



Conference of Radiation Control Program Directors, Inc.

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Memorandum

To: Radiation Control Program Directors
Federal Representatives
Other Related Personnel
PK 11/1/96

From: Charles M. Hardin, Executive Director
CH

Date: October 28, 1996

Subject: Update of the *Directory of Personnel Responsible for Radiological Health Programs*

Respond by: December 1, 1996

*- Pls. (correct)
- Assign to KXS
- ~~As~~ Due Date:
11/29/96*

We are preparing to issue the 1997 edition of the *Directory of Personnel Responsible for Radiological Health Programs*. Enclosed is your listing as we have it currently. We are requesting that you review your listing for the directory and:

- **Correct the listing.** If there are changes needed, it is our preference that changes be indicated on the sheet(s) sent to you so we can easily determine what needs to be changed. If you prefer to retype your listing to reflect the changes, it would be most helpful and greatly appreciated if you would highlight or redline the changes.
- **Add individuals.** Please provide comparable details (name, position title, agency, telephone numbers, E-mail address, and mailing address if different) for each official in any agency which has a radiation control responsibility in your state or federal agency who was not listed in the previous directory. These might involve low-level radioactive waste, environmental monitoring, radiation producing machines registration and control, or radioactive material licensing and control. Be sure to indicate exactly where each individual should be inserted in the listing.
- **Identify a mammography contact and a radon contact** if not previously provided.
- **Add E-mail addresses.** We sometimes have difficulty in distinguishing the letter l (L) from the number 1 (#1) and the letter O from the number 0. So in providing us with Internet addresses, if they contain a number 1, please show it as 1. If it is a letter l, please write a capital L. And if it is the letter O, please write a small o and show the number 0 as 0.
- **Add Web site.** If you have a Web site and would like it included, please provide us with the information and we will add it to your main address listing. Please follow the comments under "add E-mail addresses" regarding particular letters and numbers we have difficulty distinguishing.
- **Sign and date the sheet(s) and return the information to us by December 1.** Either record the changes that need to be made, or write that the sheet is correct, sign the sheet, and return it to us, *preferably by mail*, to the attention of Lin Carigan.

Thank you.

A Partnership Dedicated to Radiation Protection