



July 14, 2017

Nuclear Materials Licensing Branch  
U.S. Nuclear Regulatory Commission, Region IV  
Attn: Laura Cender  
1600 E. Lamar Boulevard  
Arlington, TX 76011-4511

E-mail: [Laura.Cender@nrc.gov](mailto:Laura.Cender@nrc.gov)

Re: Application for Material License  
NRC Form 313

Dear Ms. Cender:

As requested, Olsson Associates has completed the Application for Materials License – NRC Form 313 and have provided the additional information relating to the following areas:

1. NRC Form 313,
2. A completed Delegation of Authority Letter.

If you have any questions or need further assistance, please contact us at your convenience.

Respectfully submitted,  
**Olsson Associates**

A handwritten signature in black ink that reads 'Russell Weaver'. The signature is fluid and cursive, with a long horizontal stroke at the end.

Russell Weaver  
Safety Leader



**APPLICATION FOR MATERIALS LICENSE**

Estimated burden per response to comply with this mandatory collection request: 4.3 hours. Submittal of the application is necessary to determine that the applicant is qualified and that adequate procedures exist to protect the public health and safety. Send comments regarding burden estimate to the FOIA, Privacy, and Information Collections Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [Infocollections.Resource@nrc.gov](mailto:Infocollections.Resource@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0120), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**INSTRUCTIONS: SEE THE CURRENT VOLUMES OF THE NUREG-1556 TECHNICAL REPORT SERIES ("CONSOLIDATED GUIDANCE ABOUT MATERIALS LICENSES") FOR DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM: <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>. SEND TWO COPIES OF THE COMPLETED APPLICATION TO THE NRC OFFICE SPECIFIED BELOW.**

**APPLICATION FOR DISTRIBUTION OF EXEMPT PRODUCTS FILE APPLICATIONS WITH:**

MATERIALS SAFETY LICENSING BRANCH  
 DIVISION OF MATERIAL SAFETY STATE TRIBAL AND RULEMAKING PROGRAMS  
 OFFICE OF NUCLEAR MATERIALS SAFETY AND SAFEGUARDS  
 U.S. NUCLEAR REGULATORY COMMISSION  
 WASHINGTON, DC 20555-0001

**ALL OTHER PERSONS FILE APPLICATIONS AS FOLLOWS:**

**IF YOU ARE LOCATED IN:**

ALABAMA, CONNECTICUT, DELAWARE, DISTRICT OF COLUMBIA, FLORIDA, GEORGIA, KENTUCKY, MAINE, MARYLAND, MASSACHUSETTS, NEW HAMPSHIRE, NEW JERSEY, NEW YORK, NORTH CAROLINA, PENNSYLVANIA, PUERTO RICO, RHODE ISLAND, SOUTH CAROLINA, TENNESSEE, VERMONT, VIRGINIA, VIRGIN ISLANDS, OR WEST VIRGINIA,

**SEND APPLICATIONS TO:**

LICENSING ASSISTANCE TEAM  
 DIVISION OF NUCLEAR MATERIALS SAFETY  
 U.S. NUCLEAR REGULATORY COMMISSION, REGION I  
 2100 RENAISSANCE BOULEVARD, SUITE 100  
 KING OF PRUSSIA, PA 19406-2713

**IF YOU ARE LOCATED IN:**

ILLINOIS, INDIANA, IOWA, MICHIGAN, MINNESOTA, MISSOURI, OHIO, OR WISCONSIN, SEND APPLICATIONS TO:

MATERIALS LICENSING BRANCH  
 U.S. NUCLEAR REGULATORY COMMISSION, REGION III  
 2443 WARRENVILLE ROAD SUITE 210  
 LISLE IL 60532-4352

ALASKA, ARIZONA, ARKANSAS, CALIFORNIA, COLORADO, HAWAII, IDAHO, KANSAS, LOUISIANA, MISSISSIPPI, MONTANA, NEBRASKA, NEVADA, NEW MEXICO, NORTH DAKOTA, OKLAHOMA, OREGON, PACIFIC TRUST TERRITORIES, SOUTH DAKOTA, TEXAS, UTAH, WASHINGTON, OR WYOMING,

