



Region I Office  
Division of Nuclear Materials Safety  
2100 Renaissance Boulevard  
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King of Prussia, PA 19406-2713  
(610)337-5000

## Telephone Conversation Record

Date: December 24, 2013

License No.: 45-23722-01

Docket No.(no hyphens): 03030662

Mail Control/Report No.: N/A

Licensee Name: Department of Justice

Participant(s) Name/Title: Clancy McDonald/Radiation Safety Officer  
Russell Underwood, Jr./Facility Manager

Work Telephone No.: 703-985-6813

Business Cellphone No.: N/A

NRC Representative Name/Title: Steven R. Courtemanche/Health Physicist

Subject: Pending Expiration of License

*(This is the title that will be used in ADAMS)*

Discussion: [12/24/13; 07:45] I left a message on the licensee's voice-mail for Mr. Clancy to return my call. [12/27/13; 13:10] I left a message for Russell Underwood, Jr. to return my call (Mr. Clancy's supervisor). [12/30/13; 09:10] Mr. Underwood returned my call. I explained the purpose of the phone call. Mr. Underwood stated that the person responsible for that part of the program was on leave until the second week of January. He asked what the consequences would be if the renewal application was not sent in until after December 31<sup>st</sup>. I replied that the application would be treated as a new license, the licensee would be billed appropriately and all licensed material would need to be secured and not used until the new license was issued. A renewal application, on the other hand, is not feed and allows for the continued use of licensed material. I provided Mr. Underwood with the NRC RI fax number so that he could sign a letter, as the management representative, that it is the intent of the licensee to renew its license. [09:30] Mr. Clancy returned my call. I explained the purpose of the call and that I had also spoken to Mr. Underwood. Mr. Clancy asked how much time he had to get in an application since he thought that he had until the end of January. I stated that the regulations actually required the application or a request to terminate the license to be submitted 30 days prior to the expiration date but the region has some latitude in the matter. I told him he should not interrupt his leave to work on the application but work on it as soon as possible when he got back to the office.

Action Required: Document attempts to contact the licensee.

#### SUNSI REVIEW

**Document Availability:** ☒ Public or ☐ Non-Public

**Document Sensitivity:**

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SUNSI Review Completed by: Steven R. Courtemanche