6/16/2010

Materials Licensing Branch
U.S. Nuclear Regulatory Commission, Region III
2443 Warrenville Road, Suite 210
Lisle, IL 60532-4352

Attn: Materials Licensing Branch: Amendment Personal,

As of June 16, 2010, InstroTek, Inc. is requesting to change the primary RSO from Cody Zeithammel changed to Steve James for the InstroTek, Inc. office located at 4495 44th Street S.E., Suite A, Grand Rapids, MI., 49512; license number 32-32666-01. Please amend page 2 of 4, part 11 and 12 by adding Steve James as the RSO and remove the name Cody Zeithammel.

Also attached are the training documents associated with the radiation safety training.

If you have any further questions or concerns, please feel free to contact me.

Sincerely,

Steve James

Steve James
Service Manager

InstroTek, Inc.
4495 44th Street S.E.
Suite A
Grand Rapids, MI 49512
(p) 616.726.5850
(f) 616.726.5852

Nuclear Gauge
Radiation Safety Officer Training

This Is To Certify

Steven James

has successfully completed an eight hour Radiation Safety Officer Training course as required by the United States Nuclear Regulatory Commission and the Agreement States. The course included instruction in the fundamentals of correct and safe use of the portable nuclear moisture density gauges, including HAZMAT requirements. Included in the course was:

- Atomic Physics
- ALARA
- Personal Monitoring
- Shipping / Transportation
- Measurement Theory
- Radiation Safety
- Dose / Shielding
- Authorized Users
- Storage / Transfer
- Calibration
- Radiation Effects
- Records Maintenance
- Regulations / Training
- Accident / Emergency
- Maintenance

OSCS, Inc.

Texas License Number LO5813

Instructor: James Stiles

Date: 04/08/2005

Certificate No. 00031A

RETAIN A COPY FOR REVIEW BY REGULATORY AGENCY

Nuclear Gauge Operator
Safety Training

This Is To Certify

Steven James

has successfully completed an eight hour Nuclear Gauge Operator Safety Training course as required by the United States Nuclear Regulatory Commission and the Agreement States. The course included instruction in the fundamentals of correct and safe use of the portable nuclear moisture density gauges, including HASMAT requirements. Included in the course was:

- Atomic Physics
- ALARA
- Personal Monitoring
- Shipping
- Measurement Theory
- Radiation Safety
- Dose
- Regulations
- Storage
- Calibration
- Radiation Effects
- Shielding
- Transportation
- Accident
- Maintenance

OSCS, Inc.

Texas License Number LO5813

Date: 04/08/05

Certificate No. 00031

Instructor: Mike Stiles, PhD

Mike Stiles

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HAZMAT Training

This Is To Certify

Steven James

Was trained and tested on the transportation requirements of portable moisture/density gauges.
The training included:

General Awareness	Specific	Driver
49 CFR 100-185	Shipping Name	Inspection
Training Requirements	Packaging	Security
Safety	Labeling	Bracing
Emergency Response	Marking	Safety
Commercial Truck/Air	Shipping Papers	Shipping Paper Location

OSCS, Inc.

Texas License Number LO5813

Date: 04/07/2008

Instructor: James Stiles

Certificate No. 040708A

RETAIN A COPY FOR REVIEW BY REGULATORY AGENCY

49 CFR / IATA HAZMAT TRAINING CERTIFICATION

This Is to certify that **Steven James**

was trained according to the requirements of 49CFR subpart H and IATA 1.5.2 and demonstrated satisfactory understanding by passing testing with a satisfactory grade. Training materials are maintained in Troxler Electronic Laboratories, Inc. Radiation Safety Department at 3008 Cornwallis Road, RTP NC, 27709

Date of Training and Testing: 10/7/2002

Trainer: James Byron

Title: Assistant Radiation Safety Officer

Address: 3008 Cornwallis Road RTP, NC 27709

Signed: James Byron Date: 10/07/02

TROXLER ELECTRONIC LABORATORIES, INC.

