Memorandum

To: Radiation Control Program Directors
   Federal Representatives
   Other Related Personnel

From: Patricia C. Gorman, Deputy Director

Date: October 4, 2001

Subject: Update of the Directory of Personnel Responsible for Radiological Health Programs

Respond by: November 15, 2001

We are preparing to issue the 2002 edition of the Directory of Personnel Responsible for Radiological Health Programs. Enclosed is your listing as we have it currently. We are requesting that you review your listing for the directory and:

- Correct the listing. If there are changes needed, it is our preference that changes be indicated on the enclosed sheet(s) so we can easily determine what needs to be changed. If you prefer to retype your listing to reflect the changes, it would be most helpful and greatly appreciated if you would highlight or redline the changes especially if you e-mail changes.

- Add individuals. Please provide comparable details (name, position title, agency, telephone numbers, extension numbers, E-mail address, and mailing address if different) for each official in any agency which has a radiation control responsibility in your state or federal agency, or is a CRCPD committee chairperson or CRCPD liaison, and who was not listed in the previous directory. These areas might involve low-level radioactive waste, environmental monitoring, radiation producing machines registration and control, or radioactive material licensing and control. Be sure to indicate exactly where each individual should be inserted in the listing.

- Identify a mammography contact and a radon contact if not previously provided.

- Add E-mail addresses. We sometimes have difficulty in distinguishing the letter I (L) from the number 1 (#1) and the letter O from the number 0. So in providing us with Internet addresses, if they contain a number 1, please show it as 1. If it is a letter 1, please write a capital L. And if it is the letter O, please write a small o and show the number 0 as 0.
October 4, 2001

- Add Web site. If you have a Web site and would like it included, please provide us with the information and we will add it to your main address listing. Please follow the comments under "add E-mail addresses" regarding particular letters and numbers we have difficulty distinguishing.

- Sign and date the sheet(s) and return the information to Sue Smith by November 15. Either record the changes that need to be made, or write that the sheet is correct, sign the sheet, and return it to us, preferably by mail.

Thank you for your assistance with this important project. Keeping the Directory current and up-to-date is very beneficial to a large number of persons involved with radiation protection.

PCG/SS/ss

Enclosures
Indicate changes needed, sign this sheet:  Changes requested by: __________________________

And send by November 15 to:
Sue Smith
Date: ______________________
CRCPD
205 Capital Avenue
Frankfort, KY 40601
(Prefer sheets be mailed but fax number is 502/227-7862).

Please sign sheet if no changes are needed.

Thanks.
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113
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