

TELEPHONE CONVERSATION RECORD	Date: March 18, 2005	Time: 08:30
Mail Control No.: N/A Inspection No.: N/A	License No.: 37-18494-01	Docket No.: 030-15179
Person Called: Scott Haines, President	Licensee: Windsor Service	Telephone No.: 610-584-8500
Person Calling: Steven Courtemanche/(610) 337-5075		
Subject: Renewal application.		
<p><u>Summary:</u> I left a message on Mr. Haines voice-mail for him to get back in touch with me about the failure to submit a renewal application.</p> <p>09:55 I left a message on the Radiation Safety Officer's, Joseph Pyott, voice-mail for him to get back in touch with me.</p> <p>16:45 Mr. Pyott returned my call. I explained that I was making a courtesy call because the licensee did not appear to have sent in a renewal application. I also stated that the renewal process was separate from the annual fees that licensees were assessed each year. Mr. Pyott stated that due to the nature of their business, the writing of the application was overlooked and apologized. I suggested that he send in a one page letter requesting that the renewal process be started while they work on completing the application. Mr. Pyott agreed to do this and would fax the letter in to the Region I office.</p>		
Action Required/Taken: Place into ADAMS.		
Prepared by Steven Courtemanche	Date: March 18, 2005	