HEREBY CERTIFIES THAT

STEVEN JAMES
of

TROXLER ELCTRONIC

HAS SUCCESSFULLY COMPLETED THE TROXLER ELECTRONIC LABORATORIES, INC. TRAINING COURSE FOR THE USE OF NUCLEAR TESTING EQUIPMENT.

SUBJECTS INCLUDED IN THIS COURSE WERE AS FOLLOWS:

Radiological Safety

1. *Principles and practices of radiation protection.*
2. *Leak testing procedures*
3. *Mathematics and calculations basic to the use and measurement of radioactivity.*
4. *Biological effects of radiation.*
5. *Radioactivity measurement standardization and monitoring techniques and instruments.*
6. *Accident and incident procedures.*
7. *Procedures for nuclear guage storage and transportation.*
8. *General safety precautions.*

Gauge Operation

1. *Instrument theory*
2. *Operating procedures*
3. *Maintenance*
4. *Field application*
5. *Gauge calibration*

CERTIFICATE #: 096735

Robert Wilson
ROBERT WILSON
INSTRUCTOR

11/16/01
DATE

WILLIAM F. TROXLER, JR
PRESIDENT

TROXLER

MEMORANDUM
MEMORANDUM
MEMORANDUM
MEMORANDUM

TO: Steve Browne

CC: Annalee Richardson, Steven James

FROM: John Kadwell *John Kadwell*

DATE: November 26, 2001

SUBJECT: Nuclear Gauge Service Training

The below listed training was conducted at Troxler Electronic Laboratories, Inc., Research Triangle Park, North Carolina during the period from October 29, 2001 to November 9, 2001 as indicated below.

Topic	Time (hr)	Instructor
Receiving Nuclear Gauges	2	Tom McNally
Leak Testing Troxler Nuclear Density Gauges	1	Frank Cameron
Operation of the Eberline "Frisker"	0.5	James Byron
Inspection and Cleaning of Sliding Block area	0.5	Frank Cameron
Source Rod Weld Inspection	0.5	Frank Cameron
Proper handling and storage of Source Rods	0.5	Frank Cameron
Repair and maintenance of Troxler 3400 gauges	16	Frank Cameron
Repair and maintenance of Troxler 4640 gauges	4	Frank Cameron
Calibration of Troxler 3400 & 4640 gauges	16	Frank Cameron

A copy of this memo has been forwarded to Human Resources and to the Denver Colorado service center to be kept on file.

Service Personnel Training Checklist

Employee Name: Steven James Job Title Service Manager Date of Hire 8/10/2007

Radiation Safety Training:

- ☑ Gauge Operator Training
  Date: 11/16/01
- ☑ Company emergency response procedures
- ☑ Radiation safety steps and procedures related to removal of source rod

Additional Training
Type: NCAT Ignition

Service Training:

- ☑ Gauge check in procedure
- ☑ Gauge radiation screening procedure
- ☑ Use of the leak test machine
- ☑ Removal of source rod
- ☑ Shielding and storage of source rod
- ☑ Cleaning and greasing of the source rod bearings
- ☑ Source rod, index rod and sliding block visual inspection
- ☑ Source rod weld digital camera inspection and reporting
- ☑ Electronics troubleshooting and repair
- ☑ Review of gauge components and functionality
- ☑ Review of schematics and related gauge repair documents
- ☑ Component level repair
- ☑ Board level repair

Document Creation:

- ☐ Create Quotes
- ☑ Create Sales Orders
- ☑ Create Packing List
- ☐ Create shipping documents
- ☐ Create Invoice

Calibration Training:

- ☑ InstroTek 3500 Xplorer, three and five blocks
- ☑ Troxler model 3401, 3411, 3430, 3440 gauge, three and five block calibration
- ☑ Troxler model 4640
- ☑ Troxler model 3450
- ☑ Humboldt 5000 series gauges
- ☑ CPN MC series gauge
- ☑ CPN MCM, AC, 501 and 503
- ☑ Use of the calibration programs
- ☑ Burning gauge calibration PROMs
- ☑ ValiDator Training
- ☑ Verifier Training
- ☑ QC method and procedures for different model gauges

