

Conversation Record



TO: City of Owosso

Jennifer Bishop
Materials Licensing Branch
U.S. Nuclear Regulatory Commission
Region III
2443 Warrenville Road, Suite 210
Lisle, Illinois 60532-4351
Jennifer.Dalzell-Bishop@nrc.gov

PAGES: 3

FAX #: _____

(630) 829-9607 FAX: (630) 515-1078

EMAIL: mark.sedlak@ci.owosso.mi.us

CONVERSATION RECORD		TIME	DATE
		11:00 am	6/25/2013
NAME OF PERSON(S) CONTACTED	TELEPHONE NO.	ORGANIZATION	
Mark A. Sedlak	989-725-0550	Director of Public Services	
License No.: 21-18888-03		Control No.: 580711	

SUMMARY

This refers to your request dated May 6, 2013 to amend your license and the phone conversation between Mark Sedlak and Jennifer Bishop on June 25, 2013.

In your request to amend your license, you have requested that M. George Scanlon be named as the RSO and have provided his training records. We will need additional information in order to complete our review.

- a. You will not be able to change and name your RSO internally; NRC must do that for you via the amendment process. Please provide a written, signed (by both senior management and the proposed RSO) and a currently dated statement that stipulates your proposed RSO accepts the RSO position and understands the duties and responsibilities associated with the position. Each proposed RSO must be qualified in accordance with the guidance in NUREG 1556, Vol 1, Rev. 1, Section 8.7, Item 7: Individual(s) Responsible for Radiation Safety Program and Their Training and Experience. A sample letter can be found in Attachment 1.
- b. Please indicate if Mr. Scanlon has been employed with the City of Owosso in the time period of December 2011 to the present.
- c. During our conversation, you stated that the gauge has not been used since the previous RSO retired. Please provide this statement in writing.

For guidance on preparing all licensing correspondence, please use NUREG 1556 Vol. 1, Rev. 1, "Consolidated Guidance About Materials Licenses - Program-Specific Guidance About Portable Gauge Licenses." This document can be found at:

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/v1/r1/>

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be available electronically for public inspection in the NRC Public Document Room or from the NRC's Agencywide Documents Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>.

Action Required:

Submit the requested information within 14 calendar days (**by July 9, 2013**) by referencing control number 580711 to facilitate proper handling in our office. Please contact me if you need to make alternative response arrangements.

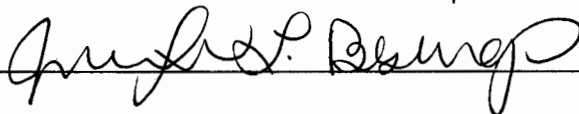
Please also be reminded of the provisions in 10 CFR 30.9(a), 'Completeness and accuracy of information', "Information provided to the Commission by an applicant for a license or by a licensee or information required by statute or by the Commission's regulations, orders, or license conditions to be maintained by the applicant or the licensee shall be complete and accurate in all material respects."

PLEASE DIRECT ANY QUESTIONS YOU MAY HAVE TO ME AT (630) 829-9607.

NAME OF PERSON DOCUMENTING
CONVERSATION

SIGNATURE
DATE

Jennifer L. Bishop



6/25/13

Attachment 1

Model Delegation of Authority:

Memo To: Radiation Safety Officer
From: Chief Executive Officer
Subject: Delegation of Authority

You, _____, 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 where 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 Nuclear Regulatory Commission at any time. It is estimated that you will spend ___ hours per week conducting radiation protection activities.

Signature of Management Representative

Date

I accept the above responsibilities,

Signature of Radiation Safety Officer

Date

cc: Affected department heads