West Virginia University.
RADIATION SAFETY DEPARTMENT

March 8, 2021

U.S. Nuclear Regulatory Commission
Region I
2100 Renaissance Boulevard, Suite 100
King of Prussia, PA 19406-2713

Reference: License Renewal, 47-23035-01

Licensing Assistance Team,

Enclosed please find the renewal application, Statement of Intent and Certification of Financial Assurance for West Virginia University License No., 47-23035-01, Docket No., 03020199.

I would like to request that Colbalt-60 (6W on amendment 27) and Nickel-63 (6X on amendment 27) be removed from the license. Included is the shipping and receipt documentation.

If any additional information is needed please contact me at 304-293-3413 or nrazmianfar@hsc.wvu.edu.

Sincerely,

Nasser Razmianfar
Director & Radiation Safety Officer

ROBERT C. BYRD HEALTH SCIENCES CENTER
WEST VIRGINIA UNIVERSITY
WVU HOSPITALS
JEFFERSON MEMORIAL HOSPITAL
PO Box 9006 | G-139 HSC North
Morgantown, WV 26506-9006
O 304.293.3413 F 304.293.4529

NRC FORM 313 (01-2020) 10 CFR 30, 32, 33, 34, 35, 36, 37, 39, and 40

U.S. NUCLEAR REGULATORY COMMISSION

APPLICATION FOR MATERIALS LICENSE

APPROVED BY OMB: NO. 3150-0120 **EXPIRES: 01/31/2023**

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 Information Services Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to Infocollects.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

IF YOU ARE LOCATED IN:

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.

1. THIS IS AN APPLICATION FOR *(Check appropriate item)*

- ☐ A. NEW LICENSE
- ☐ B. AMENDMENT TO LICENSE NUMBER _____
- ☑ C. RENEWAL OF LICENSE NUMBER 47-23035-01

2. NAME AND MAILING ADDRESS OF APPLICANT *(Include zip code)*

West Virginia University
64 Medical Center Drive, P.O. Box 9006
Morgantown, WV 26506-9006

3. ADDRESS WHERE LICENSED MATERIALS WILL BE USED OR POSSESSED

West Virginia University
Morgantown Campus
Morgantown, West Virginia 26506

4. NAME OF PERSON TO BE CONTACTED ABOUT THIS APPLICATION

Nasser Razmianfar, Ed.D

BUSINESS TELEPHONE NUMBER	BUSINESS CELLULAR TELEPHONE NUMBER
304-293-1554	304-376-7237

BUSINESS E-MAIL ADDRESS
NRazmianfar@hsc.wvu.edu

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
   a. Element and mass number; b. chemical and/or physical form; and c. maximum amount which will be possessed at any one time.
6. PURPOSE(S) FOR WHICH LICENSED MATERIAL WILL BE USED.
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)
***Amendments/Renewals that increase the scope of the existing license to a new or higher fee category will require a fee.**

FEE CATEGORY _____ AMOUNT ENCLOSED $ _____

PER THE DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-134), YOU ARE REQUIRED TO PROVIDE YOUR TAXPAYER IDENTIFICATION NUMBER. PROVIDE THIS INFORMATION BY COMPLETING NRC FORM 531: https://www.nrc.gov/reading-rm/doc-collections/forms/nrc531info.html

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
Nasser Razmianfar, Director & Radiation Safety Officer	Nasser Razmianfar	3/5/21

FOR NRC USE ONLY

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

Byproduct, source, and/or special nuclear material	Chemical and/or physical form	Maximum amount that licensee may possess at any one time under this license	Authorized use
Any byproduct material with Atomic Numbers 1 through 83 with half-life less than or equal to 120 days, with exceptions	Any	500 millicuries per radionuclide and 4000 millicuries total	For research and development as defined in 10 CFR 30.4, including animal studies; teaching and training of students; and calibration and checking of the licensee's instruments
Hydrogen-3	Any	2000 millicuries total	
Carbon-14	Any	300 millicuries total	
Sodium-22	Any	10 millicuries total	
Chlorine-36	Any	10 millicuries total	
Calcium-45	Any	10 millicuries total	
Iron-55	Any	10 millicuries total	
Cobalt-57	Any	10 millicuries total	
Zinc-65	Any	10 millicuries total	
Germanium-68	Any	10 millicuries total	
Cadmium-109	Any	10 millicuries total	
Cesium-137	Any	1 millicuries total	
Barium-133	Any	9 millicuries total	
Americium-241	Any	0.5 millicuries total	
Krypton-85	Gas	20 millicuries total	For possession and use for the neutralization of aerosols.
Cesium-137	Sealed Sources (QSA Global, Inc. (formerly AEA Technology-QSA Incorporated), Model CDC.800 Series)	165 millicuries per source and 165 millicuries total	For use in QSA Global, Inc. (formerly AEA Technology-QSA Incorporated) Model 773 instrument calibrator for calibration and checking of the licensee's survey instruments.

Item 7: Individual(S) Responsible For Radiation Safety Program

EXECUTIVE MANAGEMENT

- An executive management structure is in place to ensure administrative controls and provisions related to organization and management and management review necessary to assure safe operations at West Virginia University.

RADIATION SAFETY COMMITTEE (RSC)

- Criteria for Selection of RSC Members:
  - The RSO and the RSC chairperson will work together to appoint other people who are interested in serving on the RSC.
  - The RSO will ensure that all RSC members, to be effective in their role, are adequately trained or possess an appropriate level of knowledge of radiation safety issues and the uses utilized at the license's facility.
  - The RSC shall include a representative from each authorized area of use, the RSO, and executive management (the management representative cannot be the authorized user or RSO).
  - It is required that a quorum be present for each meeting of at least one-half of the RSC membership, including the RSO and executive management.
- Criteria used by the RSC and RSO for approving new users and new uses
  - Any Changes to or the introduction of new training must be reviewed and approved by the RSC before implementation.
  - The RSC shall review the applicant's training and experience documentation to determine if the applicant meets NRC's criteria.
  - If the applicant is deemed qualified, the licensee will impart the authority to the user (no NRC review and approval is needed at this time). The approval process employed by broad scope licensees may be reviewed at the time of inspection.
  - The RSC members shall be made aware of the regulatory training and experience criteria that apply to each type of use at their institution to facilitate an efficient review of the application and processing of the user's application.
  - Applications for use shall be carefully reviewed by all RSC members, not just by the RSO.
  - The RSC members shall clearly understand the applicant's proposed

uses. Research use, shall be thoroughly reviewed.

- Typically, the RSO will present and clarify the information, and if necessary, have the applicant attend the RSC meeting to respond to questions as appropriate.
- When new users or new uses are authorized, either by the RSC or the regulatory agency, they shall be added to the annual audit program to ensure that these new users or new areas of use are monitored for health and safety issues and regulatory compliance.

