

THE UNIVERSITY OF KANSAS  
CANCER CENTER

January 24, 2019

To: Thomas Conley  
Radiation Safety Officer

From:

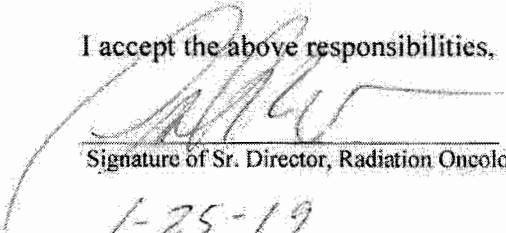
Subject: Delegation of Authority

You, Thomas Conley, have been appointed Radiation Safety Officer for Radioactive Materials License 24-32517-01 issued to The University of Kansas Cancer Center (UKCC) and are responsible for ensuring the safe use of radiation. You are responsible for the following elements of the UKCC radiation safety program and the UKCC will provide reasonable resources to carry out these responsibilities:

- 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 licensed material by employees who do not meet the necessary requirements and shutting down operations where justified by radiation safety. You are required to notify management if staff do not cooperate and do not address radiation safety issues. In addition, you are free to raise issues with the regulatory authorities at any time.

I accept the above responsibilities.

  
Signature of Sr. Director, Radiation Oncology

1-25-19  
Date

  
Signature of Radiation Safety Officer

2-1-19  
Date



Darrin L. Kistler, MBA, RT (T), (R)  
Sr. Director, Radiation Services  
The University of Kansas Cancer Center  
South Kansas City Medical Pavillion  
**1000 E. 101<sup>st</sup> Terrace**  
**Kansas City, MO 64131**  
(c) 913-708-3595  
(p) **913-574-2305**  
(f) **913-274-3630**

**Thomas Conley, RRPT, CHP** | Radiation Safety Officer | The University of Kansas Hospital  
Phone 913-588-1713 | Cell 620-757-8459 | Pager 913-917-1261 | Fax 913-945-8789 |  
[tconley3@kumc.edu](mailto:tconley3@kumc.edu)  
3901 Rainbow Boulevard, Mailstop 3011, Kansas City, Kansas 66160

## Song, Taehoon

---

**From:** Forster, Sara  
**Sent:** Wednesday, February 06, 2019 7:58 AM  
**To:** Pavon, Sandy; Sandrik, Lauren; Song, Taehoon  
**Cc:** Tomczak, Tammy  
**Subject:** FW: RE: RE: [External] Additional Information request re The University of Kansas Cancer Center, Lic. 24-32517-01, CN610607  
**Attachments:** NRC Signed Delegation Ltr.pdf; Contact Information.pdf  
  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please scan in and return to me. Thank you!

Sara Forster

---

**From:** Steve Howard [mailto:showard2@kumc.edu]  
**Sent:** Tuesday, February 05, 2019 2:21 PM  
**To:** Forster, Sara <Sara.Forster@nrc.gov>  
**Subject:** [External\_Sender] RE: RE: [External] Additional Information request re The University of Kansas Cancer Center, Lic. 24-32517-01, CN610607

Hello Ms Forster,

I apologize for not getting this to you by last week. The signed letter got hung up in our inter-office mail system. I have attached the delegation letter from our management to address item #1 below, as well as an attachment containing the contact information for both individuals who signed the letter. Regarding item #2, we submit the following information:

- The number of licenses on which Tom Conley is listed as an RSO:
  - Mr. Conley is currently listed as an RSO on one Kansas license, the University of Kansas Hospital Authority. Since both the NRC license and the main hospital license fall under the University of Kansas Health System, this amendment request is intended to bring all of radiation safety under one Department of Radiation Safety allowing the leveraging of the additional resources of the Health System
- The number of hours per week that he will be expected to perform RSO duties, for the U.S. NRC license referenced in the subject line of this message:
  - As the first full time RSO for the Health System, Mr. Conley will spend 40 hours per week as the system's RSO. The time devoted to the cancer centers on the NRC license will vary as needed, but we anticipate an average of 2 hours per week for normal operations.
- The amount of time it would be anticipated that he could respond by phone and in person, in the event of an emergency at the University of Kansas Cancer Center facilities authorized for use under NRC license no. 24-32517-01:
  - Mr. Conley carries a pager 24/7 and can be reached by phone, pager, or text at any time. Estimated time to arrive on site in an emergency will depend on the circumstances, but we estimate less than an hour

Please let me know if you have any further questions or concerns. Thank you for your patience.

