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JUL 12 1985

Iowa Office of Disaster Services
ATTN: Mr. James E. Phipps
Hoover State Office Building
Room A-29
Des Moines, IA 50319

Control No. 76355

Gentlemen:

We have reviewed your application dated February 13, 1985 requesting renewal of NRC License Number 14-11978-01 and find that we will need additional information as follows:

1. Submit a description of the duties and responsibilities of your Radiation Protection Officer, James E. Phipps, under your license. The typical duties of a Radiation Protection Officer would be:
 - a. To ensure that the use of radioactive material is by or under the direct supervision of individuals specifically listed on your license.
 - b. To ensure that all users (where appropriate) wear personnel monitoring equipment when using radioactive materials.
 - c. To ensure that radioactive materials are properly secured against unauthorized removal at all times when not in use.
 - d. To perform routine inspections of all laboratories using or storing radioactive materials.
 - e. To ensure that the terms and conditions of your license are met, and that all required records are maintained.
 - f. To immediately halt any activity judged to be a threat to health, safety, the environment or a violation of the conditions of your license or the regulations.
2. Please provide a copy of your step-by-step procedures for operation of the calibrators.

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3. Please describe your method for converting instrument readings to activity in microcuries for your leak test samples. Please include a sample calculation.

We will continue our review of your application upon receipt of this information. Please reply in duplicate, within 30 days, and refer to Control Number 76355.

Sincerely,

Original Signed By
William J. Adam, Ph.D.
Materials Licensing Section

RIII
wja
Adam/cm
07/02/85