



DEPARTMENT OF THE NAVY  
NAVY ENVIRONMENTAL HEALTH CENTER  
620 JOHN PAUL JONES CIRCLE SUITE 1100  
PORTSMOUTH VA 23708-2103

6470  
Ser OEM/000694  
23 June 2003

From: Commanding Officer, Navy Environmental Health Center

Subj: NAVAL RADIOACTIVE MATERIALS PERMIT (NRMP) 2003-05: AUTHORIZED  
USER APPROVAL AND NOTIFICATION PROCEDURES

Ref: (a) OPNAVINST 6470.3 series

1. This Information Notice supercedes Information Notice: Authorized User (AU) Approval and Notification Procedures, Navy Environmental Health Center (NAVENVIRHLTHCEN) letter 6470 Ser OMSJW/02234 of 2 Aug 95.
2. This information notice is issued to remind Permittees of the amendment requirements for AUs. Title 10, Code of Federal Regulations, Part 35.13(b) [10 CFR 35.13(b)] requires an amendment if a proposed AU is not board certified for that particular type of use under Subpart J of 10 CFR 35 or was not previously listed on a Naval Radioactive Material Permit (NRMP) or Nuclear Regulatory Commission (NRC) or Agreement State license for that particular use. For those AUs who have board certification for that particular type of use under Subpart J of 10 CFR 35 or previously listed on a permit or license for that particular type of use, an amendment is not required; however, a notification letter to NAVENVIRHLTHCEN is required within 30 days. A notification is also required within 30 days if the AU is no longer on AU status due to detachment or other reason.
3. The amendment letter shall include the following:
  - a) Naval Radioactive Materials Permit Application for Medical Department Activities form,
  - b) Copy of the AUs board certification certificate,
  - c) A statement that the Radiation Safety Committee recommended approval (by number vote) and the types of use the command is recommending for approval to NAVENVIRHLTHCEN i.e. 35.100, 35.200, 35.300, etc.,
  - d) Copies of the items reviewed by the RSC and on which their recommendation was based, i.e. training and experience, state license, preceptor statement, etc.,
  - e) Updated authorized user list and
  - f) Signed, dated and serialized cover letter.

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4. The notification letter shall include the following:

- a) A copy of the board certification certificate,
- b) A statement that the Radiation Safety Committee approved (by number vote) the AU and for what types of use the AU was approved for i.e. 35.100, 35.200, 35.300, etc.,
- c) A statement on what the RSC based their approval on, i.e. board certification, previously on a permit, etc.,
- d) Updated authorized user list and
- e) Signed, dated and serialized cover letter.

5. The Radiation Safety Officer shall ensure that their Radiation Safety Committee is briefed on this information notice. Verification of this briefing will be made during subsequent NAVENVIRHLTHCEN inspections of NRMP programs.

6. This letter shall be maintained on file with your NRMP and shall be considered as an integral part of your NRMP.

7. For additional information, please contact LCDR Pamela Fetherston, MSC, USN, Radiation Health Team Leader at DSN 377-0766 or (757) 953-0766, facsimile (757) 953-0685, or E-mail at [fetherstonp@nehc.med.navy.mil](mailto:fetherstonp@nehc.med.navy.mil).

/s/

P. T. FETHERSTON

By direction

Distribution:

Hospital NRMP Radiation Safety Officers