Personnel Due to Industrial Radiography Accessory Equipment Malfunctions
IN 91-030	Inadequate Calibration of TLDs Utilized to Monitor Extremity Dose at Uranium Processing and Fabrication Facilities
IN 91-035	Labeling Requirements for Transporting Multi-Hazard Radioactive Materials
IN 91-049	Enforcement of Safety Requirements for Radiographers
IN 91-060	False Alarms of Alarm Ratemeters Because of Radiofrequency Interference
IN 91-071	Training and Supervision of Individuals Supervised by an Authorized User
IN 92-010	Brachytherapy Incidents Involving Iridium-192 Wire Used in Endobronchial Treatments
IN 92-034	New Exposures Limits for Airborne Uranium and Thorium
IN 92-062	Emergency Response Information Requirements for Radioactive Material Shipments
IN 92-072	Employee Training and Shipper Registration Requirements for Transporting Radioactive Materials
IN 92-084	Release of Patients Treated With Temporary Implants
IN 93-004	Investigation and Reporting of Misadministrations by the Radiation Safety Officer
IN 93-005	Locking of Radiography Exposure Devices
IN 93-006	Potential Bypass Leakage Paths Around Filters Installed in Ventilation Systems
IN 93-007	Classification of Transportation Emergencies
IN 93-010	Dose Calibrator Quality Control
IN 93-014	Clarification of 10 CFR 40.22, Small Quantities of Source Material
IN 93-018	Portable Moisture-Density Gauge User Responsibilities During Field Operations
IN 93-030	NRC Requirements for Evaluation of Wipe Test Results; Calibration of Count Rate Survey Instruments
IN 93-031	Training of Nurses Responsible for the Care of Patients With Brachytherapy Implants
IN 93-036	Notifications, Reports, and Records of Misadministrations
IN 93-069	Radiographic Events At Operating Power Reactors

IN 94-007	Solubility Criteria For Liquid Effluent Releases to Sanitary Sewerage Under the Revised 10 CFR Part 20
IN 94-009	Release of Patients With Residual Radioactivity From Medical Treatment and Control Areas ... Revised 10 CFR Part 20
IN 94-015	Radiation Exposures During an Event Involving a Fixed Nuclear Gauge
IN 94-016	Recent Incidents Resulting in Offsite Contamination
IN 94-017	Strontium-90 Eye Applicators: Submission of Quality Management Plan (QMP), Calibration, and Use
IN 94-037	Misadministration Caused By a Bent Interstitial Needle During Brachytherapy Procedure
IN 94-039	Identified Problems in Gamma Stereotactic Radiosurgery
IN 94-047	Accuracy of Information Provided to NRC During the Licensing Process
IN 94-065	Potential Error in Manual Brachytherapy Dose Calculations Generated Using a Computerized Treatment Planning System
IN 94-070	Issues Associated with the Use of Strontium-89 and Other Beta Emitting Radiopharmaceuticals
IN 94-074	Facility Management Responsibilities for Purchased or Contracted Services for Radiation Therapy Programs
IN 94-081	Accuracy of Bioassay and Environmental Sampling Results
IN 95-007	Radiopharmaceutical Vial Breakage During Preparation
IN 95-025	Valve Failure During Patient Treatment with Gamma Stereotactic Radiosurgery Unit
IN 95-039	Brachytherapy Incidents Involving Treatment Planning Errors
BL 86-004	Defective Teletherapy Timer That May Not Terminate Treatment Dose
BL 88-006	Actions To Be Taken for the Transportation of Model No. SPEC 2-T Radiographic Exposure Device
BL 92-002	Safety Concerns Related to "End of Life" of Aging Theratronics Teletherapy Units
BL 92-003	Release of Patients After Brachytherapy
BL 93-001	Release of Patients After Brachytherapy Treatment With Remote Afterloading Devices
BL 95-001	Quality Assurance Program For Transportation of Radioactive Material

Others as selected by the first line supervisor

3. NUREGs (latest revision, where applicable)

NUREG 1400 Air Sampling in the Workplace

NUREG 1460 Guide to NRC Reporting and Recordkeeping Requirements

NUREG/CR 4884 Interpretation of Bioassay Measurements

NUREG/CR 5849 Manual for Conducting Radiological Surveys in Support of License Termination

Others as selected by the first line supervisor

4. Generic Letters

GL 86-011 Distribution of Products Irradiated in Research Reactors

GL 88-004 Distribution of Gems Irradiated In Research Reactors

GL 94-004 Voluntary Reporting of Additional Occupational Radiation Exposure Data

GL 95-09 Monitoring and Training of Shippers and Carriers of Radioactive Material

Others as selected by the first line supervisor

5. Federal Register Notices

U. S. Nuclear Regulatory Commission, "Decommissioning, Recordkeeping and License Termination: Documentation Additions - Final Rule," *Federal Register* 58 (No. 141), 39628-39635, July 26, 1993

U. S. Nuclear Regulatory Commission, "General Requirements for Decommissioning Nuclear Facilities - Final Rule, *Federal Register* 53 (No. 123), 24018-24056, June 27, 1988

Others as selected by the first line supervisor

6. NRC Branch Technical Positions (BTP)

License Condition for Leak Testing Sealed Byproduct Material Sources, April 1993

License Condition for Leak Testing Sealed Plutonium Sources, April 1993

License Condition for Plutonium Alpha Sources, April 1993

License Condition for Leak Testing Sealed Source Which Contains Alpha and/or Beta-Gamma Emitters, April 1993

License Condition for Leak Testing Sealed Uranium Sources, April 1993

Guidelines for Decontamination of Facilities and Equipment Prior to Release for Unrestricted Use or Termination of Licenses for Byproduct, Source, or Special Nuclear Material, April 1993

7. Policy and Guidance Directives

8. Standard Deficiency Paragraphs

9. Standard License Conditions

10. Licensing Checklists

11. Standard Review Plans

12. Sealed Source and Device Registry

13. Technical Assistance Requests

(as selected by the first line supervisor)

B. The application of these guidance documents to the materials license review program should be studied in detail by the qualifying individual and covered by the First Line Supervisor in discussions, interviews, or oral quizzes.

A. A selection of currently applicable NRC Inspection Manual (IM) and Inspection Procedure (IP) references with direct application to the materials license review program should be identified by the First Line Supervisor. The application of the specific sections to the materials license review program should be studied in detail by the qualifying individual.

REPORTS/COMMUNICATIONS/FOLLOW-UP

IMC 0230	"Morning Report"
IMC 0610	"Inspection Reports"
IMC 0611	"Review and Distribution of Inspection Reports"
IMC 0720	"NRC Bulletins and Information Notices"
IMC 1120	"Telephonic and Written Preliminary Notifications"
IP 30703	"Management Meetings - Entrance and Exit Interviews"
IP 92701	"Followup"
IP 92702	"Followup on Corrective Actions for Violations and Deviations"
IP 92703	"Followup of Confirmatory Action Letters"

INSPECTIONS

IMC 0300	"Announced and Unannounced Inspections"
IMC 0303	"Inspection Follow-up System"
IMC 0312	"Technical Assistance for Radiation Safety Inspections at Fuel Cycle and Materials Licensees"
IMC 1245	"Inspector Qualifications"
IMC 2800	"Materials Inspection Program"
	(Inspection Priorities and Scheduling)

INTERACTIONS WITH OTHER FEDERAL AGENCIES

IMC 1007	"Interfacing Activities between Regional Offices of NRC and OSHA"
IP 87102	"Maintaining Effluents from Materials Facilities As Low As Is Reasonably Achievable (ALARA)" [EPA][1]

INCIDENT RESPONSE

IMC 1300	"Incident Response Actions - Responsibility and Authority"
IMC 1301	"Response to Non-Emergency Incidents Involving Radioactive Material"
IMC 1302	"Action Levels for Radiation Exposures and Contamination Associated with Materials Events Involving Members of the Public"
IMC 1330	"Response to Transportation Accidents Involving Radioactive Materials"
IMC 1360	"Use of Physician and Scientific Consultants in the Medical Consultant Program"
IP 87103	"Inspection of Incidents at Nuclear Materials Facilities"

[1] Required for non-sealed source licensees.

LOW-LEVEL WASTE/WASTE MANAGEMENT

IMC 2401	"Near-Surface Low-Level Radioactive Waste Disposal Facility Inspection Program"
IP 84750	"Radioactive Waste Treatment, and Effluent and Environmental Monitoring"
IP 84850	"Radioactive Waste Management - Inspection of Waste Generator Requirements of 10 CFR Part 20 and 10 CFR Part 61"
IP 84900	"Low-Level Radioactive Waste Storage"

MATERIALS SAFETY PROGRAM

IMC 1220	"Processing of NRC Form 241, "Report of Proposed Activities in Non-Agreement States," and "Inspection of Agreement State Licensees Operating under the Reciprocity Provisions of 10 CFR 150.20"
IMC 2800	"Materials Inspection Program"
IMC 2810	"Master Materials License Inspection Program"
IMC 2815	"Construction and Preoperational Inspection of Panoramic, Wet-Source Storage Gamma Irradiators"
IP 8700	"Materials Safety Inspection"
IP 87100	"Licensed Materials Programs"
IP 87100	APP A, "Medical Teletherapy Inspection Field Notes"
IP 87100	APP B, "Nuclear Medicine Inspection Field Notes"
IP 87100	APP C, "Well Logging Inspection Field Notes"
IP 87100	APP D, "Industrial Radiography Inspection Field Notes"
IP 87100	APP E, "Industrial/Academic/Research Inspection Field Notes"
IP 87100	APP F, "Commercial Irradiator Inspection Field Notes"
IP 87100	APP G, "Medical Broad-Scope Inspection Field Notes"
IP 87101	"Performance Evaluation Factors"
IP 87102	"Maintaining Effluents from Materials Facilities As Low As Is Reasonably Achievable (ALARA)"
IP 87103	"Inspection of Incidents at Nuclear Materials Facilities"
IP 87250	"Locating Missing Materials Licensees"

RADIATION PROTECTION

IP 8300	"Radiation Protection"
IP 83726	"Control of Radioactive Materials and Contamination, Surveys, and Monitoring"
IP 83728	"Maintaining Occupational Exposures ALARA"
IP 83750	"Occupational Radiation Exposure"
IP 83822	"Radiation Protection"
IP 83890	"Closeout Inspection and Survey"
IP 83895	"Radiation Protection - Followup on Expired Licenses"

TRANSPORTATION

IMC 1330	"Response to Transportation Accidents Involving Radioactive Materials"
IP 86721	"Transportation (Basic)"
IP 86740	"Inspection of Transportation Activities"
IP 86750	"Solid Radioactive Waste Management and Transportation of Radioactive Materials"

OTHER

IMC 0700	"Communication with Licensees"
IMC 1010	"Independent Assessment and Analysis"
IMC 1201	"Conduct of Employees"
IMC 2900	"Performance Appraisal Program"

B. The First Line Supervisor will hold discussions, interviews, or oral quizzes to test the qualifying individual's knowledge and understanding of the application of the selected sections to the materials license review program.

Qualification Guide 6
Industry Codes and Standards

A. A selection of currently applicable industry codes and standards should be identified by the First Line Supervisor. These references should include those listed below and be documented. The qualifying individual should be expected to have a general knowledge of the topics addressed in the references. This review may be accomplished by self study, study quizzes, briefings, or discussions.

1. ANSI

ANSI N13.1	Guide to Sampling Airborne Radioactive Materials in Nuclear Facilities
ANSI N13.2	Guide for Administrative Practices in Radiation Monitoring
ANSI N13.5	Performance Specifications for Direct Reading and Indirect Reading Pocket Dosimeters for X and Gamma Radiation
ANSI N13.7	Criteria for Photographic Film Dosimeter Performance
ANSI N13.27	Performance Requirements for Pocket Sized Alarm Dosimeters and Alarm Ratemeters
ANSI N42.12	Calibration and Usage of Sodium Iodide Detection Systems
ANSI N42.13	Calibration and Usage of Dose Calibrator Ionization Chambers for the Assay of Radionuclides
ANSI N42.14	Calibration and Use of Germanium Spectrometers for the Measurement of Gamma Ray Emission Rates of Radionuclides
ANSI N42.15	Performance Verification of Liquid Scintillation Counting Systems
ANSI N43.3	General Radiation Safety - Installations Using Non-Medical X-Ray and Sealed Gamma-Ray Sources, Energies up to 10 MeV
ANSI 43.7	Safe Design and Use of Self Contained Dry Source Storage Gamma Irradiators (Category I)
ANSI N43.8	Classification of Industrial Ionizing Radiation Gaging Devices
ANSI N43.10	Safe Design and Use of Panoramic Wet Source Storage Gamma Irradiators (Category IV)
ANSI N44.1	Integrity and Test Specifications for Selected Brachytherapy Sources
ANSI N44.2	Leak Testing Radioactive Brachytherapy Sources
ANSI N44.3	Thyroid Radioiodine Uptake Measurements Using a Neck Phantom

ANSI N319	Personnel Neutron Dosimeters
ANSI N322	Inspection and Test Specifications for Direct and Indirect Reading Quartz Fiber Pocket Dosimeters
ANSI N323	Radiation Protection Instrumentation Test and Calibration
ANSI N449	Guidelines for Maintaining Cobalt-60 and Cesium-137 Teletherapy Equipment
ANSI N449.1	Procedures for Periodic Inspection of Cobalt-60 and Cesium-137 Teletherapy Equipment
ANSI N542	Sealed Radioactive Sources Classification
ANSI Z88.2	Practices for Respiratory Protection

ANSI Standards as selected and documented by the first line supervisor

2. NRC Accepted HP Computer Codes

PC-DOSE
Varskin
RASCAL
REMIT

3. National Council on Radiation Protection and Measurements (NCRP)

NCRP Reports No. 8, 30, 37, 40, 41, 47, 49, 50, 57, 58, 59, 61, 65, 69, 70, 71, 84, 87, 93, 94, 95, 99, 100, 101, 102, 105, 107, 110, 111, 112, 114, 115, 116, 117

NCRP Commentaries No. 9, 11

4. International Commission on Radiological Protection (ICRP)

ICRP 19, 23, 25, 26, 27, 28, 30 and Supplements, 35, 44, 51, 52, 53, 54, 56, 60, 61

5. U.S. Environmental Protection Agency

EPA Federal Guidance Report No.11

6. Committee on the Biological Effects of Ionizing Radiation (BEIR)

Report BEIR V

7. International Commission on Radiological Units (ICRU)

ICRU 12, 18, 20, 22, 24, 32, 38

8. International Atomic Energy Agency (IAEA)

Safety Series No. 1, 25, 33, 38

Technical Report Series No. 120, 133

B. The First Line Supervisor should test the qualifying individual's knowledge of application of these codes and standards to the materials license review program by discussions, interviews, or oral quizzes.

