Indiana Department of Homeland Security

Radioactive Materials Control Program

Radioactive Materials Control Program Procedure 5.1, Revision 0

Qualifications and Training

Prepared By: **Date:**

Reviewed By: **Date:**

Approved By: **Date:**

Effective Date:

Revision	Date	Description of Changes
0		

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5.1-1 Health Physicist Qualification Journal

Qualifications and Training

1.0 PURPOSE

1.1 Applicability

1.1.1 This procedure defines the minimum essential elements of training required for each Health Physicist position and additional training required for the performance of specialized activities. The procedure also details the training required to maintain qualified technical staff.

1.1.2 The procedure describes the Qualifications Journal maintained by/for the Health Physicist.

1.2 References

1.2.1 NRC Inspection Manual Chapter 1248, "Qualification Programs for Federal and State Materials and Environmental Management Programs."

1.2.2 NRC Inspection Manual Chapter 1248, Appendix A, "Materials Health Physics License Review Qualification Journal.

1.2.3 NRC Inspection Manual Chapter 1248, Appendix B, "Materials Health Physics Inspector Qualification Journal."

1.2.4 NRC Inspection Manual Chapter 1248, Appendix F "Training Requirements and Qualification Journal for Decommissioning Inspector."

1.2.5 Indiana Radioactive Materials Control Program Rules

1.3 Files

1.3.1 Health Physics Qualifications Journal(s)

1.4 Definitions

1.4.1 Advanced training: Training beyond the core training that is used to enhance inspector or license reviewer expertise. Not required for all Health Physicists, however it is encouraged to increase the capabilities of the individual and the program.

1.4.2 Agency: The Radioactive Materials Control Program (RMCP) of the Indiana Department of Homeland Security (IDHS or Department).

1.4.3 Core Training: Fundamental classroom and on-the-job training required for an inspector or license reviewer.

1.4.4 Continued education: Education designed to update and maintain level of proficiency. Methods used may include training courses,

professional meetings, review of policy and guidance documents, reading professional journals or new letters, etc.

1.4.5 Inspector: A Health Physicist qualified to plan, perform, and document an inspection of a specific category of license and where appropriate, to prepare enforcement documents and review the response to such a document for adequacy.

1.4.6 Lead Inspector: A Health Physicist qualified to plan, supervise, and document an inspection by a team of inspectors. An inspector shall not act as a lead inspector in any category of license that they are not qualified, unless being evaluated or supervised by a qualified inspector. A lead inspector is responsible for review of a licensee's reply to a Notice of Violation (NOV) when a Team Inspection is conducted.

1.4.7 License Reviewer: A Health Physicist qualified to review, process, and document a specific category of licensing action. A license reviewer shall not perform a second review for any category of license for which they are not qualified.

1.4.8 On-the-job Training (OJT): A training method using structured hands-on activities to develop the required job-related knowledge and skills.

1.4.9 Program Orientation: Instructions provided to a new employee regarding state, Department, and RMCP policies, statutes, rules, and procedures.

1.4.10 Refresher Training: Additional training required after qualification that allows a staff member to maintain a "qualified" status.

1.4.11 Specialized Training: Additional training necessary for each category of radioactive material use, such as medical, industrial radiography, well logging, large irradiators, etc. Specialized training in processing allegations, medical events, over exposures, and incidents may also be necessary.

1.4.12 Trainee: A Health Physicist assigned to the Radioactive Materials Control Program, working on qualification in an inspection or license action program.

2.0 RESPONSIBILITIES

2.1 Health Physicist (HP)

2.1.1 Assists in the orientation of new employees in the RMCP and ensures he/she has access to copies of the Indiana Radioactive Material Control Program rules, RMCP procedures, NRC guidance and other required or relevant documents for training.

2.1.2 Maintains his/her personal training records and Qualifications Journals.

2.2 Senior Health Physicist (S/HP)

2.2.1 When qualified in each program type, is responsible for assisting trainees in becoming qualified, as assigned.
2.2.2 Participates in a continuing education program, refresher training, specialized training, and qualification programs, as assigned.