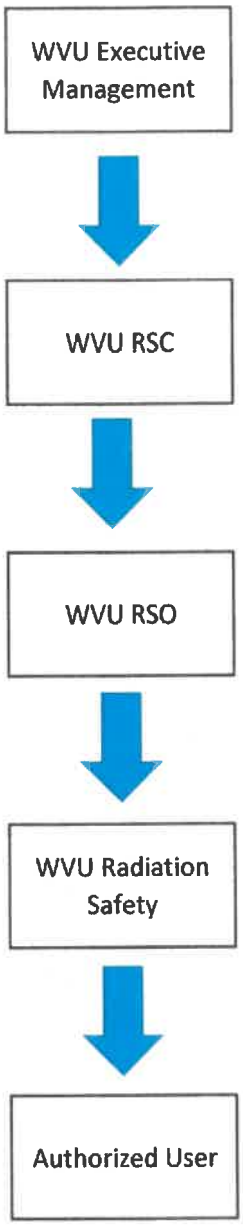
RADIATION SAFETY OFFICER

- **Nasser Razmianfar** is currently listed as RSO on US NRC RAM Licenses:
  - **License #47-23035-01**
  - **License #47-23035-03**
  - **License #47-23066-02**

- The RSO performs audits of all areas of use and individuals who are authorized to use byproduct material to ensure work is done in accordance with the license, regulations, and user permit conditions. Specific duties and responsibilities of the RSO include:
  - Monitoring and surveys of all areas in which radioactive material is used
  - Oversight of ordering, receipt, surveys, and delivery of byproduct material
  - Packaging, labeling, surveys, etc., of all shipments of byproduct material leaving the institution
  - Personnel monitoring program, including determining the need for and evaluating bioassays, monitoring personnel exposure records, and developing corrective actions for those exposures approaching maximum permissible limits
  - Training of all personnel
  - Waste disposal program
  - Inventory and leak tests of sealed sources
  - Decontamination
  - Investigating any incidents and responding to any emergencies
  - Maintaining all required records.

RADIATION SAFETY OFFICE STAFF

- No response required.


WVU Executive Management
WVU RSC
WVU RSO
WVU Radiation Safety
Authorized User

WestVirginiaUniversity.
ROBERT C. BYRD HEALTH SCIENCES CENTER

Memo

To: Nasser Razmianfar, Director and WVU Radiation Safety Officer

From: Clay Marsh, MD Executive Dean for Health Sciences

Subject: Delegation of Authority

You, Nasser Razmianfar, have been appointed radiation safety officer and are responsible for ensuring the safe and secure 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 40 hours per week conducting radiation protection activities.

Clay B. Marsh, MD
Vice President & Executive Dean for Health Sciences

2/26/2020
Date

I accept the above responsibilities,

Nasser Razmianfar
Director and WVU Radiation Safety Officer

2/26/2020
Date

VICE PRESIDENT AND EXECUTIVE DEAN FOR HEALTH SCIENCES
PO Box 9000 | Suite 1000, Health Sciences South
Morgantown, WV 26506-9000
304.293.4511 304.293.4973

ITEM 8: TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS

- We shall implement the model training program described in Appendix F of NUREG-1556, Vol. 7.
- Any changes to or the introduction of new training must be reviewed and approved by the Radiation Safety Committee (RSC) before implementation.

ITEM 9: FACILITIES AND EQUIPMENT

WVU FACILITIES AND EQUIPMENT

The Facility and Equipment have been designed to adequately protect health, minimize danger to life and property, minimize the likelihood of contamination, and keep exposures to workers and the public ALARA as required under 10 CFR30.33 (a) and/or 35.18(a). West Virginia University demonstrates that all facilities and equipment provide sufficient engineering controls and barriers to protect the health and safety of the public and its employees, keep exposures to radiation and radioactive materials ALARA, and minimize the danger to life and property from the types and quantities of radioactive materials to be used.

Facilities and equipment designed to control exposure ranging from a vial that contains licensed material, to buildings, fences, or exclusion areas that are between the source and the maximally exposed member of the public. These facilities not only reduce the exposure from the source but also limit access and secure the source. All facilities that will be used as a radiation area are reviewed and approved by RSC and RSO before it is used for its safety and security.

WVU does not classify laboratories based on type, toxicity and quantity of byproduct material being requested. All radiation areas (RAM labs) are restrictive areas. Restricted areas are defined as areas to which access is limited by the licensee to protect individuals against undue risks from exposure to radiation and radioactive materials.

The following shall be posted with the radiation symbol and a "Caution - Radiation Area" sign: any area, accessible to individuals, in which radiation levels could result in an individual receiving a dose equivalent in excess of 0.05mSv (5 mrems) in one hour at 30 centimeters from the radiation source or from any surface that the radiation penet rates . High Radiation Area shall be posted with the radiation symbol and a "Caution - High Radiation Area" sign: any area, accessible to individuals, in which radiation levels could result in an excess of 1 mSv (100 mrems) in 1 hour at 30 centimeters from the radiation source or from any surface that the radiation penetrates and also Very High Radiation Area shall be posted with the radiation symbol and a sign bearing the words "GRAVE DANGER, VERY HIGH RADIATION AREA": any area, accessible to individuals, in which radiation levels could result in an individual receiving an absorbed dose in excess of 5 Grays (500 rads) in 1 hour at 1 meter from a radiation source or from any surface that the radiation penetrates. Airborne Radioactivity Area: shall be posted with a "Caution - Airborne Radioactivity Area" sign: a room, enclosure or area in which airborne radioactive materials exist in concentrations -

1. In excess of the derived air concentrations (DACs) specified in Appendix B part 20,

or,

2. To such a degree that an individual present in the area without respiratory protective equipment could exceed, during the hours an individual is present in a week, an intake of 0.6 percent of the annual limit on intake (ALI) or 12 DAC-hours.