Sincerely,

Steve Howard

---

**From:** Forster, Sara [mailto:Sara.Forster@nrc.gov]  
**Sent:** Monday, January 28, 2019 9:37 AM  
**To:** Steve Howard <showard2@kumc.edu>  
**Subject:** RE: RE: [External] Additional Information request re The University of Kansas Cancer Center, Lic. 24-32517-01, CN610607

Dear Mr. Howard:

The end of this week will be fine. Thank you for letting me know.

Sincerely,

Sara Forster  
U.S. NRC

---

**From:** Steve Howard [mailto:showard2@kumc.edu]  
**Sent:** Monday, January 28, 2019 8:55 AM  
**To:** Forster, Sara <Sara.Forster@nrc.gov>  
**Subject:** [External\_Sender] RE: [External] Additional Information request re The University of Kansas Cancer Center, Lic. 24-32517-01, CN610607

Hello Ms. Forster,

I am close to compiling the additional information you have requested. I would like to request a few more days to get this completed, if that is ok with you? I expect to have everything by the end of this week.

Sincerely,  
Steve Howard

---

**From:** Forster, Sara [mailto:Sara.Forster@nrc.gov]  
**Sent:** Tuesday, January 15, 2019 4:06 PM  
**To:** Steve Howard <showard2@kumc.edu>  
**Subject:** [External] Additional Information request re The University of Kansas Cancer Center, Lic. 24-32517-01, CN610607

Dear Mr. Howard:

We have reviewed your November 16, 2018 letter (ML18331A188) requesting to change the Radiation Safety Officer (RSO) to Thomas A. Conley, CHP, for the license referenced in the subject line of this message. Please note that additional information is needed to complete our review. Accordingly, please provide responses to the items noted below, to complete the review of your request:

1. In the application, no delegation of authority and memorandum of understanding (MOU/DOA) between the licensee's management and the proposed RSO Mr. Conley was enclosed. **Please provide such a memorandum of understanding (MOU/DOA), including to clarify:**
  - The names and titles of the management representative and the proposed RSO signing the MOU/DOA document; and
  - The dates on which each of management and the RSO signed the agreement.

- Phone number, fax number, and email address at which the RSO may be reached; also, if there is an additional licensee contact, please provide that individual's name and contact information as well.

*Note that a sample MOU/DOA from NUREG 1556, Vol. 9, rev. 2, "Program Program-Specific Guidance about Medical Licenses," Appendix I, is attached to this message, for your convenience.*

2. In the application, the licensee indicated that Mr. Conley is listed as RSO on one or more multi-site radioactive materials licenses. **Please confirm his availability to support the licensee's program by providing the following details:**

- The number of licenses on which Mr. Conley is listed as an RSO;
- The number of hours per week that he will be expected to perform RSO duties, for the U.S. NRC license referenced in the subject line of this message; and
- The amount of time it would be anticipated that he could respond by phone and in person, in the event of an emergency at the University of Kansas Cancer Center facilities authorized for use under NRC license no. 24-32517-01.

In order to add Thomas A. Conley, CHP as RSO, please submit requested information within 14 days (on or before January 29, 2019). If you are unable to respond by then, please let us know as soon as possible when you will be able to provide a response. Additional guidance may be found in NUREG 1556, Vol. 9, rev. 2, "Program Program-Specific Guidance about Medical Licenses," which may be found at:

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/v9/r2/>

Submission of your response as a pdf file attached to an email or via facsimile will allow for the quickest processing. Any response must be submitted under a signed and dated cover letter. Do not hesitate to call me with any questions you may have, or if you will need additional time to complete your response.

Sincerely yours,

Sara A. Forster, Health Physicist Licensing Reviewer  
U.S. Nuclear Regulatory Commission - Region III  
Division of Nuclear Materials Safety  
2443 Warrenville Rd. - Ste. 210  
Lisle, IL 60532-4352  
[sara.forster@nrc.gov](mailto:sara.forster@nrc.gov)  
Direct: (630) 829-9892  
Facsimile: (630) 515-1078

