



**UNITED STATES
NUCLEAR REGULATORY COMMISSION
REGION IV
611 RYAN PLAZA DRIVE, SUITE 400
ARLINGTON, TEXAS 76011-4005**

October 7, 2003

Eugene W. Potter, Manager
Radiation Service Program
Hazardous Materials & Waste
Management Division
Department of Public Health
and Environment
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

Dear Mr. Potter:

In order to help both Agreement States and the NRC remain knowledgeable of each others' programs and to conduct planning for the next IMPEP review, the IMPEP process includes holding one-day periodic meetings with Agreement States between IMPEP reviews.

In accordance with OSP Procedure SA-116, we request a meeting, no longer than one day, to discuss your Agreement State program and share programmatic information. This letter confirms that, after previous coordination, the meeting is scheduled for 9:00 a.m. on Tuesday, December 9, 2003, and will be held in your office. In addition to myself, Elmo Collins of the Region IV office, and Terry Brock of the Office of State and Tribal Programs will be the other NRC representatives in attendance.

Based on our previous discussions the likely topics for conversation at the meeting include :

1. State action on all open IMPEP review findings that have not been recommended for closure at a previous periodic meeting.
2. Strengths and/or weaknesses of the State program as identified by the State or NRC, including identification of actions that could diminish weaknesses.
3. Feedback on NRC's program as identified by the State and including identification of any action that should be considered by NRC.
4. Status of State Program or policy changes under development or recently completed including:
 - a. Changes in program staff
 - b. Program reorganization
 - c. Legislative changes
 - d. Redistribution of responsibilities
 - e. Changes in program budget/funding.

5. Status of NRC program changes (similar to those in 4) that could impact Agreement States.
6. Results of any internal program audits/self assessments conducted by the State.
7. Status of all allegations and concerns previously referred by NRC to the Agreement State Radiation Control Program for action, and methods used to resolve allegations that have been closed.
8. Compatibility of Agreement State regulations.
9. NMED reporting including event follow-up and closure information.
10. Schedule for the next IMPEP review.

If there are any additional specific topics you would like to cover, or if you would like to focus on a specific area, please let me know.

If you have any questions, please call me at 817-860-8143, or e-mail to VHC@NRC.GOV.

Sincerely,

/RA/

Vivian H. Campbell
State Agreements Officer
Region IV

cc:
Paul Lohaus, Director,
Office of State and Tribal Programs

Eugene Potter

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bcc:

E. Collins

T. Brock, OSTP

K. Schneider, OSTP

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L. McLean

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