Qualification Guide 7
Licensing Site Visits

A. Each license reviewer should accompany certified license reviewers on at least four site visits.

B. The following is a guide for material that should be studied and discussed with the license reviewer in charge during these site visits. The first line supervisor will discuss these items, as appropriate, following each site visit.

1. The Inspection Program (as it relates to review of licenses)

   2800 (Materials Inspection Program)

2. Scheduling and Preparation for Site Visits

   IM Chapter 0300 (Announced and Unannounced Inspections)

3. Scope of Site Visit

4. Entrance/Exit Interviews

5. Conduct of Site Visit, Accumulation of Data

6. Post-Site Visit Activities (as they relate to review of licenses)

   IM Chapter 0610 (Inspection Reports)

   IM Chapter 1100 (Notification of Significant Meetings)

7. Morning Reports

   IM Chapter 0230 (Morning Report)

8. Non-routine Licensee Events

   IM Chapter 1110 (Potential Abnormal Occurrences)

   IM Chapter 90711 (Nonroutine Event Review)

   IM Chapter 0325 (Augmented Inspection Team)

9. Preliminary Notification

   IM Chapter 1120 (Telephonic and Written Preliminary Notifications)

10. Bulletins/Information Notices

    IM Chapter 0720 (NRC Bulletins and Information Notices)

11. Use of Consultants of NRC

    IM Chapter 1360 (Use of Physician and Scientific Consultants in the Medical Consultant Program)

12. Allegations and Investigations

13. Communication outside NRC

Management Directive 5.5 Public Affairs Program

Management Director 3.6 Distribution of Unclassified NRC Staff/Contractor-Generated Reports

Qualification Guide 8
NRC Management Directives

A. A selection of currently applicable NRC Management Directive (MD)references should be identified by the First Line Supervisor. These references should include those listed below and be documented. The qualifying license reviewer should be expected to have a general knowledge of the topics addressed in the references. This review may be accomplished by self-study, study-quizzes, briefings, or discussions. The selection should include:

1. NRC MD 9.1 (Organization Management)
2. NRC MD 9.29 (Regional Offices)
3. NUREG 0325 (USNRC Functional Organization Chart)
4. NRC MD 3.2 (Privacy Act)
5. NRC MD 3.1 (Freedom of Information Act)
6. NRC MD 10.130 (OSHA)
7. NRC MD 10.131 (Standards for Protection Against Ionizing Radiation)
8. NRC MD 14.1 (Official Temporary Duty Travel)
9. NRC MD 10.159 (Differing Professional Views or Opinions)
10. NRC MD 10.42 (Hours of Work and Premium Pay)
11. NRC MD 10.43 (Time and Attendance Reporting)
12. NRC MD 10.67 (Non-SES Performance Appraisal System)
13. NRC MD 10.101 (Employee Grievances)
14. NRC MD 10.114 (Employee Benefits Program)
15. NRC MD 8.3 (NRC Incident Investigation Program)
16. NRC MD 8.8 (Management of Allegations)
17. NRC MD 8.10 (NRC Medical Event Assessment Program)
18. NRC MD 10.98 (Conduct of Employees)

B. Application of the selected NRC Management Directives to the materials license review program will be discussed with the qualifying individual by the First Line Supervisor to test the qualifying individual's knowledge.

Qualification Guide 9
Review of Significant Events at Material Licensees

A. A selection of significant historical materials related events should be identified by the first line supervisor. These events should be documented and studied in detail by the qualifying individual.

B. The first line supervisor should discuss the selected events in detail with the qualifying license reviewer and go over recommendations made, lessons learned, and changes identified to prevent recurrence. The relevance of the event to the overall materials license review program should be stressed.

Qualification Guide 10
Directed Review of Selected Licensing Case Work

A. Th first line supervisor will select documents from the file of a licensed facility and direct their review by the qualifying individual. The qualifying individual will study in detail the selected documents. The selection should be documented. Such documents would include:

1. Initial license application and facility description
2. Associated licensing correspondence (NRC staff comments and licensee responses)
3. License renewal applications and associated NRC correspondence
4. Copy of the license
5. Inspection reports related to that licensee's activities

B. The first line supervisor will discuss in detail with the qualifying individual the selected documents and their relation to the overall material license review program.

The standards for each Training Course are provided in the NRC Technical Training Division Course Catalog and will not be duplicated in the Qualification Guide.

SECTION II

MATERIALS RADIATION SPECIALIST INSPECTOR

NRC INSPECTOR QUALIFICATION JOURNAL

Applicability

This NRC Inspector Qualification Journal implements NRC Manual Chapter 1246, Appendix A, Section II, by establishing the minimum training requirements for personnel assigned to perform safety inspection activities at materials facilities.

The NRC Inspector Qualification Journal serves as a guideline for the development of a Regional Qualification Journal, and establishes the minimum training requirements consistent with NRC Manual Chapter 1246. The Regional Qualification Journal must provide traceable documentation to show that minimum requirements are met for each inspector.

The NRC Inspector Qualification Journal consists of a series of qualification guides and signature cards. Each signature card is used to document task completion, as indicated by the appropriate signature blocks. The corresponding qualification guide establishes the minimum knowledge levels or areas of study that must be completed for each signature card.

Most of the qualification guides are divided into sections. The review sections of the qualification guides will identify references with general application to the inspector's qualification. The inspector should be expected to have a general familiarity with these references. Other sections of the qualification guides will identify specific references that have direct application to an inspection discipline. The inspector should be expected to demonstrate detailed knowledge of the inspection discipline specific references.

In order to support the review of upper tier documents, programs, and policies, the inspector's first line supervisor will assign one or more specific fuel facilities as reference facilities. The selection of a reference facility is intended to provide the inspector's management with the ability to tailor the qualification process to the experience and training level of the inspector, and to meet the inspection needs of the NRC. The use of specific real world material will reinforce the qualification process.

INSPECTOR QUALIFICATION JOURNAL - Materials Radiation Specialist Inspector

(Name)	(Title)	(Branch)	(Section)
_____	_____	_____	_____

To complete your qualification as a Materials Radiation Specialist Inspector you are to complete the following signature cards. All signoffs shall include the signature of the responsible reviewer and the date. Maintain these cards in a notebook along with any background or written material required by the program. This notebook will comprise your NRC Inspector Qualification Journal.

		Signature When Complete	Date
1.	NRC Orientation	_____ (First line supervisor)	_____
2.	Code of Federal Regulations	_____ (First line supervisor)	_____
3.	Office Instructions/Regional Procedures	_____ (First line supervisor)	_____
4.	Regulatory Guidance	_____ (First line supervisor)	_____
5.	NRC Inspection Manual	_____ (First line supervisor)	_____
6.	Industry Codes and Standards	_____ (First line supervisor)	_____
7.	Inspection Accompaniments	_____ (First line supervisor)	_____
8.	NRC Management Directives	_____ (First line supervisor)	_____
9.	Review of significant events at materials licensees	_____ (First line supervisor)	_____
10.	Directed review of selected inspection casework	_____ (First line supervisor)	_____
11.	Formal Training	_____ (First line supervisor)	_____
12.	Qualification Board Requirement Met	_____ (Second Level Supervisor or Board Chairman)	_____
	Recommended as a qualified inspector	_____ (Second Level Supervisor)	_____
	Certification Memo Issued	_____ (Second Level Supervisor)	_____

Qualification Card 1
NRC Orientation

		Initials	Date
A.	Site Orientation		
	1. New employee processing package completed	_____ Employee	_____
	2. Facility tour and introduction	_____ First Line Supervisor	_____
B.	NRC Organization		
	1. Review of NRC headquarters and regional organization	_____ Employee	_____
	2. Discussion of NRC organization	_____ First Line Supervisor	_____

Qualification Card 2
Code of Federal Regulations

		Initials	Date
A.	Familiarization with selected CFR parts completed	_____ Employee	_____
B.	Discussion completed on CFR parts related to the materials inspection program	_____ First Line Supervisor	_____

Qualification Card 3
Office Instructions/Regional Procedures

		Initials	Date
A.	Familiarization with office policies and procedures	_____ Employee	_____
B.	Discussion completed on office policies and procedures	_____ First Line Supervisor	_____

Qualification Card 4
Regulatory Guidance

		Initials	Date
A.	Review of regulatory guidance		
	1. Regulatory Guides	_____ Employee	_____
	2. Information Notices /Bulletins	_____ Employee	_____
	3. NUREGs	_____ Employee	_____
	4. Generic Letters	_____ Employee	_____
	5. Federal Register Notices	_____ Employee	_____
	6. NRC Branch Technical Positions	_____ Employee	_____
	7. Policy and Guidance Directives	_____ Employee	_____
	8. Sealed Source and Device Registry	_____ Employee	_____
	9. Technical Assistance Requests	_____ Employee	_____
B.	Discussion of regulatory guidance with application to the materials inspection program	_____ First Line Supervisor	_____

Qualification Card 5
NRC Inspection Manual

		Initials	Date
A.	Review of appropriate NRC IM chapters completed	_____ Employee	_____
B.	Discussion of NRC IM chapters and their relation to the materials inspection program	_____ First Line Supervisor	_____

Qualification Card 6
Industry Codes and Standards

		Initials	Date
A.	Review of selected codes and standards completed	_____ Employee	____
B.	Discussion of the application of codes and standards in the materials inspection program	_____ First Line Supervisor	____

Qualification Card 7
Inspection Accompaniments

		Initials	Date
A.	Inspections completed		
1.	_____ (Facility)	_____ Employee	_____
2	_____ (Facility)	_____ Employee	_____
3	_____ (Facility)	_____ Employee	_____
4.	_____ (Facility)	_____ Employee	_____
B.	Discussion of inspection and employee's role		
1.	_____ (Facility)	_____ First line supervisor	_____
2.	_____ (Facility)	_____ First line supervisor	_____
3.	_____ (Facility)	_____ First line supervisor	_____
4.	_____ (Facility)	_____ First line supervisor	_____

Qualification Card 8
NRC Management Directives

		Initials	Date
A.	Review of selected portions of the NRC Management Directives completed	_____ Employee	_____
B.	Discussion of the application of the NRC Management Directives to the materials inspection program	_____ First Line supervisor	_____

Qualification Card 9
Review of Significant Events at Materials Licensees

		Initials	Date
A.	Review of selected significant historical materials events		
		Employee	
B.	Discussion of the importance of these events and lessons learned		
		First Line Supervisor	

Qualification Card 10
Directed Review of Selected Inspection Casework

		Initials	Date
A.	Review of selected inspection casework	_____ Employee	_____
B.	Discussion by first line supervisor of directed review of the selected casework and its relation to the materials inspection program	_____ First line supervisor	_____

Qualification Card 11
Formal Training

		Initials	Date
A.	CORE TRAINING:		
1.	Fundamentals of Inspection Course (G-101) or Inspection Procedures Course (G-108)	Training Coordinator	
2.	Root Cause/Incident Investigation Workshop (G-205)	Training Coordinator	
3.	Inspecting for Performance Course - Materials Version (G-304)	Training Coordinator	
4.	Effective Communications for NRC Inspectors (OP)	Training Coordinator	
5.	OSHA Indoctrination Course (G-111)	Training Coordinator	
6.	NMSS Radiation Worker Training (H-102) or Site Access Training (H-100)	Training Coordinator	
7.	Health Physics Technology Course (H-201)	Training Coordinator	
8.	Diagnostic and Therapeutic Nuclear Medicine Course (H-304)	Training Coordinator	
9.	Safety Aspects of Industrial Radiography Course (H-305)	Training Coordinator	
10.	Teletherapy and Brachytherapy Course (H-313)	Training Coordinator	
11.	Transportation of Radioactive Materials Course (H-308)	Training Coordinator	

B. Other specialized training courses required for inspectors performing inspection activities in specific areas:

Course Title	Course #	Initials	Initials	Date
_____	_____	_____ Supervisor	_____ Training Coord	____
_____	_____	_____ Supervisor	_____ Training Coord	____
_____	_____	_____ Supervisor	_____ Training Coord	____
_____	_____	_____ Supervisor	_____ Training Coord	____

A. Site Orientation

1. The qualifying individual should read and complete, as appropriate, the following forms for processing into the NRC:

   a. Personnel information

   b. Health insurance elections

   c. Retirement plan elections

   d. Savings elections (e.g. U.S. Savings Bonds, TSP, etc.)

   e. Fitness for Duty requirements and physical examination

   f. Any other forms which may be required by NRC Office of Personnel

   g. Forms for issuance of tagged, controlled NRC equipment

   h. Payroll forms and time cards

   i. Government driver's license, as appropriate

   j. Regulatory Information Tracking System (RITS)

2. The First Line Supervisor should orient the qualifying individual to the facility as follows:

   a. Tour the facility and introduce the qualifying individual to the staff

   b. Indicate to the qualifying individual the location of controlled documents, reference material, supplies, office equipment, etc.

