



CONVERSATION RECORD

06/26/2013

NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU

George A. Kiiskila, Jr., PE

DATE OF CONTACT

06/26/2013

TYPE OF CONVERSATION

E-MAIL

TELEPHONE

INCOMING

OUTGOING

E-MAIL ADDRESS

gkiiskila@upea.com

TELEPHONE NUMBER

(906) 482-4810

ORGANIZATION

U.P. Engineers & Architects, Inc.

DOCKET NUMBER(S)

030-18186

LICENSE NUMBER(S)

21-20275-01

CONTROL NUMBER(S)

580129

SUBJECT

Our review of your license renewal application dated February 27, 2013

SUMMARY

We have reviewed your license renewal application and find that we are unable to continue this action until we have received additional information outlined on page 2 of this conversation record.

Direct any questions you have to me at (630) 829-9892 or sara.forster@nrc.gov.

Submit requested information within 30 days of this record, referencing Control No. 580129, as listed at the top of this memo. Please FAX your response to my attention at (630) 515-1078. You may also scan your response and send to me via email, as a pdf file. Include a signed and dated cover letter with your response.

As discussed, we expect to receive your written response on or before July 26, 2013.

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ACTION REQUIRED (IF ANY)

We have requested that the licensee provide a Resubmission in entirety including a signed NRC Form 313, and additional information, as outlined on the attached sheet, and summarized below:

- Clarification regarding locations of use to be listed on the license
- Detailed description of all radionuclides you wish to have listed on the license
- RSO clarification including delegation of authority and/or memorandum of understanding
- Statements regarding future RSO and AU training requirements
- Radiation Safety Program statements and/or alternative procedures

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NAME OF PERSON DOCUMENTING CONVERSATION

Sara A.B. Forster, Materials Licensing Branch, Region III Office, 2443 Warrenville Road, Suite 210, Lisle, Illinois 60532

SIGNATURE

Sara A. Forster

06/26/2013

CONVERSATION RECORD (continued)

SUMMARY: (Continued from page 1)

G. Kiiskila, Jr.

1. Please clarify your mailing address and any locations of use to be listed on the license. Are you removing any locations of use? If so, please include a copy of the most recent leak tests for any gauges stored at that location.

2. Refer to NUREG 1556, Vol. 1, Rev. 1, found at <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/v1/r1/sr1556v1r1.pdf>, when providing responses to NRC Form 313, Items 5 through 10. Please resubmit your application in its entirety, referring to the relevant sections of the guidance document. In particular, you may use Appendix B to the volume in preparing your response.

3. For Items 5 and 6, your response should include the isotopes and maximum possession limits you wish to have authorized. You may use the Appendix B checklist or submit a typed 8.5" x 11" sheet to submit your response.

4. For Item 7, please provide a current delegation of authority and/or memorandum of understanding for your Radiation Safety Officer (RSO) Jacob Allen. Indicate in your cover letter whether you wish to remove Gerald M. Allan as RSO for the Houghton, Michigan, facility. Also, regarding training of future RSOs, include the statement: "Before obtaining licensed materials, the proposed RSO will have successfully completed one of the training courses described in Criteria in the section entitled "Individual(s) Responsible for Radiation Safety Program and Their Training and Experience – Radiation Safety Officer" in NUREG-1556, Vol. 1, Rev. 1, dated November 2001." or otherwise provide a response as discussed in the referenced guidance.

5. For Item 8, regarding training of individuals overseeing radioactive materials use, include the statement: "Before using licensed materials, authorized users will have successfully completed one of the training courses described under "Criteria" in the section titled "Training for Individuals Working in or Frequenting Restricted Areas" in NUREG-1556, Volume 1, Revision 1, "Consolidated Guidance about Materials Licenses: Program-Specific Guidance about Portable Gauge Licenses." or otherwise provide a response as discussed in the referenced guidance.

6. For Item 10, include statements regarding survey instruments, material receipt and accountability, occupational dosimetry, operating and emergency procedures, leak tests, and routine and non-routine maintenance, as outlined in the guidance. In the alternative, you may provide custom procedures, as needed.