



The University of  
**Montana**

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Office of the Vice President for  
Research and Creative Scholarship  
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DNMS

April 4, 2014

License: 25-01706-03

Docket: 030-00872

Control: 582864

US NRC Region IV

1600 East Lamar Boulevard

Arlington TX 76011-4511

Attention: Jaqueline D. Cook

**RE: Request for Additional Information-University of Montana**

This letter is in response to your March 26, 2014, **Request for Additional Information** concerning the amendment to the University of Montana's Nuclear Regulatory Commission license to use radioactive materials. Attached you will find the documents you have requested to address any deficiencies.

Thank you for your consideration on this request.

Please advise if you require additional information in support of this request.

Sincerely,

Scott L. Whittenburg  
Vice President for Research and Creative Scholarship

**PUBLIC**

- ☒ Immediate Release  
☒ Normal Release

**NON-PUBLIC**

- ☐ A.3 Sensitive-Security Related  
☐ A.7 Sensitive Internal  
☐ Other:

Reviewer: Joc Date: 4/1/14

# KAY L. ALTENHOFEN

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## PROFESSIONAL PROFILE

Environmental Health and Safety professional with over twenty two years of experience at the University of Montana. As the Radiation Safety Office staff I have proven ability to manage the program with a high degree of autonomy. Well-organized detail-oriented team member with excellent analytical and problem solving skills.

## SUMMARY OF QUALIFICATIONS

Environmental Health and Safety/RSOS Dec.1991-present

- Ensure compliance with regulatory agencies, to include OSHA, EPA, Nuclear Regulatory Commission and the Department of Transportation
- Comprehensive knowledge of NRC regulations and ability to evaluate compliance and require correction
- Technical knowledge to evaluate applications for radioactive materials use
- Technical knowledge of the licensed materials authorized on the University license
- Established effective communication with authorized users of radioactive materials
- Coordinate and manage the campus-wide radiation safety program
- Implement programs that address compliance including training
- Design and implement quarterly radiation inspections for laboratories
- Knowledge of radiation measuring devices
- Respond to any chemical, radioactive or biohazard materials emergency
- Coordinate the campus dosimetry program
- Manage the University waste programs including radioactive, hazardous, and biological
- Investigate and report to the NRC, if necessary, any accidents or exposures
- Demonstrated ability to work collaboratively with RSC and University researchers
- Establish administrative controls and provisions relating to management of material control and recordkeeping

## **ASSOCIATION MEMBERSHIPS**

American Industrial Hygiene Association

## **COMMITTEE MEMBERSHIPS**

Non-voting member University of Montana Radiation Safety Committee  
Member Institutional Animal Care and Use Committee  
Member Research Compliance Committee

## **TRAINING / CERTIFICATIONS**

Introduction to Risk Assessment for the Industrial Hygienist,  
American Industrial Hygiene Association, 2007  
Incident Response to Terrorist Bombing Awareness Training Course,  
New Mexico Tech, 2004  
Qualitative Industrial Hygiene, American Industrial Hygiene Association, 2000  
HVAC and Indoor Air Quality, American Industrial Hygiene Association, 1996  
OSHA Course #521, Voluntary Compliance in Industrial Hygiene Area, OSHA  
Training Institute, 1996  
CFR 1910.120 40 hour Hazardous Waste Operations and Emergency Response Training,  
1996  
Respiratory Protection for All Workplaces, Respirator Support Services, 1993  
Nuclear and Radiochemistry, University of Montana, Missoula, Montana, 1992

## **EDUCATION**

University of Montana—Missoula, Mt. 1988  
B.A. in Secondary Education, Major in Science, Minor in Health  
References available upon request

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In accordance with NUREG 1556 Volume 11, the RSO performs audits of all areas of use and individuals who are authorized to use byproduct material to ensure work is done in accordance with the license, regulations, and user permit conditions. The RSO performs preliminary reviews of proposed uses and users. The RSO has full access to all activities involving byproduct material with authority to terminate any activity where health and safety are compromised without consulting with executive management.

Specific duties and responsibilities of the RSO include:

- \* Monitoring and surveying of all areas in which radioactive material is used
- \* Oversight of ordering, receipt, surveys, and delivery of byproduct material
- \* Personnel monitoring program, including determining the need for and evaluating bioassays, monitoring personnel exposure records and developing corrective action as necessary
- \* Training of all personnel
- \* Waste disposal program oversight
- \* Inventory and leak tests of sealed sources
- \* Decontamination
- \* Investigating any incidents and responding to any emergencies
- \* Maintaining all required records

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Reviewer: gpc 4/7/14



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Date: January 1, 2014

To: All Authorized Users

From: Scott Whittenburg, Vice President for Research and Creative Scholarship

Subject: Delegation of Authority for Radiation Safety Officer

Kay Altenhofen has been appointed Radiation Safety Officer and is responsible for ensuring the safe use of byproduct material. The Radiation Safety Officer is responsible for managing the radiation safety program; identifying radiation safety problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; and ensuring compliance with regulations for the use of byproduct material. The Radiation Safety Officer is hereby delegated the authority necessary to meet these responsibilities.

The Radiation Safety Officer has the authority to immediately stop any operations involving the use of byproduct material in which health and safety may be compromised or may result in non-compliance with NRC requirements.

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Reviewer: [Signature] Date: 4/7/14