B. NRC Organization

1. The qualifying individual should review and become familiar with:

   a. Organizational charts of region, NMSS, and headquarters and overall NRC organization (NUREG-0325)

   b. Role of Headquarters in policy and interpretation of regulations

   c. Role of NRC General Counsel

   d. Role of NRC Inspector General

   e. Role of NRC Public Affairs

   f. Physical location of NRC offices and regions

g. Role of NRC as a regulatory agency

(1) 10 CFR Part 1 (Organization)

(2) Atomic Energy Act of 1954, as amended

(3) Energy Reorganization Act of 1954, as amended

(4) NRC Enforcement Policy (NUREG-1600)

(5) Incident Response Plan (NUREGs 0728 and 0845)

(6) Energy Policy Act of 1992

2. The First Line Supervisor should discuss NRC organization and role with the qualifying individual to ensure the qualifying individual has a full understanding of NRC's organization and mission and the role of the inspector in that mission.

Qualification Guide 2
Code of Federal Regulations

A. A selection of currently applicable CFR Parts should be made by the First Line Supervisor. The selection should include the references listed below and be documented. The qualifying individual should be expected to have a general knowledge of the topics addressed in the references. This review may be accomplished by self-study, study-quizzes, briefings, or discussions.

1.	10 CFR Part 0	Conduct of employees
2.	10 CFR Part 1	Statement of organization and general information
3.	10 CFR Part 2	Rules of practice for domestic licensing proceedings and issuance of orders
4.	10 CFR Part 9	Public Records
5.	10 CFR Part 19	Notices, instructions and reports to workers; inspections
6.	10 CFR Part 20	Standards for protection against radiation (includes selected Questions and Answers, Q & As)
7.	10 CFR Part 21	Reporting of defects and noncompliance
8.	10 CFR Part 25	Access authorization for licensee personnel
9.	10 CFR Part 26	Fitness for duty programs
10.	10 CFR Part 30	Rules of general applicability to domestic licensing of byproduct material
11.	10 CFR Part 31	General domestic licenses for byproduct material
12.	10 CFR Part 32	Specific domestic licenses to manufacture or transfer certain items containing byproduct material
13.	10 CFR Part 33	Specific domestic licenses of broad scope for byproduct material
14.	10 CFR Part 34	Licenses for radiography and radiation safety requirements for radiographic operations
15.	10 CFR Part 35	Medical use of byproduct material
16.	10 CFR Part 36	Licenses and radiation safety requirements for irradiators
17.	10 CFR Part 39	Licenses and radiation safety requirements for well logging
18.	10 CFR Part 40	Domestic licensing of source material
19.	10 CFR Part 61	Licensing requirements for land disposal of radioactive waste
20.	10 CFR Part 70	Domestic licensing of special nuclear material

21.	10 CFR Part 71	Packaging and transportation of radioactive material
22.	10 CFR Part 150	Exemptions and continued regulatory authority in agreement states and in offshore waters under section 274
23.	10 CFR Part 170	Fees for facilities and materials licenses and other regulatory services under the atomic energy act of 1954
24.	10 CFR Part 171	Annual fees for power reactor operating licenses, and fuel cycle licenses and materials licenses
25.	29 CFR Part 1910	Occupational Safety and Health Standards
26.	40 CFR Part 61	National Emission Standards for Hazardous Air Pollutants (emphasis on Subpart I)
27.	40 CFR Part 141	National Primary Drinking Water Regulations
28.	49 CFR Parts 171 through 180	Transportation
29.	40 CFR Part 190	Environmental Radiation Protection for Nuclear Power Operations (Uranium Fuel Cycle Standards)

B. Following completion of the qualifying individual's self study of the listed 10 CFR Parts, a discussion will be held with the qualifying inspector by the First Line Supervisor to test the qualifying inspector's knowledge of these Parts. To the extent possible, recent application of various sections, new regulatory initiatives, and current industry issues should be emphasized.

Qualification Guide 3
Office Instructions/Regional Procedures

A. Office/Region Policies and Procedures

1. The qualifying individual should review the region/NRC policies and practices on:

   a. Read the region Policy Documents Manual

   b. Travel (including Management Directive 14.1 Official Temporary Duty Travel)

   c. Telephone use

   d. Policies on use of annual leave and sick leave and excused leave.

   e. Work schedule

   f. Use of government equipment

   g. Union activities

   h. Communications outside NRC

   i. Policies on outside employment and acceptance of gifts

   j. Participation in political activities

   k. Routing of mail and procedures for sending mail and materials (via U.S. Mail, Federal Express, etc.)

   l. Ordering of documents (e.g NUREGs)

   m. Region emergency and evacuation procedures

   n. Employee appraisal system and Individual Development Plan (IDP)

      (1) Probationary period (Management Directive 10.1 Employment)

      (2) Management Directive 10.67 (Non-SES Performance Appraisal System)

   o. Differing Professional Opinions

B. The First Line Supervisor should discuss these policies and practices with the qualifying individual to ensure that the qualifying individual has a full and complete understanding.

A. A selection of currently applicable regulatory guidance should be identified by the First Line Supervisor. These references should include those listed below (documents marked by an asterisk must be included as a minimum) and should be documented. The qualifying individual should be expected to have a general knowledge of the topics addressed in the references. The review may be accomplished by self-study, study-quizzes, briefings, or discussions. Note that many Regulatory Guides reference or endorse industry codes and standards listed in Qualification Guide 6. Study of corresponding and subtier codes and standards is recommended.

1. Regulatory Guides (use latest revision)

4.6	Measurements of Radionuclides in the Environment - Strontium-89 and Strontium-90 Analyses
4.13	Performance, Testing and Procedural Specifications for Thermoluminescence Dosimetry: Environmental Applications
4.15	Quality Assurance for Radiological Monitoring Programs
*6.1	Leak Testing Radioactive Brachytherapy Sources
6.2	Integrity and Test Specifications
6.3	Design, Construction, and Use of Radioisotopic Power Generators for Certain Land and Sea Applications
6.4	Classifications of Containment Properties of Sealed Radioactive Sources
*6.5	General Safety Standard for Installations Using Nonmedical Sealed Gamma Ray Sources
6.6	Acceptance Sampling Procedures for Exempted and Generally Licensed Items Containing Byproduct Material
6.7	Preparation of an Environmental Report to Support a Rule Making Petition Seeking an Exemption for a Radionuclide-Containing Product
*6.8	Identification Plaque for Irretrievable Well-Logging Sources
*7.1	Administrative Guide for Packaging and Transporting Radioactive Material
*7.2	Packaging and Transportation of Radioactively Contaminated Biological Materials
*7.3	Procedures for Picking Up and Receiving Packages of Radioactive Material

*7.4	Leakage Tests on Packages for Shipment of Radioactive Materials
7.5	Administrative Guide for Obtaining Exemptions from Certain NRC Requirements over Radioactive Material Shipments
*7.7	Administrative Guide for Verifying Compliance with Packaging Requirements for Shipments of Radioactive Materials
*7.10	Quality Assurance Programs for Packaging used in Transport of Radioactive Material
*8.1	Radiation Symbol
*8.2	Guide for Administrative Practices in Radiation Monitoring
8.3	Film Badge Performance Criteria
*8.4	Direct Reading and Indirect Reading Pocket Dosimeters
8.5	Criticality and Other Interior Evacuation Signals
8.6	Standard Test Procedure for Geiger Muller Counters
*8.7	Occupational Radiation Exposure Records Systems
*8.9	Acceptable Concepts, Models, Equations and Assumptions for a Bioassay Program
*8.10	Operating Philosophy for Maintaining Occupational Radiation Exposures As Low As Is Reasonably Achievable
8.11	Applications of Bioassay Uranium
8.12	Criticality Accident Alarm Systems
*8.13	Instruction Concerning Prenatal Radiation Exposure
*8.14	Personnel Neutron Dosimeters
*8.15	Acceptable Programs for Respiratory Protection
*8.18	Information Relevant to Ensuring that Occupational Radiation Exposures at Medical Institutions Will be As Low As Reasonably Achievable
*8.20	Applications of Bioassay
*8.21	Health Physics Surveys for Byproduct Material at NRC Licensed Processing and Manufacturing Plants
8.22	Bioassay at Uranium Mills
*8.23	Radiation Safety Surveys at Medical Institutions

8.24	Health Physics Surveys During Enriched Uranium 235 Processing and Fuel Fabrication
*8.25	Calibration and Error Limits of Air Sampling Instruments for Total Volume of Air Sampled
8.26	Applications of Bioassay for Fission and Activation Products
*8.28	Audible Alarm Dosimeters
*8.29	Instruction Concerning Risks form Occupational Radiation Exposure
8.30	Health Physics Surveys in Uranium Mills
*8.31	Information Relevant to Ensuring that Occupational Radiation Exposures at Uranium Mills Will Be As Low As Reasonably Achievable
*8.32	Criteria for Establishing a Tritium Bioassay Program
*8.33	Quality Management Program
*8.34	Monitoring Criteria and Methods to Calculate Occupational Radiation Doses
*8.35	Planned Special Exposures
*8.36	Radiation Doses to the Embryo/Fetus
*8.37	ALARA Levels For Effluents From Materials Facilities
*10.1	Compilation of Reporting Requirements for Persons Subject to NRC Regulations
*10.2	Guidance to Academic Institutions Applying for Specific Byproduct Material Licenses of Limit Scope
*10.3	Guide for the Preparation of Applications for Special Nuclear Material Licenses of Less than Critical Mass Quantities
*10.4	Guide for the Preparation of Applications for Licenses to Process Source Material
*10.5	Applications for Type A Licenses of Broad Scope
*10.6	Guide for the Preparation of Applications for Use of Sealed Sources and Devices for Performing Industrial Radiography
*10.7	Guide for the Preparation of Applications for Licenses for Laboratory and Industrial Use of Small Quantities of Byproduct Material

*10.8	Guide for the Preparation of Applications for Medical Use Programs
*(App. X)	Guidance on Complying with New Part 20 Requirements (Appendix to Regulatory Guide 10.8)
*10.9	Guide for the Preparation of Applications for Licenses for the Use of Self Contained Dry Source Storage Gamma Irradiators
*10.10	Guide for the Preparation of Applications for Radiation Safety Evaluations
10.11	Guide for the Preparations of Applications for Radiation Safety Evaluation and Registration of Sealed Sources Containing Byproduct Material

2. Information Notices and Bulletins

IN 91-002	Brachytherapy Source Management
IN 91-003	Management of Wastes Contaminated With Radioactive Materials ("Red Bag" Waste and Ordinary Trash)
IN 91-014	Recent Safety-Related Incidents at Large Irradiators
IN 91-023	Accidental Radiation Overexposures to Personnel Due to Industrial Radiography Accessory Equipment Malfunctions
IN 91-030	Inadequate Calibration of TLDs Utilized to Monitor Extremity Dose at Uranium Processing and Fabrication Facilities
IN 91-035	Labeling Requirements for Transporting Multi-Hazard Radioactive Materials
IN 91-049	Enforcement of Safety Requirements for Radiographers
IN 91-060	False Alarms of Alarm Ratemeters Because of Radiofrequency Interference
IN 91-071	Training and Supervision of Individuals Supervised by an Authorized User
IN 92-010	Brachytherapy Incidents Involving Iridium-192 Wire Used in Endobronchial Treatments
IN 92-034	New Exposures Limits for Airborne Uranium and Thorium
IN 92-062	Emergency Response Information Requirements for Radioactive Material Shipments
IN 92-072	Employee Training and Shipper Registration Requirements for Transporting Radioactive Materials
IN 92-084	Release of Patients Treated With Temporary Implants

IN 93-004	Investigation and Reporting of Misadministrations by the Radiation Safety Officer
IN 93-005	Locking of Radiography Exposure Devices
IN 93-006	Potential Bypass Leakage Paths Around Filters Installed in Ventilation Systems
IN 93-007	Classification of Transportation Emergencies
IN 93-010	Dose Calibrator Quality Control
IN 93-014	Clarification of 10 CFR 40.22, Small Quantities of Source Material
IN 93-018	Portable Moisture-Density Gauge User Responsibilities During Field Operations
IN 93-030	NRC Requirements for Evaluation of Wipe Test Results; Calibration of Count Rate Survey Instruments
IN 93-031	Training of Nurses Responsible for the Care of Patients With Brachytherapy Implants
IN 93-036	Notifications, Reports, and Records of Misadministrations
IN 93-069	Radiographic Events At Operating Power Reactors
IN 94-007	Solubility Criteria For Liquid Effluent Releases to Sanitary Sewerage Under the Revised 10 CFR Part 20
IN 94-009	Release of Patients With Residual Radioactivity From Medical Treatment and Control Areas ... Revised 10 CFR Part 20
IN 94-015	Radiation Exposures During an Event Involving a Fixed Nuclear Gauge
IN 94-016	Recent Incidents Resulting in Offsite Contamination
IN 94-017	Strontium-90 Eye Applicators: Submission of Quality Management Plan (QMP), Calibration, and Use
IN 94-037	Misadministration Caused By a Bent Interstitial Needle During Brachytherapy Procedure
IN 94-039	Identified Problems in Gamma Stereotactic Radiosurgery
IN 94-047	Accuracy of Information Provided to NRC During the Licensing Process
IN 94-065	Potential Error in Manual Brachytherapy Dose Calculations Generated Using a Computerized Treatment Planning System
IN 94-070	Issues Associated with the Use of Strontium-89 and Other Beta Emitting Radiopharmaceuticals

