

TELEPHONE CONVERSATION RECORD	Date: March 25, 2005	Time: 12:50
Mail Control No.: N/A Inspection No.: N/A	License No.: 29-23425-01	Docket No.: 030-21053
Person Called: Melinda Johnson, Office Manager	Licensee: Underwood Engineering Testing, Co., Inc.	Telephone No.: 856-933-1818
Person Calling: Steven Courtemanche/(610) 337-5075		
Subject: Non-receipt of renewal application.		
<p><u>Summary:</u> I spoke with the receptionist. She indicated that Cris Oslund, the Radiation Safety Officer, was not in the office and would have the Office Manager get back in touch with me.</p> <p>13:20 Ms. Johnson returned my call. I asked her if she was aware of the licensee having sent in a request to renew the license. She stated that she was not aware of the application being sent in and asked if the NRC had sent an application to the licensee. I informed her that the application was part of NUREG-1556, Volume 1 which either the Radiation Safety Officer had or could be downloaded off of the NRC website. I requested that a letter be drafted and sent in requesting that the renewal process be started while they work on the application. Ms. Johnson agreed to draft and fax in such a letter.</p>		
Action Required/Taken: Place into ADAMS.		
Prepared by Steven Courtemanche	Date: March 25, 2005	