



**UNITED STATES
NUCLEAR REGULATORY COMMISSION**

REGION III
2443 WARRENVILLE RD. SUITE 210
LISLE, IL 60532-4352

November 25, 2015

Evan J. Boote, Ph.D.
Radiation Safety Officer
Spectrum Health Hospitals
100 Michigan N.E.
Grand Rapids, MI 49503

Dear Dr. Boote:

We have reviewed your renew application for NRC License No. SNM-1432. We determined that your application was incomplete. Before we can take further actions, we will need the following additional information.

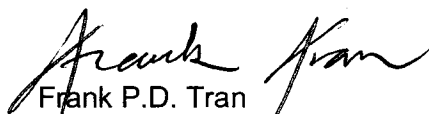
- 1) Provide name and mailing address of the applicant.
- 2) Provide the address where the licensed material will be used or possessed.
- 3) Provide the manufacturer and model for the sealed source to be used in the requested nuclear makers. In addition, please provide the maximum activity per source, the maximum possession limit, and the purpose for which licensed material will be used (if the purpose is for explantation, recovery and disposal the device containing sealed source only, please state).
- 4) Provide name of the Radiation Safety Officer (RSO).
- 5) Provide name of the user(s) responsible for follow up, explantation, and dispose of devices containing licensed material.
- 6) Provide a description of the radiation safety training program that will be provided to occupationally exposed individuals and ancillary personnel, including the frequency of training and refresher training.
- 7) Provide a description of the facility where licensed material will be used.
- 8) Provide a statement that the licensee will use equipment that meets the radiation monitoring instrument specifications and implement the survey meter calibration program equivalent to Appendix H to NUREG-1556, Vol. 17, "Program-Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses," dated November 2000, or provide a description of the radiation monitoring instruments.
- 9) Provide a statement that the licensee will 1) conduct physical inventories of sealed sources of licensed material at intervals not to exceed six months and 2) has developed and will implement and maintain written procedures for licensed material accountability and control to ensure that licensed material is secured from unauthorized access or removal.

- 10) Provide a statement that the licensee has developed, will implement and maintain operating procedures for safe use and emergencies.
- 11) Provide a statement that the licensee will survey its facility and maintain contamination levels in accordance with the survey frequencies and contamination levels published in Appendix K to NUREG-1556, Vol. 17, "Program-Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses," dated November 2000.
- 12) Provide a statement that the licensee will dispose its licensed material in accordance with 10 CFR Part 20 Subpart K.
- 13) Provide a copy of the memorandum of Delegation of Authority for the RSO. A sample is enclosed.

To continue the review of your license renew application, we request that you submit your written response to this letter by December 28, 2015. Your response must be dated and signed by authorized personnel and please refer Mail Control Number 588513 in your response to facilitate proper mail handling in our office. To expedite the licensing process, you could fax your response to 630-515-1078. If we do not receive a reply from you by the date above, we shall assume that you do not wish to pursue your application request. If you have any questions or require clarification on any of the information stated above, please do not hesitate to contact me at 630-829-9887 or frank.tran@nrc.gov.

In accordance with Title 10 Code of Federal Regulations 2.390 of the U.S. Nuclear Regulatory Commission's (NRC) "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>.

Sincerely,


Frank P.D. Tran
Materials Licensing Branch

License No. SNM-1432
Docket No. 070-01486

Model Delegation of Authority to RSO

Memo To: Radiation Safety Officer
From: Chief Executive Officer (or designee)
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, when 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 U.S. Nuclear Regulatory Commission at any time. It is estimated that you will spend _____ hours per week conducting radiation protection activities.

Signature of Management Representative
Title:

Date

I accept the above responsibilities,

Signature of Radiation Safety Officer

Date

cc: Affected department heads