

Erickson, Randy

From: Jared Thompson [Jared.Thompson@arkansas.gov]
Sent: Wednesday, July 15, 2009 10:57 AM
To: Erickson, Randy
Cc: Renee Mallory; Bernard Bevill; Angela Minden; David D. Snellings, Jr.; Katia Gray; Kayla Avery; Robert Pemberton; Steve Mack; Tammy Kriesel
Subject: Revised PIP & Quarterly Report
Attachments: RCPPIP 07-10-2009.doc; QRT Memo-03-2009.doc

Randy,

Attached is the revised PIP dated July 10, 2009 which reflects the information completed for the 2nd Quarter 2009. Also attached is the Quarterly report dated July 10, 2009 submitted to Renee Mallory.

If you have any questions, please contact me at 501-661+2173.

Jared W. Thompson, Program Manager
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Life is tough. Life is tougher when you are stupid. John Wayne

**ARKANSAS DEPARTMENT OF HEALTH
RADIOACTIVE MATERIALS PROGRAM**

MEMORANDUM

TO: Renee Mallory, Branch Chief
Health Systems Licensing & Regulation Branch

FROM: Jared W. Thompson, Program Manager

DATE: July 10, 2009

SUBJECT: **Quarterly Report – Performance Improvement Plan**

Enclosed for your review is RAM Program statistical information required by the Performance Improvement Plan and Progress Report (PIP). The PIP has also been modified for your review and approval.

I.B.2 Quarterly Formal Training Completed

Kayla Avery	Troxler Portable Gauge	April 11, 2009
Angela Minden	Troxler Portable Gauge	April 11, 2009
Kayla Avery	Inspection Procedures	April 27-May 1, 2009
Katia Gray	MARSSIM	April 27-April 30, 2009

I.C.1. Quarterly Inspector Trainees On-Job-Training

Layne Pemberton, Tammy Kriesel, Kayla Avery and Angela Minden accompanied qualified inspectors on at least 1 inspection per month during the quarter. Pemberton did not have an accompanied inspection during June 2009.

Overall there were 16 accompanied inspections for on-the-job training.

I.C.2. Quarterly Expectations of Progress Reports

Five progress reports have been updated and reviewed with staff. These are attached for you review.

E. Quarterly Inspection Statistics

1. **Core Inspections:** 9 Core Inspections were assigned for the quarter and 8 were completed. There is one core inspection in backlog.
2. **Priority 4 & 5 Inspections:** 18 Priority 4 & 5 Inspections were assigned for the quarter. 16 inspections were completed during the quarter.
3. **Backlog Inspections:** One core and 4 other backlog inspections were completed during the quarter.
4. **Other Inspections/Incidents:** 1 reciprocity inspections were conducted during the quarter.
 - a. Nucor Steel Stuck Shutter: January 20, 2009 Investigation: closed
 - b. Honeywell Leaking Source: December 2008 Investigation: closed
 - c. Shaw Mid-State Pipe Source Retrieval: June 2009 Investigation: closed
 - d. Albemarle Stuck Shutter: June 2009 Investigation: closed

- e. Jefferson Regional Allegation: June 2009
- f. UAMS Irradiator Delivery: June 2009

Investigation: closed

Backlog Inspection Statistics as of June 30, 2009

Priority I	1
Priority II	0
Priority III	0
Priority IV	0
Priority V	2
TOTAL	3

II. Quarterly Licensing Statistics

1. Licensing Staff: RAM staff is required to assist in the licensing program, including but not limited to, reviewing and issuing amendments, reviewing and issuing new licenses and reviewing and issuing renewal licenses. RAM staff appears to be spending approximately 25% time on renewal backlog.
 - 44 Amendments were issued during this quarter.
2. Renewal Licensing Actions: RAM staff completed at least 3 renewal-licensing actions per month during the quarter. This resulted in the issuance of 2 renewals during the quarter.
 - Two licenses was terminated during the quarter.
 - Two new license was issued during the quarter.

