

## Conversation Record



COMPANY: ROWE Professional Services Company

Jennifer Bishop  
Materials Licensing Branch  
U.S. Nuclear Regulatory Commission  
Region III  
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FAX #: \_\_\_\_\_

(630) 829-9607    FAX: (630) 515-1078

EMAIL: s.whiting@rowepsc.com

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CONVERSATION RECORD		TIME	DATE
		2:00 pm	4/23/2013
NAME OF PERSON(S) CONTACTED	TELEPHONE NO.	ORGANIZATION	
Sarah Whiting	810-341-7500	Radiation Safety Officer	
License No.: 21-24710-01		Control No.: 580067	

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### SUMMARY

This refers to your letter dated April 1, 2013, requesting to amend your license, and the phone conversation between Sarah Whiting and Jennifer Bishop on April 23, 2013.

To ensure both you and your management know and understand what your responsibilities as Radiation Safety Officer will be, we asked that a delegation of authority memo be completed.

**RESPONSE: Please provide a written, signed (by the proposed RSO and senior management) and currently dated statement that stipulates your proposed RSO accepts the RSO position and understands the duties and responsibilities associated with the position. In addition, please include a delegation of authority for the proposed RSO. A sample Delegation of Authority memo is attached.**

For guidance on preparing all licensing correspondence, please use NUREG 1556 Vol. 1, Rev. 1, "Consolidated Guidance About Materials Licenses - Program-Specific Guidance About Portable Gauge Licenses." This document can be found at:

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

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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>.

**Action Required:**

Submit the requested information within 21 calendar days (by May 14, 2013) by referencing control number 580067 to facilitate proper handling in our office. Please contact me if you need to make alternative response arrangements.

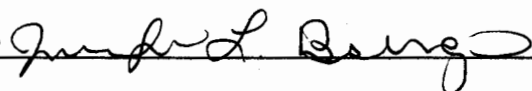
**PLEASE DIRECT ANY QUESTIONS YOU MAY HAVE TO ME AT (630) 829-9607.**

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NAME OF PERSON DOCUMENTING  
CONVERSATION

SIGNATURE  
DATE

Jennifer Bishop



4/23/13

**Attachment 1**

**Model Delegation of Authority:**

Memo To: Radiation Safety Officer  
 From: Chief Executive Officer  
 Subject: Delegation of Authority

You, \_\_\_\_\_, have been appointed Radiation Safety Officer and are responsible for ensuring the safe use of radiation. You are responsible for managing the Radiation Protection Program; identifying radiation protection problems; initiating, recommending, or providing corrective actions; verifying implementation of corrective actions; stopping unsafe activities; and ensuring compliance with regulations. You are hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of byproduct material by employees who do not meet the necessary requirements and shutting down operations where justified to maintain radiation safety. You are required to notify management if staff does not cooperate and does not address radiation safety issues. In addition, you are free to raise issues with the Nuclear Regulatory Commission at any time. It is estimated that you will spend \_\_\_ hours per week conducting radiation protection activities.

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Signature of Management Representative	Date
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I accept the above responsibilities,

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Signature of Radiation Safety Officer	Date
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cc: Affected department heads