Shipping:

- ☑ Packaging of gauges prior to shipment
- ☑ Packaging of parts prior to shipment
- ☑ Shipping gauges using Fed X
- ☑ Shipping gauges using truck carriers
- ☑ Shipping parts using UPS and Fed X
- ☑ International shipments

Employee Signature [signature]

Supervisor Signature [signature]

Manager Signature [signature]

Date: 2/9/2010

New Employee Safety Training Checklist

InstroTek, Inc.

Employee Name: Steven James

Start Date: 8 / 09

Position: Service Manager

Nuclear Gauge operator and safety Training Date 11-16-01 /

Review of Company Emergency Procedures ✓ (Yes) ____ (No)

Review of other safety requirements ✓ (Yes) ____ (No)

Employee Section:

1- Do you feel you are sufficiently trained to safely operate nuclear instrumentation under the requirements of InstroTek's license
✓ (Yes) ____ (No).

2- Do you understand that you maybe required to undergo additional safety training, if deemed necessary by your immediate supervisor and company RSO
✓ (Yes) ____ (No)

Comments: ______________________

Employee Signature: [signature]

RSO Authorization: [signature]

TRAINING ITEM	PROCEDURE NUMBER	DATE TRAINING STARTED	DATE TRAINING COMPLETED	LATEST REFRESHER TRAINING DATE	EMPLOYEE INITIALS	QUALITY MANAGER INITIALS
APPENDICES						
Terms and Definitions		3/12/10	3/12/10		SJ	R
Job Descriptions						
Organizational Chart						
Normative References						
Employee Training Records						
Scope of Accreditation to ISO/IEC 17025-2005						
ADDITIONAL TRAINING						
Nuclear Radiation Safety Training						
Uncertainty Training						
Service Personnel Training Checklist	QP-007A					

InstroTek, Inc.
EMPLOYEE TRAINING RECORD

EMPLOYEE: STEVE JAMES

HIRE DATE: August 2009

TRAINING ITEM	PROCEDURE NUMBER	DATE TRAINING STARTED	DATE TRAINING COMPLETED	LATEST REFRESHER TRAINING DATE	EMPLOYEE INITIALS	QUALITY MANAGER INITIALS
EMPLOYEE MANUAL		3/12/10	—		SJ	[illegible]
QUALITY MANUAL		3/12/10	—		SJ	[illegible]
QUALITY PROCEDURES						
Calibrations free from undue pressures	QP-001	3/12/10	3/12/10		SJ	[illegible]
Client confidentiality	QP-002					
Inappropriate activities	QP-003					
Training procedures	QP-004					
Document control procedures	QP-005					
Review of requests, tenders, contracts	QP-006					
Selection and purchasing of services and supplies	QP-007					
Customer complaint procedure	QP-008					
Control of Nonconforming testing and/or calibration work	QP-009					
Computer management and maintenance procedures	QP-010					
Internal audit procedures	QP-011					
Management review procedures	QP-012					
Development and validation of non-standard method procedures	QP-013					
Estimation of Uncertainty Procedure	QP-014					
Safe handling, transport, storage, use & planned maintenance of equipment procedure	QP-015					
Handling, transporting, storage and preparation of items to be calibrated procedures	QP-016					
Development and review of calibration procedures	QP-017					
Authorized signitories	QP-018					
Completion of Calibration Certificate	QP-019					
Visitor Control Procedures	QP-020					
After Hours Work	QP_021				SJ	[illegible]

