



Region I Office
 Division of Nuclear Materials Safety
 2100 Renaissance Boulevard
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Telephone Conversation Record

Date: February 10, 2015
 License No.: 10-31353-01
 Docket No.(no hyphens): 03037885
 Mail Control/Report No.: N/A
 Licensee Name: NOVA Engineering and Environmental, LLC
 Participant(s) Name/Title: Sandy Castle, Technician
 Work Telephone No.: 770-652-3354
 Business Cellphone No.: N/A
 NRC Representative Name/Title: Steven Courtemanche/ Health Physicist

Subject: Change of Address

Discussion: Ms. Castle left a message for Sheryl Villar requesting the procedure to be used to change the address on the license. Ms. Villar transferred the call to me. 11:00 I left a message for Ms. Castle to call me regarding her request. 13:15 I called a second time and spoke with Ms. Castle. The licensee had moved from its current mailing address to 3900 Kennesaw 75 Parkway. I informed Ms. Castle that the request should be on company letterhead, signed by a senior member of management and state that the company had moved from its old address to the one mentioned above. Since the licensee is in an Agreement State, no other changes would be required. There would be no fee assessed for the amendment and the request should be sent to King of Prussia, PA as shown on the NRC Website.

Action Required: Document in case licensee fails to submit amendment request.

SUNSI REVIEW

Document Availability: Public or Non-Public

Document Sensitivity:

(select "1" value to the right)

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SUNSI Review Completed by: Steven R. Courtemanche