Once Authorization approval has been granted, Principle Investigators must set up their labs following Radiation Safety Department Guidelines. A member of the Radiation Safety Department shall be contacted to assist the Authorized User in lab set up. All labs where radioactive materials will be utilized shall meet the following general criteria for authorization as an "active" lab. The physical requirements

1. Floors: smooth and continuous surfaces are recommended; tiles and so forth are acceptable if cracks are filled with wax.
2. Walls, ceiling and woodwork: non-porous surfaces should be washable.
3. Ventilation: labs with more than 10 microcuries of radionuclides should have hoods with face velocities of at least 100 linear feet per minute when the sash is at working height and individual exhaust air filters.
4. Equipment: suitable monitoring and measuring equipment for the radionuclides and activities used must be available.
5. Benches: should have non-porous tops with no sharp corners. Use of absorbent paper and strippable paint is recommended.
6. Monitoring: appropriate monitoring for the radionuclides used will be required. This will generally consist of a check of the area with a survey meter or wipe tests taken throughout the area. These surveys must be carried out on each day when radionuclides are used; monthly surveys are required even if no radionuclides are used. Results of these surveys must be recorded and be available for inspections.
7. Shielding: the requirement of shielding will be decided based on the kind of isotopes being used. WVU requires labs that use high energy beta emitters to use Plexiglas and lead blocks for gamma emitters.
8. Hood: any lab that uses volatile material or iodination shall have approved hood. An approved hood shall have an air flow of at least 100 linear FPM when the sash is at working height. This will be checked by a representative of the Radiation Safety office before being put into use and at least annually thereafter.

ITEM 10: RADIATION SAFETY PROGRAM

AUDIT PROGRAM

- No submittal of audit program required.

RADIATION MONITORING INSTRUMENTS

- We will use instruments that meet the radiation monitoring instrument specifications published in Appendix I in NUREG–1556, Volume 7, Revision 1, 'Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.' We reserve the right to upgrade our survey instruments as necessary.
- We reserve the right to upgrade our survey instruments as necessary as long as they are adequate to measure the type and level of radiation for which they are used.

TYPICAL SURVEY INSTRUMENTS (INSTRUMENTS USED TO MEASURE RADIOLOGICAL CONDITIONS AT WVU FACILITIES)

Table 3: Portable Instruments Used for Contamination and Ambient Radiation Survey			
Detector	Radiation	Energy Range	Efficiency
Exposure Rate Meters	Gamma, X-ray	µR-R	N/A
Count Rate Meters			
GM	Alpha	All energies (dependent on window thickness)	Moderate
	Beta	All energies (dependent on window thickness)	Moderate
	Gamma	All Energies	<1%
NaI Scintillator	Gamma	All energies (dependent on window thickness)	Moderate
Plastic Scintillator	Beta	C-14 or higher (dependent on window thickness)	Moderate

Table 4: Stationary Instruments Used to Measure Wipe, Bioassay, and Effluent Samples			
Detector	Radiation	Energy Range	Efficiency
Liquid Scintillation Counter	Alpha	All Energies	High
	Beta	All Energies	High
	Gamma	All Energies	Moderate
Gamma Counter (NaI)	Gamma	All Energies	High
Gas Proportional	Alpha	All Energies	High
	Beta	All Energies	Moderate
	Gamma	All Energies	<1%

INSTRUMENT CALIBRATION

TRAINING

- Before allowing an individual to perform survey instrument calibrations, the RSO will ensure that he or she has sufficient training and experience to perform independent surveys including the following:
    - Principles and practices of radiation protection;
    - Radioactivity measurements, monitoring techniques, and using instruments;
    - Mathematics and calculations basic to using and measuring radioactivity;
    - Biological effects of radiation.
- Appropriate on -the- job-train in g consists of the following:
    - Observing authorized personnel performing survey instrument calibration;
    - Conducting survey meter calibrations under the supervision and in the physical presence of an individual authorized to perform calibrations.

FACILITIES AND EQUIPMENT FOR CALIBRATION OF DOSE RATE OR EXPOSURE

RATE INSTRUMENTS

- To reduce doses received by individuals not calibrating instruments, calibrations will be conducted in an isolated area of the facility or at times when no one else is present.
    - Individuals conducting calibrations will wear assigned dosimetry.
    - Individuals conducting calibrations will use a calibrated and operable survey instrument to ensure that unexpected changes in exposure rates are identified and corrected.

CALIBRATION OF SURVEY INSTRUMENTS

- A radioactive sealed source(s) used for calibrating survey instruments will:
    - Approximate a point source
    - Approximate the same energy and type of radiation as the environment in which the calibrated device will be employed
    - For dose rate and exposure rate instruments, the source should be strong enough to give an exposure rate of at least about 7.7 x 10-6 coulombs/kilogram/hour (30 mR/hr) at 100 cm [e.g., 3.1 gigabecquerels (85 mCi) of cesium-137 or 7.8 x 102 megabecquerels (21 mCi) of Cobalt-60.

- The three kinds of scales frequently used on dose or dose rate survey meters are calibrated as follows:
    - Linear readout instruments with a single calibration control for all scales shall be adjusted at the point recommended by the manufacturer or at a point within the normal range of use.
    - Instruments with calibration controls for each scale shall be adjusted on each scale.

- After adjustment, the response of the instrument shall be checked at approximately 20% and 80% of full scale. The instrument's readings shall be within± 15% of the conventionally true values for the lower point and± 10% for the upper point.
- Logarithmic readout instruments, which commonly have a single readout scale spanning several decades, normally have two or more adjustments. The instrument shall be adjusted for each scale according to site specifications or the manufacturer's specifications. After adjustment, calibration shall be checked at a minimum of one point on each decade. Instrument readings shall have a maximum deviation from the conventionally true value of no more than 10% of the full decade value.
- Meters with a digital display device shall be calibrated the same as meters with a linear scale. Readings above 2.58 x 10-4 coulomb/kilogram/hour (1 R/hr) need not be calibrated, but such scales should be checked for operation and response to radiation.
- The inverse square and radioactive decay law should be used to correct changes in exposure rate due to changes in distance or source decay.

SURFACE CONTAMINATION MEASUREMENT INSTRUMENTS

- Survey meters' efficiency must be determined by using radiation sources with similar energies and types of radiation that the survey instrument will be used to measure.
- If each scale has a calibration potentiometer, the reading shall be adjusted to read the conventionally true value at approximately 80% of full scale, and the reading at approximately 20% of full scale shall be observed. If only one calibration potentiometer is available, the reading shall be adjusted at mid-scale on one of the scales, and readings on the other scales shall be observed. Readings shall be within ±20% of the conventionally true value.

OTHER INSTRUMENTS

Calibrating, Liquid Scintillation Counters, Gamma Counters, Gas Flow Proportional Counters, and Multichannel Analyzers will be conducted by their respective manufacturers.