IN 94-074	Facility Management Responsibilities for Purchased or Contracted Services for Radiation Therapy Programs
IN 94-081	Accuracy of Bioassay and Environmental Sampling Results
IN 95-007	Radiopharmaceutical Vial Breakage During Preparation
IN 95-025	Valve Failure During Patient Treatment with Gamma Stereotactic Radiosurgery Unit
IN 95-039	Brachytherapy Incidents Involving Treatment Planning Errors
BL 86-004	Defective Teletherapy Timer That May Not Terminate Treatment Dose
BL 88-006	Actions To Be Taken for the Transportation of Model No. SPEC 2-T Radiographic Exposure Device
BL 92-002	Safety Concerns Related to "End of Life" of Aging Theratronics Teletherapy Units
BL 92-003	Release of Patients After Brachytherapy
BL 93-001	Release of Patients After Brachytherapy Treatment With Remote Afterloading Devices
BL 95-001	Quality Assurance Program For Transportation of Radioactive Material

Others as selected by the first line supervisor

3. NUREGs (latest revision, where applicable)

NUREG 1324	Proposed Method for Regulating Major Materials Licensees
NUREG 1400	Air Sampling in the Workplace
NUREG 1460	Guide to NRC Reporting and Recordkeeping Requirements
NUREG/CR 4884	Interpretation of Bioassay Measurements
NUREG/CR 5849	Manual for Conducting Radiological Surveys in Support of License Termination

Others as selected by the first line supervisor

4. Generic Letters

GL 86-011	Distribution of Products Irradiated in Research Reactors
GL 88-004	Distribution of Gems Irradiated In Research Reactors
GL 94-004	Voluntary Reporting of Additional Occupational Radiation Exposure Data

GL 95-09 Monitoring and Training of Shippers and Carriers of Radioactive Material

Others as selected by the first line supervisor

5. Federal Register Notices

U. S. Nuclear Regulatory Commission, "Decommissioning, Recordkeeping and License Termination: Documentation Additions - Final Rule," *Federal Register* 58 (No. 141), 39628-39635, July 26, 1993

U. S. Nuclear Regulatory Commission, "General Requirements for Decommissioning Nuclear Facilities - Final Rule, *Federal Register* 53 (No. 123), 24018-24056, June 27, 1988

6. NRC Branch Technical Positions (BTP)

License Condition for Leak Testing Sealed Byproduct Material Sources, April 1993

License Condition for Leak Testing Sealed Plutonium Sources, April 1993

License Condition for Plutonium Alpha Sources, April 1993

License Condition for Leak Testing Sealed Source Which Contains Alpha and/or Beta-Gamma Emitters, April 1993

License Condition for Leak Testing Sealed Uranium Sources, April 1993

Guidelines for Decontamination of Facilities and Equipment Prior to Release for Unrestricted Use or Termination of Licenses for Byproduct, Source, or Special Nuclear Material, April 1993

7. Policy and Guidance Directives

8. Sealed Source and Device Registry

9. Technical Assistance Requests

(as selected by the first line supervisor)

A. A selection of currently applicable NRC IM and Inspection Procedure (IP) references with direct application to the materials inspection program should be identified by the First Line Supervisor. The application of the specific references to the materials inspection program should be studied in detail by the qualifying individual.

REPORTS/COMMUNICATIONS/FOLLOW-UP

IMC 0230 "Morning Report"
IMC 0610 "Inspection Reports"
IMC 0611 "Review and Distribution of Inspection Reports"
IMC 0720 "NRC Bulletins and Information Notices"
IMC 1120 "Telephonic and Written Preliminary Notifications"

IP 30703 "Management Meetings - Entrance and Exit Interviews"
IP 92701 "Followup"
IP 92702 "Followup on Corrective Actions for Violations and Deviations"
IP 92703 "Followup of Confirmatory Action Letters"

INSPECTIONS

IMC 0300 "Announced and Unannounced Inspections"
IMC 0303 "Inspection Follow-up System"
IMC 0312 "Technical Assistance for Radiation Safety Inspections at Fuel Cycle and Materials Licensees"
IMC 1245 "Inspector Qualifications"
IMC 2800 "Materials Inspection Program"

(Inspection Priorities and Scheduling)

INTERACTIONS WITH OTHER FEDERAL AGENCIES

IMC 1007 "Interfacing Activities between Regional Offices of NRC and OSHA"

IP 87102 "Maintaining Effluents from Materials Facilities As Low As Is Reasonably Achievable (ALARA)" [EPA][1]

INCIDENT RESPONSE

IMC 1300 "Incident Response Actions - Responsibility and Authority"
IMC 1301 "Response to Non-Emergency Incidents Involving Radioactive Material"
IMC 1302 "Action Levels for Radiation Exposures and Contamination Associated with Materials Events Involving Members of the Public"
IMC 1330 "Response to Transportation Accidents Involving Radioactive Materials"
IMC 1360 "Use of Physician and Scientific Consultants in the Medical Consultant Program"

IP 87103 "Inspection of Incidents at Nuclear Materials Facilities"

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[1] Required for non-sealed source licensees.

LOW-LEVEL WASTE/WASTE MANAGEMENT

IMC 2401 "Near-Surface Low-Level Radioactive Waste Disposal Facility Inspection Program"

IP 84750 "Radioactive Waste Treatment, and Effluent and Environmental Monitoring"
IP 84850 "Radioactive Waste Management - Inspection of Waste Generator Requirements of 10 CFR Part 20 and 10 CFR Part 61"
IP 84900 "Low-Level Radioactive Waste Storage"

MATERIALS SAFETY PROGRAM

IMC 1220 "Processing of NRC Form 241, "Report of Proposed Activities in Non-Agreement States," and "Inspection of Agreement State Licensees Operating under the Reciprocity Provisions of 10 CFR 150.20"
IMC 2800 "Materials Inspection Program"
IMC 2810 "Master Materials License Inspection Program"
IMC 2815 "Construction and Preoperational Inspection of Panoramic, Wet-Source Storage Gamma Irradiators"

IP 8700 "Materials Safety Inspection"
IP 87100 "Licensed Materials Programs"
IP 87100 APP A, "Medical Teletherapy Inspection Field Notes"
IP 87100 APP B, "Nuclear Medicine Inspection Field Notes"
IP 87100 APP C, "Well Logging Inspection Field Notes"
IP 87100 APP D, "Industrial Radiography Inspection Field Notes"
IP 87100 APP E, "Industrial/Academic/Research Inspection Field Notes"
IP 87100 APP F, "Commercial Irradiator Inspection Field Notes"
IP 87100 APP G, "Medical Broad-Scope Inspection Field Notes"
IP 87101 "Performance Evaluation Factors"
IP 87102 "Maintaining Effluents from Materials Facilities As Low As Is Reasonably Achievable (ALARA)"
IP 87103 "Inspection of Incidents at Nuclear Materials Facilities"
IP 87250 "Locating Missing Materials Licensees"

RADIATION PROTECTION

IP 8300 "Radiation Protection"
IP 83726 "Control of Radioactive Materials and Contamination, Surveys, and Monitoring"
IP 83728 "Maintaining Occupational Exposures ALARA"
IP 83750 "Occupational Radiation Exposure"
IP 83822 "Radiation Protection"
IP 83890 "Closeout Inspection and Survey"
IP 83895 "Radiation Protection - Followup on Expired Licenses"

TRANSPORTATION

IMC 1330 "Response to Transportation Accidents Involving Radioactive Materials"

IP 86721 "Transportation (Basic)"
IP 86740 "Inspection of Transportation Activities"
IP 86750 "Solid Radioactive Waste Management and Transportation of Radioactive Materials"

OTHER

IMC 0700 "Communication with Licensees"
IMC 1010 "Independent Assessment and Analysis"
IMC 1201 "Conduct of Employees"
IMC 2900 "Performance Appraisal Program"

B. The First Line Supervisor will hold discussions, interviews, or oral quizzes to test the qualifying individual's knowledge and understanding of the application of the selected references to the materials inspection program.

Qualification Guide 6
Industry Codes and Standards

A. A selection of currently applicable industry codes and standards should be identified by the First Line Supervisor. These references should include those listed below and be documented. The qualifying individual should be expected to have a general knowledge of the topics addressed in the references. This review may be accomplished by self study, study quizzes, briefings, or discussions.

1. ANSI

ANSI N13.1	Guide to Sampling Airborne Radioactive Materials in Nuclear Facilities
ANSI N13.2	Guide for Administrative Practices in Radiation Monitoring
ANSI N13.5	Performance Specifications for Direct Reading and Indirect Reading Pocket Dosimeters for X and Gamma Radiation
ANSI N13.7	Criteria for Photographic Film Dosimeter Performance
ANSI N13.27	Performance Requirements for Pocket Sized Alarm Dosimeters and Alarm Ratemeters
ANSI N42.12	Calibration and Usage of Sodium Iodide Detection Systems
ANSI N42.13	Calibration and Usage of Dose Calibrator Ionization Chambers for the Assay of Radionuclides
ANSI N42.14	Calibration and Use of Germanium Spectrometers for the Measurement of Gamma Ray Emission Rates of Radionuclides
ANSI N42.15	Performance Verification of Liquid Scintillation Counting Systems
ANSI N43.3	General Radiation Safety - Installations Using Non-Medical X-Ray and Sealed Gamma-Ray Sources, Energies up to 10 MeV
ANSI 43.7	Safe Design and Use of Self Contained Dry Source Storage Gamma Irradiators (Category I)
ANSI N43.8	Classification of Industrial Ionizing Radiation Gaging Devices
ANSI N43.10	Safe Design and Use of Panoramic Wet Source Storage Gamma Irradiators (Category IV)
ANSI N44.1	Integrity and Test Specifications for Selected Brachytherapy Sources
ANSI N44.2	Leak Testing Radioactive Brachytherapy Sources

ANSI N44.3	Thyroid Radioiodine Uptake Measurements Using a Neck Phantom
ANSI N319	Personnel Neutron Dosimeters
ANSI N322	Inspection and Test Specifications for Direct and Indirect Reading Quartz Fiber Pocket Dosimeters
ANSI N323	Radiation Protection Instrumentation Test and Calibration
ANSI N449	Guidelines for Maintaining Cobalt-60 and Cesium-137 Teletherapy Equipment
ANSI N449.1	Procedures for Periodic Inspection of Cobalt-60 and Cesium-137 Teletherapy Equipment
ANSI N542	Sealed Radioactive Sources Classification
ANSI Z88.2	Practices for Respiratory Protection

ANSI Standards as selected and documented by the first line supervisor

2. NRC Accepted HP Computer Codes

PC-DOSE
Varskin
RASCAL
REMIT

3. National Council on Radiation Protection and Measurements (NCRP)

NCRP Reports No. 8, 30, 37, 40, 41, 47, 49, 50, 57, 58, 59, 61, 65, 69, 70, 71, 84, 87, 93, 94, 95, 99, 100, 101, 102, 105, 107, 110, 111, 112, 114, 115, 116, 117

NCRP Commentaries No. 9, 11

4. International Commission on Radiological Protection (ICRP)

ICRP 19, 23, 25, 26, 27, 28, 30 and Supplements, 35, 44, 51, 52, 53, 54, 56, 60, 61

5. U.S. Environmental Protection Agency

EPA Federal Guidance Report No.11

6. Committee on the Biological Effects of Ionizing Radiation (BEIR)

Report BEIR V

7. International Commission on Radiological Units (ICRU)

ICRU 12, 18, 20, 22, 24, 32, 38

8. International Atomic Energy Agency (IAEA)

Safety Series No. 1, 25, 33, 38

Technical Report Series No. 120, 133

B. The First Line Supervisor should test the qualifying individual's knowledge of application of these codes and standards to the materials inspection program by discussions, interviews, or oral quizzes.

Qualification Guide 7
Inspection Accompaniments

A. Each inspector should accompany certified inspectors on at least four inspections.

B. The following is a guide for material that should be studied and discussed with the inspector in charge during these inspection accompaniments. The first line supervisor will discuss these items, as appropriate, following each inspection accompaniment.

