



**Julia Schmitt, Chair, Nebraska**  
**Shawn Seeley, Chair-Elect, Maine**  
**Cindy Cardwell, Past-Chair, Texas**  
**Mike Snee, Treasurer, Ohio**  
**Isabelle Busenitz, Secretary, Kansas**  
**Ann Troxler, Director, Louisiana**  
**Lee Cox, Director, North Carolina**

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## Notes

OAS Executive Board Meeting  
April 14-16, 2009  
Austin, Texas

Tuesday, April 14 8:30 am

1. Welcome  
Present at the meeting, Julia, Shawn, Cindy, Mike, Isabelle, Ann, Lee, John Winston (CRCPD), Rob Lewis (NRC), Tom Conley (Assistant to the Board)
2. Changes to Agenda
  - OIG Report- Ann
  - NSTS Steering Committee
  - Increased inspection frequency
  - Disclaimer, Tom Conley is not here representing Kansas.
3. Annual Meeting Plans/Logistics
  - Agenda update – Shawn
    - Tritium exit signs
    - Incident in South America, with Maryland
    - How to inspect Fingerprints, H-400 seminar annual topical seminar, may not be ready to provide this topic yet, Rob Lewis
    - IC lessons learned, Julia
    - Expanded definition of byproduct material
    - APMGA, American Portable Nuclear Gauge Association, 30 minute for training
    - Radioactive cheese grater, Michigan
    - Neo vista, may suggest that they get a booth
    - NNSA, updates from the agency and then have the States experiences, Cindy
    - DNDO- MCA training, very technical Peak easy training
    - Keynote address
      - Julia would like Commissioner Sviniki, what is the protocol, must ask the chairman first and if he declines then one of the other commissioners can attend, Charlie Miller can get information on that
      - Send invitation to Dr. Klein, Shawn
    - Business meeting, Monday and Wednesday
    - Web Based Licensing Update
      - Ohio program examples, Mike Snee
    - Medical Reserve Corps
    - Vendors- save the date sent out by Tom
      - 3 responses so far
      - Had Ann heard from any local vendors, not yet
    - Call for papers, only two responses
    - Posters? Not a big response to that in the past
    - DHS drills and interactions with the State programs
    - HDR units that got hung up
    - Interesting incidents, call for stories from States
    - Generic topic of information flow from the federal and to the states
    - Is there a theme for the meeting? Rob Lewis, How does this all fit together

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*Alabama, Arizona, Arkansas, California, Colorado, Florida, Georgia, Illinois, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Nebraska, Nevada, New Hampshire, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, Tennessee, Texas, Utah, Washington, Wisconsin*

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- Changing culture and how we are dealing with it, adopting the security culture, thinking with the security hat.
- Need data to support the claim that shift in focus to security is short changing safety.
- Things that go beyond our normal framework and can possibly be classified as security.
- Financial Crisis, fees as compared to NRC, travel,
- Reporting requirements, regional staff might be willing to talk about that, NMED for X-ray?
- NRC topics
  - Medical isotope production
  - NCRP report, diagnostic procedures
  - Radiation protection training, 5 week course
  - Radiographers, evidence that there are some issues in the radiography world (not having a safety culture) Exacerbated by increase in oil prices.
    - Question about CRCPD pilot project
    - Workshop for regulators, Spec
    - Review part 21 reporting requirements
  - Safety security interface
  - Lessons learned from Sabia event,
  - Financial problems
  - Closed session on roundtable discussion on how the economy is impacting both out of state and internal such as hiring, what can NRC offer such as letters to the governor, what can the RSAO do to help, Jim Lynch
  - How can we cope and what positive can we do.
- Logistics update – Ann
  - We have the hotel Monday through Thursday 9/20-9/24
  - Night out- consider cancelling the night out and reducing the registration fee accordingly
  - Hospitality suites?
- Deadlines (registrations fees, reservations, etc.)
  - Start meeting on Monday morning with seminars
  - Hotel reservation deadline, August 21, 2009
  - Cannot waive fees without board approval
  - Registration deadline, September 16, 2009
- Registration fee
  - Impact on the attendance based on the payment of registration fee
  - NRC pays for travel, but there are issues about paying for the registration, they cannot fund OAS and supplement our budget
  - Training is the issue and if that is included then NRC
  - Is there an option not to have a registration for the OAS voting members
  - \$300 attendees
  - \$850 vendors
  - Night out not included, will be a separate fee of \$35
  - For those who just came in for their own talk don't get charged
- Other
  - Idea, Sponsors can be recognized on a screen during breaks
  - Sponsor opportunities to sponsor a coffee break
- 4. Treasurer/Webmaster Report – Mike
  - End of march \$45286 in the checking, \$5000 in a cd
  - Expenses \$844 1st quarter
  - Taxes, OAS tax exempt non-profit \$600 per year
  - Burke and Associates, \$1500 per year
- Webmaster report
  - The website has been redesigned
  - Content management system maintenance
  - New users have to be approved before the account will become active to avoid spamming
  - Field error checking, phone number and state
- 5. Board Activities Update – Julia
  - Consider the board meeting in conjunction, not to conflict with the CRCPD meeting
  - Burke and Associates document, Julia will put the guidelines for that together and Tom will put in on the website for the annual filing of the Burke letter, makeup of the board and any bylaws changes
  - Update on board activities at CRCPD
    - Financial future, pendulum swing, promote the annual meeting