License Renewal Backlog Statistics as of June 30, 2009

RAM Licenses (1998-2009)	98
Industrial/Academic/Cyclotron	3
TOTAL	101

Active RAM Program Licenses as of June 30, 2009

RAM	225
Industrial/Academic/Cyclotron	10
TOTAL	235

If you would like to review specific information or have any questions related to this report, please contact me.

cc: Bernard Bevil, Section Chief
Radiation Control Section

Performance Improvement Plan and Progress Report
JULY 10, 2009
Radioactive Materials Program
Arkansas Department of Health

Recommendation	Task	Milestones	Assigned To	Anticipated Completion Date	Status	Actual Completion Date
I. State evaluate current and future staffing needs and business processes to develop and implement a strategy that improves the efficiency of the Program to ensure its continued adequacy and compatibility.	A. Identify staff shortages and obtain adequate staff.	1. Conduct hiring interviews and complete hiring for 100% of vacant positions.	Thompson/Bevill	12/31/2008	Fully staffed as of May 4, 2009.	Technical Staff completed on December 16, 2008.
	B. Ensure training courses for technical/professional development.	1. Develop an ongoing annual training program.	Thompson	11/30 of each calendar year to approve for the upcoming year	Training plan for 2009 completed on November 3, 2008.	
	2. Assure implementation of annual training program with quarterly status reports to administration.	3. Branch Chief will meet with RAM staff quarterly to discuss program issues and status reports.	Thompson/Bevill	4/15/08	Quarterly report dated July 14, 2009.	
			Mallory	4/30/08 and quarterly thereafter	Quarterly Meeting – July 14, 2009	

<p>D. Ensure retention by improving salary structure.</p>	<p>1. Establish new entry-level salary for new HPs.</p> <p>2. Elevate current staff's salaries to new entry-level salary.</p>	<p>Mallory/Smith</p> <p>Mallory/Smith</p>	<p>10/07</p> <p>11/07</p>	<p>Completed 10/31/2007. Implementation of new state wide pay plan to begin June 28, 2009.</p> <p>Completed</p>	<p>10/31/07</p> <p>11/15/07</p>
<p>C. Perform internal training for each staff member in accordance with RAM policy 07.0 in order that each individual becomes qualified inspectors/license reviewers. (See attached policy)</p>	<p>1. Each trainee will receive at least one inspection with accompaniment by a qualified inspector each month until ability to conduct inspections is determined.</p> <p>2. Expectations of progress will be developed for each trainee toward becoming qualified inspectors.</p> <p>3. Quarterly status reports will be submitted to administration.</p> <p>4. Branch Chief will meet with RAM staff quarterly to discuss program issues and status reports.</p>	<p>RAM Trainees and Inspectors/Thompson</p> <p>Thompson/Bevill</p> <p>Thompson/Bevill/Mallory</p> <p>Mallory</p>	<p>Initiated on 12/19/2007. On-going.</p> <p>03/31/08, 06/30/2008</p> <p>10/13/2008</p> <p>4/15/08 and quarterly thereafter</p> <p>4/30/08 and ongoing</p>	<p>at least one inspection accompaniment during quarter. Pemberton has accompaniments in April – May 2009 and none for June.</p> <p>Progress reports completed and reviewed with staff.</p> <p>On-going with bi-weekly monitoring</p> <p>Quarterly Meeting – July 14, 2009</p>	<p>03/31/2008, 06/30/2008, 10/13/2008, 01/15/2009, 04/14/2009, 07/14/2009</p>