CALIBRATION RECORDS

Calibration records, for all survey instruments, should indicate the procedure used and the data obtained. The description of the calibration should include:

- The owner or user of the instrument
- A description of the instrument , including the manufacturer's name, model number, serial number, and type of detector
- A description of the calibration source, including the exposure rate at a specified distance or activity on a specified date
- For each calibration point, the calculated exposure rate or count rate, the indicated exposure rate or count rate, the deduced correction factor (the calculated exposure

rate or count rate divided by the indicated exposure rate or count rate), and the scale selected on the instrument
- For instruments with external detectors, the angle between the radiation flux field and the detector (i.e., parallel or perpendicular)
- For instruments with internal detectors, the angle between radiation flux field and a specified surface of the instrument
- For detectors with removable shielding, an indication whether the shielding was in place or removed during the calibration procedure
- The exposure rate or count rate from a check source, if used
- The name of the person who performed the calibration and the date it was performed.
- The following information will be attached to the instrument as a calibration sticker or tag:
- For exposure rate meters, the source isotope used to calibrate the instrument (with correction factors) for each scale
- The efficiency of the instrument, for each isotope the instrument will be used to measure (if efficiency is not calculated before each use)
- For each scale or decade not calibrated, an indication that the scale or decade was checked only for function but not calibrated
- The date of calibration and the next calibration due date
- The apparent exposure rate or count rate from the check source.
- The frequency of calibration is annually or after repair

MATERIAL RECEIPT AND ACCOUNTABILITY

Physical inventories will be conducted at intervals not to exceed 6 months, to account for all sealed sources and devices received and possessed under the license. Records of inventory will be maintained for a period of 5 years from the date of each inventory, and will include the radionuclides, quantities, manufacturer's name and model numbers, and the date of the inventory.

OCCUPATIONAL DOSE

We will maintain, for inspection by the NRC, documentation demonstrating that unmonitored individuals are not likely to receive a radiation dose in excess of the limits in 10 CFR 20.1502."

PUBLIC DOSE

No response required.

SAFE USE OF RADIONUCLIDES AND EMERGENCY PROCEDURES

We will adopt the procedures for the safe use of radionuclides, security and emergencies as published in Appendix L in NUREG–1556, Volume 7, Revision 1, 'Program-Specific

Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.'

SURVEYS

We will survey our facility and maintain contamination levels in accordance with the survey frequencies and contamination levels published in Appendix M in NUREG–1556, Volume 7, Revision 1, 'Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.'

LEAK TESTS

Leak tests will be performed at the intervals approved by the NRC or an Agreement State and specified in the SSD registration certificate.

AND

We will implement the model leak test program published in Appendix N in NUREG–1556, Volume 7, Revision 1 'Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Academic, Research and Development, and Other Licensees of Limited Scope.

TRANSPORTATION

No response necessary

ITEM 11: WASTE MANAGEMENT

We will use the model waste procedures published in Appendix P in NUREG–1556, Volume 7, Revision 1, 'Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.'"

We are asking for these items to be remove for are license. Please see the attach Disposal Documentation			
Cobalt-60	Sealed Sources Amersham Corporation (Formerly Tec/Ops), Model 571 Source Rod	15 Millicuries per source and 15 millicuries total	For use in Amersham Corporation (Formerly Tec/Ops), Model 571 instrument calibrator for calibration and checking of the licensee's survey instruments.
Nickel-63	Foils or plated sources (Eckert & Ziegler Isotope Products dba Isotope Products Laboratories, Model NER 004; Nuclear Radiation Developments, Inc., Model N-1001)	10 millicuries per source and 120 millicuries total	For use in Shimadzu Scientific Instruments, Inc. Model ECD-14 for sample analysis in gas chromatography devices.

ECOLOGY SERVICES, INC.

10427 Hickory Path Way
Knoxville, TN 37922
Phone (865) 766-5873
Fax (865) 766-5908

June 9, 2020

Nasser Razmianfar
West Virginia University
Robert Byrd Health Science Center
P.O. Box 9006
Morgantown, WV 26506

Re: Receipt Acknowledgement

Dear Nasser:

The following manifest has been received at the designated processing/disposal facility:

Manifest No. 0041-052219TX

The radioactive materials specified on above referenced manifest were shipped from your facility on May 22, 2019. In accordance with the requirements of 10 CFR Part 20, Appendix G, the attached signed copy of the NRC Uniform Low-Level Radioactive Waste Manifest is your notice of receipt and acceptance of the materials at Toxco Materials Management Center. This is acknowledgement of receipt only and does not certify destruction or final disposal of material.

Sincerely,

David R. DeLaCruz
Logistics Manager
Ecology Services, Inc.

Attachment: Signed NRC Manifest

NRC FORM 540 (8-2010) — U.S. NUCLEAR REGULATORY COMMISSION

UNIFORM LOW-LEVEL RADIOACTIVE WASTE MANIFEST

SHIPPING PAPER

1. EMERGENCY TELEPHONE NUMBER (Include Area Code)
800-451-8346

ORGANIZATION
Jensk 4E (12485)

2. IS THIS AN "EXCLUSIVE USE" SHIPMENT?
[ ] YES
[X] NO

3. TOTAL NUMBER OF PACKAGES IDENTIFIED ON THIS MANIFEST 8

4. DOES EPA REGULATED WASTE REQUIRING A MANIFEST ACCOMPANY THIS SHIPMENT?
[ ] YES
[X] NO
If "Yes", provide Manifest Number

EPA MANIFEST NUMBER
N/A

5. SHIPPER - NAME AND FACILITY
ESI @ West Virginia University
Robert Byrd Health Science Center, P.O. Box 9006
Morgantown, WV 26506

SHIPMENT ID NUMBER 0041-052219TX
X COLLECTOR
PROCESSOR
GENERATOR TYPE (Specify)

USER PERMIT NUMBER T-MD004-G19
SHIPMENT NUMBER 0041-052219TX

CONTACT Nasser Razmianfar
TELEPHONE NUMBER (Include Area Code) (304) 293-3413

6. CARRIER - Name and Address
Ecology Services, Inc
9135 Guilford Road, Suite 200
Columbia, MD 21046
Truck #:
Trailer #:

EPA I.D. NUMBER MDR000524712
SHIPPING DATE 05/22/2019

CONTACT Greg Keck
TELEPHONE NUMBER (Include Area Code) 301-382-6700

SIGNATURE - Authorized carrier acknowledging waste receipt [signature]
DATE 5/22/19

7. FORM 540 AND 540A PAGE 1 OF 2 PAGE(S)
FORM 541 AND 541A 4 PAGE(S)
FORM 542 AND 542A PAGE(S)
ADDITIONAL INFORMATION NONE PAGE(S)

8. MANIFEST NUMBER (Use this number on all continuation pages)
0041-052219TX

9. CONSIGNEE - Name and Facility Address
Toxco Material Management Center
Operated By Toxco Material Management Center
109 Flint Road
Oak Ridge, TN 37830

CONTACT [illegible]
TELEPHONE NUMBER (Include Area Code) [illegible]

SIGNATURE - Authorized consignee acknowledging waste receipt [signature]
DATE 6-4-20

