



13500 East Boundary Road  
Midlothian, VA 23112  
Tel: (804) 622-8630  
Fax: (804) 622-8635 (Corp)

Ms. Sheryl Villar, Lead LA  
US Nuclear Regulatory Commission, Region 1  
2100 Renaissance Blvd., Suite 100  
King of Prussia, PA 19406-2713

*Br. 2  
03020195*

Subject: Request to Amend License #45-23031-01  
CTI Consultants, Inc.

Dear Ms. Villar,

We respectfully request an Amendment to our NRC License (Control No. 584515) to designate a new Corporate Radiation Safety Officer:

*lyg*

Billy M. Seargeant

Billy M. Seargeant has been appointed Corporate Radiation Safety Officer (RSO) for CTI Consultants, Inc. and he is responsible for ensuring the safe use of radiation. He is 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. He is hereby delegated the authority necessary to meet those responsibilities, including prohibiting the use of radioactive material by employees who do not meet the necessary requirements and shutting down operations where justified by radiation safety. He is required to notify management if staff do not cooperate and do not address radiation safety issues. In addition, he is free to raise issues with the Virginia Department of Health, Radioactive Materials Program at anytime.

Billy's email address: [bseargeant@cti-consultants.com](mailto:bseargeant@cti-consultants.com)  
CTI Phone No.: 804.894.7545 (cell)

All other details in the subject license will remain the same.

Respectfully submitted,  
CTI Consultants, Inc.

Stephen Shanks  
Chief Operating Officer

PHILADELPHIA, PA ■ COLUMBIA, MD ■ CHANTILLY, VA ■ MIDLOTHIAN, VA ■ RICHMOND, VA ■ BLACKSBURG, VA  
CHARLOTTESVILLE, VA (testing only) ■ NORFOLK, VA (testing only) ■ RALEIGH, NC ■ OCEAN SPRINGS, MS

Geotechnical Engineering ■ Testing & Inspection ■ Quality Control ■ Environmental Services  
Code Compliance & Specialty Services ■ Project Management ■ Owner Representation

*600073*  
RADIOACTIVE MATERIALS-002

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ACKNOWLEDGEMENT - RECEIPT OF CORRESPONDENCE

Name and Address of Applicant and/or Licensee  CTI Consultants, Inc. ATTN: Christopher Stevenson, President/CEO 13500 East Boundary Road Midlothian, VA 23112	Date
	July 10, 2017
	License Number(s)
	45-23031-01
	Mail Control Number(s)
600073	
Licensing and/or Technical Reviewer or Branch	
Commercial, Industrial, R&D, & Academic Branch (Branch 2) <i>Rec'd in RI</i>	

This is to acknowledge receipt of your:  Letter and/or  Application ~~Dated:~~ 07/06/2017

The initial processing, which included an administrative review, has been performed.  
 Amendment  Termination  New License  Renewal

There were no administrative omissions identified during our initial review.

This is to acknowledge receipt of your application for renewal of the material(s) license identified above. Your application is deemed timely filed, and accordingly, the license will not expire until final action has been taken by this office.

Your application for a new NRC license did not include your taxpayer identification number. Please complete and submit NRC Form 531, Request for Taxpayer Identification Number, located at the following link: <http://www.nrc.gov/reading-rm/doc-collections/forms/nrc531.pdf>  
Follow the instructions on the form for submission.

The following administrative omissions have been identified:

Your application has been assigned the above listed MAIL CONTROL NUMBER. When calling to inquire about this action, please refer to this control number. Your application has been forwarded to a technical reviewer. Please note that the technical review, which is normally completed within 180 days for a renewal application (90 days for all other requests), may identify additional omissions or require additional information. If you have any questions concerning the processing of your application, our contact information is listed below:

**Region I**  
U. S. Nuclear Regulatory Commission  
Division of Nuclear Materials Safety  
2100 Renaissance Boulevard, Suite 100  
King of Prussia, PA 19406-2713  
(610) 337-5260, (610) 337-5313,  
(610) 337-5398, or (610) 337-5239