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**Subject:** Delegation of Authority  
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**Attachments:** [Delegation of Authority.docx](#)

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Good Morning Mr. Buffington,

Thank you so much for taking the time to discuss the amendment of your NRC materials license with me this morning. As we discussed, I will need a Delegation of Authority memo formally appointing the RSO, signed by both the proposed Radiation Safety Officer and their senior management responsible for oversight of the radiation safety program. A sample Delegation of Authority memo is available in Appendix D, "Typical Duties and Responsibilities of the Radiation Safety Officer," to NUREG 1556 Vol. 1, Rev. 2. For your convenience I have attached a model document to this email. If you choose to use the attached model document please address the highlighted fields and be sure to include the printed names and titles of both signatures.

As we discussed, please provide the signed and dated document as a PDF attachment to an email by Tuesday, April 28, 2020. If you have any questions please do not hesitate to call me directly.

Thank you,

*Erin Kennedy*

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