



DATE: 7/31/06 8:30 AM

FAX TRANSMISSION

FAX: 623-214-5213

SENT TO: Jim M.

PHONE:

SENT BY: Tom Zelenak  
Director, Radiology & Oncology Services  
Office: 517-265-0164

COMMENTS:

You are being faxed a total of 3 pages, including this cover sheet. If you do not receive the entire number of pages or if there are problems with the quality or legibility, please contact the above person at the department/phone number listed above.

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**To Be Completed By Sender After Transmission (as appropriate) - Information Sent:**


**Herrick Memorial Hospital  
500 E. Pottawatomie Street  
Tecumseh, MI 49286**

July 27, 2006

**UNITED STATES NUCLEAR REGULATORY COMMISSION  
Region III, Materials Licensing Section  
2443 Warrenville Road  
Suite 210  
Lisle, IL 60532-4362**

**Re: Additional information for license No. 21-24368-01, Herrick Memorial Hospital**

**Item #1**

As a consultant at Medical Physics Consultants, Inc, I am given the flexibility in my schedule to address both my contractual and regulatory obligations to any facility that I am listed as the Radiation Safety Officer. Currently, I am contracted at 36 facilities and listed as the RSO at one other facility.

The position of Radiation Safety Officer is what we are contracted for by these facilities. All facilities have a signed contract by both the facility and Medical Physics Consultants, Inc. These contracts clearly outline both my responsibilities and the facilities. All facilities have signed a RSO / Management Agreement form that is available for review by the NRC.

All facilities are audited on a quarterly basis which is the standard of practice. These audits are forwarded to both management and the supervising technologist. These audits are reviewed and signed by both of these individuals.

I have been a consultant employed by Medical Physics Consultants, Inc. for 11 years. During this time, I have completed my degree in Radiological Physics and have been board certified by the American Board of Radiology in Medical Nuclear Physics. I have many years of experience with respect to compliance with NRC regulations and facility inspections.

**Item #2**

The amount of time for me to respond to an emergency involving radioactive material will vary depending upon my activities that day. Typically I would be able to respond immediately by phone. All facilities have both my cell phone and office phone numbers. The office staff at Medical Physics Consultants, Inc. has a copy of my daily schedule at all times. The staff has phone numbers to any location that I might be working.

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Medical Physics Consultants, Inc. has an answering service that operates 24 hours a day, 7 days a week, 365 days a year. They have phone numbers for my home, cell and office. If for some reason they are not able to contact me, they have a list of other physicists that are employed by Medical Physics Consultants, Inc. to contact. These individuals are also board certified physicists with a great deal of expertise. This same mechanism has been in place for years whenever one of our facilities is in need of immediate expertise and advice. If we are contacted for a radiological emergency, we direct the account to notify the appropriate management individual.

Item #3

All individuals who handle or have access to radioactive material are overseen by a supervisor. This supervisor reports directly to management and the Radiation Safety Officer. All individual are in-serviced yearly and are certified nuclear medicine technologists. Management in their license application have committed to supplying the necessary resources for the individuals to achieve regulatory compliance. Additionally, they have committed to this in the RSO / Management Agreement letter.

Item #4

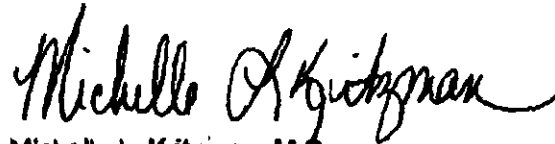
As stated earlier we audit the program quarterly, any unsafe practices or incidents are reported to management in writing. Items of significant concern are always reported to management verbally in addition to the written documentation. All issues are also reported at Radiation Safety Committee Meetings.

If you have any question or if I may be of assistance, please contact me by phone at (734)662-3197 or by e-mail at [mkritzman@mpcphysics.com](mailto:mkritzman@mpcphysics.com).

Thank you for your cooperation.

Sincerely,

  
Tom Zelenak  
Director of Radiology

  
Michelle L. Kritzman, M.S.  
Radiation Safety Officer  
Radiological Physicist  
ABR certified, Medical Nuclear Physics



## FAX TRANSMISSION

DATE: 7/26/06

FAX: 623-214-5213

SENT TO: Jim M.

PHONE:

SENT BY: Tom Zelensk   
Director, Radiology & Oncology Services  
Office: 517-265-0164

## COMMENTS:

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RSO / EXECUTIVE MANAGEMENT  
LETTER OF UNDERSTANDING

July 25, 2006

Michelle L. Kritzman  
Radiation Safety Officer  
Herrick Memorial Hospital  
500 E. Pottawatomie Street  
Tecumseh, MI 49286

Re: Radiation Safety Officer / Executive Management  
Letter of Understanding

Dear Ms Kritzman:

You have been appointed the Radiation Safety Officer (RSO) of this facility for our United States Nuclear Regulatory Commission Materials License. This "Letter of Understanding" is prepared to comply with Title 10 Code of Federal Regulations (CFR) Part 35.24(b). This section of the regulations requires that you agree in writing to the following:

- Assume responsibility for implementing the Radiation Protection Program
- Ensure that radiation safety activities are being performed in accordance with our own approved procedures and all regulatory requirements.

Furthermore, in compliance with 10 CFR 35.24(e),(g), the executive management of this facility agrees to provide you as RSO:

- Specific written notation of your authority, duties and responsibilities, see attached.
- Sufficient authority, organizational freedom, time, resources and management prerogative to:
  1. Identify radiation safety problems;
  2. Initiate, recommend, or provide corrective actions;
  3. Stop unsafe operations; and,
  4. Verify implementation of corrective actions.

Our signatures noted below will attest to the issues noted above. Please make a copy of this document for your files and return the original to my attention.

Sincerely,

Executive Management

Michelle L. Kritzman, M.S.  
Radiation Safety Officer  
Radiological Physicist  
ABR Certified, Medical Nuclear Physics