

APPENDIX E2

TRAINING REQUIREMENTS AND QUALIFICATION JOURNAL FOR MATERIALS HEALTH PHYSICS INSPECTOR

Note: The Materials Health Physics Inspector is a qualification in the Office of Federal and State Materials Environmental Management Programs. The contents of this Appendix were merged from IMC 1246 Appendix A Section II and Appendix B Section II published on January 5, 2001. No changes were made to the training requirements or qualification journal since they were published on January 5, 2001.

APPENDIX E2
TRAINING REQUIREMENTS FOR
MATERIALS HEALTH PHYSICS INSPECTOR

A.APPLICABILITY

The training described below is required for all materials health physics 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 1246-08 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
- (5) OSHA Indoctrination Course (G-111)

- (6) NMSS Radiation Worker Training (H-102)
 - (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) Multi-Agency Radiation Survey and Site Investigation Manual (MARSSIM) Course (H-121)
 - (8) Site Access Training (H-100)
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. Inspection Procedures Update Briefing for Materials Health Physics Inspectors
 - b. Health Physics Topical Review Course (H-401)

END

MATERIALS HEALTH PHYSICS INSPECTOR NRC INSPECTOR QUALIFICATION JOURNAL

Applicability

This NRC Inspector Qualification Journal implements NRC Manual Chapter 1246, 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 (MC) 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 identify references with general application to the inspector's qualification. The inspector is expected to have a general familiarity with these references. Other sections of the qualification guides identify specific references that have direct application to an inspection discipline. The inspector is 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 on 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 Health Physics Inspector

Name	Title	Section	Branch
------	-------	---------	--------

To complete your qualification as a Materials Health Physics 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.

	<u>Signature When Complete</u>	<u>Date</u>
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 Chapters (MC)	_____ 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	_____
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 complete

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 (CFR)

	<u>Initials</u>	<u>Date</u>
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 Procedure

Initials

Date

A. Familiarization with office/
regional policies and procedures

Employee

B. Discussion completed on office/
regional policies and procedures

First Line Supervisor

Qualification Card 4
Regulatory Guidance

	<u>Initials</u>	<u>Date</u>
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 Chapters (MC)

Initials

Date

A. Review of appropriate NRC
MCs completed

Employee

B. Discussion of NRC MCs
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 | _____ | _____ |
| 2. _____
Facility | _____ | _____ |
| 3. _____
Facility | _____ | _____ |
| 4. _____
Facility | _____ | _____ |

B. Discussion of inspection and
employee's role

- | | | |
|----------------------|-------|-------|
| 1. _____
Facility | _____ | _____ |
| 2. _____
Facility | _____ | _____ |

3. _____ Facility _____ Employee _____

4. _____ Facility _____ Employee _____

Qualification Card 8
NRC Management Directives

	<u>Initials</u>	<u>Date</u>
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

	<u>Initials</u>	<u>Date</u>
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

A. CORE TRAINING:	<u>Initials</u>	<u>Date</u>
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	_____ Training Coordinator	_____
5. OSHA Indoctrination Course (G-111)	_____ Training Coordinator	_____
6. NMSS Radiation Worker Training (H-102)	_____ 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. SPECIALIZED TRAINING

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

Course Title	Course #	Initials	Initials
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Qualification Guide 1 NRC Orientation

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 Human Resources
 - g. Forms for issuance of tagged, controlled NRC equipment
 - h. Payroll forms and time cards
 - i. 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. Role of NRC Office of Investigations
- g. Role of NRC Office of Enforcement
- h. Physical location of NRC offices and regions
- i. 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 1974, 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 (CFR)