U.S. NUCLEAR REGULATORY COMMISSION Amendment No. 01

MATERIALS LICENSE

Pursuant to the Atomic Energy Act of 1954, as amended, the Energy Reorganization Act of 1974 (Public Law 93-438), and Title 10, Code of Federal Regulations, Chapter I, Parts 30, 31, 32, 33, 34, 35, 36, 39, 40, and 70, and in reliance on statements and representations heretofore made by the licensee, a license is hereby issued authorizing the licensee to receive, acquire, possess, and transfer byproduct, source, and special nuclear material designated below; to use such material for the purpose(s) and at the place(s) designated below; to deliver or transfer such material to persons authorized to receive it in accordance with the regulations of the applicable Part(s). This license shall be deemed to contain the conditions specified in Section 183 of the Atomic Energy Act of 1954, as amended, and is subject to all applicable rules, regulations, and orders of the Nuclear Regulatory Commission now or hereafter in effect and to any conditions specified below.

Licensee	**In accordance with application dated August 24, 2009,**
1. InstroTek, Inc.	3. License number 32-32666-01 **is amended in its entirety to read as follows:**
2. 5908 Triangle Drive Raleigh, NC 27617	4. Expiration date November 30, 2017
	5. Docket No. 030-37525 Reference No.

6. Byproduct, source, and/or special nuclear material	7. Chemical and/or physical form	8. Maximum amount that licensee may possess at any one time under this license
A. Cesium-137	A. Sealed sources registered either with NRC under 10 CFR 32.210 or with an Agreement State and incorporated in a compatible gauging device as specified in Item 9 of this license.	A. No single source to exceed the maximum activity specified in the certificate of registration issued by NRC or an Agreement State for a total of 500 millicuries
B. Americium-241	B. Sealed sources registered either with NRC under 10 CFR 32.210 or with an Agreement State and incorporated in a compatible gauging device as specified in Item 9 of this license.	B. No single source to exceed the maximum activity specified in the certificate of registration issued by NRC or an Agreement State for a total of 2 curies

9. Authorized use:

A. and B. For use and/or possession incident to:

(1) Servicing, repairing and leak testing of InstroTek 3500 Xplorer; Troxler 3400 Series; Troxler 4640 Series; Troxler Model 3241; Humboldt 5001 Series; and CPN MC Series portable gauging devices.

(2) Instruction and training of individuals in the use of gauging devices.

MATERIALS LICENSE **SUPPLEMENTARY SHEET**	License Number 32-32666-01
	Docket or Reference Number 030-37525
	Amendment No.01

(3) Redistribution of InstroTek 3500 Xplorer; Troxler 3400 Series; Troxler 4640 Series; Troxler Model 3241; Humboldt 5001 Series; and CPN MC Series portable gauging devices to persons authorized by the NRC or an Agreement State to receive, possess and use such devices

CONDITIONS

10. Licensed material may be used or stored at the licensee's facilities located at 4495 44th St. S.E., Ste. A, Grand Rapids, Michigan and may be used at temporary job sites of the licensee anywhere in the United States where the U. S. Nuclear Regulatory Commission maintains jurisdiction for regulating the use of licensed material

11. The Radiation Safety Officer (RSO) for this license **Cody Zeithammel**.

12. is Licensed material shall only be used by, or under the supervision and in the physical presence of Ali Regimand, Lawrence H. James, Ph.D., Johnny Williams or **Cody Zeithammel** and individuals who have received the training described in application dated July 27, 2007

13. A. Sealed sources shall be tested for leakage and/or contamination at intervals not to exceed the intervals specified in the certificate of registration issued by NRC under 10 CFR 32.210 or by an Agreement State.

B. In the absence of a certificate from a transferor indicating that a leak test has been made within the intervals specified in the certificate of registration issued by NRC under 10 CFR 32.210 or by an Agreement State prior to the transfer, a sealed source or detector cell received from another person shall not be put into use until tested.

C. Sealed sources need not be tested if they are in storage and are not being used. However, when they are removed from storage for use or transferred to another person, and have not been tested within the required leak test interval, they shall be tested before use or transfer. No sealed source shall be stored for a period of more than 10 years without being tested for leakage and/or contamination.