2.3 Radiation Control Program Director (RCPD)

2.3.1 Manages the training and qualification program.
2.3.2 Assures that a qualified staff is available to adequately perform the RMCP licensing, inspection, and enforcement activities.
2.3.3 Periodically audits the RMCP training and qualification program.

3.0 PROCEDURE

IDHS and RMCP orientation shall be provided by the RMCP staff and Indiana State Personnel Department staff. Attachment #. #-# Health Physicist Qualification Journal is used to document self-study, formal, on-the-job, core, specialized, enhancement, refresher training, and continuing education to satisfy the requirements of NRC Inspection Manual Chapter 1248, "Qualification Programs for Federal and State Materials and Environmental Management Programs" and its appendices to qualify and maintain qualification as an Inspector and License Reviewer.

The qualification journal contains a detailed series of activities and study areas. The Health Physicist will complete the activities in the qualification journal usually within two years after hire. If more than two years is needed to complete their qualification journal, the RCPD may grant an extension. The RCPD may designate qualified staff members to sign and verify qualification for the training activities completed.

3.1 Required Initial Training

The self-study, core training, and on-the-job training described below is required for all Health Physicists assigned to the RMCP to perform inspections of material licensee's facilities and to process radioactive material licensing actions. Credit for training may be granted by the RCPD for applicable education, training, and/or experience received prior to joining the RMCP.

3.1.1 Self-Study: The trainee is responsible for completing the following activities and for having completion signed off in their Qualification Journal by the RCPD or assignee, as soon as possible. The new employee should be encouraged to ask questions of and assistance from other Health Physicists with more experience in the RMCP.

- Review of Indiana Radioactive Materials Control Rules.
- Review of RMCPPs.
- Review of appropriate NRC Regulatory Guides.
- Review of NUREG-1556, "Consolidated Guidance About Materials Licenses."

- Review of NUREG-1757, “Consolidated Decommissioning Guidance”
- Review of NUREG-2155, “Implementation Guidance for 10 CFR Part 37, ‘Physical Protection of Category 1 and Category 2 Quantities of Radioactive Material’”
- Review of current and historical (as needed) RMCP reading file.
- Review of appropriate NRC Information Notices.
- Review of appropriate RMCP Information Notices.

3.1.2 Core Training: The following courses are fundamental formal classroom training requirements. Attendance at these courses will be scheduled, as openings become available, through the NRC or equivalent training courses. The RCPD may grant an exemption to courses based on previous education and/or training.

- Fundamental Health Physics Self-Study (H-122S)
- Transportation of Radioactive Materials Self-Study (H-308S)
- Inspection Procedures (G-108)
- Licensing Practices & Procedures (G-109)
- Root Cause/Incident Investigation Training (G-205)

3.1.3 On-the-Job Training (OJT): The following activities, Inspection (I) and Licensing (L), shall be conducted in concert with a qualified inspector or license reviewer at a specific category licensee facility or on a specific category license action. Items (I) and (L) shall be completed for each of the principal categories of licensees and licensing actions. These are identified in the table in Section 3.2 below. The individual actions shall be conducted at different licensee facilities or on different license actions. The trainee shall inspect, or process license actions as follows:

3.1.3.1 Type (I) Inspection of Specific Categories of Licensees

3.1.3.1.1 Trainee observes the qualified inspector preparing for and conducting an inspection. During the inspection, the trainee may be assigned minor duties that don’t interfere with the observation of the inspection.

3.1.3.1.2 Under the supervision of the qualified inspector, the trainee prepares for, conducts, and records findings for assigned parts of the inspection.

3.1.3.1.3 Under the observation of the RCPD, or other RMCP staff as assigned, the trainee prepares for and conducts an inspection, including recording inspection findings and preparing enforcement correspondence. If problems are observed, this activity should be repeated.

3.1.3.2 Type (L) Processing of Specific Categories of License Licensing Actions

3.1.3.2.1 The trainee is provided examples of standard licenses, access to the NUREG-1556 Series, Indiana Radioactive Materials Control Rule, standard form letters, standard deficiency paragraphs, reviewer

checklists, and standard license formats and assigned directed review of selected licensing case work. Directed review consists of:

3.1.3.2.1.1 Trainee observes the review processing an application for a license or a license renewal in entirety.

3.1.3.2.1.2 Trainee will be assigned sample licensing actions for evaluation.

3.1.3.2.1.3 Trainee shall be assigned processing of selected license actions under the supervision of a reviewer.

3.1.3.2.2 Under the supervision of a reviewer, the trainee processes a license application or a license renewal in entirety, including preparing the license, tying-down all license conditions, and recommending the license for signature to the license reviewer. This step should be conducted twice with different reviewers and licensing actions.