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 1 | Statement of organization and general information |
| 2. 10 CFR Part 2 | Rules of practice for domestic licensing proceedings and issuance of orders |
| 3. 10 CFR Part 9 | Public Records |
| 4. 10 CFR Part 19 | Notices, instructions and reports to workers; inspections |
| 5. 10 CFR Part 20 | Standards for protection against radiation (includes selected Questions and Answers, Q & As) |
| 6. 10 CFR Part 21 | Reporting of defects and noncompliance |
| 7. 10 CFR Part 25 | Access authorization for licensee personnel |
| 8. 10 CFR Part 26 | Fitness for duty programs |
| 9. 10 CFR Part 30 | Rules of general applicability to domestic licensing of byproduct material |
| 10. 10 CFR Part 31 | General domestic licenses for byproduct material |
| 11. 10 CFR Part 32 | Specific domestic licenses to manufacture or transfer certain items containing byproduct material |
| 12. 10 CFR Part 33 | Specific domestic licenses of broad scope for byproduct material |
| 13. 10 CFR Part 34 | Licenses for radiography and radiation safety requirements for radiographic operations |

14.10 CFR Part 35	Medical use of byproduct material
15.10 CFR Part 36	Licenses and radiation safety requirements for irradiators
16.10 CFR Part 39	Licenses and radiation safety requirements for well logging
17.10 CFR Part 40	Domestic licensing of source material
18.10 CFR Part 61	Licensing requirements for land disposal of radioactive waste
19.10 CFR Part 70	Domestic licensing of special nuclear material
20.10 CFR Part 71	Packaging and transportation of radioactive material
21.10 CFR Part 110	Export and import of nuclear equipment and 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, materials, import and export licenses and other regulatory services under the Atomic Energy Act of 1954, as amended
24.10 CFR Part 171	Annual fees for reactor operating licenses, and fuel cycle licenses and materials licenses, including holders of certificates of compliance, registrations, and quality assurance program approvals and government agencies licensed by NRC
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 190	Environmental radiation protection for nuclear power operations (uranium fuel cycle standards)
28.40 CFR Part 141	National primary drinking water regulations
29.49 CFR Parts 171	Transportation through 180

- 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. Read the Region Policy and Procedures Manual
2. The qualifying individual should review the Office/Regional policies and practices on:
 - a. Travel, including Management Directive 14.1 Official Temporary Duty Travel
 - b. Telephone use
 - c. Policies on use of annual leave and sick leave and excused leave, including Bulletin 4135, Leave Administration.
 - d. Work schedule, including NRC Appendix 4136, Hours of Work and Premium Pay
 - e. Use of government equipment, including computers(ADAMS & NUDOCS) and Management Directive 13.1, Property Management
 - f. Union activities, including Management Directive 10.102, Labor-Management Relations Program for Federal Employees
 - g. Communications outside NRC
 - h. Policies on outside employment and acceptance of gifts
 - i. Participation in political activities
 - j. Routing of mail and procedures for sending mail and materials (via U.S. Mail, Federal Express, etc.), including Management Directive 3.23, Mail Management
 - k. Ordering of documents (e.g NUREGs)
 - l. Region emergency and evacuation procedures
 - m. Employee appraisal system and Individual Development Plan (IDP)
 - (1) Employee trial period (Management Directive 10.14 Employment and Staffing)

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

n. Differing Professional Views or Opinions (Management Directive 10.159, General Personnel Management Provisions)

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 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 selfstudy, 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			
4.20	Constraint on Releases of Airborne Radioactive Materials to the Environment for Licensees other than Power Reactors.			
*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
- 6.9 Establishing Quality Assurance Programs for the Manufacture and Distribution of Sealed Sources and Devices containing Byproduct Material
- *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 Establishing Quality Assurance Programs for Packaging Used in the Transport of Radioactive Material
- *8.1 Radiation Symbol
- *8.2 Guide for Administrative Practices in Radiation Monitoring
- *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 Instructions for Recording and Reporting Occupational Radiation Exposure Data
- *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 for Uranium
- *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 for I-125 and I-131
- *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 Air Sampling in the Workplace
- 8.26 Applications of Bioassay for Fission and Activation Products
- *8.28 Audible Alarm Dosimeters
- *8.29 Instruction Concerning Risks from 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
- *8.39 Release of Patients Administered Radioactive Materials
- *10.12 Preparation of Petitions for Rulemaking Under 10 CFR 2.802 and Preparation and Submission of Proposals for Regulatory Guidance Documents

