

**Norlivo Internal Medicine
20311 Farmington Road
Livonia, MI 48152**

May 22, 2011

Ms Sarah Forester
U.S. Nuclear Regulatory Commission
Division of Nuclear Materials Safety
Region III
2443 Warrenville Road, Suite 210
Lisle, IL 60532-4352

Dear Ms Forester::

This letter is in response to your telephone call requesting additional information for our license amendment (Control no. 574779):

Enclosed is a copy of the revised package receipt procedure.

If there are any questions please call me at 734-395-7361 cell.

Sincerely,



Ray A. Carlson, M.S., DABR, DABMP
Medical Physicist
Radiation Safety Officer

NRC License for Clinics

ITEM 10.6

**MODEL GUIDANCE FOR ORDERING AND RECEIVING
MODEL GUIDANCE**

1. The Radiation Safety Officer (RSO) or a designee must authorize each order for radioactive materials and ensure that the requested materials and quantities are authorized by the license for use by the requesting authorized user and that possession limits are not exceeded.
2. The RSO will establish and maintain a system for ordering and receiving radioactive material. The system must contain the following information:
 - a. For routinely used material:
 - (1) Written records that identify the authorized user of department, isotope, chemical form, activity, and supplier will be made.
 - (2) The above records will be checked to confirm that material received was ordered through proper channels.
 - b. For occasionally used materials (e.g., therapeutic dosages)
 - (1) The authorized user who will perform the procedure will make a written request that indicates the isotope, radiopharmaceutical, activity, and supplier.
 - (2) The person who receives the material will check the physician's written request to confirm that the material received is what was ordered.
3. For deliveries during normal working hours, the RSO will tell carriers to deliver radioactive packages directly to a specified area.
4. For packages delivered during off hours the radiopharmacy delivery person will be supplied with a key to the office with instructions as to where to leave the package. The area of receipt is a locked secure area. The technologist upon their arrival will check in the package as required.

C O V E R

FAX

S H E E T

To: SARAH FORESTAN
Fax #: 630-515-1078
Subject: CONTROL NO. 574779
Date: 5/22/11
Pages: 3 , including this cover sheet.

COMMENTS:

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