3.1.3.2.3 Under the observation of the RCPD or assignee, the trainee processes an application for license or an application for license renewal in entirety, including preparing the license, tying down all license conditions, and recommending the license to the RCPD or assignee for signature. If problems are identified this step may be repeated.

3.2 Qualified Inspector and/or License Reviewer

3.2.1 The trainee becomes qualified as an inspector or license reviewer in one or more of the various core program categories by obtaining skills as described in the following table by completing the classroom, on-the-job training, and supervised inspections as described in subsection 3.1 items have been completed and signed-off in the trainee's Qualification Journal. The list of items and training is not meant to be an exhaustive list, equivalent trainings may be substituted after review by RCPD and/or Senior HP. The skill should be assessed based on items completed and inspector competency. Not all items are required to demonstrate competency. A trainee becomes qualified as an inspector or license reviewer as follows:

Skill	Items
General Inspection Procedures	Review of RMCP Inspection Procedures Inspection Procedures Training (G-108)
Knowledge of Health Physics	Introductory Health Physics Self-Study (H-117S)

	Fundamental Health Physics Self-Study (H-122S) Fundamental Health Physics Lab (H-122 Labs) Advanced Health Physics (H-201) ORAU Radiations Safety Officer Training
Radiological Survey Equipment and Instrumentation	Fundamental Health Physics Lab (H-122 Labs)
Transportation & Material Receipt	Transportation of Radioactive Materials Self-Study (H-122S)
Dosimetry & Personnel Monitoring	Internal Dosimetry Self-Study (H312-S)
Environmental Monitoring	Environmental Monitoring and Air Sampling for Radioactive Use Self Study (H-130S)
Radiological Emergency Management	Root Cause/Incident Investigation Workshop (G-205)

3.3 Specialized Training

3.3.1 In addition to the above Type I and/or Type L training and OJT requirements, the inspector and/or reviewer may become qualified in the following skills for more complex programs and elements, items shown below are not exhaustive of all potential trainings to show competency in related areas.

Specialized Skills	Program Codes Covered	Items
Medical Institutions with Written Directive	02120, 02240, 02300, 02230, 02231, 02500	Medical Uses of Radiation (H-317S) Brachytherapy, Gamma Knife & Other Medical Uses (H-313)
Enhanced Security Requirements 10 CFR 37 (Includes Industrial Radiography and Well Logging and Irradiators)	03310, 03320, 03110, 03111, 03112	Materials Control & Security Systems & Principles (S-201) Smell Vessel Security for Rural Communities (AWR-311) Safety Aspects of Well Logging (H-314) Industrial Radiography (H-305) Irradiator Technology (H-315)
Decontamination Services & Decommissioning	03219	MARSSIM Self-Study (H-121S) MARSAME Self-Study (H-120S) Characterization and Planning for Decommissioning Self-Study (H-115S)
Broad Type Research and Development	03610, 03611, 03612	Health Physics Statistics (H-301S) Visual Sampling Plan (H-500)

3.4 Refresher Training

3.4.1 Qualified materials license reviewers and inspectors must maintain their qualification by completing 24 hours of refresher training in a requalification schedule of 24 months. The beginning of each requalification cycle will be determined using the month and year the inspector completed their initial qualification.

3.4.2 Refresher training may relate to various health and safety or security topics. Examples of training that may be considered include external training courses such as those for Preventative Radiological Nuclear Detection (PRND) or Radiological Emergency Preparedness (REP), directed self-study courses related to health and safety of security from the Health Physics Society (HPS), Conference of Radiation Control Program Directors (CRCPD), or other training approved by the RCPD.