**SEND APPLICATIONS TO:**

NUCLEAR MATERIALS LICENSING BRANCH  
 U.S. NUCLEAR REGULATORY COMMISSION, REGION IV  
 1600 E. LAMAR BOULEVARD  
 ARLINGTON TX 76011-4511

**PERSONS LOCATED IN AGREEMENT STATES SEND APPLICATIONS TO THE U.S. NUCLEAR REGULATORY COMMISSION ONLY IF THEY WISH TO POSSESS AND USE LICENSED MATERIAL IN STATES SUBJECT TO U.S. NUCLEAR REGULATORY COMMISSION JURISDICTIONS.**

<p>1 THIS IS AN APPLICATION FOR (Check appropriate item)</p> <p><input type="checkbox"/> A NEW LICENSE</p> <p><input type="checkbox"/> B AMENDMENT TO LICENSE NUMBER</p> <p><input checked="" type="checkbox"/> C RENEWAL OF LICENSE NUMBER <u>15-29260-01</u></p>	<p>2 NAME AND MAILING ADDRESS OF APPLICANT (include ZIP code)</p> <p>Olsson Associates                  1802 East 123rd Street                  Olathe, Kansas 66061</p>
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<p>3 ADDRESS WHERE LICENSED MATERIAL WILL BE USED OR POSSESSED</p> <p>Olsson Associates                  1802 East 123rd Street                  Olathe, Kansas 66061</p>	<p>4 NAME OF PERSON TO BE CONTACTED ABOUT THIS APPLICATION</p> <p>Russell Weaver</p> <table border="1"> <tr> <td>BUSINESS TELEPHONE NUMBER</td> <td>BUSINESS CELLULAR TELEPHONE NUMBER</td> </tr> <tr> <td>(913) 829-0078</td> <td>(402) 318-8889</td> </tr> </table> <p>BUSINESS EMAIL ADDRESS</p> <p>rweaver@olssonassociates.com</p>	BUSINESS TELEPHONE NUMBER	BUSINESS CELLULAR TELEPHONE NUMBER	(913) 829-0078	(402) 318-8889
BUSINESS TELEPHONE NUMBER	BUSINESS CELLULAR TELEPHONE NUMBER				
(913) 829-0078	(402) 318-8889				

SUBMIT ITEMS 5 THROUGH 11 ON 8-1/2 X 11" PAPER THE TYPE AND SCOPE OF INFORMATION TO BE PROVIDED IS DESCRIBED IN THE LICENSE APPLICATION GUIDE	
5 RADIOACTIVE MATERIAL	6 PURPOSE(S) FOR WHICH LICENSED MATERIAL WILL BE USED
a Element and mass number b chemical and/or physical form, and c maximum amount which will be possessed at any one time	7 INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE
8 TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS	9 FACILITIES AND EQUIPMENT
10 RADIATION SAFETY PROGRAM	11 WASTE MANAGEMENT

12 LICENSE FEES (Fees required only for new applications, with few exceptions*) (See 10 CFR 170 and Section 170.31)	FEE CATEGORY	AMOUNT ENCLOSED \$
*Amendments/Renewals that increase the scope of the existing license to a new or higher fee category will require a fee.		

13 CERTIFICATION (Must be completed by applicant) THE APPLICANT UNDERSTANDS THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE BINDING UPON THE APPLICANT

THE APPLICANT AND ANY OFFICIAL EXECUTING THIS CERTIFICATION ON BEHALF OF THE APPLICANT, NAMED IN ITEM 2, CERTIFY THAT THIS APPLICATION IS PREPARED IN CONFORMITY WITH TITLE 10, CODE OF FEDERAL REGULATIONS, PARTS 30.32, 33, 34, 35, 36, 37, 39, AND 40 AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF

WARNING 18 U.S.C. SECTION 1001 ACT OF JUNE 25, 1948 62 STAT. 749 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION

CERTIFYING OFFICER -- TYPED/PRINTED NAME AND TITLE	SIGNATURE	DATE
Russell Weaver Corporate Safety Leader		07/14/2017

