

**OFFICE OF THE VICE PRESIDENT FOR RESEARCH**Physical Address

4111 Monarch Way, Suite 203
Norfolk, Virginia 23508

Mailing Address

Office of Research
1 Old Dominion University
Norfolk, Virginia 23529
Phone (757) 683-3460
Fax (757) 683-5902

July 5, 2007

NMJB 2

Licensing Assistance Team
Division of Nuclear Materials Safety
US Nuclear Regulatory Commission, Region I
475 Allendale Road
King of Prussia, PA 19406-1415

Dear Sir/Madam:

03016045

This letter is to request that license number 45-09599-03, issued to Old Dominion University (Norfolk, VA), be amended so as to include Ms. Stephanie Woolf as the University's Radiation Safety Officer. Pending your approval, Ms. Woolf will replace Derek S. Krepp, the current Radiation Safety Officer on July 6, 2007. She will serve as the University's Radiation Safety Officer temporarily until the RSO position has been filled.

I have enclosed Ms. Woolf's resume for your review. Ms. Woolf is currently the Director of the Environmental Health & Safety at Old Dominion University. She has an extensive academic background as well as several years of hands on experience using and managing radioisotopes. Furthermore, she has been a permanent member of the University's Radiation Safety Committee for the past two years. This has allowed her to become very familiar with all aspects of the University's Radiation Safety Program. Considering the University primarily uses low energy beta emitters; I am confident that Ms. Woolf's experience and management skill would allow her to effectively serve as the University's Radiation Safety Officer.

Please do not hesitate to contact me if you have any questions. We look forward to your response.

Sincerely,

Mohammed A. Karim
Vice President of Research

Enclosure: Resume

140778

NMSS/RGN1 MATERIALS-002

Stephanie A. Woolf**Work: 757-683-4495****Cell: [REDACTED]****swoolf@odu.edu****October 2005 – Present****Director****Environmental, Health & Safety Office****Old Dominion University****4807 Hampton Blvd., Hughes Hall Room 2061****Norfolk, Virginia 23529****Supervisor: Robert Fenning, Vice President Admin & Finance****Supervisor of EH&S Staff**

- **Work Manager**
 - Establish program goals, objective and action plan to accomplish all of the identified work
 - Ensure staff productivity through definition of the work and identification of potential employee growth opportunities.
 - Ensure work is completed according to policy and sound management principles, within established timeframes
 - Delegate and assign work, as needed
 - Ensure all employees work profiles and evaluations are completed in a timely and professional manner.
 - Select, train and supervise staff and student employees
 - Provide appropriate training, coaching and counseling, as necessary
 - Document employee's contribution throughout the performance year
 - Authorize time and attendance worksheets, leave slips and other administrative supervisory work, as required.
- **Budget Director of EH&S Office**
 - Develop the annual operating budget for the EH&S Office, in conjunction with the staff, to identify the resources necessary to accomplish all compliance objectives, defined work and professional development.
 - Monitor the budget to ensure that operational costs of the unit do not exceed budgeted resources.

Environmental Programs Manager

Manage specific environmental programs. Promulgate necessary policies, procedures, projects and action plans to ensure compliance. Prepare and submit necessary reports. Represent the University as the primary point of contact with all applicable Federal, State, and local environmental health and safety agencies. Some of these programs include:

- Hazardous Waste/Medical Waste Management
- Chemical Use Reporting/Waste Minimization
- Underground Storage Tanks
- Air Emissions
- Water Programs
- Environmental Management/Greening of the University

Safety & Health Programs Oversight

Oversee the following programs:

- Occupational Safety & Health Program
- Respiratory Protection Program
- Bloodborne Pathogen Program
- Radiation Safety Program

June 1997 – October 2005

Physical Scientist, (GS-1301-13)