1. The Inspection Program

   2800 (Materials Inspection Program)

2. Scheduling and Preparation for Inspections

   IM Chapter 0300 (Announced and Unannounced Inspections)

3. Scope of Inspection

4. Entrance/Exit Interviews

5. Conduct of Inspection, Accumulation of Data

6. Post-inspection Activities of Inspectors

   IM Chapter 0610 (Inspection Reports)

   IM Chapter 1100 (Notification of Significant Meetings)

7. Morning Reports

   IM Chapter 0230 (Morning Report)

8. Non-routine Licensee Events

   IM Chapter 1110 (Potential Abnormal Occurrences)

   IM Chapter 90711 (Nonroutine Event Review)

   IM Chapter 0325 (Augmented Inspection Team)

9. Preliminary Notification

   IM Chapter 1120 (Telephonic and Written Preliminary Notifications)

10. Bulletins/Information Notices

    IM Chapter 0720 (NRC Bulletins and Information Notices)

11. Use of Consultants of NRC

    IM Chapter 1360 (Use of Physician and Scientific Consultants in the Medical Consultant Program)

12. Allegations and Investigations

13. Communication outside NRC

Management Directive 5.5 Public Affairs Program

Management Director 3.6 Distribution of Unclassified NRC Staff/Contractor-Generated Reports

A. A selection of currently applicable NRC Management Directive (MD) references should be identified by the First Line Supervisor. These references should include those listed below and be documented. The qualifying inspector should be expected to have a general knowledge of the topics addressed in the references. This review may be accomplished by self-study, study-quizzes, briefings, or discussions. The selection should include:

1. NRC MD 9.1 (Organization Management)
2. NRC MD 9.29 (Regional Offices)
3. NUREG 0325 (USNRC Functional Organization Chart)
4. NRC MD 3.2 (Privacy Act)
5. NRC MD 3.1 (Freedom of Information Act)
6. NRC MD 10.130 (OSHA)
7. NRC MD 10.131 (Standards for Protection Against Ionizing Radiation)
8. NRC MD 14.1 (Official Temporary Duty Travel)
9. NRC MD 10.159 (Differing Professional Views or Opinions)
10. NRC MD 10.42 (Hours of Work and Premium Pay)
11. NRC MD 10.43 (Time and Attendance Reporting)
12. NRC MD 10.67 (Non-SES Performance Appraisal System)
13. NRC MD 10.101 (Employee Grievances)
14. NRC MD 10.114 (Employee Benefits Program)
15. NRC MD 8.3 (NRC Incident Investigation Program)
16. NRC MD 8.8 (Management of Allegations)
17. NRC MD 8.10 (NRC Medical Event Assessment Program)
18. NRC MD 10.98 (Conduct of Employees)

B. Application of the selected NRC Management Directives to the materials inspection program will be discussed with the qualifying individual by the First Line Supervisor to test the qualifying individual's knowledge.

A. A selection of signifi[illegible]cal materials related events should be identified by the first [illegible]visor. These events should be documented and studied in detail b[illegible]fying individual.

B. The first line super[illegible]should [illegible]cuss the selected events in detail with the qualifying inspecto[illegible] and go over recommendations made, lessons learned, and changes identified to prevent recurrence. The relevance of the event to the overall materials inspection program should be stressed.

A. The first line supervisor will select documents from the file of a licensed facility and direct their review by the qualifying individual. The qualifying individual will study in detail the selected documents. The selection should be documented. Such documents would include:

1. Initial license application and facility description
2. Associated licensing correspondence (NRC staff comments and licensee responses)
3. License renewal applications and associated NRC correspondence
4. Copy of the license
5. Inspection reports related to that licensee's activities

B. The first line supervisor will discuss in detail with the qualifying individual the selected documents and their relation to the overall material inspection program.

The standards for each Training Course are provided in the NRC Technical Training Division Course Catalog and will not be duplicated in the Qualification Guide.

FYI RLBJ.
PHL
SCD
JHM/ASPO

EXECUTIVE TASK MANAGEMENT SYSTEM

<<< PRINT SCREEN UPDATE FORM >>>

TASK # - 8S-19 DATE- 01/29/98 MAIL CTRL. - 1998

TASK STARTED - 01/29/98 TASK DUE - 02/27/98 TASK COMPLETED - / /

TASK DESCRIPTION - REQUEST FOR FUNDING FOR TRAINING, TRAVEL AND TECHNICAL ASSISTANCE TO ATTEND NRC TRAINING COURSES

REQUESTING OFF. - TXDH REQUESTER - RATLIFF WITS - 0 FYP - N

PROG. - DMS PERSON - STAFF LEAD - DMS PROG. AREA -

PROJECT STATUS - OSP DUE DATE: 2/27/98

PLANNED ACC. - N
LEVEL CODE - 1

DCD (SP08)

RHB2
PHL
SCD
DMS
JHM (ASP)

TDH
TEXAS DEPARTMENT OF HEALTH

Texas Department of Health

William R. Archer III, M.D.
Commissioner

1100 West 49th Street
Austin, Texas 78756-3189
(512) 458-7111

Radiation Control
(512) 834-6688

Patti J. Patterson, M.D., M.P.H.
Executive Deputy Commissioner

January 23, 1998

98 JAN 23 PM 3:38
OSP

Richard L. Bangart, Director
Office of State Programs
US Nuclear Regulatory Commission
One White Flint North
11555 Rockville Pike
Rockville, Maryland 20852-2738

Dear Mr. Bangart:

The Texas Department of Health, Bureau of Radiation Control (BRC), during the last legislative session, was denied funding necessary for training, travel and technical assistance to attend NRC training courses. Therefore the BRC requests NRC assistance to pay for BRC staff training in NRC courses and is submitting the following information in response to your recent program management information correspondence entitled, "Criteria for Training Funding Assistance for Agreement States."

QUESTIONNAIRE FOR AGREEMENT STATE TRAINING AND TRAVEL FUNDING

This questionnaire was developed to collect the information needed to make a decision on whether NRC will fund all or a portion of an individual Agreement State's training and/or travel needs. Please complete the following information and submit it to the contact specified below. Without this information, NRC will not be able make a decision on whether to fund your travel and training requests. Thank you for your assistance.

SP-AG-27

1. The State of **TEXAS has** a program for training and qualification of its staff that has objectives similar to those of the NRC as described in NRC Inspection Manual Chapter 1246, Formal Qualification Programs in the Nuclear Material Safety and Safeguards Area. The State should submit a copy of its training policy statement, if any, and a copy of its procedure that documents its training and qualification program. (If no training and qualification program documentation exists, the State is not eligible for NRC funding support.)

   Refer to Attachment A -- From IMPEP Reporting Period March 12, 1994 - April 30, 1997

2. The State of **TEXAS** is on **a biennial** budget cycle with the current fiscal year beginning on **September 1, 1997** and ending on **August 31, 1998**.

3. Have you been authorized to spend State funds:
   for travel to workshops out-of-State? *Yes X No __
   for training including travel to training out-of-State? *Yes X No __

   ***Yes, with contingencies -- See Attachment B -- riders from the Appropriations Bill**

4. Given sufficient State funding, do State laws or regulations limit travel and training? (This question is requested to clarify the State's policy, not the funding issue.) Yes __ **No X

   ****No, with contingencies -- see Attachment C**

For questions 5-9, see Attachment D for detailed information relating to budget and legislative funding request.

5. Did you request full funding for your estimated training and out-of-State travel needs in your budget? Yes X No __
   Did your management support your request by submitting it to your legislature? Yes X No __
   Did your legislature act on your training/travel request? Yes X No __
   Did your legislature support your request? In full __
   In part __
   No support __

6. What is your total Agreement State materials budget? **$2,624,764**

7. What was your estimate for the Agreement State training and travel needs? **$100,000**

8. What was the RCP training and travel funding request for the Agreement State program? **$100,000**

9. What was the level of funding for training and travel approved by your legislature? **$0**

10. Are there any special considerations that you would like NRC to consider in determining potential assistance in the training and travel areas?
Please explain below.

The BRC has a large staff with a high turnover rate that requires the need for constant training and no funds approved by the last legislative session to fund these training requirements.

The NRC relies on the BRC staff expertise when help is needed and benefits from BRC staff participation in incident investigations of NRC licensees and emergency response at NRC licensed nuclear power plants. NRC also relies on BRC staff participation on the IMPEP Team, the Management Review Board, and other committees or teams working with NRC directives. The BRC also supplies support staff from Texas to help administer and present the NRC Well Logging Course. These BRC efforts and staff salaries are supported by the state of Texas.

Therefore, it is to the benefit of NRC to assist in funding to train the BRC staff that they rely on when help is needed for NRC events.

The BRC would like to begin again to utilize the NRC courses to train personnel and look forward to an expedient answer to our request for assistance in funding this training.

Sincerely,

Richard A. Ratliff, P.E., Chief
Bureau of Radiation Control

TEXAS DEPARTMENT OF HEALTH

MEMO

To: Richard A. Ratliff, P.E., Chief
Bureau of Radiation Control

From: Roy L. Hogan, Deputy Commissioner for Administration
Texas Department of Health

Subject: "Exceptional Items" Funding Request

Date: January 23, 1998

The Texas Department of Health (TDH), Bureau of Radiation Control (BRC), during the last legislative session, requested funding for training, travel and technical assistance for BRC staff involved in the radioactive materials program to attend U.S. Nuclear Regulatory Commission (NRC) training courses. This request was initiated because the NRC would no longer pay for such training. The BRC request was approved by TDH and submitted as part of our "Exceptional Items" package to the Texas Legislature.

This memo is written to verify that the Texas Legislature denied your request for funding under our "Exception Items" package, which included any funding necessary to support radioactive materials program staff training, travel and technical assistance. Furthermore, there are limited funds available through TDH to support this training, travel and technical assistance. Therefore, it is to the benefit of BRC to pursue funding from NRC sources to secure the training, travel and technical assistance needed to continue to protect the public health and safety and the environment from unnecessary radiation exposure.

TECHNICAL STAFFING AND TRAINING

NAME	POSITION	AREA OF EFFORT IN RAM	
Richard Ratliff	Bureau Chief (S)	Administration	0.20
		Licensing & Comp.	0.20
		Emergency Response	0.05
Ruth McBurney	Division Director, Licensing, Registration, and Standards (S)	Administration	0.5
		Licensing & Comp.	0.01
		Emergency Response	0.05
Gary Smith	Health Physicist (S)	Licensing	0.2
		Other (Risk Assmt.)	0.2
		Emergency Response	0.05
Arthur C. Tate	Division Director, Compliance and Inspection (S)	Licensing & Comp.	0.10
		Administration	0.50
		Emergency Response	0.05
John R. Haygood	Deputy Director (S)	Licensing & Comp.	0.85
		Administration	0.10
		Emergency Response	0.05
William A. Silva	Health Physicist (S)	Licensing & Comp.	0.95
		Emergency Response	0.05
Robert Green	Health Physicist(S)	Licensing & Comp.	0.90
		Emergency Response	0.05
Michael Dunn	Health Physicist (S)	Licensing & Comp.	0.95
		Emergency Response	0.05
Kitty Knebel	Health Physicist (S)	Licensing & Comp.	0.95
		Emergency Response	0.05
Robin Cooksey	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
		Other (NORM, RSO duties)	0.10

NAME	POSITION	AREA OF EFFORT IN RAM	
Charles Meyer	Health Physicist (S)	Licensing & Comp.	0.90
		Emergency Response	0.05
		Other (RSO duties)	0.05
Terry Horan	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
Robert Adcock	Health Physicist (S)	Licensing & Comp.	0.90
		Emergency Response	0.05
Charles LaSalle	Health Physicist (S)	Licensing & Comp.	0.90
		Emergency Response	0.05
Rod Wright	Health Physicist (S)	Licensing & Comp.	0.40
		Administration	0.10
		Emergency Response	0.05
Randy Erickson	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
Mike Vredenburg	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
Herbert DuShane	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
David Smith	Health Physicist (S)	Licensing & Comp.	0.60
		Administration	0.25
		Emergency Response	0.05
Lisa Clark	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
Elizabeth Foltz	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
Elaine Sledge	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05

NAME	POSITION	AREA OF EFFORT IN RAM	
Clarence Dittman	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.05
Roger Winkelmann	Health Physicist (S)	Licensing & Comp.	0.80
		Emergency Response	0.05
David Charles	Health Physicist (S)	Licensing & Comp.	0.80
		Emergency Response	0.05
Vacant	Health Physicist (S)	Licensing & Comp.	0.85
		Emergency Response	0.00
Bernadette Baca	Health Physicist (J)	Licensing & Comp.	0.89
		Emergency Response	0.01
Wesley Dunn	Deputy Director (S)	Licensing	0.75
		Administration/Mgt.	0.19
		Emergency Response	0.01
David Fogle	Health Physicist (S)	Licensing	0.97
		Emergency Response	0.03
Floyd Hamiter	Health Physicist (S)	Licensing	0.37
		Emergency Response	0.03
		Other (SSD review)	0.60
D. Ray Jisha	Health Physicist (J)	Licensing	0.99
		Emergency Response	0.01
VACANT	Health Physicist (J)	Licensing	0.99
		Emergency Response	0.01
Pete Myers	Health Physicist (S)	Licensing	0.99
		Emergency Response	0.01
Phil Shaver	Health Physicist (S)	Licensing	0.59
		Emergency Response	0.01
William Stringfellow	Health Physicist (J)	Licensing	0.99
		Emergency Response	0.01

