

January 30, 2017

UNITED STATES NUCLEAR REGULATORY COMMISSION
Region III, Materials Licensing Section
2443 Warrenville Road, Suite 210
Lisle, IL 60532-4352


**Re: Notification of temporary RSO
License No. 21-02187-01
Mercy Health Partners, d/b/a Mercy Health Muskegon**

1. Jennifer Hann Fisher, M.S, current listed as radiation safety officer on our NRC license, is no longer at our facility.
2. Joe Reese Haywood, Ph.D., currently listed as an authorized medical physicist on our license, will be the temporary radiation safety officer. He will be assisted by Triston W. Dougall, M.S., who is listed as a radiation safety officer at Mercy Health Saint Mary's, license number 21-01078-01. It is our intention that Dr. Haywood will transition to the radiation safety officer position once he has fully completed all requirements.

A copy of the radiation safety officer/management agreement letter is enclosed for your review.

Thank you for your cooperation in this matter. If you have any questions concerning this request, please contact Joe Reese Haywood, Ph.D., at 231-672-2019 or haywoojr@mercyhealth.com or Dawn Edwards, M.S., at 313-662-3197 or dedwards@mpcphysics.com.

Sincerely,



F. Remington Sprague, MD
Vice-President and Chief Medical Officer
Mercy Health Muskegon



RSO / EXECUTIVE MANAGEMENT
LETTER OF UNDERSTANDING

January 30, 2017

Joe Reese Haywood, Ph.D.
Mercy Health Partners

Re: **Radiation Safety Officer / Executive Management
Letter of Understanding**

Dear Dr. Haywood:

You have been appointed the temporary Radiation Safety Officer (RSO), of this facility for our United States Nuclear Regulatory Commission Materials License for a period of time no longer than 6 months. You will be assisted by Triston W. Dougall, M.S. of Mercy Health Saint Mary's until you are able to fully meet the requirements of RSO. This "Letter of Understanding" is prepared to comply with Title 10 Code of Federal Regulations (CFR) Part 35.24(b). This section of the regulations requires that you agree in writing to the following:

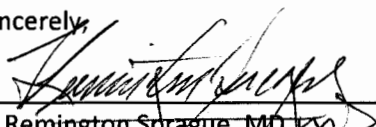
- Assume responsibility for implementing the Radiation Protection Program
- Ensure that radiation safety activities are being performed in accordance with our own approved procedures and all regulatory requirements.

Furthermore, in compliance with 10 CFR 35.24(e),(g), the executive management of this facility agrees to provide you as RSO:

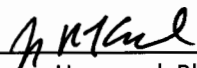
- Specific written notation of your authority, duties and responsibilities, see attached.
- Sufficient authority, organizational freedom, time, resources and management prerogative to:
 1. Identify radiation safety problems;
 2. Initiate, recommend, or provide corrective actions;
 3. Stop unsafe operations; and,
 4. Verify implementation of corrective actions.

Our signatures noted below will attest to the issues noted above. Please make a copy of this document for your files and return the original to my attention.

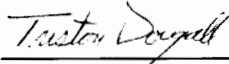
Sincerely,



 F. Remington Sprague, MD
 Vice-President and Chief Medical Officer
 Mercy Health Muskegon
 Executive Management



 Joe Reese Haywood, Ph.D.
 Temporary Radiation Safety Officer



 Triston W. Dougall, M.S.
 RSO, Mercy Health Saint Mary's



RADIATION SAFETY OFFICER AUTHORITY, DUTIES AND RESPONSIBILITIES

The Radiation Safety Officer (RSO) shall:

1. Have the authority to implement the Radiation Protection Program as referenced in 10 CFR 20.1101.
2. Have the authority, organizational freedom, time, resources, and management prerogative to:
 - a. Identify radiation safety problems;
 - b. Initiate, recommend or provide corrective actions,
 - c. Stop unsafe operations; and,
 - d. Verify implementation of corrective actions.
3. Investigate deviations from the radiation safety practices approved by facility management and/or the Radiation Safety Committee, if applicable.
4. Collect in a centralized location, executive management approved procedures that can include policy and technical issues which, would makeup the Radiation Protection Program as follows:
 - a. Authorization for the purchase of radioactive material.
 - b. Receipt and opening of packages containing radioactive material.
 - c. Storage of radioactive material.
 - d. Inventory control of radioactive material.
 - e. Safe use of radioactive material.
 - f. Emergency procedures in the event of loss, theft, etc.
 - g. Periodic radiation surveys and wipe tests
 - h. Checks of radiation survey and other radiation safety instruments.
 - i. Disposal of radioactive material.
 - j. Personnel training of those who work in or frequent areas of radioactive material use or storage.
5. Oversee a record system of the Radiation Protection Program per 10 CFR 20.2102 to include at least the following:

The provisions of the Radiation Protection Program until the license is terminated by the NRC such as:

- a. All records, reports, written policies and procedures required by regulatory agencies concerning radioactive material.
- b. A copy of the regulations governing the possession, use and disposal of licensed material, such as Title 10 Code of Federal Regulations.