Examples of other training that may be considered include:

- NRC-sponsored technical training
- State sponsored technical training
- Webinars sponsored by NRC, State or vendors
- External training courses provided by vendors or universities
- Lectures given at professional organizations
- State developed presentations in subjects related to health and safety, security, or regulation of radioactive materials

3.4.3 Before taking refresher training, Radioactive Materials Control Program staff should receive approval from the RCPD to confirm that the training will be credited as refresher training.

3.5 Interim Qualifications

3.5.1 A staff member who has not completed the requirements for final certification in his or her qualification program may obtain interim qualification to perform work activities in the discipline for which prescribed training has been completed.

3.5.2 The staff member's supervisor, S/HP, and or RCPD will recommend and grant interim qualification after evaluating staff member's body of work. As well as which program categories interim qualification is appropriate.

3.5.3 This work can be used as additional experience and justification to grant a staff member completion in an area or skill.

3.5.4 Additional interim qualifications or adjustments to approved interim qualifications can be made before full qualification as skills and knowledge improve.

3.5.5 Approval of interim qualification will be documented, and record kept in the staff member's file.

4.0 Records

4.1 Health Physicist Qualification Journal

4.2 Electronic records are found in Web-Based Licensing

5.0 Attachments to RMCPP 5.1

Attachment 5.1-1 Health Physics Qualification Journal

Applicability:

This Qualification Journal implements Radioactive Materials Control Program Procedure Section #. #, “Qualifications and Training” by documenting the qualifications and training of Radioactive Materials Control Program (RMCP) Health Physicists performing inspection at materials licensed facilities and processing licensing actions for radioactive materials licensees. The Qualifications Journal provides traceable documentation that the minimum requirements are met for each RMCP Health Physicist.

The Qualification Journal consists of a series of qualification guides and signature blocks. Each signature block is used to document task completion as indicated by the appropriate signature. The corresponding qualification guide establishes the minimum knowledge levels or areas of study that must be completed for each signature block. The trainee should complete the self-study section of the qualifications before starting on the other sections.

Indiana Department of Homeland Security
Radioactive Materials Control Program

ATTACHMENT 5.1-1
Radioactive Materials Control Program
Health Physicist
Qualification Journal

NAME: _____

TITLE: _____

SELF STUDY

IDHS/RMCP ORIENTATION

A. New Employee Processing	Trainee	Date
B. Facility Tour and Introductions	RCPD	Date
C. Review of IDHS and RMCP organization	Trainee	Date
D. Discussion of IDHS and RMCP organization	RCPD	Date

INDIANA RADIOACTIVE MATERIALS CONTROL REGULATIONS

A. Familiarization with 290 IAC 3	Trainee	Date
B. Discussion of contents of 290 IAC 3	RCPD	Date

RMCP POLICIES AND PROCEDURES

A. Familiarization with RMCP Policies and Procedures	Trainee	Date
B. Discussion of contents of RMCP Policies and Procedures	RCPD	Date

REGULATORY GUIDANCE

A. Review of Selected IDHS RMCP Regulations	Trainee	Date
B. Discussion of Selected IDHS RMCP Regulations	RCPD	Date
C. Review of Selected NRC Bulletins and Information Notices	Trainee	Date
D. Discussion of Selected NRC Bulletins and Information Notices	RCPD	Date

NUREG-1556, “Consolidate Guidance About Materials Licenses”

A. Review of NUREG-1556		

	Trainee	Date
B. Discussion of NUREG-1556	_____	_____
	RCPD	Date

FORMAL TRAINING

Copies of formal training certifications or the basis for exemption to the specific course should be appended to the back of this document if additional space is needed.

CORE SKILLS

1. General Inspection Procedure Required: a and b or adequate substitutes/exceptions. Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Review of RMCP Inspection Procedure Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See notes
b. Inspection Procedures NRC Course (G-108) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
c. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
Notes:	
2. Knowledge of Health Physics: a, b, and c or adequate substitutes/exceptions. Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Introductory Health Physics Self-Study (H-117S) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
b. Fundamental Health Physics Self-Study (H-122S) Dates: _____	☐ Yes ☐ No

