

Michael G. Herr, CHP
MATERIALS LICENSING BRANCH
UNITED STATES NUCLEAR REGULATORY COMMISSION
REGION III
2443 WARRENVILLE ROAD SUITE 210
LISLE, ILLINOIS 60532-4352
OFFICE: (630)-829-9752 FAX: (630) 515-1078

CONVERSATION RECORD	TIME	DATE OF Conversation
Emailed November 16, 2011	8:09 pm CST.	October 31, 2011

NAME OF PERSON(S) CONTACTED	ORGANIZATION	TELEPHONE NO.
Bryan Heath Radiation Safety Officer	City Of Muskegon	O: (231) 724-6948

SUBJECT
License No.: 21-16304-01 Control No.: **575197**

SUMMARY

This refers to your application dated May 2, 2011 and the phone conversation between Bryan Heath and Mike Herr on **October 31, 2011**.

During our review of your application date May 2, 2011, it appeared that your application had not been completely prepared in accordance with the guidance in NUREG 1556, Vol. 1, dated October 1998, "Consolidated Guidance about Materials Licenses: Program-Specific Guidance about Portable Gauge Licenses." This omission has resulted in an incomplete application and we will need you to resubmit your application for renewal in entirety now.

The NUREG previously mentioned needs to be reviewed to ensure you understand the commitments that you will be making in your responses, as discussed below, to Appendix B of this NUREG. Using Appendix B is the simplest way to prepare your renewal and helps to ensure a more complete application.

Please refer to NUREG 1556, Vol. 1 available at our website at:

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/v1/r1/>

You should already have a hard copy of this NUREG but we are advising you of the website availability of this NUREG also.

Appendix B can be used to capture the information required in Items 5-11 of NRC Form 313, focusing on the responses and commitments in Appendix B.

We also noted that in Item 3 of you NRC Form 312 you did not request the use of materials at temporary jobsites where the NRC maintains jurisdiction as your current license allows. Please provide clarification for where you would like to be authorized to use your licensed material.

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be available electronically for public inspection in the NRC Public Document Room or from the NRC's Agencywide Documents Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>.

Upon receipt of your response we will resume our review, Address your written response to my attention at the above address and please be sure to reference Control No. 575197 to facilitate proper handling in our office. As a reminder, please provide the information requested in writing, accompanied by a transmittal letter appropriately dated and signed by a senior management official.

ACTION REQUIRED

Please submit the requested information within 3 calendar days (by **November 18, 2011**) by referencing control number **575197** to facilitate proper handling. Upon receipt of your response we will resume our review. Address your written response to my attention at the above address.

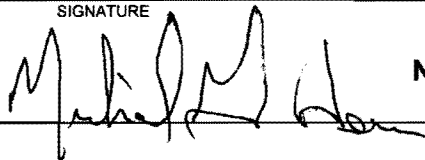
PLEASE DIRECT ANY QUESTIONS YOU MAY HAVE TO MICHAEL G. HERR, CHP at 630-829-9752 OR AT (800) 522-3025, EXT. 9752.

NAME OF PERSON DOCUMENTING CONVERSATION

SIGNATURE

DATE

Michael G. Herr, CHP



November 16, 2011