Audits and other reviews of the Radiation Protection Program content and implementation for a period of three (3) years after the record is made.

General Campus

1200 Cap. Bldg.
Rm. 2000
1000 Lakeshore Dr.
Evanston, IL 60201

Hackley Campus

2300 W. Jackson
Evanston, IL 60201
1000 Lakeshore Dr.
Evanston, IL 60201

Lakeshore Campus

1000 Lakeshore Dr.
Evanston, IL 60201

Mercy Campus

1000 Lakeshore Dr.
Evanston, IL 60201
1000 Lakeshore Dr.
Evanston, IL 60201



6. Periodically evaluate "action levels" for continued appropriateness to ensure compliance with 10 CFR 20.1501 and 1502 for the following:
 - a. Personnel exposure investigation levels
 - b. Area surveys dose rate and contamination levels
 - c. Bioassays, if necessary
 - d. Radioactive effluent concentrations, if necessary

7. Review the following Radiation Protection Program records, if applicable:
 - a. Sealed source inventories
 - b. Sealed source leak tests
 - c. Dose calibrator linearity tests
 - d. Dose calibrator accuracy tests
 - e. Dose calibrator geometrical variation tests
 - f. Occupational radiation exposure reports
 - g. Medical event documentation
 - h. Spill / incident reports for cause and corrective action
 - i. Dose rate and contamination survey results
 - j. Changes in the radiation safety program

8. Ensure the use of reasonable practices and controls to strive to maintain doses to workers and to the public are ALARA, in compliance with 10 CFR 20.1101(b).

9. Review with facility management at least annually of the content of the Radiation Protection Program and determine if the written program is being implemented in compliance with 10 CFR 20.1101(c).

10. Ensure as a part of the ALARA effort that individual members of the public shall not receive a Total Effective Dose Equivalent (TEDE) of more than 10 mrem (0.1 mSv) per year from airborne radioactive material releases as per 10 CFR 20.1101(d) as necessary.

11. Be a member of the Radiation Safety Committee (RSC), if applicable, that will oversee all uses of byproduct material permitted by the license as per 10 CFR 35.24(f).

ORIGIN ID:MKGA (231) 672-2017
ANGELA SHEPHERD

1440 E SHERMAN
SUITE 300
MUSKEGON, MI 49444
UNITED STATES US

SHIP DATE: 07FEB17
ACTWGT: 0.40 LB
CAD: 1012590827/NET 3850

BILL SENDER

TO REGION III MATERIALS LICENSING SEC
UNITED STATES NUCLEAR REGULATORY CO
2443 WARRENVILLE RD STE 210

546J16388653C1

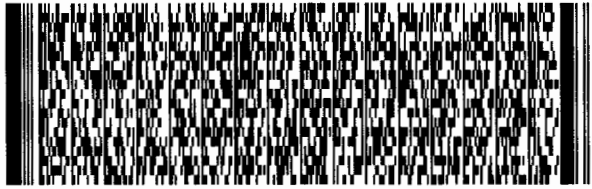
LISLE IL 60532

(800) 368-5642

REF:

INV:
PO:

DEPT:



FedEx
Express



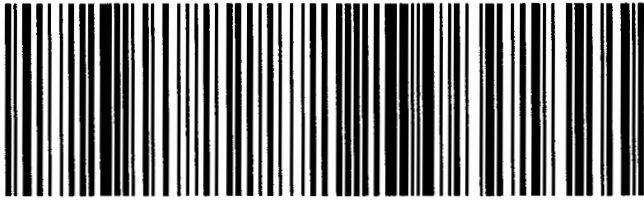
J1710101000100

WED - 08 FEB 3:00P
STANDARD OVERNIGHT

TRK# 7783 6945 1466
0201

XH ENLA

60532
IL-US ORD



RECEIVED FEB 08 2017

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