NAME	POSITION	AREA OF EFFORT IN RAM	
David Wood	Health Physicist (J)	Licensing	0.99
		Emergency Response	0.01
Cynthia Cardwell	Deputy Director (S)	Administration/Mgt.	0.15
		Other (Rulemaking, IR Certification)	0.62
		Emergency Response	0.03
Catherine Fontaine	Health Physicist (S)	Other (Rulemaking)	0.50
		Emergency Response	0.01
Janalee Endahl	Health Physicist (S)	Other (IR Certif.)	0.95
		Licensing & Comp.	0.01
		Emergency Response	0.01
Sonia Simmons	Health Physicist (J)	Other (Rulemaking)	0.60
		Emergency Response	0.03
Monica Gonzalez	Health Physicist (J)	Other (Rulemaking)	0.60
		Emergency Response	0.03
Ronda Sanders	Radiological Health Tech. (J)	Other (IR Certif.)	0.97
		Emergency Response	0.01
Robert Free	Deputy Director (S)	Licensing & Comp.	0.35
		Administration/Mgt.	0.15
		Emergency Response	0.40
Brad Caskey	Health Physicist (S)	Licensing & Comp.	0.05
		Emergency Response	0.10
Helen Watkins	Health Physicist (S)	Licensing & Comp.	0.45
		Emergency Response	0.05
Oscar Lessard	Health Physicist (S)	Licensing & Comp.	0.65
		Emergency Response	0.05
John Rawlston	Health Physicist (S)	Licensing & Comp.	0.02
		Emergency Response	0.80
Joe Thiel	Health Physicist (S)	Licensing & Comp.	0.05
		Emergency Response	0.95
Gary Froemsdorf	Health Physicist (S)	Licensing & Comp.	0.02
		Emergency Response	0.98
Jim Ogden	Health Physicist (S)	Emergency Response	1.00

BUREAU OF RADIATION CONTROL
REGIONAL RADIOACTIVE MATERIALS INSPECTORS
Training Needs as of 4/30/97

The Texas Department of Health, Bureau of Radiation Control requires all inspectors to receive the following NRC courses (or equivalent knowledge or course study). The ideal situation would be that these courses are received within the first two years of starting work:

Inspection Procedures
Industrial Radiography
Diagnostic & Therapeutic Nuclear Medicine
Transportation of Radioactive Materials
Safety Aspects of Well Logging
Teletherapy/Brachytheraphy
5-Week Health Physics Course (or equivalent)

After more than two years of experience as an inspector, it is recommended that they attend the NRC 2-Week Health Physics Course.

Robert Adcock

2-Week Health Physics
Teletherapy/Brachytherapy

Charles LaSalle

Diagnostic & Therapeutic Nuclear Medicine
2-Week Health Physics
Transportion of Radioactive Materials
Teletherapy/Brachytherapy

Roderick Wright

2-Week Health Physics
Teletherapy/Brachytherapy

Michael Vredenburg

Diagnostic & Therapeutic Nuclear Medicine
2-Week Health Physics
Teletherapy/Brachytherapy

Herbert DuShane

2-Week Health Physics
Teletherapy/Brachytherapy

David Smith

2-Week Health Physics
Teletherapy/Brachytherapy

Elizabeth Foltz

Diagnostic and Therapeutic Nuclear Medicine
5-Week Health Physics
Industrial Radiography
Inspection Procedures
Teletherapy/Brachytherapy

Lisa Clark

5-Week Health Physics
2-Week Health Physics
Transportation of Radioactive Materials
Teletherapy/Brachytherapy

Catherine (Elaine) Sledge

Diagnostic and Therapeutic Nuclear Medicine
Gas and Oil Well Logging
5-Week Health Physics
Industrial Radiography
Inspection Procedures
Transportation of Radioactive Materials
Teletherapy/Brachytherapy

Clarence Dittman

2-Week Health Physics
Teletherapy/Brachytherapy

Roger Winkelmann

5-Week Health Physics
2-Week Health Physics
Teletherapy/Brachytherapy

David Charles

5-Week Health Physics
Transportation of Radioactive Materials
Teletherapy/Brachytherapy

BUREAU OF RADIATION CONTROL
STAFF TRAINING NEEDS AS OF APRIL 30, 1997

COMPLIANCE AND INSPECTION

Robin Cooksey
Teletherapy/Brachytheraphy

Michael Dunn
Teletherapy/Brachytheraphy

Robert Green
5-Week Health Physics
Teletherapy/Brachytheraphy

Terry Horan
Diagnostic & Therapeutic Nuclear Medicine
Transportation of Radioactive Materials
Teletherapy/Brachytheraphy

Charles (Russ) Meyer
Safety Aspects of Well Logging

William (Bill) Silva
Teletherapy/Brachytheraphy

Helen Watkins
Teletherapy/Brachytheraphy

Oscar Lessard
Inspection Procedures
Industrial Radiography
Diagnostic & Therapeutic Nuclear Medicine
Safetly Aspects of Well Logging
Teletherapy/Brachytheraphy

BUREAU OF RADIATION CONTROL
STAFF TRAINING NEEDS AS OF APRIL 30, 1997

LICENSING, REGISTRATION AND STANDARDS

Bernadette Baca
Transportation of Radioactive Materials

Wes Dunn
Transportation of Radioactive Materials
Industrial Radiography

Jan Endahl
5-Week Health Physics

Catherine Fontaine
Health Physics Technology
Teletherapy/Brachytherapy

Monica Gonzalez
5-Week Health Physics

Ronda Sanders
Transportation of Radioactive Materials
Safety Aspects of Well Logging

Sonia Simmons
Transportation of Radioactive Materials

INSPECTOR ACCOMPANIMENTS

SUPERVISOR	REGION	INSPECTOR	LICENSE CAT	DATE
Green	01	Adcock	Well-logging	02/09/94
Knebel	01	Adcock	Industrial Radiography	11/07/94
Knebel	01	Adcock	Industrial Radiography, Medical (Hospital)	10/17/95
Knebel	11	Charles	Industrial Radiography, Medical (Hospital)	08/25/94
Dunn	11	Charles	Broad Medical, Medical (Hospital) Medical	06/17/96
Green	06	Clark	Industrial Radiography, Medical (Hospital)	01/24/96
Green	07	Dittman	Broad University	09/26/94
Knebel	07	Dittman	Medical (Hospital), Well-logging	04/29/97
Dunn	05	DuShane	Medical, Industrial Radiography (Reciprocity)	12/15/94
Silva	05	DuShane	Medical, Portable MD Gauges	12/11/96
Knebel	03	Erickson	Portable MD Gauges, Medical	11/29/95

SUPERVISOR	REGION	INSPECTOR	LICENSE CAT	DATE
Green	06	Foltz	Industrial Radiography, MD Gauges, Medical	11/13/96
Knebel	02	LaSalle	Well-logging, Pacemaker, Medical	09/03/96
Dunn	06	Smith	Medical (2)	12/14/94
Green	06	Smith	Industrial Radiography, Medical (Hospital)	01/22/96
Dunn	06	Winkelmann	Industrial Radiography	12/12/94
Dunn	08	Winkelmann	Medical (Hospital), Broad Educational	04/25/96
Knebel	03	Wright	Medical, Storage only	11/28/95
Former Inspectors				
Knebel	08	Herrera	Medical	12/08/94
Knebel	04	Lobaugh	Industrial Radiography, Medical	10/17/94
Knebel	09/10	Ruparel	Industrial Radiography, Medical (Hospital)	11/21/94
Dunn	10	Ruparel	Industrial Radiography, Medical (Hospital)	06/05/96

time of the settlement; (5) the amount of the judgment or settlement; (6) the fund or account from which payment was or should be made; (7) the statutory citation for the appropriation or other authority to be made; and (8) specific statutes granting waiver of sovereign immunity or legislative resolution granting litigant permission to sue.

7. The State Auditor shall verify compliance with this requirement for all funds appropriated in this Act, including funds which are retained and expended from accounts held outside the state treasury and which are not subject to reimbursement through funds held in the state treasury. Upon verification that an agency has not obtained the Attorney General's approval prior to payment of a judgment or settlement, the State Auditor shall certify such fact to the Comptroller of Public Accounts. The Comptroller shall withhold all appropriations for administrative expenses for the involved agency, until such time as the Legislative Audit Committee notifies the Comptroller that the agency's non-compliance has been reviewed and necessary recommendations or changes made.

Sec. 61. **Purchase of Insurance.** None of the funds appropriated by this Act may be expended for purchasing insurance to cover claims arising under the Texas Tort Claims Act. Notwithstanding the foregoing, a state agency may purchase director's or officer's liability insurance to cover claims arising under the Texas Tort Claims Act with appropriated funds for the agency's appointed commission or board members and executive management staff.

Sec. 62. **Expenditures for Representatives of Grievants Prohibited.** None of the funds appropriated by this Act may be used to pay expenses for salary, travel or per diem of public employees who represent grievants in the presentation of grievances concerning wages, hours of work, or conditions of work except that state employees are allowed to take annual leave, compensatory leave, or leave without pay, subject to the procedures established by their agency of employment, to engage in this activity.

Sec. 63. **Agricultural Soil and Water Conservation.** Appropriations made elsewhere in this Act to the Texas Water Development Board, Texas State Soil and Water Conservation Board, Texas Agricultural Experiment Station, and the Texas Agricultural Extension Service out of the Agricultural Soil and Water Conservation Account No. 563 shall be allocated to each of those agencies in equal amounts.

Sec. 64. **Limitation on Travel Expenditures.** None of funds appropriated by this Act may be expended, without the prior approval of the Legislative Budget Board, for travel purposes if such expenditure would cause the agency's or institution's travel expenditures for that fiscal year to exceed an amount equal to ninety (90) percent of that agency's or institution's fiscal year 1997 travel expenditures. The Legislative Budget Board may consider requests from agencies which demonstrate circumstances which would make such reductions in actual travel impractical or inefficient in accomplishing the goals and strategies contained in their appropriations pattern. Such circumstances may include new or expanded programs, law enforcement, tax collection activities, statutorily mandated travel, or other pressing public purposes.

Sec. 65. **Limitation on Expenditures for Purchases and Conversions of Alternative Fuel Vehicles.** A state agency, including an institution of higher education, that is required to meet the percentage requirements for vehicles capable of using alternative fuels may expend funds appropriated by this Act for the purpose of meeting the percentage requirements only if the agency purchases or converts a vehicle that uses the most cost-effective, fuel efficient and mechanically efficient alternative fuel source.

include a council of governments, a regional planning commission, or similar regional planning agency created under Chapter 391, Local Government Code.

12. State employee - a person employed by a state agency. This term includes key officials except to the extent that specific provisions in this article indicate otherwise.

Sec. 14. **General Travel Provisions.**

1. The amounts appropriated in this Act to each state agency for the payment of transportation, meals, lodging, and incidental expenses shall be the maximum amounts to be expended by those agencies. None of the moneys appropriated by this Act may be expended for those expenses unless the travel and the resulting requests for payment or reimbursement comply with the conditions and limitations in this article.

2. Heads of agencies shall conserve the funds appropriated by this Act by maximizing economy and efficiency when planning the travel of state employees under their authority. In this connection, heads of agencies are responsible for ensuring that the expenses of transportation, meals, lodging, and incidental items are the lowest possible considering all relevant circumstances.

3. A head of agency may specify a reimbursement or payment rate that is less than the maximum rate specified in this article for transportation, meal, lodging, or incidental expenses. However, a lower rate applies only to travel occurring after a head of agency has notified his state employees in writing about the lower rate. A state agency is solely responsible for enforcing its lower reimbursement or payment rates.

4. Necessary and reasonable expenses for transportation, meals, lodging, and incidental expenses may be paid or reimbursed from the funds appropriated in this Act only when the purposes of the travel clearly involve official state business, are consistent with the legal responsibilities of the state agency represented, and, for the travel outside the State of Texas, the travel is approved in advance in accordance with the policy of the employing state agency.

   None of the funds appropriated by this Act shall be used to pay or reimburse expenses for transportation, meals, lodging, and incidental expenses unless the travel voucher submitted to the Comptroller identifies persons contacted, places visited, or otherwise describes the nature of the official state business performed.

5. A state employee may claim extra travel time for the purpose of calculating reimbursement for meals, lodging, rental cars, parking, and other reimbursable expenses in order to take advantage of lower airfares if: (a) the cost of the additional expenses plus the lower airfare is less than or equal to the average coach airfare between the employee's designated headquarters and duty point, (b) the rental car was rented during the period of time when the employee conducted official state business, and (c) it is in the employing state agency's interest to allow the employee to be absent from headquarters for an additional period of time.

6. Requests for advance written approval for travel outside of the United States, except for Canada and Mexico, shall be submitted to the Governor as provided in Section 660.024, Government Code.

7. State employees from one state agency who provide services to another state agency may be reimbursed for their transportation, meals, lodging, and incidental expenses from the funds of the agency being served.

8. A traveling state employee may be reimbursed for his incidental expenses in addition to his expenses for meals, lodging, and transportation. The Comptroller shall promulgate specific rules for the effective and efficient administration of this sub-section.

9. When this article authorizes state agencies to directly pay commercial lodging establishments or commercial transportation companies, agencies may instead directly pay credit card issuers or travel agencies for the lodging or transportation. The same documentation that would be required for a direct payment to a commercial lodging establishment or commercial transportation company is required for a direct payment to a credit card issuer or travel agency.

10. When a state agency requires a state employee on personal leave to return to his designated headquarters from another location, the agency may reimburse the employee for the transportation, meal, lodging, and incidental expenses he incurs while traveling to headquarters. In addition, the agency may reimburse the employee for the transportation, meal, lodging, and incidental expenses he incurs while traveling back to the location at which the employee was staying while on personal leave. The reimbursements authorized by this subsection may not exceed the reimbursement rates specified in this article.

11. A state agency may pay or reimburse a state employee for a cancellation charge if the charge is incurred for a reason related to official state business.