2. Information Notices (IN) and Bulletins (BL)

- 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
- 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 93-060 Reporting Fuel Cycle and Materials Events to the NRC Operations Center
- IN 93-069 Radiographic Events At Operating Power Reactors
- IN 93-100 Reporting Requirements for Bankruptcy
- 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
- IN 95-039 Brachytherapy Incidents Involving Treatment Planning Errors
- IN 95-050 Safety Defect in Gammamed 12I Bronchial Catheter Clamping Adapters
- IN 96-004 Incident Reporting Requirements for Radiography Licensees

- IN 96-035 Failure of Safety Systems on Self-Shielded Irradiators Because of Inadequate Maintenance and Training
- IN 96-047 Recordkeeping, Decommissioning Notifications for Disposals of Radioactive Waste by Land Burial Authorized under Former 10 CFR 20.304, 20.302, and Current 20.2002
- IN 96-057 Incident-reporting Requirements Involving Intakes During a 24-hour Period That May Cause a Total Effective Dose Equivalent in Excess of 0.05 SV (5 rems)
- IN 96-066 Recent Misadministrations Caused by Incorrect Calibrations of Strontium-90 Eye Applicators
- IN 96-072 Undetected Failures That May Occur During Patient Treatments with Teletherapy Devices
- IN 97-030 Control of Licensed Material During Reorganizations, Employee-Management Disagreements, and Financial Crises
- IN 97-042 Management Weaknesses Resulting in Failure to Comply With Shipping Requirements for Special Nuclear Material
- IN 97-043 License Condition Compliance
- IN 97-055 Calculation of Surface Activity for Contaminated Equipment and Material
- IN 97-065 Failures of High-Dose-Rate Remote Afterloading (HDR) Device Source Guide Tubes, Catheters, and Applicators
- IN 97-075 Enforcement Sanctions Issued as a Result of Deliberate Violations of NRC Requirements
- IN 97-091 Recent Failures of Control Cables Used on Amersham Model 660 Posilock Radiography Systems
- IN 98-001 Thefts of Portable Gauges
- IN 98-004 Enforcement Sanctions for Deliberate Violations of NRC Employee Protection Requirements

- IN 98-005 Criminal History Record Information
- IN 98-006 Unauthorized Use of License to Obtain Radioactive Materials, and its Implications under Expanded Title 18 of the U.S.Code
- IN 98-010 Probable Misadministrations Occurring During Intravascular Brachytherapy with Novoste Beta-Cath System
- IN 98-012 Licensee's Responsibilities Regarding Reporting and Follow-Up Requirements for Nuclear-Powered Pacemakers
- IN 98-018 Recent Contamination Incidences Resulting From Failure to Perform Adequate Surveys
- IN 99-004 Unplanned Radiation Exposures to Radiographers, Resulting from Failures to Follow Proper Radiation Safety Procedures
- IN 99-009 Problems Encountered When Manually Editing Treatment Data on the Nucletron Microselectron-HDR (New) Model 105.999
- IN 99-11 Incidents Involving the Use of Radioactive Iodine-131
- IN 99-24 Broad-Scope Licensees' Responsibilities for Reviewing and Approving Unregistered Sealed Sources and Devices
- IN 99-27 Malfunction of Source Retraction Mechanism in Cobalt-60 Teletherapy Treatment Units
- 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 After loading Devices

- BL 95-001 Quality Assurance Program For Transportation of Radioactive Material
- BL 97-001 Potential for Erroneous Calibration, Dose Rate, or Radiation Exposure Measurements with Certain Victoreen Model 530 and 530SIElectrometer/Dose-Meters
- BL 97-002 Puncture Testing of Shipping Packages Under 10 CFR Part 71

Others as selected by the First Line Supervisor

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 1507 Minimum Detectable Concentrations with Typical Radiation Survey Instruments for Various Contaminants and Field Conditions
- NUREG 1556 Consolidated Guidance About Materials Licenses
 - Vol. 1: Program-Specific Guidance About Portable Gauge Licenses
 - Vol. 2: Program-Specific Guidance About Industrial Radiography Licenses
 - Vol. 3: Applications for Sealed Source and Device Evaluation and Registration
 - Vol. 4: Program-Specific Guidance About Fixed Gauge Licenses
 - Vol. 5: Program-Specific Guidance About Self-Shielded Irradiator Licenses
 - Vol. 6: Program-Specific Guidance About 10 CFR Part 36 Irradiator Licenses
 - Vol. 7: Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope