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6. Working Group Update - Julia & Lee
  - o Vacancies to fill –ideas for names
    - o Steering committee for the National source Tracking System Expansion rulemaking
      - Bob Gallager, Massachusetts
    - o Part 37 Working Group
      - Co-chair Stephen James, Ohio
      - James Harris, Kansas as an alternate
      - Update information: Members were selected by NRC to include the above names plus Frank Costello, PA.
    - o Transportation Security for RAMQC
      - Washington, Terry Frazee
      - Texas, Mike Dunn
  - o Prioritization of Working Group Activities Update – Lee, handouts
    - o From 35 to 28 working groups added five that needed to be put on the list
    - o One working group list that is now maintained by NRC and updated quarterly
    - o Issue based priorities for the next year
      - Top Tier
        - Security, Part 37 and the three working groups
        - General License issues (Walmart signs)
        - NSTS rollout version 1, June 30, 2009 rulemaking must be completed to include down to category 3
      - Second Tier
        - Reinvent qualifications program, insure the level of inspection quality, security mindset, training classes, five week class, curriculum review, reciprocity inspections
        - Compatibility working group, program element, (1556) clarify process inspection manuals
        - End of life management, lack of disposal options, improving support for SCTR
        - Web Based licensing and automated license verification
        - Changes to Part 20 ICRP NCRP,
      - Action Items
        - OAS/CRCPD/NRC should make better use of the teleconference
          - o Seek debriefing on key issues from working group
        - OAS/CRCPD will encourage use of report form on working groups
          - o Form is on the OAS website
        - Continue to encourage personal calls from working group members to the leadership of the OAS/CRCPD/NRC as issues arise, not waiting for the periodic call.
        - Overarching group for prioritization, needs to be looked at without forming a working group
          - o During the four annual meetings, including a strategic planning session on the prioritization review establish near and long term priorities, optimize working group resources,
          - o Continue to name a person as a point of contact, Debbie Gillley/CRCPD and Lee Cox/OAS.
          - o Focus on the next twelve months
          - o Benefits, participation from state leadership, less formal, follow-up on key issues,
        - *Lee is proposing that we adopt this option instead of forming a working group. The by-laws change will need to be investigated.*
        - *Shawn, motion to accept this proposal, pending the by-laws changes, Cindy seconded.*
        - *Discussion, reporting back on this issue to the commission. Worst case would be if both board took the position and the NRC took the opposite position. How does the feedback get to the commission? The program is given to the NRC staff, the level of detail does not need to go to the commission level. It comes back through Charlie. Opportunity for flexibility. Membership priorities. Looking at this for the September time frame.*
        - *Motion carried. Unanimous vote.*
        - One list maintained by the NRC and placed on the web, to be updated at a minimum to once a quarter. Names were provided by NRC.
        - Sunsetting groups that needed to be sunsetted.