Environmental Technical Support Division

U.S. Department of Energy, Idaho Operations Office

1955 Fremont Avenue, Idaho Falls, Idaho 83402

Supervisor: Don Rasch, Deputy Director

Air Program Manager

- Managed \$1.5 million control account for all air program activities at the Idaho National Laboratory
 - Developed scope and schedule in collaboration with Idaho National Laboratory (INL) and Idaho Completion Project (ICP) contractors
 - Evaluated contractor's proposed and final budget
 - Provided contract oversight through assessments, document reviews and program reviews in order to monitor performance
 - Conducted meetings to discuss performance
 - Documented performance related to air control account for use in award fee determination
- Contract Officer Representative for \$0.5 million interagency agreement with the State of Idaho for air emissions fee registration at the Idaho National Laboratory
 - Negotiated air fees with the State of Idaho on an annual basis
 - Wrote grant documentation to cover fee registration purposes
 - Monitored spending rate, costs, and scope of work performed
- Established working relationships with Federal, State, local regulators and stakeholders in regards to air permits and the Title V Air Operating Permit.
 - Negotiated with regulatory agencies to achieve agreeable solutions
 - Conducted public meetings and hearings regarding the Idaho National Laboratory Air Permitting Program
 - Gave presentations to potentially adversarial groups, such as the Citizen Advisory Board
- Oversaw air permitting applications and reports through environmental document review using specialized knowledge and expertise

- Sixteen individual air permits and associations permit requirements
- Ozone Depletion Substance Program
- New Source Review and Prevention of Significant Deterioration Permitting
- Risk Management Plan Thresholds/General Duty Clause
- Recommended approval of NEPA documentation for air related activities to the DOE-ID NEPA Compliance Officer
- Planned and performed quarterly quantitative assessments to analyze effectiveness of air programs
- Analyzed new policies, guides, and standards on air regulations and determined if there was an impact to site operations
- Assessed risk and liability to determine regulatory reporting requirements and/or need for disclosure to the regulator
- Provided technical expertise to Department of Energy for all aspects of air programs through training sessions and mentoring facility personnel in the review of regulatory documents.

Emergency Planning and Community Right-to-Know Act (EPCRA) Program Manager

- Managed \$1.8 million control account for all chemical management system activities at the Idaho National Laboratory
 - Developed scope and schedule in collaboration with INL and ICP contractors
 - Evaluated contractor budget and resource loading
- Examined contractor EPCRA 311 MSDS listing reports (quarterly) and 312 Annual Chemical Inventory Report for technical correctness and quality
- Coordinated site-wide review of EPCRA reports to ensure quality from line management
- Calculated annually the EPCRA 313 Toxic Release Inventory reporting thresholds to determine which chemicals require reporting to the EPA
- Analyzed the data and prepared the DOE-ID Idaho National Laboratory EPCRA 313 Toxic Release Inventory Chemical reports.
- Briefed the Idaho Field Office Manager demonstrating the review effort for management approval and certification
- Idaho National Laboratory EPCRA Committee Chairperson addressing site-wide EPCRA issues
- Attended and provided information to the DOE-Complex wide TRI Committee in order to address common reporting issues across the complex on a monthly basis
- Acted as the technical expert for the DOE Chemical Management System Handbook
- Provided professional consultation on environmental laws, regulations and standards such as Emergency Planning and Community Right-to-Know Act (EPCRA), air quality, NESHAPs, chemical storage and chemical compatibilities to the Idaho National Laboratory DOE-ID facility personnel and DOE-HQ.

Pesticide Program Manager

- Analyzed the Idaho National Laboratory Pesticide List reviewing pesticide label and material safety data sheets in order to comply with Federal and State regulations
- Conducted annual surveillances on pesticide storage areas to ensure proper containment
- Inspected pesticide applicator contracts and licenses on an annual basis.