10. CERTIFICATION
[illegible]

AUTHORIZED SIGNATURE [signature]
TITLE [illegible]
DATE 5/22/19

11. U.S. DEPARTMENT OF TRANSPORTATION DESCRIPTION (Including proper shipping name, hazard class, UN ID number, and any additional information)	12. DOT LABEL "RADIOACTIVE"	13. TRANSPORT INDEX	14. PHYSICAL AND CHEMICAL FORM	15. INDIVIDUAL RADIONUCLIDES	16. TOTAL PACKAGE ACTIVITY MBq	16. TOTAL PACKAGE ACTIVITY mCi	17. LSA/SCO CLASS	18. TOTAL WEIGHT OR VOLUME (Use appropriate units)	19. IDENTIFICATION NUMBER OF PACKAGE
UN2910, Radioactive material, excepted package-limited quantity of material, 7 DAW-COMPACT 1 55 GAL DRUM	NA	NA	SOLID/METAL OXIDES	I-125	3.4113E+01	(9.2197E-01)	NA	7.50 ft³ 115.00000 lb	VA-00893 (19-005205)
UN2910, Radioactive material, excepted package-limited quantity of material, 7 URANYL ACETATE LIQUID 1 5 GAL POLY DRUM	NA	NA	LIQUID/OXIDES	U-238	3.1450E-01	(8.5000E-03)	NA	0.68 ft³ 20.00000 lb	WVU UA1 (19-000532)
UN2910, Radioactive material, excepted package limited quantity of material, 7 URANYL ACETATE SOLID 1 5 GAL POLY DRUM	NA	NA	SOLID/METAL OXIDES	U-238	5.8160E+00	(1.5719E-01)	NA	0.68 ft³ 20.00000 lb	WVU UA2 (19-000533)
Non-Radioactive per DOT AQUEOUS LIQUID 1 55 GAL POLY DRUM	NA	NA	LIQUID/OXIDES	C-14, H-3, I-125, P-32	6.0195E+01	(1.6269E+00)	NA	7.50 ft³ 313.00000 lb	WVU AQ 1 (19-000520)
Non-Radioactive per DOT AQUEOUS LIQUID 1 55 GAL POLY DRUM	NA	NA	LIQUID/OXIDES	C-14, H-3, I-125, P-32, S-35	9.6052E+01	(2.5960E+00)	NA	7.50 ft³ 124.00000 lb	WVU AQ 2 (19-000522)

FOR CONSIGNEE USE ONLY

20. Generator Certification Statement
A) Radioactive Materials. Certification is hereby made that this shipment of low-level radioactive waste has been prepared in accordance with a radioactive waste management program which has been approved by the Nuclear Regulatory Commission or an Agreement State regulatory agency and with the current revision of the site Material Acceptance Criteria.
B) Hazardous Materials. Generator hereby certifies that this material ___ does (or) ___ does not contain a hazardous waste as defined in 40 CFR 261.
C) Date. Generator hereby represents and warrants that all data set forth in this UNIFORM LOW LEVEL RADIOACTIVE WASTE MANIFEST are true and correct in all respects and in accordance with all applicable governmental laws, rules, regulations and site Radioactive Material Licenses.
D) INFECTIOUS SUBSTANCE. Generator hereby certifies that this material does not contain an infectious substance as defined in 49CFR 173.134.

Stephen Keck — Print Name
[signature] — Signature
5/22/19 — Date

Modified Date: 05/22/2019 11:24

NRC FORM 540A
(8-2010)

U.S. NUCLEAR REGULATORY COMMISSION

UNIFORM LOW-LEVEL RADIOACTIVE WASTE MANIFEST

SHIPPING PAPER (CONTINUATION)

8. MANIFEST NUMBER
(Use this number on all continuation pages)
0041-052219TX

11. U.S. DEPARTMENT OF TRANSPORTATION DESCRIPTION (Including proper shipping name, hazard class, UN ID number, and any additional information)	12. DOT LABEL "RADIOACTIVE"	13. TRANSPORT INDEX	14. PHYSICAL AND CHEMICAL FORM	15. INDIVIDUAL RADIONUCLIDES	16. TOTAL PACKAGE ACTIVITY MBq	mCi	17. LSA/SCO CLASS	18. TOTAL WEIGHT OR VOLUME (Use appropriate units)	19. IDENTIFICATION NUMBER OF PACKAGE
Non-Radioactive per DOT DAW-COMPACT ; METAL; PLASTIC 1 - 55 GAL DRUM	NA	NA	SOLID/METAL OXIDES	CO-60 ; CS-137 ; I-125 ; NI-63 ; SR-90 ; TL-204	3 0030E+02	(8 1183E+00)	NA	7.50 ft³ 128 00000 lb	WC00889 (#SN09760) (19-000528)
Non-Radioactive per DOT DAW-COMPACT 1 - 55 GAL DRUM	NA	NA	SOLID/METAL OXIDES	I-125	1 4060E-01	(3 8000E-03)	NA	7.50 ft³ 136.00000 lb	WC00876 (19-000529)
Non-Radioactive per DOT DAW-COMPACT 1 - 30 GAL DRUM	NA	NA	SOLID/METAL OXIDES	C-14 ; H-3	1.2842E+02	(3.4708E+00)	NA	4 10 ft³ 84.00000 lb	WC00780 (19-000531)

Modified Date: 05/22/2019 11:24

ECOLOGY SERVICES, INC.

10427 Hickory Path Way
Knoxville, TN 37922
Phone (865) 766-5873
Fax (865) 766-5908

January 9, 2018

Nasser Razmianfar
West Virginia University
Robert Byrd Health Science Center,
P.O. Box 9006
Morgantown, WV 26506

Re: Receipt Acknowledgement

Dear Nasser:

The following manifest has been received at the designated processing/disposal facility:

Manifest No. 0041-051717ALA

The radioactive materials specified on above referenced manifest were shipped from your facility on May 17, 2017. In accordance with the requirements of 10 CFR Part 20, Appendix G, the attached signed copy of the NRC Uniform Low-Level Radioactive Waste Manifest is your notice of receipt and acceptance of the materials at Alaron Nuclear Services. This is acknowledgment of receipt only and does not certify destruction or final disposal of material.

Sincerely,

David R. DeLaCruz
Logistics Manager
Ecology Services, Inc.

Attachment: Signed NRC Manifest

Estimated burden per response to comply with this information collection request: 45 minutes. This uniform manifest is required by NRC to meet reporting requirements of Federal and State Agencies for the safe transportation and disposal of low-level waste. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to infocollects@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0164), 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.