Vol. 8:	Program-Specific Guidance About Exempt Distribution Licenses
Vol. 9:	Program-Specific Guidance About Medical Use Licenses
Vol. 10:	Program-Specific Guidance About Master Material Licenses
Vol. 11:	Program-Specific Guidance About Licenses of Broad Scope
Vol. 12:	Program-Specific Guidance About Possession Licenses for Manufacturing and Distribution
Vol. 13:	Program-Specific Guidance About Commercial Radiopharmacy Licenses
Vol. 14:	Program-Specific Guidance About Well Logging, Tracer, and Field Flood Study Licenses
Vol. 15:	Program-Specific Guidance About Changes of Control and About Bankruptcy Involving Byproduct, Source, or Special Nuclear Material Licenses
Vol. 16:	Program-Specific Guidance About Licenses Authorizing Distribution to General Licensees
Vol. 17:	Program-Specific Guidance About Service Provider Licenses
Vol. 18:	Program-Specific Guidance About Special Nuclear Material of Less
Vol. 19:	Guidance For Agreement State Licensees About NRC Form 241, Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters, and Guidance for NRC Licensees Proposing to Work in Agreement State Jurisdiction (Reciprocity)
Vol. 20:	Program-Specific Guidance About Administrative Licensing Procedures
NUREG 1575	Multi-Agency Radiation Site Survey and Investigation Manual(MARSSIM)
NUREG 1600	General Statements of Policy and Procedures for NRC Enforcement Actions
NUREG/BR 0195	NRC Enforcement Manual
NUREG/BR 0216	Radioactive Waste: Production, Storage, Disposal

- NUREG/BR 0240 Reporting Safety Concerns
- NUREG/BR 0241 NMSS Handbook for Decommissioning Fuel Cycle and Materials Licenses
- 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

3. Generic Letters (GL)

- 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

- GLI 99-001 Recent Nuclear Materials Safety and Safeguards Decision on Bundling Exempt Sources

Others as selected by the First Line Supervisor

4. 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

5. NRC Branch Technical Positions

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

6. Policy and Guidance Directives

As selected by the First Line Supervisor

7. Sealed Source and Device Registry

8. 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.

Qualification Guide 5
NRC Inspection Manual Chapters(MC)

A. A selection of currently applicable NRC MC 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.

1. REPORTS/COMMUNICATIONS/FOLLOW-UP

MC 0230 Morning Report
MC 0610 Inspection Reports
MC 0620 Inspection Documents and Records
MC 0720 NRC Bulletins and Information Notices
MC 0801 Inspector Feedback
MC 1120 Preliminary Notifications

IP 92701 Followup
IP 92703 Followup of Confirmatory Action Letters

2. INSPECTIONS

MC 0300 Announced and Unannounced Inspections
MC 0312 Technical Assistance for Radiation Safety Inspections at Nuclear Fuel Cycle Facilities and Materials Licensees' Sites
MC 1246 Formal Qualification Programs in Nuclear Material Safety and Safeguards Program Area
MC 2800 Materials Inspection Program (Inspection Priorities and Scheduling)

3. INTERACTIONS WITH OTHER FEDERAL AGENCIES

MC 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

4. INCIDENT RESPONSE

MC 1300 Incident Response Actions - Responsibility and Authority
MC 1301 Response to Radioactive Material Incidents that Do Not Require Activation of the NRC Incident Response Plan

¹ Required for non-sealed source licensees.