D. The leak test shall be capable of detecting the presence of 0.005 microcurie (185 becquerels) of radioactive material on the test sample. If the test reveals the presence of 0.005 microcurie (185 becquerels) or more of removable contamination, a report shall be filed with the U.S. Nuclear Regulatory Commission in accordance with 10 CFR 30.50(c)(2), and the source shall be removed immediately from service and decontaminated, repaired, or disposed of in accordance with Commission regulations.

E. Tests for leakage and/or contamination shall be performed by the licensee or other persons specifically licensed by the Commission or an Agreement State to perform such services. In addition, the licensee is authorized to collect leak test samples for analysis by persons specifically licensed by the Commission or an Agreement State to perform such services.

MATERIALS LICENSE **SUPPLEMENTARY SHEET**	License Number 32-32666-01
	Docket or Reference Number 030-37525
	Amendment No.01

F. Records of leak tests results shall be kept in units of microcuries and shall be maintained for 3 years.

14. Sealed sources containing licensed material shall not be opened or sources removed from source holders by the licensee

15. The licensee shall conduct a physical inventory every 6 months, or at other intervals approved by the U.S. Nuclear Regulatory Commission, to account for all sources and/or devices received and possessed under the license.

16. Except for maintaining labeling as required by 10 CFR Part 20 or 71, the licensee shall obtain authorization from NRC before making any changes in the sealed source, device, or source-device combination that would alter the description or specifications as indicated in the respective Certificates of Registration issued either by the Commission pursuant to 10 CFR 32.210 or by an Agreement State.

17. Each portable nuclear gauge shall have a lock or outer locked container designed to prevent unauthorized or accidental removal of the sealed source from its shielded position. The gauge or its container must be locked when in transport. A minimum of two independent physical controls that form tangible barriers to secure portable gauges from unauthorized removal whenever the portable gauge is not under the control and constant surveillance of the licensee are required.

18. Any cleaning, maintenance, or repair of the gauges that requires detaching the source or source rod from the gauge shall be performed only by **Cody Zeithammel** or persons who have successfully completed the InstroTek, Inc. Training Program for Safe Removal of Source Rods from Nuclear Moisture Density Gauges described in letter dated October 15, 2007, and are named on a current list of authorized individuals maintained by the Radiation Safety Officer or other persons specifically licensed by the U.S. Nuclear Regulatory Commission or an Agreement State to perform such services.

19. The licensee is authorized to transport licensed material only in accordance with the provisions of 10 CFR Part 71, "Packaging and Transportation of Radioactive Material."

20. Except as specifically provided otherwise in this license, the licensee shall conduct its program in accordance with the statements, representations, and procedures contained in the documents, including

MATERIALS LICENSE **SUPPLEMENTARY SHEET**	License Number 32-32666-01
	Docket or Reference Number 030-37525
	Amendment No.01

any enclosures, listed below. The Nuclear Regulatory Commission's regulations shall govern unless the statements, representations, and procedures in the licensee's application and correspondence are more restrictive than the regulations.

A. Applications dated July 27, 2007 including "Nuclear Gauge Radiation Safety Training Manual" and **August 24, 2009**;

B. Letters dated October 15, 2007 and **August 24, 2009**; and

C. Facsimile letter dated October 30, 2009.

FOR THE U.S. NUCLEAR REGULATORY COMMISSION

Date NOV 0 2 2009

By Loren J. Hueter
Loren J. Hueter
Materials Licensing Branch
Region III

CERTIFIED MAIL™

InstroTek® Inc.
4495 44th Street SE
Suite A
Grand Rapids, MI 49512

7009 2820 0003 2316 8463

UNITED STATES POSTAL SERVICE

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INNOVATORS
IN
INSTRUMENTATION
TECHNOLOGY

RETURN RECEIPT REQUESTED

Materials Licensing Branch
U.S. Nuclear Regulatory Commission, Region III
2443 Warrenville Road, Suite 200
Lisle, IL 60532-4352