NRC FORM 540 (9-2010) — U.S. NUCLEAR REGULATORY COMMISSION

UNIFORM LOW-LEVEL RADIOACTIVE WASTE MANIFEST

SHIPPING PAPER

1. EMERGENCY TELEPHONE NUMBER (Include Area Code)
800-347-8197

ORGANIZATION
3E Company

2. IS THIS AN "EXCLUSIVE USE" SHIPMENT?
[ ] YES
[X] NO

3. TOTAL NUMBER OF PACKAGES IDENTIFIED ON THIS MANIFEST ———> 1

4. DOES EPA REGULATED WASTE REQUIRING A MANIFEST ACCOMPANY THIS SHIPMENT? [ ] YES [X] NO
If "Yes", provide Manifest Number ———>

EPA MANIFEST NUMBER
N/A

5. SHIPPER - NAME AND FACILITY
ESI @ West Virginia University
Robert Byrd Health Science Center, P.O. Box 9006
Morgantown, WV 26506

USER PERMIT NUMBER: T-MD004-G17
SHIPMENT NUMBER: 0041-051717ALA

CONTACT
Nasser Razmianfar

SHIPMENT ID NUMBER
0041-051717ALA

X COLLECTOR
PROCESSOR
GENERATOR TYPE (Specify)

TELEPHONE NUMBER (Include Area Code)
(304) 293-3413

6. CARRIER - Name and Address Truck #: Trailer #:
Ecology Services, Inc.
9135 Guilford Road, Suite 200
Columbia, MD 21046

EPA I.D. NUMBER
MDR000524712

SHIPPING DATE
05/17/2017

CONTACT
Greg Keck

TELEPHONE NUMBER (Include Area Code)
301-362-6700

SIGNATURE - Authorized carrier acknowledging waste receipt [signature] **DATE** 5/17/17

7. FORM 540 AND 540A PAGE 1 OF 1 PAGE(S)
FORM 541 AND 541A 1 PAGE(S)
FORM 542 AND 542A 1 PAGE(S)
ADDITIONAL INFORMATION NONE PAGE(S)

8. MANIFEST NUMBER (Use this number on all continuation pages)
0041-051717ALA

9. CONSIGNEE - Name and Facility Address
Alaron Nuclear Services
Operated By Alaron Nuclear Services
2138 State Route 18
Wampum, PA 16157

CONTACT
Mike Ottowski

TELEPHONE NUMBER (Include Area Code)
(724) 535-5777

SIGNATURE - Authorized consignee acknowledging waste receipt [signature]

DATE 01-08-2018

10. CERTIFICATION

This is to certify that the herein-named materials are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation. This also certifies that the materials are classified, packaged, marked, and labeled and in proper condition for transportation and disposal in accordance with the requirements of 10 CFR Parts 20 and 61, or equivalent state regulation.

AUTHORIZED SIGNATURE [signature] **TITLE** ESI **DATE** 5/17/17

11. U.S. DEPARTMENT OF TRANSPORTATION DESCRIPTION (including proper shipping name, hazard class, UN ID number, and any additional information)	12. DOT LABEL "RADIOACTIVE"	13. TRANSPORT INDEX	14. PHYSICAL AND CHEMICAL FORM	15. INDIVIDUAL RADIONUCLIDES	16. TOTAL PACKAGE ACTIVITY MBq	mCi	17. LSA/SCO CLASS	18. TOTAL WEIGHT OR VOLUME (Use appropriate units)	19. IDENTIFICATION NUMBER OF PACKAGE
UN2915, RADIOACTIVE MATERIAL, TYPE A PACKAGE, 7 SEALED SOURCES 1 - 5 GAL DRUM	Yellow II	0.1	SOLID/METAL OXIDES	BA-133 ; CO-60 ; CS-137 ; RA-226	1.4867E+01	(4.0180E-01)	NA	0.68 ft³ 100.00000 lb	WVU-SS-1 (17-000579)

FOR CONSIGNEE USE ONLY

RECEIVED
JAN 0 8 2018
ALARON CORPORATION
ARSHP'd 18-0006

20. Generator Certification Statement
A) Radioactive Materials. Certification is hereby made that this shipment of low-level radioactive waste has been prepared in accordance with a radioactive waste management program which has been approved by the Nuclear Regulatory Commission or an Agreement State regulatory agency and with the current revision of the site Waste Acceptance Criteria.
B) Hazardous Materials. Generator hereby certifies that this material [illegible] does not contain hazardous waste as defined in 40 CFR 261.
C) Data. Generator hereby represents and warrants that all data set forth in this UNIFORM LOW-LEVEL RADIOACTIVE WASTE MANIFEST are true and correct in all respects and in accordance with all applicable government laws, rules, regulations and the Radioactive Materials Licenses.
D) INFECTIOUS SUBSTANCE: Generator hereby certifies that this material does not contain infectious substances as defined in 49 CFR 173.134

Stephen Keck — Print Name | [signature] — Signature | 5-17-17 — Date

Modified Date: 05/17/2017 09:47

West Virginia University

Board of Governors Rule

Finance and Administration
Authorizations and Delegation of Authority
Responsible Unit: Strategic Initiatives / Finance and Administration
Adopted: June 22, 2018
Effective: July 9, 2018
Revision History: BOG Policy 40 (originally adopted June 2, 2006)
Review Date: April 2024

BOG FINANCE AND ADMINISTRATION RULE 5.1 AUTHORIZATIONS AND DELEGATIONS OF AUTHORITY FOR FINANCIAL AND ADMINISTRATIVE MATTERS

SECTION 1: PURPOSE & SCOPE.

1.1 The University seeks to detail a transparent, concise, and efficient system of governance and delegation relating to the financial and administrative functions of the University.

1.2 This Rule outlines the guiding principles for the financial and administrative matters of the University, including matters requiring Board authorization, matters requiring consultation with and reporting to the Board, and matters delegated to the President.

SECTION 2: DELEGATION OF FINANCIAL AND ADMINISTRATIVE MATTERS TO THE PRESIDENT AND BEYOND; RELATIONSHIP OF OBLIGATIONS OF AND TO BOARD.

2.1 ***Bylaws Delegation.*** To enable the University to function in a proper and expeditious manner and to advance the University's mission and objectives, the Board in Section 6.02 of the Bylaws specifically delegated to the President the power and control over the day-to-day business affairs and operations of West Virginia University, including the divisional campuses, as set forth in this Rule. Additionally, the Board empowered the President to perform all acts and execute all documents to effectuate the actions of the Board and to exercise sound management of the financial and administrative aspects of the University.

2.2 ***Further Delegation by President.*** The Board also authorized the President to make further delegations of this authority to other University administrators as the President may deem necessary for the day-to-day management of the financial and administrative affairs and operations of the University, including the authority to execute documents on behalf of the University and effect actions of the Board.