- MC 1302 Action Levels for Radiation Exposures and Contamination Associated with Materials Events Involving Members of the Public
- MC 1330 Response to Transportation Accidents Involving Radioactive Materials
- MC 1360 Use of Physician and Scientific Consultants in the Medical Consultant Program

- IP 87103 Inspection of Material Licensees Involved in an Incident or Bankruptcy Filing

5. LOW-LEVEL WASTE/WASTE MANAGEMENT

- MC 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

6. MATERIALS SAFETY PROGRAM

- IMC 1220 Processing of NRC Form 241, Inspection of Agreement State Licensees Operating under the Reciprocity Provisions of 10 CFR 150.20
- IMC 2800 Materials Inspection Program
- IMC 2810 Materials Inspection Program Programs for Multisite, and Multiregional Broad Licensees
- IMC 2815 Construction and Preoperational Inspection of Panoramic, Wet-Source Storage Gamma Irradiators
- IP 87101 Performance Evaluation Factors
- IP 87102 Maintaining Effluents from Materials Facilities As Low As Is Reasonably Achievable (ALARA)
- IP 87103 Inspection of Material Licensees Involved in an Incident or Bankruptcy Filing
- IP 87110 Industrial/Academic/Research Programs
- IP 87111 Materials Processor/Manufacturer Programs
- IP 87112 Irradiator Programs
- IP 87113 Well Logging Programs

- IP 87114 Fixed and Portable Gauge Programs
- IP 87115 Nuclear Medicine Programs

IP 87116 Medical Teletherapy Programs
IP 87117 Radiopharmacy Programs
IP 87118 Brachytherapy Programs
IP 87119 Medical Broad-Scope Programs
IP 87120 Industrial Radiography Programs
IP 87250 Locating Missing Materials Licensees

7. RADIATION PROTECTION

MC 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

8. TRANSPORTATION

MC 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

9. OTHER

MC 1010 Independent Assessment and Analysis
MC 1100 Notification of Significant Meetings
MC 1201 Conduct of Employees
MC 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. American National Standards Institute (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 for the Measurement of Gamma Ray Emission
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
NSI 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 N542	Sealed Radioactive Sources Classification

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, 121, 122, 123, 124, 125, 127, 129
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)

EPA Federal Guidance Report No.11

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

BEIR Reports (As selected by supervisor)

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
 - MC 2800 Materials Inspection Program
 2. MC 2800 Materials Inspection Program
 - MC 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
 - MC 0610 Inspection Reports
 - MC 0620 Inspection Documents and Records
 - MC 1100 Notification of Significant Meetings
 7. Morning Reports
 - MC 0230 Morning Report
 8. Non-routine Licensee Events
 - MC 1110 Potential Abnormal Occurrences
 - Management Directive 8.3 NRC Incident Investigation Program
 - Management Directive 8.10 NRC Medical Event Assessment Program
 - Management Directive 8.9 Accident Investigation

9. Preliminary Notification

MC 1120 Preliminary Notifications

10. Bulletins/Information Notices

MC 0720 NRC Bulletins and Information Notices

11. Use of Consultants of NRC

MC 1360 Use of Physician and Scientific Consultants in the Medical Consultant Program

Management Directive 10.6 Use of Consultants & Experts

12. Allegations and Investigations

Management Directive 8.8 Management of Allegations

13. Communication outside NRC

Management Directive 5.5 Public Affairs Program

Management Directive 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 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 Organization and Function of 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 Safety and Health Program Under the Occupational Safety and Health Act
7. NRC MD 10.131 Protection of NRC Employees 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 8.3 NRC Incident Investigation Procedures
15. NRC MD 8.8 Management of Allegations
16. NRC MD 8.10 NRC Medical Event Assessment Program

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.

Qualification Guide 9
Review of Significant Events at Materials 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 inspector and go over recommendations made, lessons learned, and changes identified to prevent recurrence. The relevance of the event to the overall materials inspect program should be stressed.

Qualification Guide 10
Directed Review of Selected Inspection Case Work

- 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.

Qualification Guide 11 Formal Training

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

Attachment 1
Revision History for IMC 1246, Appendix E2

Commitment Tracking Number	Document Accession Number and Issue Date	Description of Change	Training Needed	Training Completion Date	Comment Resolution Accession Number
N/A	ML112351130 10/26/11 CN 11-022	Revision history sheet added. Combined Appendix B02 with Appendix A02 and renamed as Appendix E2. Added "Training Requirements" Section from Appendix A02.	None	N/A	ML112351135