**FOR NRC USE ONLY**

TYPE OF FEE	FEE LOG	FEE CATEGORY	AMOUNT RECEIVED \$	CHECK NUMBER	COMMENTS
APPROVED BY				DATE	

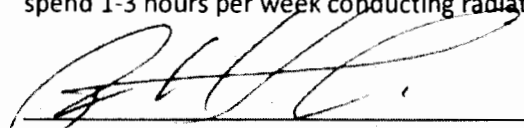
**Model Delegation of Authority to Radiation Safety Officer**

Memo To: Radiation Safety Officer

From: Management Representative

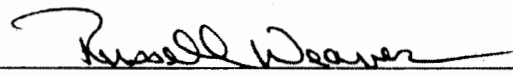
Subject: Delegation of Authority

You, Russell Weaver, 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 1-3 hours per week conducting radiation protection activities.

  
\_\_\_\_\_  
Signature of Management Representative

07/14/17  
Date

I accept the above responsibilities,

  
\_\_\_\_\_  
Signature of Radiation Safety Officer

07/14/17  
Date

cc: Affected department heads

## Cender, Laura

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**From:** Regina Everett <reverett@olssonassociates.com>  
**Sent:** Friday, July 14, 2017 11:31 AM  
**To:** Cender, Laura  
**Subject:** [External\_Sender] RE: Re: NRC Material License Renewal - Additional Information Requested  
**Attachments:** Application for License 071417.pdf

Laura;

Attached is the signed and dated letters and Application for the Materials License renewal keeping Russell Weaver as the Radiation Safety Officer.

If you need any additional information, please do not hesitate to contact us.

Thank you;

Regina Everett | Field Operations Services / Team Coordinator | Olsson Associates  
1700 East 123<sup>rd</sup> Street | Olathe, KS 66061 | [reverett@olssonassociates.com](mailto:reverett@olssonassociates.com)  
TEL 913.829.0078 | DIR 913.748.2675 | CELL 913.909.8944 | FAX 913.829.0258



Please consider the environment before printing this email.

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**From:** Cender, Laura [<mailto:Laura.Cender@nrc.gov>]  
**Sent:** Friday, July 14, 2017 7:22 AM  
**To:** Russell Weaver <[rweaver@olssonassociates.com](mailto:rweaver@olssonassociates.com)>  
**Cc:** Regina Everett <[reverett@olssonassociates.com](mailto:reverett@olssonassociates.com)>  
**Subject:** RE: Re: NRC Material License Renewal - Additional Information Requested

Hello Russell,

In that case, please submit a signed and dated letter stating that you are amending your license renewal application to appoint Michael Silsby as the Radiation Safety Officer on the license. The current request on the record is for yourself to be named as Radiation Safety Officer.

Additionally, the Radiation Safety Officer training certificate was provided for Mr. Silsby, but because that training is provided online we need additional verification that he has had practical and hands-on training using portable gauges in accordance with the attached NRC guidance document. A copy of his authorized user training certificate will likely be sufficient to meet this requirement.

Please only send the letter formally requesting the change of requesting Michael Silsby be listed as the radiation safety officer and his additional training certificate. Please do not send a full application.

If you have any questions, I can be reached at 630-829-9712.

Thank you,  
Laura Cender

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**From:** Russell Weaver [mailto:rweaver@olssonassociates.com]  
**Sent:** Thursday, July 13, 2017 3:45 PM  
**To:** Cender, Laura <Laura.Cender@nrc.gov>  
**Subject:** [External\_Sender] Re: NRC Material License Renewal - Additional Information Requested

Then I would it should be Michael. He's there and I'm in Lincoln NE

Sent from my iPhone

On Jul 13, 2017, at 3:43 PM, Cender, Laura <Laura.Cender@nrc.gov> wrote:

Only one person can be listed on the license as the Radiation Safety Officer, should that person be yourself or Michael Silsby?