2.3 ***Obligation of President to Board.*** This delegation of authority requires that the Board rely on the judgment and decisions of those who operate under its authority. However, this

reliance of the Board must be based upon its continuing awareness of the operations of the University. Therefore, at least quarterly, the President shall provide to the Board a thorough and forthright report on the financial affairs of the University.

SECTION 3: MATTERS REQUIRING BOARD AUTHORIZATION

3.1 The following financial and administrative matters require authorization by the Board:

3.1.1 *Transfer of Title or Ownership of Any Real Property.*

3.1.1.1 The full transfer of title or ownership of any real property or transfer of title or ownership of mineral rights.

3.1.1.2 The grant of an easement or right of way by the University if the easement or right away will result in a long-term and material limit on the anticipated future uses of the property subject to the right of way or easement.

3.1.2 *Lease, License, or Use of Real Property.* The lease, license, or entry of an agreement to use any real property (but not including agreements involving the license or use of real property relating to wireless communications or other utilities):

3.1.2.1 for a term of more than five (5) years;

3.1.2.2 in which the annual payment exceeds $100,000 annually;

3.1.2.3 of more than 10,000 square feet of building space;

3.1.2.4 of more than five (5) acres of unimproved land;

3.1.2.5 when the University is lessor and the anticipated use of the real property by the lessee would fundamentally transform the real property and/or alter the purposes for which the University may use it at a later date;

3.1.2.6 which raises significant questions of policy, such as privatization of a major University function; or

3.1.2.7 which requires a commitment by the University to make payments which are based, in whole or in part, on the debt or other obligations owed by a party to the agreement to a third party and become payable by the University if a party to the agreement generates insufficient revenues to satisfy that debt or other obligation.

3.1.3 *Capital Improvements.* Any contract or series of related contracts for the construction, renovation, or other capital improvement of buildings or other real property of the Board when:

3.1.3.1 the construction cost, excluding architectural, engineering, design and other pre-construction services, is projected to be greater than $1 million; or

3.1.3.2 the use of the land as a result of the proposed construction is inconsistent with any applicable master plan approved by the Board.

3.1.4 *Bonds and Indebtedness.* Issuing any bonds or borrowing funds whether secured by the pledge of a revenue stream or property of the Board.

3.1.5 *Major Contracts.* Any contract for goods or services (but not including personnel contracts or contracts specifically authorized through the approval of the operating budget or capital budget) if the contract:

3.1.5.1 Would provide for more than $2 million in annual revenues or payments in any year, but not including:

3.1.5.1.1 maintenance agreements for building systems, computer hardware, software, and software systems;

3.1.5.1.2 utilities contracts; and

3.1.5.1.3 pricing agreements which do not obligate the University to purchase a specific value or quantity of goods;

3.1.5.2 has a term of more than five (5) years and is exclusive for a particular area of the University; or

3.1.5.3 raises significant financial, educational, or other policy issues, such as privatization of a major University function.

3.1.6 *Operating Budget, Capital Budget, and Master Plans.* The University's operating and capital budget and master planning documents for capital improvements, including facilities and housing.

3.1.7 *Tuition and Fees.* Tuition and fees, including but not limited to auxiliary and capital fees.

3.1.8 *Joint Venture.* Joint Ventures with a non-university affiliated, for-profit entity.

3.1.9 *Other Unique Transactions.*

3.1.9.1 Entering into a transaction that is beyond the mission of the University that is intended to serve as a significant increased source of revenues for the University.

3.1.9.2 Entering into an agreement with any BOG Member or any Affiliate Board Member or any entity in which it is known that a BOG Member or an Affiliate Board Member is an executive officer or owns or controls more than 15% of the contracting entity or parent organization of the contracting entity if the agreement (a) would not be considered in the ordinary course of business or (b) is for the purchase or lease of real property.

3.2 *Aggregation of Related Transactions.* In considering whether a threshold has been satisfied for purposes of whether Board authorization is required for a transaction subject to this rule, separate but related transactions that relate to a single project are to be aggregated.

3.3 *Other Significant Matters.* If a matter does not require the authorization of the Board pursuant to subsections 3.1.1 through 3.1.8 of this section but is nonetheless anticipated to have a significant and long-term financial impact on the University, the President shall consult with the Chair of the Board as to whether the matter should be presented for authorization by the Board.

3.4 *Emergency Matters.* If the University is faced with an emergency situation such that it requires an action that would require authorization of the Board pursuant to this Rule but the nature of the emergency requires that the University act prior to the ability of the Board to consider such action, the President may take such action but only to the extent necessary to address the emergency. The President shall promptly notify the Chair of the Board of the emergency action taken.

3.5 *Presentation of Information Relating to Matters Requiring Board Authorization.* In general, matters requiring authorization by the Board under this rule should be presented at the stage at which the Board can be presented with a reasonably accurate description of the matter, its likely costs and risks, and its impact on the University. In some cases, this may involve submission of the matter before any required competitive process is undertaken. In other cases, this requirement may best be met by submission only after a competitive selection process has occurred but prior to execution of the relevant contracts or other agreements. The President, in consultation with the Chair, shall determine at what stage a particular matter should be presented. Information should be presented in sufficient detail to allow Board members to make informed decisions as to whether any actual or perceived conflicts of interest exist and any disclosures and recusals are appropriate as consistent with obligations of Board members as stated in the Bylaws.

SECTION 4: AMENDMENTS AND VARIATIONS TO BOARD AUTHORIZED MATTERS

4.1 Board authorization is required for any significant amendments or modifications to any agreement or project for which Board authorization is required pursuant to this Rule.

4.2 A significant amendment or modification is one that either:

4.2.1 increases the dollar value of the agreement or project by more than 20% or $3 million, whichever is less: Provided, That authorization is not required unless the dollar value of the increase exceeds $300,000;

4.2.2 for leases or related agreements for the license or use of real property, extends the length (term) of the agreement by 20%; or

4.2.3 substantially alters the risks under the agreement or project to the University.

4.3 A significant amendment or modification to an agreement does not include the mere exercise of an option to extend the agreement unless the term of the option, considered on its own terms, requires Board authorization pursuant to this Rule.

SECTION 5: DELEGATION OF FINANCIAL AND ADMINISTRATIVE MATTERS.

5.1 The Board delegates to the President the authority to adopt internal financial and administrative policies and procedures to effectuate the implementation of this Board Rule or in furtherance of any other authority that the Board has specifically delegated to the President.

