

Erickson, Randy

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Sent: Friday, January 06, 2012 1:04 PM
To: Erickson, Randy
Cc: Brian Goretzki
Subject: PIP form AZ
Attachments: Improvementplan2010J(1-6-12).doc

Performance Improvement Plan and Progress Report
 December 31, 2011
 Arizona Radiation Regulatory Agency

Recommendations	Task	Milestones	Assigned to	Anticipated Completion Date	Status	Actual Completion Date
1. The review team recommends that the State review and update, if appropriate, the Agency's staffing and budget plan to ensure Program needs are met and to maintain long-term stability of the program.	A. Ensure adequate resources are available to the Agency to protect the public health, safety and security.	1. Develop and submit Agency Budget for FY2013 and 2014. 2. Support and defend in Legislative Budget Committees	Agency Business Manager and Director. Director.	9/1/2011	Submitted	8/31/2011
B. Fill all vacant positions to ensure the program remains stable and able to meet its mission.		1. Fill the Program Manager Position 2. Fill the remaining vacant positions throughout the Program.	Agency Business Manager and Director. Agency Business Manager and Director.	4/15/2011 11/30/2014	Manager appointed 2 new employees appointed. Assessing the budget to determine if additional staff can be appointed.	5/2/2011
C. Review the Staffing Plan to ensure that human resources are appropriately utilized across the Program.		1. By 7/31/2012 review the staffing plan, determine how many staff are needed in each area, determines how we can better utilize cross training to improve staff availability.	Agency Business Manager and Director. Director.	12/31/2011 7/31/2012	Improving work conditions and encourage cross training To be conducted with annual budget review and submittal. Started a new cycle 1/1/12	

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2. The review team recommends that an Agency manager accompany each inspector, at least annually, to ensure quality and consistency in the inspection program.	A. Management accompanies each inspector on at least one inspection per individual every 6 months.	1. Report of each accompaniment placed in respective inspector training file.	RAM Program Manager and Director.	8/31/2011	Accompaniments in progress. 5 of 5 complete.	10/27/2011
	B. May, July, Nov., and Dec. Months designated for staff accompaniments to assure timely completion.	1. By May 1 or Nov. 1 of each year identify inspector accompaniment schedule and develop matrix to ensure accompaniments are performed by due dates.	RAM Program Manager or designee.	12/31 of each year.	Scheduling and accompaniments in progress for the next cycle.	12/31/2011
		2. When licensees are identified for the accompaniments, monthly review of upcoming accompaniments due and determine what, type of inspections should be accompanied.	RAM Program Manager or designee.	12/31 of each year	Selection being made.	12/31/2011
		3. Upon identifying the licensees, plan inspections to be accompanied with inspector or assign as necessary.	RAM Program Manager or designee.	12/31 of each year	Second of 2 annual accompaniments now being scheduled.	
		4. Provide feedback	RAM Program	12/31 of each	In progress	

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3. The review team recommends that the State implement the pre-licensing checklist and guidance for all licensing actions to provide assurance that radioactive material will be used as specified on the license.	<p>A. Develop and update as necessary a pre-licensing checklist compatible with the NRC guidance for assuring the radioactive material will be utilized in accordance with license.</p> <p>B. Develop a verification system and provide training to the staff, with emphasis on licensing staff and those who perform any licensing function.</p>	<p>to the inspector after accompaniment is complete.</p> <p>1. The pre-licensing checklist was developed and implemented by 4/1/2008.</p>	<p>Manager or designee.</p> <p>Kern</p>	<p>year.</p> <p>4/1/2008 Updated 8/22/2008</p>	<p>Complete, in use. Corrected interpretation of new "person," 4/1/2010</p> <p>Complete</p>	<p>4/1/2010</p> <p>5/1/2010</p>
4. The review team recommends that the State review its radioactive materials requirements for financial assurance, and either obtain financial assurance for licenses that are authorized to	<p>A. Review selected licenses with a potential for financial concerns.</p> <p>B. Issue letters to licensees to determine who will need amendments.</p>	<p>1. 50% by 10/15/2010</p> <p>1. Letters issued to identify licensees by 1/15/2011.</p>	<p>Program Manager or designee.</p> <p>Kern</p>	<p>7/1/2010</p> <p>12/31/2010</p>	<p>Complete</p> <p>Complete</p>	<p>7/1/2010</p> <p>1/3/2011</p> <p>1/14/2011</p>

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possess the applicable quantities, or revise the license conditions to ensure clear quantity limits that will not require provision of financial assurance.	C. Prevent future problems of not reviewing requests adequately	<ol style="list-style-type: none"> 1. Add item to check lists for the review of each amendment or new application request to assure proper licensing actions are taken 2. Develop a Procedure to ensure that the process used can be used by all staff consistently. 	Kern	2/15/2011	Item has been added to checklist.	6/1/2011
	D. Provide Staff training on the new procedure.	<ol style="list-style-type: none"> 1. By 7/15/2011 provide training on the new procedure to all staff involved in the licensing process. 2. By 7/15/2011 providing training to inspection staff to be able to identify situations where the need for financial assurance was missed by the licensee. 	Brian	7/1/2011	Being developed with additional review by new program manager.	6/30/2011
			Program Manager or designee.	7/30/2011	All RAM staff being cross-trained to do licensing.	7/30/2011
			Program Manager or designee.	08/01/2011	New manager reviewing progress. The waiting for an amendment request is now too slow, we are contacting the remaining licensees and developing an appropriate licensing action.	4/30/2012