RCRA Biennial Report and Hazardous Waste Generator Report Manager

- Examined waste reports generated by the contractors
- Researched report data entries to the manifests to ensure technical correctness and quality of reports
- Briefed the Idaho Field Office Manager demonstrating the review effort for management approval and certification

Spill Reporting Program Manager

- Assessed daily spill summaries to ensure compliance with spill regulations (40 CFR 302 and 355)
- Oversaw contractor spill notification calls to the State Emergency Response Center or the National Response Center – U.S. Coast Guard
- Reviewed any unusual occurrence reports containing information on a spill
- Trended yearly spill summaries and reportable spills to identify common areas needing improvement

Oversight Duties

- Assessed and evaluated contractor activities through observation, personal contact and monitoring of contractor self-assessments
 - Analyzed and evaluated effectiveness of contractor performance and provide recommendations for improvement
 - Assessed management and EH&S performance including, Asbestos Removal Activities, Ozone Depletion Substances, air permitting determinations, and Advanced Mixed Waste Treatment Facility Air Permit
- Developed and administered the environmental document review process for the Department of Energy, Idaho Operations Office
 - Planned and coordinated reviews in a DOE facility team effort through writing a review plan for each document requiring management certification
 - Mentored reviewers in the regulations and report format
 - Conducted the reviews and critiqued any developing areas of concern or any trend identified.

Environmental Compliance Officer (until 2001)

- Operated and inspected hazardous wastes in nine satellite accumulation areas and one temporary accumulation area
- Developed the Environmental Compliance Program Plan for use by three different affiliated building inhabitants of approximately 70 employees

- Developed radioactive waste disposal procedures and waste certification plan for low-level wastes for the laboratory
- Authored and conducted waste, chemical tracking and pollution prevention training for laboratory staff
- Prepared NEPA categorical exclusions on laboratory equipment modifications
- Analyzed analytical flow chart data with scientists to identify waste stream disposal and possible pollution prevention opportunities
- Conducted review of all laboratory air sources and documented grandfathered sources and other air emission sources
- Established environmental file record system for the laboratory
- Wrote all environmental reports required by the laboratory (EPCRA 311, 312, 313, air emission inventory, etc.)
- Developed user-friendly chemical storage system (color coded per hazard) and organized all chemicals (1000+) into new system to ensure staff safety
- Tracked all chemical usage and uniform building code limits
- Interpreted and applied regulations such as RCRA, CAA, CWA, UBC to the laboratory operations. Mentored and advised chemists, scientist and laboratory staff on environmental regulations and requirements
- Wrote chapter on laboratory environmental compliance, waste management, and waste determination in the radioanalytical laboratory for the EPA Multi-Agency Radiation Laboratory Analytical Procedures Manual (MARLAP)

October 1994 – June 1996

Chemist, (GS-1320-12)

U.S. Department of Energy, Idaho Operations Office

Radiological and Environmental Sciences Laboratory

1955 Fremont Avenue, MS-4149, Idaho Falls, Idaho 83402

Supervisor: R. Douglas Carlson, Director

- Qualified Strontium-90 radiochemist in environmental media (milk, wheat, vegetation, water, tissue)
- Developed, in conjunction with the ASTM Drinking Water D-19 Committee, new methods for detection of plutonium and americium in water
- Marketed laboratory capabilities to other agencies. Designed brochures and posters for marketing purposes
- Spoke at the Radiological and Bioassay Conference (500 attendees) on ASTM Am/Pu methods and the use of perchloric acid
- Technical Representative to the Contracting Officer on the contract between the NRC and RESL on the Split Sample Program
- Developed cost allocations for sample preparation and analyses
- Wrote statement of work and reports to show cost accounting
- Participated on teams auditing NRC and DOE laboratories writing and editing the audit checklists

July 1992 – October 1994

Associate Scientist, Dosimetry Technician
EG&G Idaho, Inc.
Radiological and Environmental Sciences Laboratory
Radiological Sciences Branch
1955 Fremont Avenue, MS-4149, Idaho Falls, Idaho 83402
Supervisor: Richard Cullison (DOE)

