

## Conversation Record



COMPANY: Capital Consultants  
Engineers

Jennifer Bishop  
Materials Licensing Branch  
U.S. Nuclear Regulatory Commission  
Region III  
2443 Warrenville Road, Suite 210  
Lisle, Illinois 60532-4351  
Jennifer.Dalzell-Bishop@nrc.gov

# PAGES: 3

FAX #: \_\_\_\_\_

(630) 829-9607 FAX: (630) 515-1078

EMAIL: paul.risberg@c2ae.com

CONVERSATION RECORD		TIME	DATE
		3:00 pm	1/9/2013
NAME OF PERSON(S) CONTACTED	TELEPHONE NO.	ORGANIZATION	
Paul Risberg	517-371-1200	Radiation Safety Officer	
License No.: 21-24979-01		Control No.: 578100	

### SUMMARY

This refers to your application for license renewal dated August 6, 2012, and the phone conversation between Paul Risberg and Jennifer Bishop on January 9, 2013.

- A. During our review of your application dated August 6, 2012, it appeared that your application had not been prepared in accordance with the guidance in NUREG 1556, Vol. 1, Rev. 1, "Consolidated Guidance about Materials Licenses: Program-Specific Guidance about Portable Gauge Licenses, dated November 2001."

**For guidance on preparing all licensing correspondence, please use NUREG 1556 Vol. 1, Rev. 1, "Consolidated Guidance About Materials Licenses - Program-Specific Guidance About Portable Gauge Licenses." This document can be found at:**

**<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/v1/r1/>**

**RESPONSE:** Please resubmit your application in its entirety using the guidance in NUREG 1556, Volume 1. Please include in your response the gauge model number and quantity.

- B. In the cover letter transmitting the license renewal application, dated August 13, 2012, you indicate three different individuals who will be responsible for the Radiation Safety Program. It is not clear if you intend to change the Radiation Safety officer.

---

**RESPONSE:** Please indicate the individual who will be listed on the license as the Radiation Safety Officer. If this person is different that the individual listed on the current license, please provide the training certificates for that individual as well as a delegation of authority memo. A sample delegation of authority memo is attached to the conversation record.

- C. In your application, you list several gauge models that are not currently listed on your license, including Troxler Model Nos. 4640 and 3241.

**RESPONSE:** Please explain if these devices are currently used under this license, and if they are, please explain how and when they were acquired.

- D. The Name of the Applicant listed on the license does not match what is currently listed on the license.

**RESPONSE:** Please indicate which entity name is more appropriate. Also, please indicate that this name change is not associated with a change in ownership.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter will be available electronically for public inspection in the NRC Public Document Room or from the NRC's Agencywide Documents Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>

**Action Required:**

Submit the requested information within 14 calendar days (by January 23, 2013) by referencing control number 578100 to facilitate proper handling in our office. Please contact me if you need to make alternative response arrangements.

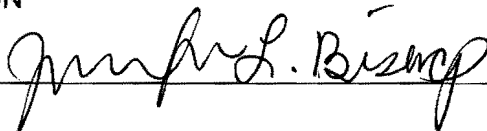
**PLEASE DIRECT ANY QUESTIONS YOU MAY HAVE TO ME AT (630) 829-9607.**

---

NAME OF PERSON DOCUMENTING  
CONVERSATION

SIGNATURE  
DATE

Jennifer Bishop



1/9/13

## Attachment 1

### **Model Delegation of Authority:**

Memo To: Radiation Safety Officer  
From: Chief Executive Officer  
Subject: Delegation of Authority

You, \_\_\_\_\_, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radiation. You are responsible for managing the Radiation Protection Program; identifying radiation protection problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with regulations. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of byproduct material by employees who do not meet the necessary requirements and shutting down operations where justified to maintain radiation safety. You are required to notify management if staff does not cooperate and does not address radiation safety issues. In addition, you are free to raise issues with the Nuclear Regulatory Commission at any time. It is estimated that you will spend \_\_\_ hours per week conducting radiation protection activities.

---

Signature of Management Representative

Date

I accept the above responsibilities,

---

Signature of Radiation Safety Officer

Date

cc: Affected department heads