S/HP or RCPD: _____	☐ See Notes
c. Advanced Health Physics (H-201) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
d. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
Notes:	
3. Radiological Survey Equipment & Instrumentation: a or adequate substitute. Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Fundamental Health Physics Lab (H-122L) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
b. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
Notes:	
4. Transportation & Material Receipt: a or adequate substitute Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Transportation of Radioactive Materials Self-Study (H-122S) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes

b. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
Notes:	
5. Dosimetry & Personnel Monitoring: a or adequate substitute. Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Internal Dosimetry Self-Study (H312-S) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
b. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
Notes:	
6. Environmental Monitoring: a or adequate substitute. Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Environmental Monitoring and Air Sampling for Radioactive Use Self-Study (H-130S) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
b. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
Notes:	

7. <u>Radiological Emergency Management and Incident Investigation:</u> a or adequate substitute. Qualified Skill Sign Off	RCPD: _____ Date: _____
a. Root Cause/Incident Investigation Workshop (G-205) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
b. Other (Must explain in notes) Dates: _____ S/HP or RCPD: _____	☐ Yes ☐ No ☐ See Notes
<u>Notes:</u>	

SPECIALIZED TRAINING AND SKILLS

1. <u>Medical Institutions with Written Directive Required / Emerging Technologies</u>	RCPD: _____ Date: _____
a. Medical Uses of Radiation (H-317S)	☐ Yes ☐ No ☐ See Notes
b. Brachytherapy, Gamma Knife & Other Medical Uses (H-313)	☐ Yes ☐ No ☐ See Notes
<u>Notes:</u>	
2. <u>Enhanced Security Requirements (10 CFR 37)</u> Includes Industrial Radiography, Well Logging and Irradiators	RCPD: _____ Date: _____

a. Materials Control & Security Systems & Principles (S-201)	☐ Yes ☐ No ☐ See Notes
b. Industrial Radiography (H-305)	☐ Yes ☐ No ☐ See Notes
c. Irradiator Technology (H-315)	☐ Yes ☐ No ☐ See Notes
Notes:	
3. <u>Decontamination Services & Decommissioning</u>	RCPD: _____ Date: _____
a. MARSSIM Self-Study (H-121S)	☐ Yes ☐ No ☐ See Notes
b. MARSAME Self Study (H-120S)	☐ Yes ☐ No ☐ See Notes
c. Characterization and Planning for Decommissioning Self-Study (H-115S)	☐ Yes ☐ No ☐ See Notes
Notes:	
4. <u>Broad Type Research and Development</u>	RCPD: _____ Date: _____
a. Health Physics Statistics (H-301S)	☐ Yes ☐ No

	☐ See Notes
Notes:	

REFRESHER TRAINING

A.
Dates Attended: RCPD:
Hours:

B.
Dates Attended: RCPD:
Hours:

C.
Dates Attended: RCPD:
Hours:

D.
Dates Attended: RCPD:
Hours:

E.
Dates Attended: RCPD:
Hours:

F.
Dates Attended: RCPD:
Hours:

G.
Dates Attended: RCPD:
Hours:

H.
Dates Attended: RCPD:
Hours:

I.
Dates Attended: RCPD:
Hours:

J.
Dates Attended: RCPD:
Hours:

ON-THE-JOB TRAINING
INSPECTIONS

A. Research Institutions
Program 01100-01120 Academic
Program 03610-03612 Research and Development

1) Trainee observes an Inspector preparing for and conducting an inspection of a research institution licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two research institution licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for a research institution licensee.

Licensee: _____ Date: _____

RCPD: _____

B. Complex Medical Institutions
Program 02110 – Medical Institution – Broad Scope
Program 02120 Medical Institution – Written Directive Required
Program 02230/02300 - HDR or Teletherapy
Program 02231 – Medical Mobile Services Written Directive Required
Program 02240 - Emerging Technologies

1) Trainee observes an Inspector preparing for and conducting an inspection of a complex medical institution licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two complex medical institution licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for a complex medical institution licensee.

Licensee: _____ Date: _____

RCPD: _____

C. Fundamental Medical Institutions
Program 02121 – Medical Institution Written Directive Not Required

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 02121 licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two Program 02121 licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for a Program 02121 licensee.

Licensee: _____ Date: _____

RCPD: _____

D. Animal Use Institutions
Program 02400 – Veterinary Nonhuman Subjects
Program 02410 – In-Vitro Testing Laboratories Nonhuman Use

1) Trainee observes an Inspector preparing for and conducting an inspection of an animal use licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two animal use licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for an animal use licensee.