- Qualified as radioactive source operator on various sources for irradiating dosimetry for testing under the DOE Laboratory Accreditation Program (DOELAP)
- Wrote and edited reports for the DOELAP program
- Compared irradiated doses with report results to determine DOE contracted laboratories performance
- Functioned as the technical document coordinator
- Wrote, edited, tracked and issued technical procedures for the branch

Education

- Masters of Science, Hazardous Waste Management with Interdisciplinary areas of Biology and Engineering, Idaho State University, Pocatello, Idaho, 1997, 39 semester credit hours
- Bachelors of Science in Biochemistry and Biology, Idaho State University, Pocatello, Idaho, 1992, 157 semester credit hours
- Minor in Chemistry, 1992

Job-Related Courses

Radiation Worker I, 2005
Cross-cutting Industrial Safety, OSHA 10-hour course, 2005
24-hour OSHA Hazardous Worker, Eastern Idaho Technical College, 2005
Contract Management, 4 Modules, 2004-2005
Fundamentals of Air Dispersion, Trinity Consultants, 2004
EPCRA Toxic Release Reporting Requirements, EPA 2004
Human Performance Fundamentals, Bechtel Babcock and Wilcox (BBWI), 2004
Environmental Management Systems/ISO 14001, ENSER, 2004
Hazard Communications, BBWI, 2002
Applied Clean Air Act Training, 2002
Fundamentals of RCRA Regulations, McCoy, 1999
Air Permitting in Idaho, Trinity Consultants, 1999
Risk Management Plan Training, Trinity Consultants, 1999
Satellite Accumulation Area Waste Rules and Regulations, 1998
ISO 14001 Advanced Lead Auditor Training, 1998
Registered Environmental Manager Training, NREP, 1998
Hazardous Material Employee Training, 1997
Release Reporting, 1997
Radiation Worker II, 1997
Contracting for the Technical Representative, 1997
Fundamentals of RCRA Regulations, McCoy, 1997

Leader for a Customer-Driven Organization, 1996
Actinide Chemistry Methodology Rotation, 3 months, 1996
Error Propagation in Radiochemical Analysis, 1995
Radiation Detection and Measurement, 1995
Liquid Scintillation Chemistry Rotation, 3 months, 1995
Hazardous Materials Shipping, 1995
Strontium Chemistry Methodology Rotation, 3 months, 1995

Honor, Awards and Special Accomplishments

Phi Kappa Phi Honor Society Member since 1997
DOE Performance Awards 2004, 2003, 2002, 2001, and 1997
DOE Special Act Awards 2000, 1999, 1998

Semi-Annual Leak Test / Calibrations

July

LastName	Description	Calibration Date	Stored In	Note
Carson	JOEL 100 CX2 Tem electron microscope	7/10/2006	MGB 106D	point of contact Kh
	LEO 435 VP electron microscope	7/10/2006	MGB 108	Point of contact Kh
Darby	Philips PW 1729 x-ray spectrometer	7/10/2006	Oceanography 244	Surveyed Annually
	ETEC Corp. SEM	7/10/2006	Oceanography 348	Surveyed Annually
Elsayed-Ali	Cambridge Stereoscan 200 SEM	7/12/2006	ARC L108	Surveyed Annually
	JOEL 100 CX-2 TEM	7/12/2006	ARC L115	Surveyed Annually

This is to acknowledge the receipt of your letter/application dated

7/5/2007, and to inform you that the initial processing which includes an administrative review has been performed.

☒ AMEND. 45-09599-03
There were no administrative omissions. Your application was assigned to a technical reviewer. Please note that the technical review may identify additional omissions or require additional information.

☐ Please provide to this office within 30 days of your receipt of this card

A copy of your action has been forwarded to our License Fee & Accounts Receivable Branch, who will contact you separately if there is a fee issue involved.

Your action has been assigned **Mail Control Number** 140778.
When calling to inquire about this action, please refer to this control number.
You may call us on (610) 337-5398, or 337-5260.