Thank you,  
Laura

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**From:** Russell Weaver [mailto:rweaver@olssonassociates.com]  
**Sent:** Thursday, July 13, 2017 3:25 PM  
**To:** Cender, Laura <Laura.Cender@nrc.gov>  
**Subject:** [External\_Sender] Re: NRC Material License Renewal - Additional Information Requested

I'm corporate and Michael will be the assistant at that location

Sent from my iPhone

On Jul 13, 2017, at 1:53 PM, Cender, Laura <Laura.Cender@nrc.gov> wrote:

Hello Russell,

I received the requested information yesterday and need additional clarification on who is being appointed as the Radiation Safety Officer on this license. The Delegation of Authority letter received appoints Michael Silsby as the Radiation Safety Officer, but Item No. 7 on your submitted application states that you will be the Radiation Safety Officer and Mr. Silsby will be an assistant Radiation Safety Officer. For reference, assistant Radiation Safety Officers are not named on NRC licenses and supporting documentation such as training records or a delegation of authority letter for these individuals are not required for processing the licensing action.

If you are the individual to be named as Radiation Safety officer please provide a new Delegation of Authority appointing you to the position (example attached). If Michael Silsby should be named as the Radiation Safety Officer please provide a statement with a signature and date to confirm that is the case. Additionally, if Michael Silsby is to be appointed as Radiation Safety Officer I need a training record that verifies hands on training; his Radiation Safety Officer training certificate was provided in your first application and is not required to be sent again.

Please feel free to contact me at 630-829-9712 if you have any questions. Your response only needs to include the specific document requested, not the full application.

Thank you,

Laura Cender

Laura Cender  
U.S. Nuclear Regulatory Commission  
Materials Licensing Branch  
E-mail: [Laura.Cender@nrc.gov](mailto:Laura.Cender@nrc.gov)  
Phone: (630) 829-9712

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**From:** Cender, Laura  
**Sent:** Monday, July 10, 2017 8:09 AM  
**To:** '[rweaver@olssonassociates.com](mailto:rweaver@olssonassociates.com)' <[rweaver@olssonassociates.com](mailto:rweaver@olssonassociates.com)>  
**Subject:** RE: NRC Material License Renewal - Additional Information Requested

Good morning Russell,

This is Laura Cender from the Nuclear Regulatory Commission following up with our conversation from a few weeks ago. If you are able, please provide the information requested below by July 15, 2017. If you need additional time to complete the request please let me know. I can be reached at 630-829-9712.

Thank you,  
Laura Cender

Laura Cender  
U.S. Nuclear Regulatory Commission  
Materials Licensing Branch  
E-mail: [Laura.Cender@nrc.gov](mailto:Laura.Cender@nrc.gov)  
Phone: (630) 829-9712

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**From:** Cender, Laura  
**Sent:** Thursday, June 22, 2017 9:51 AM  
**To:** '[rweaver@olssonassociates.com](mailto:rweaver@olssonassociates.com)' <[rweaver@olssonassociates.com](mailto:rweaver@olssonassociates.com)>  
**Subject:** NRC Material License Renewal - Additional Information Requested

Hello Russell,

Thank you for taking time out of your morning to speak with me today. Attached is a copy of our conversation record along with an enclosed application form, additionally a model Delegation of Authority form is also attached that may be altered as needed.

As we discussed please clarify or provide additional information relating to the following areas:

1. Please clarify in your application if you are requesting 10 or 11 InstroTek 3500 Xplorer moisture and density gauges. In one portion of the application 10 gauges are requested, and further down the page there is a statement that Olsson Associates currently owns two of this type of gauge but could add up to nine additional gauges in the future.
2. Please provide a completed Delegation of Authority letter – a model that may be used is attached above.

3. Please provide a copy of training records for Russell Weaver.
4. Please complete items 8, 10.2, 10.6, 10.7, and 10.8 of the application document enclosed with the conversation record.

Please provide your responses with a signed and dated cover letter.

Please let me know if you have any questions, I can be reached via email or by phone at 630-829-9712.

Thank you,  
Laura

Laura Cender  
U.S. Nuclear Regulatory Commission  
Materials Licensing Branch  
E-mail: [Laura.Cender@nrc.gov](mailto:Laura.Cender@nrc.gov)  
Phone: (630) 829-9712

<Model Delegation of Authority to Radiation Safety Officer.docx>