Licensee: _____ Date: _____

RCPD: _____

E. Radioisotope Production and Distribution
Program 02500 – Nuclear Pharmacy
Program 03210 – Radionuclide Production Using an Accelerator

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 02500 licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two Program 02500 licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for a Program 02500 licensee.

Licensee: _____ Date: _____

RCPD: _____

F. Measuring Systems
Program 03120 – Measuring Systems – Fixed Gauges
Program 03121 – Measuring Systems – Portable Gauges
Program 03122 – Measuring Systems - Analytical Instruments
Program 03124 – Measuring Systems - Other

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 03121 licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two Program 03121 licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for a Program 03121 licensee.

Licensee: _____ Date: _____

RCPD: _____

G. Core Program 03219 – Decontamination Services

1) Trainee observes an Inspector preparing for and conducting an inspection of a Program 03219 licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two Program 03219 licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for a Program 03219 licensee.

Licensee: _____ Date: _____

RCPD: _____

H. Enhanced Security Requirement Institutions
Program 03310/03320 – Industrial Radiography
Program 03510 – Irradiators Self-Shielded less than or equal to 10,000 Curies
Note: Higher activity complex medical institutions may count in this category if subject to 10 CFR 37 requirements.

1) Trainee observes an Inspector preparing for and conducting an inspection of an enhanced security requirement licensee.

Licensee: _____ Date: _____

Inspector: _____

2) Under the supervision of an Inspector, Trainee prepares for, conducts and records findings of selected portions of at least two Program enhanced security requirement licensee inspections.

Licensee: _____ Date: _____

Inspector: _____

Licensee: _____ Date: _____

Inspector: _____

3) Under the observation of the RCPD, or their designee, the Trainee prepares for and conducts an inspection, including recording of inspection findings and preparing, as necessary, enforcement correspondence for an enhanced security requirement licensee.

Licensee: _____ Date: _____

RCPD: _____

Licensing

A. Research Institutions
Program 01100-01120 Academic
Program 03610-03612 Research and Development

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process a research institution application for license or a license renewal in entirety.

Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected research institution amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two research institution applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process a research institution application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

B. Complex Medical Institutions

Program 02110 – Medical Institution – Broad Scope
Program 02120 Medical Institution – Written Directive Required
Program 02230/02300 - HDR or Teletherapy
Program 02231 – Medical Mobile Services Written Directive Required
Program 02240 - Emerging Technologies

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process a complex medical institution application for license or a license renewal in entirety.

   Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected complex medical institution amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two complex medical institution applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process a complex medical institution application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

C. Fundamental Medical Institutions
Program 02121 – Medical Institution Written Directive Not Required

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process a Program 02121 application for license or a license renewal in entirety.

   Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 02121 amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two Program 02121 applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process a Program 02121 application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

D. Animal Use Institutions
Program 02400 – Veterinary Nonhuman Subjects
Program 02410 – In-Vitro Testing Laboratories Nonhuman Use

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process an animal use institution application for license or a license renewal in entirety.

   Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected animal use institution amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two animal use institution applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process an animal use institution application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

E. Radioisotope Production and Distribution
Program 02500 – Nuclear Pharmacy
Program 03210 – Radionuclide Production Using an Accelerator

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process a radioisotope production and distribution application for license or a license renewal in entirety.

Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected radioisotope production and distribution amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two radioisotope production and distribution applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process a radioisotope production and distribution application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

F. Measuring Systems

Program 03120 – Measuring Systems – Fixed Gauges
Program 03121 – Measuring Systems – Portable Gauges
Program 03122 – Measuring Systems - Analytical Instruments
Program 0312 – Measuring Systems - Other

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process a measuring systems application for license or a license renewal in entirety.

   Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected measuring systems amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two measuring system applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process a measuring system application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

G. Program 03219 – Decontamination Services

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process a Program 03219 application for license or a license renewal in entirety.

   Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 03219 amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two Program 03219 applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process a Program 03219 application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

H. Enhanced Security Requirement Institutions
Program 03310/03320 – Industrial Radiography
Program 03510 – Irradiators Self-Shielded less than or equal to 10,000 Curies
Note: Higher activity complex medical institutions may count in this category if subject to 10 CFR 37 requirements.

1) Trainee is assigned directed review of selected licensing casework and observes a License Reviewer process an enhanced security requirement institution application for license or a license renewal in entirety.

   Under supervision of a License Reviewer, the Trainee shall be assigned processing of three to five selected Program 03310/03320 amendments.

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

License: _____ Amendment Type: _____

Reviewer: _____ Date: _____

2) Under the supervision of License Reviewers, Trainee process two enhanced security requirement applications for license or applications for a license renewal in entirety and recommends the license for signature.

License: _____ Date: _____

Reviewer: _____

License: _____ Date: _____

Reviewer: _____

3) The Trainee shall process an enhanced security requirement application for license of license renewal in entirety, including preparing the license, tying down all license conditions and recommending the license to the RCPD for signature.

License: _____ Date: _____

RCPD: _____

Qualification At A Glance Name:

Inspections

Training Completed	Date	OJT Completed	Date	Qualified Program	Date
Advanced HP (H-201)		All Broad – Except Med		01100-01120, 03610-03630, 03211-03213	
Inspect Procedures (G-108)		Fixed & Port. Gauges		03120/03121	
Transport of RadMat (H-308)		In-Vitro		02410	
Advanced HP (H-201)		Med Inst. – (Broad)		02110-02113	
Inspect Procedures (G-108)		WD not required		02121/02201	
Med Uses of Rad (H-312S)		WD required		02120/02200	
Transport of RadMat (H-308)		Mobile		02220/02231	
		HDR/Teletherapy		02230/02300	
		Other Med Uses		02240	
		Veterinary		02400	
Advanced HP (H-201)		Nuclear Pharmacy		02500	
Inspect Procedures (G-108)					
Med Uses of Rad (H-312S)					
Transport of RadMat (H-308)					
Advanced HP (H-201)		Ind. Radiography		03310/03320	
Inspect Procedures (G-108)					
Saf. Asp. Ind. Rad (H-305)					
Med Uses of Rad (H-312S)		Gamma Knife		02310	
Transport of RadMat (H-308)					
Mat Con & Sec Sys (S-201)					
Advanced HP (H-201)		Irradiator		03521	
Inspect Procedures (G-108)					
Transport of RadMat (H-308)					
Irradiator Tech (H-315)					
Advanced HP (H-201)		Decomm. Facilities		03900	
Inspect Procedures (G-108)					
Transport of RadMat (H-308)					
MARSAME (H-120S)		Decon Services		03219	

Licensing

Advanced HP (H-201)		All Broad – Except Med		01100-01120, 03610-03630, 03211-03213	
Lic Prac & Proc (G-109)		Fixed & Port. Gauges		03120/03121	
Transport of RadMat (H-308)		In-Vitro		02410	
Advanced HP (H-201)		Med Inst. – (Broad)		02110-02113	
Lic Prac & Proc (G-109)		WD not required		02121/02201	
Med Uses of Rad (H-312S)		WD required		02120/02200	
Transport of RadMat (H-308)		Mobile		02220/02231	
		HDR/Teletherapy		02230/02300	
		Other Med Uses		02240	
		Veterinary		02400	
Advanced HP (H-201)		Nuclear Pharmacy		02500	
Lic Prac & Proc (G-109)					
Med Uses of Rad (H-312S)					
Transport of RadMat (H-308)					
Advanced HP (H-201)		Ind. Radiography		03310/03320	
Lic Prac & Proc (G-109)					
Saf. Asp. Ind. Rad (H-305)					
Med Uses of Rad (H-312S)		Gamma Knife		02310	
Transport of RadMat (H-308)					
Mat Con & Sec Sys (S-201)					
Advanced HP (H-201)		Irradiator		03521	
Lic Prac & Proc (G-109)					

Transport of RadMat (H-308) Irradiator Tech (H-315)					
Advanced HP (H-201) Lic Prac & Proc (G-109) Transport of RadMat (H-308) MARSAME (H-120S)		Decomm. Facilities Decon Services		03900 03219	