12. The Comptroller shall establish rules and procedures for the effective and efficient administration of the travel regulations in this article.

13. None of the funds appropriated by this Act may be expended for travel expenses associated with a training seminar conducted by an agency for its employees unless the agency head certifies, on the travel voucher or other expense reimbursement form, that the agency does not: i) possess, ii) have available at a cost less than the total travel costs associated with the seminar, or iii) have access to another agency's interactive television or video conference facilities at the designated headquarters of the employees attending the training.

14. The General Services Commission shall negotiate with commercial lodging establishments in order to achieve the most cost-effective rates possible for state employees while on travel status.

15. Each state agency shall utilize teleconferencing and other telecommunications technologies to the maximum extent possible in order to reduce agency travel expenditures.

16. All travel expenses paid or reimbursed by an agency must be limited to the necessary functions of the agency. In order to ensure compliance with this provision the Comptroller of Public Accounts and State Auditor's Office shall periodically examine the travel vouchers and other expense reimbursement forms submitted for payment under Sections 4, 15, and 16 of this article to determine:

    a. whether the travel expenses were incurred in the conduct of official state business,

    b. whether the state activities conducted while on travel status were necessary to execute the state business,

    c. whether the travel was necessary to execute the state business conducted, and

d. in cases where more than one individual has submitted a travel voucher or claim for reimbursement of expenses for the same or similar travel occurrence, whether the number of individuals on travel status was necessary to execute the state business conducted.

If the State Auditor determines that the travel for which payment was made out of appropriated funds does not satisfy each of the four criteria set forth in the previous paragraph, the State Auditor shall so certify to the Comptroller of Public Accounts who shall reduce the appropriation of the agency which paid the travel expenses by an amount equal to the entire amount paid by the state for that individual for that travel occurrence.

The Comptroller of Public Accounts and the State Auditor's Office shall each develop procedures for examining travel vouchers and other expense reimbursement forms. The Comptroller of Public Accounts, when it reasonably believes that the travel criteria established by this section have not been satisfied, shall provide such information to the State Auditor's Office for review.

For the purpose of this section, the term "travel expense" shall include seminar tuition and fees.

The Comptroller shall prepare an annual report indicating the appropriation reductions, by agency, made pursuant to this provision for the previous fiscal year. The report shall be submitted to the Legislative Budget Board no later than December 1 of each year.

Sec. 15. **Transportation Expenses.**

1. State employees' use of personally owned or leased motor vehicles:

a. Mileage reimbursement rate. A state agency shall reimburse a state employee for using a personally owned or leased motor vehicle. The mileage reimbursement rate for travel occurring during a fiscal year is equal to the maximum fixed mileage allowance specified in the revenue rulings issued by the Internal Revenue Service under Section 1.274-5(f) of the federal income tax regulations as of August 1 preceding the start of the fiscal year. The mileage reimbursement rate may not be less than 25 cents per mile or more than 28 cents per mile. The Comptroller shall announce the mileage reimbursement rate for a fiscal year as soon as possible after August 1 of the preceding year. Except for tolls and the cost of airport parking or other parking fees incurred while employees are away from their place of employment, no additional expenses incidental to the operation of such motor vehicles shall be reimbursed.

b. Computing distances. The reimbursement authorized in this subsection for travel within the State of Texas shall be based upon the shortest route between points. For the purpose of computing the shortest route, farm-to-market roads shall be included.

c. Travel between a residence and the airport. State employees traveling in a personally owned or leased motor vehicle between their residence and the nearest airport may be reimbursed for mileage at the rate specified in Section 15(1)(a) of this article subject to the following provisions:

(1) If the travel occurs during working hours, the reimbursement may not exceed the reimbursement that would be due had the employee traveled between a place of employment and the airport.

House Appropriations Subcommittee
General Revenue

	Article II		Article XI	
	FY 1998	FY 1999	FY 1998	FY 1999
A.1.2. Food and Drug Safety * Restoration * Expansion - Larry Rider	 $660,000 2,000,000	 $660,000 3,000,000	 --- ---	 --- ---
A.1.3. Environmental Health	No	No	No	No
A.3.2. Immunizations	?	?	Work with LBB	
A.3.3. Emerging Diseases	No - unless			
A.3.3. Birth Defects	---	---	1,280,000	1,180,000
A.3.3. Tuberculosis	---	---	4,140,000	4,810,000
A.3.3. Rabies	---	---	3,710,000	3,820,000
B.1.9. Medical Transportation	---	---	820,000	780,000
C.1.1. Health Care Standards - Larry Rider	590,000	590,000		
D.1.1. Maternal and Child Health - Eiland Rider pending	---	---	---	11,000,000
D.1.2. Family Planning - some to Article II re TANF	?	?	6,750,000	6,970,000
D.1.3. MDCP Waiver			7,150,000	7,773,000
D.2.1. EPSDT Medical			5,100,000	3,910,000
D.2.1. EPSDT Dental	(1,450,000)	(660,000)		
E.1.3. Health Care Information Council			410,000	410,000
E.2.3. TDH Hospitals - Appropriated Receipts, Larry Rider, Bond question	?	?	?	?
EFF - Denied pending additional information				
Vendor Drug Rebated - Denied				
Goal A Carry forward	✔	✔		
Dedicated Fees, estimated - Larry Rider				
Dedicated Fees, carry forward - Larry question				
Lab, Debt Service payments - Administration appropriations, GR transfer with Gov., LBB, and GR pledge				
Lab, Account - OK technicality				
Capital Budget Rider - WIC-EBT, Pharmacy Inventory	✔	✔		

Sue Fuller

Texas Department of Health

Patti J. Patterson, M.D.
Commissioner of Health

Carol S. Daniels
Deputy Commissioner for Programs

Roy L. Hogan
Deputy Commissioner for Administration

Randy P. Washington
Deputy Commissioner for Health Care Financing

1100 West 49th Street
Austin, Texas 78756-3199
(512) 458-7111
http://www.tdh.state.tx.us

January 31, 1997

The Honorable Bill Ratliff
Texas Senate
P.O. Box 12068 - Capitol Station
Austin, Texas 78711

Dear Senator Ratliff:

I am pleased to submit the attached prioritized funding requests for the Texas Department of Health. We have also included for your consideration material on certain Rider provisions that were mentioned in my testimony at the Senate Finance Committee public hearing. The attachments summarize major issues concerning funding levels and Rider provisions. We have identified other minor issues of a technical nature that we believe can be resolved through discussions with the Legislative Budget Board (LBB) and Committee staff.

Pursuant to a previous request, we will also provide the February update of Medicaid caseload projections to the LBB and Governor's Office. The Department concurs that the use of LBB estimates coupled with an adequately sized state contingency fund offers the most prudent course of action in view of the historical fluctuations in the cost of entitlement programs.

I appreciate the courtesies extended to me by you and members of the Senate Finance Committee. Please let me know how I can be of assistance to you.

Sincerely,

Patti Patterson

Patti J. Patterson, M.D.
Commissioner of Health

Attachments

cc: Members, Texas Board of Health

Texas Department of Health
Senate Finance Committee
Prioritized Funding Issues

	Total Additional GR Funds to SB 5/HB 1		LBB Markup Document 1-27-97	
Strategy	FY 1998	FY 1999	Page	Item
1. A.3.3. Emerging Diseases	✓$2,346,947	✓$1,895,077	5	1
2. D.1.1. and D.1.4. Maternal and Child Health/CIDC	13,400,000	12,800,000	5-6	2, 3
3. A.3.3. Rabies Control	3,712,736	3,822,961	6	4
4. A.1.2. and A.1.3. Consumer Health	✓9,372,453	✓8,323,885	8	9, 10
5. C.1.1. Home Health Agencies	594,348	594,348	9	11
6. E.2.3. TDH Hospitals	✓3,900,000	✓3,600,000	6	5
7. A.3.2. Immunizations	✓7,642,245	✓8,760,958	6	6
8. A.3.3. Birth Defects Registry	1,278,984	1,178,984	7	7
9. A.3.3. Tuberculosis	4,135,000	4,810,000	7	8
10.D.1.2. Family Planning	✓6,745,458	✓6,974,452	10	2
11.D.2.1. EPSDT Medical	*5,102,141	*3,913,042	12	4-6
12.D.2.2. EPSDT Dental	*(1,448,073)	*(663,960)	12	4-6
13.B.1.9. Medical Transportation	*817,984	*780,224	12	6
14.D.2.1. EPSDT Medical D.2.2. EPSDT Dental B.1.9. Medical Transportation	**	**		
15.D.1.3. Medically Dependent Children Waiver	✓7,146,637	✓7,731,266	12	3
16.Aggregate Contingency Fund - TDH concurs that the use of LBB estimates coupled with an adequately sized state contingency fund offers the most prudent course of action in view of the historical fluctuations in the cost of the Medicaid entitlement programs	Not a cost above SB 5	Not a cost above SB 5		
17.E.1.3. Health Care Information Council	407,972	407,942	9	12
TOTAL	$65,154,832	$64,929,179		

✓ These amounts include the cost of returning SB 5/HB 1 funding levels to the TDH base appropriaton request and the cost of the exceptional item.

* These funds do not include costs for the EPSDT lawsuit.

** We are attempting to minimize any costs above SB 5 associated with settlement of this lawsuit.

Legislative Appropriations Request

For Fiscal Years 1998 and 1999

Submitted to the
Governor's Office of Budget and Planning
and the Legislative Budget Board

by

Texas Department of Health

Board Members	Term Expires	Hometown
Walter D. Wilkerson, Jr., M.D., Chairman	02/01/2001	Conroe
Mary E. Ceverha, M.P.A., Vice-Chair	02/01/2001	Dallas
Ramiro R. Casso, M.D.	02/01/1997	McAllen
David L. Collins, P.E.	02/01/1999	Houston
Ruth F. Stewart, M.S., R.N.C.	02/01/1999	San Antonio
Betsy Triplett-Hurt	02/02/1997	Odessa

August 16, 1996

Submitted by: David Smith MD
(Commissioner)

Approved: Walter D. Wilkerson, Jr. MD
(Board Chairman)

and have planned to exit existing mainframe systems. Currently, the best estimate is that it will cost approximately $400,000 to examine and test systems to assure only minor problems.

Exceptional Items

We have identified several areas as possible exceptions in that, if not addressed, the public health and safety of Texas citizens will be placed at risk. In priority order, these include emerging diseases, the Maternal and Child Health and Chronically Ill and Disabled Children programs, rabies, cost recovery for regulatory programs, home and community support service agencies, the TDH infectious respiratory disease hospitals, immunizations, the birth defects registry, tuberculosis, and family planning.

Outbreaks of dengue fever, meningococcal meningitis, food-borne botulism, and E.coli have recently occurred in Texas. In the last ten years, human cases of anthrax, cholera, hantavirus, and plague have also occurred. To identify and control these **emerging diseases**, additional resources are needed to strengthen disease surveillance, improve outbreak investigation abilities, increase laboratory capabilities, provide therapeutic agents, and disseminate educational materials on new disease threats.

The **Maternal and Child Health and Chronically Ill and Disabled Children** programs have historically had fluctuations in funding from State and federal sources. To address these historical funding constraints, TDH decreased provider reimbursements, transferred funds from Medicaid, and closed numerous clinics in an efficiency move to contract with private providers. Despite these previous cost saving measures, additional funding is needed to maintain a basic public health infrastructure. Additionally, in order to continue to serve the current number of clients, we need to maintain our existing financial support to local health departments for women and children's services.

Two **rabies** wildlife epizootics began in Texas in 1988. Canine rabies carried by coyotes in South Texas and a strain of rabies carried by gray foxes in Central Texas have now spread to 69 counties. Without intervention, these epizootics threaten to expand out of Texas to adjacent States. To decrease the numbers of humans and domestic animals exposed to rabies, TDH must stop the threat of gray fox rabies in those areas of large human population centers such as El Paso, Midland, Odessa, Abilene, San Angelo, Dallas, Fort Worth, Waco, Austin, and San Antonio.

Cost recovery for the regulation of retail foods, manufactured foods, and nonionizing radiation devices is of major significance during the upcoming biennium. TDH's Retails Foods Division has statutory responsibility for the permitting

and inspection of approximately 12,000 retail food establishments. The current staff needs to be increased at least twofold in order to conduct inspections twice annually of all permitted facilities. In addition, the program is in the very tenuous position of collecting permit fees from the industry and not being able to provide the services for which the industry is paying. TDH's Manufactured Foods Division currently licenses and inspects over 12,000 food manufacturers and wholesale food distributors in Texas. Statistics indicate that this number continues to increase at a rate greater than ten percent per year. With current staffing, the program is only able to inspect the 12,000 establishments less than once every 1.6 years on the average. Not only is the program unable to annually inspect each establishment but the regulated industry, which pays annual licensure fees, is not receiving the services to which it is entitled.

The use of high powered lasers in medical, dental, educational, and industrial facilities, as well as in the entertainment industry, in Texas is rapidly increasing. These lasers are capable of causing serious permanent injury or death to users, patients, or members of the general public if not used safely. There are approximately 1,500 high energy laser facilities and between 400 and 500 users of radio frequency devices in Texas, of which a majority are not registered. Due to inadequate resources, TDH's Bureau of Radiation Control has not actively pursued the registration of nonionizing devices with the exception of lasers in medical facilities and laser light shows used in the entertainment industry.