		<p>3. Modify and implement HP training salary plan to increase the reward for professional development.</p> <p>4. Prepare legislation to increase RAM Program Fees for 2009 Arkansas General Assembly.</p>	<p>Bevill/Mallory/Smith</p> <p>Bevill/Mallory/Smith</p>	<p>7/1/08</p> <p>06/03/2009</p>	<p>New Training salary plan will be developed to mesh with new state pay plan. Approval and implementation pending.</p> <p>As discussed in previous NRC calls, the increase in RAM fees is not part of the Department's 2009 legislative package.</p>	<p>10/13/2008</p>
		<p>4. Establish indicators to measure RAM program performance in inspections and licensing to ensure public health and safety.</p>				
	<p>1. At least 12 core inspections will be conducted quarterly.</p> <p>2. At least 10 priority 4 and 5 inspections will be conducted quarterly.</p> <p>3. As inspections are completed in 1 and 2 above, at least 3 backlog inspections will be completed base on priority and due date.</p> <p>4. Quarterly status reports will be submitted to administration.</p> <p>5. Branch Chief will meet with RAM staff quarterly to discuss status reports.</p>	<p>Inspectors/Thompson</p> <p>Thompson/Bevill</p> <p>Inspectors/Thompson</p> <p>Thompson/Bevill</p> <p>Inspectors/Thompson</p> <p>Thompson/Bevill</p>	<p>10/1/08 and quarterly thereafter</p> <p>10/1/08 and quarterly thereafter</p> <p>1/1/08 and quarterly thereafter</p> <p>1/1/08 and quarterly thereafter</p> <p>1/1/08 and quarterly thereafter</p> <p>4/15/08 and quarterly thereafter</p> <p>4/30/08 and ongoing</p>	<p>8 of 9 core inspections have been completed during quarter.</p> <p>16 of 18 inspections completed during April/May.</p> <p>8 Other backlog inspections completed during the quarter.</p>	<p>On-going with bi-weekly monitoring</p> <p>Quarterly Meeting – July 14, 2009</p>	

<p>II. Department Management develops and implements an action plan to reduce the licensing renewal backlog.</p>	<p>A. Reduce the licensing renewal backlog.</p>	<p>1. Implement and strive to achieve with all RAM Staff within the Program a balance in inspection and licensing activities in order to improve staff training and enhance Program stability.</p>	<p>Thompson, RAM Staff</p>	<p>11/01/2008</p>	<p>Renewal licensing activities were performed approximately 25% of the work time compared to inspection duties.</p>	<p>Two renewals have been issued during the quarter.</p>	<p>On-going with bi- monthly monitoring</p>	<p>Quarterly Meeting – July 14, 2009.</p>
<p>4. At least three renewal licenses will be reviewed each month. Note: Program anticipates an increase in the number of licenses reviewed as staff becomes experienced and qualified.</p>	<p>2. At least three renewal licenses will be reviewed each month. Note: Program anticipates an increase in the number of licenses reviewed as staff becomes experienced and qualified.</p>	<p>Thompson</p>	<p>Initiated on 12/15/07</p>	<p>Two renewals have been issued during the quarter.</p>	<p>On-going with bi- monthly monitoring</p>	<p>On-going with bi- monthly monitoring</p>	<p>4/15/08 and quarterly thereafter</p>	<p>4/30/08 and ongoing</p>
<p>3. Quarterly status reports will be submitted to administration.</p>	<p>3. Quarterly status reports will be submitted to administration.</p>	<p>Thompson/Bevill/Mallory</p>	<p>4/15/08 and quarterly thereafter</p>	<p>On-going with bi- monthly monitoring</p>	<p>On-going with bi- monthly monitoring</p>	<p>On-going with bi- monthly monitoring</p>	<p>4/15/08 and quarterly thereafter</p>	<p>4/30/08 and ongoing</p>
<p>4 Branch Chief will meet with RAM staff quarterly to discuss status reports.</p>	<p>4 Branch Chief will meet with RAM staff quarterly to discuss status reports.</p>	<p>Mallory</p>	<p>4/30/08 and ongoing</p>	<p>Quarterly Meeting – July 14, 2009.</p>	<p>Quarterly Meeting – July 14, 2009.</p>	<p>Quarterly Meeting – July 14, 2009.</p>	<p>4/30/08 and ongoing</p>	<p>4/30/08 and ongoing</p>