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- Considering consolidating the part 40 working groups
      - Additional action items- see document from Lee
    - Accomplishments
      - Few working groups created over the last year
      - Optimize number of working groups
  - Other
    - Byproduct Material Security Rulemaking Steering Committee
      - Part 37 will included all of the security rulemaking that will impact the states
- 7. Strategic Plan – Cindy
  - SP Committee update
    - By-laws state that we have a strategic plan committee and the OAS Past-Chair shall chair the committee
    - Should we just handle this through the executive board meeting?
      - Is it a sub-group of the executive board
      - Suggest any changes and put out a draft on the web-site at least three months before the meeting
      - Look at it today and discuss and then post it on the website
      - At the board meeting before the annual meeting we can approve it
    - Revisions to plan
- 8. By-Law Revisions – Julia
  - Page 11, change Office of State and Tribal Programs to Division of Materials Safety and State Agreements
  - On the Emerging Issues, Lee's work on the working groups can fit under other duties and there is no change needed at this time. Next year, chair will re-evaluate and see if it needs to be added.
- 9. Public Outreach Committee – Julia,
  - Question on if there needs to be a replacement or just let this position expire
  - Let this position go and if we need it we will figure it out
- 10. Executive Assistant Report – Tom
  - Helped Mike and Ann with the contract for this year's meeting
  - Sent out 100 Save the date to vendors
  - Worked with mike on working out the books, Tom keeps the books and sends Mike a copy for his review at the end of the month
  - Julia asked for the articles of incorporation, Tom will request them from Burke and Associates
  - Sent out the National Radiation Program Letter, KDHE paid for the mail-out
  - OAS newsletter is about due
  - Hotel rate, you will get the \$85 dollar rate except Wednesday night
  - Will work with Oregon on the details for the next year's meeting, check for conflicts with the Radon meeting
  - Working on the on-line meeting registration
  - Developed the working group tracking system
  - Questions for the board, flat rate contract has not been keeping track of time
    - Report to the membership on the pilot
    - Keep track of the hours
  - Historical files, should we centralize or digitize
- 11. Leftovers from 2008 Annual meeting
  - National Radiation Policy
    - Letter went out
    - Get a copy of the letter to Rob
  - David Walter proposal
    - Writing a guide to assist Agreement State personnel with the review of radiation safety training programs
    - Determine adequacy of the training
    - Comment: to approach the trade groups and see if they see this as an issue, radiographer certifications
    - Some feel it is beyond our prevue to approve these programs
    - Look to CRDPD side and see if there is interest in development
  - Other
- 12. CRCPD Update – John
  - Offices moved, new offices are working out great
  - New website, easier to navigate
  - MQSA training was a great success
  - NEXT training, looking at moving the location to reduce hotel costs
  - CR/DR training, pilot in Columbus
  - MARRSIM course will be presented at the annual meeting by EPA

