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**To:** [Whaley, Paul M](#); [Tipping, Tracy N \(tipping@austin.utexas.edu\)](#)  
**Cc:** [Zimmerman, Jacob](#); [Thompson, James](#); [Wertz, Geoffrey](#)  
**Subject:** License Renewal Site Visit  
**Date:** Friday, January 11, 2019 1:05:00 PM

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Hi Paul,

I wanted to send a bit of an agenda for a site visit my Branch Chief and I intend to make regarding the renewal of SNM-180 license, which expires November 13, 2019. Right now I'm looking at the last week of March. In the next month I should be able to firm up some dates for this. I expect this will be a two-day, we fly in one day and fly out the next. This is what I'd like to cover:

1. Site Tour – I'd like a tour of the facility. I don't need much focus on the reactor. I'm thinking your SNM is probably within that facility. I'd like to see the materials that are on your license, to include where they are stored and how they are secured. I'd like some description of use and access.
2. Meet/Greet – This would be those who are involved with the license. You have a number of people on the standing application that are listed as applicants. I'm not sure their role in the SNM license. I'll leave that up to you who is responsible and who is closest to the business of the SNM license. I would say the person signing the application should be there, but I can't tell who that would be. The last application does not have a signature. I want to understand that those listed as applicants are well aware they are on the application.
3. Discussion of License - I'd like a general discussion of the license and why UT has it and how the materials are used. I'd like clear discussion on what is and what is not used. For those things that aren't in use, I'd like to know what your intentions are with those materials.
  - a. Standing Application and Application Expectations - This is going to be my discussion.
  - b. UT Lead for renewal
4. License Renewal – I'll take the lead for discussion here for the following items.
  - a. Review Process – My discussion
    - i. Team Makeup
    - ii. Timeline for submittal
    - iii. Team site visit
    - iv. Timeline for completion
5. Questions/Discussion

We will be flying into Bergstrom. If you could, please send along the best directions to where we're going and where to park. I could use a good contact phone number. Let me know if you'll be needing anything from me for security (entry) and if I need to make arrangements for dosimetry. I'm thinking we will spend ½ a day in travel to UT and would think of spending the rest of the day in the site visit and meeting and we'd be out of there by the end of the day. I've looked at flights in and I think we could be on site after lunch on day one. Once we get a little closer and I can nail down the travel, I can be more specific. Right now, I'm looking at the last week of March, perhaps be there on 3/26. If that week or day is not good, please let me know and we'll flex. I'll be reaching out to you in February to solidify things. If there's anything else ahead of the visit you would like from me, please let me know. If you need to reach me, you can call at the number below or my cell (802) 770-8075.

Thanks

Ty

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