In order to protect the public health and safety, as well as the environment, from unnecessary radiation exposure, it is necessary to use sensitive radiation detection and measurement equipment to evaluate radiation levels and radioactive material contamination in unrestricted areas. This same equipment is used during radiation incidents. Additional funding is needed to purchase new equipment, to replace equipment that is more than 15 years old, to add more sensitive and useful measurement/detection equipment to improve regulatory control, to allow for proper laboratory processing of radiation samples taken in the field, and to assure proper response to radiation emergencies throughout the State.

TDH attempts to inspect the safety and quality of care provided by branch offices of **Home and Community Support Services Agencies** (HCSSA) in conjunction with the surveys of parent offices. In January of 1996, there were over 1,000 branch offices of HCSSAs providing health care services and assistance with activities of daily living in the homes of clients. Annual growth in HCSSA branches exceeds 60 percent. Few, if any, of these branch offices have received onsite surveys by TDH except in response to complaints. Low branch office licensing fee levels and fixed appropriations do not support the periodic inspections which evaluate safety and quality of health care services outside of hospitals, nursing homes, and other established facilities where around-the-clock oversight exists. Additional funding is needed to ensure TDH will be able to

TEXAS DEPARTMENT OF HEALTH
EXCEPTIONAL ITEMS - STATE FUNDS

Program Area: **Cost Recovery for Regulatory Programs**	FY 1998 **$8.7 million**	FY 1999 **$7.6 million**
	Biennial Total:	**$16.3 million**

KEY JUSTIFICATIONS

This Exceptional Item includes regulation of Manufactured Food, Retail Food and Nonionizing Radiation Devices and replacement of equipment for radiation detection and measurement.

The food manufacturing, wholesale, and retail food industries in Texas continue to grow at a rate significantly higher than most other Texas industries. This is causing, and will continue to cause, severe strain on food safety in this State, unless we are able to compensate for the growth with additional investigators to conduct inspections in order to assure the public that the foods are not adulterated, contaminated, or misbranded. There is currently an estimated backlog of inspections of approximately 5,000 annual retail inspections and 25,000 biannual manufactured food inspections.

In addition, the North American Free Trade Agreement (NAFTA) has resulted in additional industry growth and increased inspection requirements for the Manufactured Foods Division. Mexico requires a "Certificate of Free Sale" for every truckload of food entering that country. These certificates state, in effect, that the food is safe and can be freely sold in the United States.

At current funding levels, approximately 5,500 retail food inspections are conducted each year, which means that establishments are only inspected every other year. Manufactured food facilities and wholesale distributors are inspected at 2.5 year intervals. Funding this request would allow the Department to have 2 inspections of all retail food establisnments each year, and an annual inspection of food manufacturing establishments.

The increased use of high-powered lasers in computer, manufacturing, and entertainment industries as well as in medical and dental offices, especially for surgical and cosmetic techniques, magnifies the need for an enhanced nonionizing radiation regulatory program. As more industries rely on cost-effective lasers to automate processes and the demand for new laser treatments in dermatology (including wrinkle and tattoo removal) and ophthalmology grows, the number of laser facilities in Texas is expected to increase exponentially. Even without active solicitation, the number of registrants has increased by 51 percent over the last three years. This request will ensure the department will be able to register and effectively regulate these devices by 1999.

Supplemental Information Regarding Exceptional Items
Strategy Detail

Agency Code:	Agency Name:	Prepared By:	Statewide Goal/ Benchmark Code:	Strategy Code:
501	Department of Health	David R. Smith, M.D.		01-01-03

AGENCY GOAL: **Prevention and Promotion**
Assure that prevention and health promotion are integral parts of all services.
Maximize the use of primary prevention, as well as early detection and management of care, in providing public health services.
Promote individual and community commitment to the importance of good personal and environmental health.

OBJECTIVE: To intervene in the most significant identified consumer, environmental, occupational and community hazards by 1999.

STRATEGY: Environmental Health (Portion of Cost Recovery for Regulatory Programs Exceptional Item)

Code	Part I: Strategy Request	Expended 1995	Estimated 1996	Budgeted 1997	Requested 1998	Requested 1999
	Output Measures:				648	648
01	Number of surveillance activities conducted.				230	192
02	Number of consultations provided.				561	526
03	Number of enforcement actions taken.				87	52
04	Number of citizen/community activities implemented.				888	948
05	Number of licenses/registrations issued					
Objects of Expense:						
1001	Salaries and Wages				$211,872	$211,872
2000	Operating Costs				813,684	386,836
	Total, Objects of Expense				$1,025,556	$598,708
Method of Financing:						
	Program Generated Fees				$1,025,556	$598,708
	Total, Method of Financing				$1,025,556	$598,708
Number of Full-time Equivalent Positions (FTE)					8.0	8.0

Environmental Health Associateship
FY 1998-1999

Initiative Description: Nonionizing Radiation and Radioactive Materials Regulatory Program Increases

Strategy: A.1.3. Environmental Health

Program Name and Contact: Bureau of Radiation Control (BRC) - Richard Ratliff

I. Initiative Summary and Justification:

The use of high powered lasers in medical, dental, educational and industrial facilities, as well as in the entertainment industry, in Texas is rapidly increasing. These lasers are capable of causing serious permanent injury or death to users, patients or members of the general public if not used safely. There are approximately 1,500 high energy laser facilities and 400-500 users of radio frequency devices in Texas, a majority of which are not registered. We have not actively pursued the registration of nonionizing devices except for lasers in medical facilities and the entertainment industry (laser light shows) due to a lack of personnel. With the requested increases, the BRC will be able to register and effectively regulate these devices. Additional system support staff are needed to obtain parity with existing LAN support requirements.

In order to protect the public health and safety and the environment from unnecessary radiation exposure, it is necessary to use sensitive radiation detection and measurement equipment to evaluate radiation levels and radioactive material contamination in unrestricted areas. The same equipment is necessary during radiation incidents. New equipment must be purchased to replace older equipment obtained more than 15 years ago, add more sensitive and useful measurement/ detection equipment to improve regulatory controls, allow for proper laboratory processing of radiation samples taken in the field, and assure proper response to radiation emergencies throughout the state. The TDH laboratory must now charge fees for processing samples and increased funding for the BRC is crucial for processing radiation control samples. The requested equipment is essential for conducting a fully effective radiation control program in Texas. Since the U.S. Nuclear Regulatory Commission will no longer pay for training for our staff involved in the radioactive materials program, we have included these costs in this initiative.

The fees received by this program must be reappropriated to TDH as estimated so this initiative can be accomplished.

II. Fiscal Impact:

Summary of Salaries and Wages

Position Titles	# Req	Sal Grp	FY 1998	FY 1999
ENVIRONMENTAL QUALITY SPEC IV	4.0	17	122,352	122,352
SYSTEM SUPPORT SPEC IV	2.0	16	57,336	57,336
WORD PROCESSING OPERATOR II	1.0	8	17,052	17,052
CLERK III	1.0	6	15,132	15,132
Total Salaries and Wages	8.0	N/A	211,872	211,872

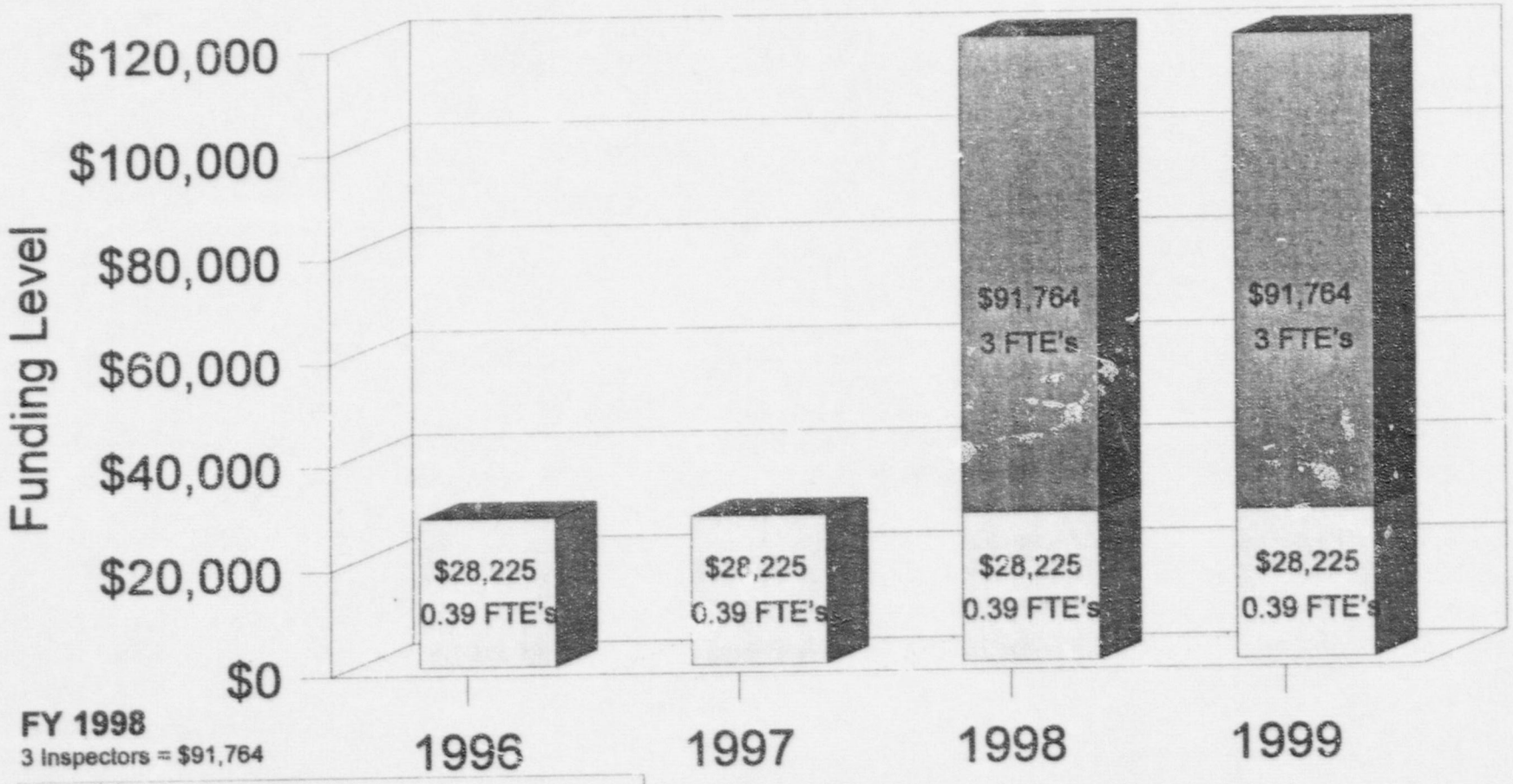
Total Fiscal Impact

OBJECTS OF EXPENSE	FY 1998	FY 1999
Salaries and Wages (from Summary above)	211,872	211,872
Other Personnel Costs	60,384	60,384
Operating Costs	397,091	252,919
Client Services		
Grants		
Capital Expenditures	236,263	0
Indirect Costs	119,946	73,533
Total Objects of Expense	1,025,556	598,708
METHOD OF FINANCING		
General Revenue		
General Revenue Related Fees (Specify): RMDFEE	1,025,556	598,708
Medical Assistance Payments from General Revenue		
Premium Credits		
Vendor Drug Rebates		
Fees, Consolidated General Revenue (Specify)		
Earned Federal Funds		
Federal Funds (Specify):		
Appropriated Receipts		
Appropriated Receipts, Chest Hospitals		
Appropriated Receipts, Medicaid Reimbursements		
Interagency Contracts		
State Highway Fund No. 006		
Total Method of Financing	1,025,556	598,708

III. Performance Measures Impact:

Measure Type/Number/Name	FY 1998	FY 1999
OUTPUT MEASURES:		
01 NUMBER OF SURVEILLANCE ACTIVITIES CONDUCTED	648	648
02 NUMBER OF CONSULTATIONS PROVIDED	230	192
03 NUMBER OF ENFORCEMENT ACTIONS TAKEN	561	526
04 NUMBER OF CITIZEN/COMM ACTIVITIES IMPLEMENTED	87	52
05 NUMBER OF LICENSES/REGISTRATIONS ISSUED	888	948

Nonionizing Program



FY 1998
3 Inspectors = $91,764

Nonionizing:	
3 Registration Positions	$62,772
2 System Support Positions	57,336
Equipment	92,788
Emp. Ben. & Indirect Costs	180,330
Rent, Travel, and Other Operating Exp.	47,705
Radioactive Materials:	
Equipment	190,147
Travel and Other Operating Exp.	132,714
TDH Laboratory (for samples)	170,000
Grand Total	$1,025,556

July 19, 1996
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FEE OVE W
BUREAU OF RADIATION CONTROL

The Bureau of Radiation Control (BRC) collects annual fees to recover regulatory costs under the statutory provisions of Health and Safety Code, Chapter 401. The statute does set the specific fees to be collected, but authorizes the Texas Board of Health, by rule, to set the fee amounts. The statute also authorizes collection of fees in addition to the annual fees for failure to pay the annual fee. See the attached sections of Chapter 401.

The BRC collects from the nuclear reactors actual expenses for emergency planning and implementation and environmental surveillance activities for the two nuclear reactor facilities in the state.

All fees collected by the BRC are deposited in the General Revenue Fund, with the exception of the mammography certification fees. Mammography registrants are charged a certification fee and a renewal fee and these funds are reappropriated to the program.