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- PAGs, photon therapy and internal dosimetry, HPS
  - FEMA, looking for a qualified pool of evaluators, very early stages
  - State representatives are being placed on the working groups for HSEEP
  - Public outreach, image gently good information out to the PCPs, awareness about dose and risk
  - Revived G-53, Position on items of interest like Granite countertops, tritium exit sign fact sheet, NCRP 160 statement- don't overlook radon as a serious problem
  - Joint efforts with the CDC partnerships with local emergency response teams, report has been published and is on the website
  - CRCPD cosponsored a workshop on the medical corps volunteers
  - Orphan source and SCATR programs are both very successful. Orphan source contract is up in September and they have applied for a new contract.
  - Rob, Lee and Debbie did great work prioritizing the working groups
  - Past chair will be responsible for coordinating the reports
  - Basic safety standards IAEA meeting was attended
  - SR-s moving again
  - B- Registration of
  - R- Radon published
  - T- transportation revising rational
  - W-wireline is in peer review
  - Z-medical credentialing
  - X-brachytherapy sent for federal concurrence
  - D-combined with O decontamination approved peer reviewers
  - Care bill, MIPPA Medical improvements fro patients and providers act, certification of MRI, Computed Tomogrphay, Care is working on the coattails of the MIPPA. ACR is the accreditation body
  - National Radon meeting in September in St. Louis, same week as our meeting
  - HSER 7 DHS GCC, Delaware has been selected as a non-agreement state member, David Allard will remain on the board
  - AAPM has approached CRCPD about developing a registry for physicists, they will provide some funding for this proposal
  - Ruth and John met with the ISRI and the steel industry, working with states on how they respond when the alarms go off on a protocol
13. NRC Update – Rob
- Sept-October time frame Decommissioning Planning
  - May 27, 2009, External Safety Culture
  - May 27, 2009, Internal Safety Culture
  - Sept 3, 2009 9:30, CRCPD/OAS meeting
  - May 14, 2009 9:00, Results of agency action meeting, NMED annual report
  - Part 20, SRM approved stakeholder interactions, hold-off on technical basis
  - GL rulemaking, SRM coming in a month, limiting quantities of material to one tenth of category 3 at a category C
  - Decommissioning planning rule, tied up with reactor issues
  - Requirements for distribution of byproduct material, comments from 8 states generally supporting, rule is with the commission, SRM should be coming soon
  - Cesium Chloride, SRM is imminent, encourage hardening, research
  - Exit signs, sent out 60 requests for information on exit signs
  - Export and import of nuclear material, is with the commission, cat 2 sources would go to general license for import/export
  - Blending of low-level waste paper,
  - National Source tracking expansion rule, working toward a June final rule
  - NSTS 3100 people have been invited to enroll 1700 have began, over 700 have gotten the cards and are ready to start, 264 have access all but 6 states. All the regions have access. M and Ds are waiting for the batch upload.
  - Web based licensing is moving along, two years away at least from anything useable
  - New Jersey, Sept 30 2009 set to take over program
  - OIG audit of the agreement state program
  - Radiation source protection task force, much work to come to get ready for a report to congress
  - IMPEP things are going well, most states are getting good reviews, ongoing finding on staffing issues
  - Virginia became and agreement state, March 31
  - Pennsylvania's first IMPEP is coming up soon
  - NNSA and DNDO efforts on hardening
  - Interagency meeting
14. Plans for Commission Brief (April and August/Sept)

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- September briefing
  - o Working group prioritization
  - o Qualifications manual and alternatives to the five week course
  - o State of the economy and impact on the programs
  - o Sneak peak of the topics for the annual meeting
  - o States helping states
  - o Impact of the balance of health, safety and security with additional requirements in the time of financial crisis
  - o User experience with NSTS
  - o Update IMPEP to reflect increased effort for security
- 15. Rulemaking Director Report – Ann
  - o SA-200
  - o SA-1101
  - o Temporary instruction on NSTS procedure
  - o SS&D requirement changes compatibility ?
  - o Request for comments on expansion NSTS
  - o SA-2001 Agreement state liaison to the MRB
    - o Discussion: a few minor changes in the wording of the draft letter dated 4/9/2009
  - o OIG report response
    - o Edits
- 16. Emerging Issues Director Report – Lee  
Fragmented focus due to expanded responsibilities in competing disciplines compounded by a deteriorating financial environment
- 17. Awards/Recognitions  
*removed*
- 18. New Business
  - o Security Clearances for Board Members
    - o Cindy has sent hers in and is awaiting results
    - o Shawn has sent in his forms.
    - o Clearances are good for five years, per Rob
    - o One a year, Chair, Chair-Elect and Past-chair
    - o Clearances are good for working groups
    - o Keep track of clearances, assistant to the board
    - o Voluntary requirement for getting a security clearance
  - o Ways to Help Each Other
    - o No additional
  - o Issues with Security Activities
    - o No additional
  - o States on Heightened Oversight
    - o Responses are encouraging
    - o Rob will provide a list
      - AZ, heightened oversight
      - Arkansas, heightened oversight
      - NY, heightened oversight, regulations
      - CA, monitoring
      - GA, monitoring
      - OR, monitoring
      - Kentucky, monitoring
    - o Training and qualification are an issue through IMPEP findings throughout the country
      - Ability to hire qualified people quickly
      - Retaining people due to salary issues
      - Budget
  - o Other
    - o Inspection frequency, letter is dated 10/10/2008. This letter still represents the opinion of the OAS executive board.
    - o OSRP, Offsite source recovery program endorsement, we will send a letter in support of this
- 19. Executive Board Member nominations  
*removed*

Thursday, April 16 11:00

- o Meeting ends