5.2 The Board further delegates to the President the authority to take actions on any matter referenced in this Rule below any thresholds established for Board authorization and in the following matters:

5.2.1 The authority to contract on behalf of the Board in accordance with laws of the State including the authority to execute documents necessary for contracts, real property, and related matters;

5.2.2 The authority to solicit and utilize or expend voluntary support for the University;

5.2.3 The authority to communicate and collaborate with state, federal, and local officials on matters related to university affairs;

5.2.4 The authority to prepare budget requests related to the University's missions, goals and objectives;

5.2.5 The authority to transfer and expend appropriated funds as permitted by law for the purposes appropriated;

5.2.6 The authority to acquire necessary legal, accounting, and consulting services;

5.2.7 The authority to manage all auxiliary enterprises of the University;

5.2.8 The authority to advance the interests of the University by acting as its primary spokesperson;

5.2.9 The authority to seek charitable funds and other contributions, and federal and private support for University programs and other services;

5.2.10 The authority to represent the University on its Affiliates' boards and on the boards of partnerships and other enterprises that directly or indirectly fulfill the mission of the University, all without compensation other than expenses related to such service;

5.2.11 The authority to supervise the administration of all laws and policies related to the University affairs, including those governing the University's strategic plan and master plan;

5.2.12 The authority to sign, authorize, and endorse any document relating to the registration of University trademarks, including, but not limited to, those documents which originate from the federal government, from the state government, or from the local government; and

5.2.13 The authority to take any and all actions necessary to do the foregoing.

5.3 Any actions taken pursuant to this delegation must be consistent with State and Federal law, any other Rule adopted by the Board, and the guidelines provided by this Rule.

SECTION 6: FISCAL RESPONSIBILITY: INTERNAL CONTROLS, BEST PRACTICES, AND REPORTING.

6.1 The University shall maintain procedures for implementing internal controls and best business practices to ensure the highest levels of fiscal accountability and oversight, including, but not necessarily limited to:

6.1.1 Complying with Generally Accepted Accounting Principles of the Governmental Accounting Standards Board ("GAAP") and the Generally Accepted Government Auditing Standards of the Government Accountability Office ("GAGAS");

6.1.2 Operating without material weakness in internal controls as defined by GAAP, GAGAS and, where applicable, Circulars of the Office of Management and Budget ("OMB");

6.1.3 Maintaining annual audited financial statements with an unqualified opinion;

6.1.4 Presenting annual audited financial statements to the Board for approval;

6.1.5 Any other fiscally responsible practices, including complying with state rules and requirements, as may be determined, from time to time, by the University's administration as prudent and warranted.

6.2 At least quarterly, the President shall provide the Board with the following reports for activities during the previous quarter (unless otherwise indicated):

6.2.1 Unaudited financial statements;

6.2.2 All leases and transfers of real property;

6.2.3 All capital improvement projects authorized by the Board (providing an update on projects from authorization through completion);

6.2.4 Other items of a similar nature which would provide strategic insight to the Board and assist the Board in exercising its authorities and responsibilities.

SECTION 7: DEFINITIONS FOR ALL BOARD OF GOVERNORS FINANCE & ADMINISTRATION RULES.

7.1 "Affiliate" means West Virginia University Research Corporation – or its subsidiaries, West Virginia University Innovation Corporation or its subsidiaries, West Virginia University Hospital System or any of its subsidiaries or affiliates, West Virginia University Foundation, West Virginia University Alumni Association, and other entities created by West Virginia University to serve the institution's mission.

7.2 "Affiliate Board Member" means a person who is or has been a member of the board of an Affiliate within the past five calendar years.

7.3 "BOG Member" means a person who is or has been a member of the Board of Governors within the past five calendar years.

7.4 "Joint Venture" means any joint ownership of a legal entity through which there is an agreement to jointly undertake a specific business enterprise, investment, or activity without regard to:

7.4.1 whether the university controls the venture or arrangement;

7.4.2 the legal structure of the venture or arrangement; or

7.4.3 whether the venture or arrangement is treated as a partnership for federal income tax purposes, or as an association, or corporation for federal income tax purposes.

7.5 "President" means the President of the University or the President's designee.

SECTION 8: AUTHORITY.

8.1 W. Va. Code §18B-2A-4; §18B-2A-7; §18B-2A-8; §18B-3-1; §18B-4-4; §18B-10-1 et seq.; and §18B-19-1 et seq.

SECTION 9: SUPERSEDING PROVISIONS.

9.1 This Rule supersedes and replaces any rule of the Higher Education Policy Commission which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes WVU BOG Policy 40 – Fiscal Responsibility, originally adopted on June 2, 2006, and any previous delegation or other internal financial and administrative policy or procedure which relates to the subject matter contained within this Rule.

Root, Stephen

From: Patterson, Cathy
Sent: Friday, January 8, 2021 2:50 PM
To: Root, Stephen
Subject: FW: SOFIE communication cable
Attachments: COMMS Cable 2016 Olympic 2887T.pdf

FYI.....will keep you in the loop as we gather information.

Thanks

Cathy

From: Myers, Alton <alton.myers@hsc.wvu.edu>
Sent: Friday, January 8, 2021 2:36 PM
To: Patterson, Cathy <cpatterson@hsc.wvu.edu>
Cc: Ferrell, David <david.ferrell1@hsc.wvu.edu>
Subject: FW: SOFIE communication cable

From: Olexandra Kovalenko <olexandra.kovalenko@sofie.com>
Sent: Friday, January 8, 2021 2:27 PM
To: Myers, Alton <alton.myers@hsc.wvu.edu>
Cc: Timothy Pellegrin <Timothy.Pellegrin@sofie.com>
Subject: SOFIE communication cable

Good afternoon Alton,

It was nice to meet you today! I was able to find a little more information on the cord that we will be running from our facility to the 9th floor, please see attachment for specs. It is a BAK-0985 Cable - Communication between Monitoring Channels. This connects the probes (e.g., NaI, airflow) to a connection unit in the basement at Sofie which will be attached to the wall. This connection unit connects to the laptop. There is already a current cord running from the 9th floor to the basement because the system from both WVU University and Sofie share the same cord. The new cord will be exclusively for Sofie and the old cord will stay with the WVU side. I will keep you updated once more information becomes available.

Also, you mentioned that the fire alarms will be checked in late January/early February. The first or second week of February would be best for us to have someone come into the clean room to take a look at the alarm. I will be able to let you know an exact day closer to, let me know if this works for you.

Thank you,

--
Olexandra Kovalenko, PharmD, ANP
Facility Manager / Nuclear Pharmacist I
SOFIE

64 Medical Center Drive Room B042 Morgantown, WV, 26506
P| 1 304 292 2240
M| 1 502 220 5439
F| 1 304 599 0870
www.sofie.com