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To: <kad@nrc.gov>
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Subject: NRC Audit

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Hi Kathy,

I just wanted to let you know that I'm working on the list of items that need to be rectified for our office to pass the NRC safety standards.

1. I have ordered and received the leak kits.
2. I am planning on purchasing adequate chains today for the secondary storage/locking device like we talked about.
3. I have downloaded the Sealed Source & Device paperwork from the Troxler site.
4. We are working on renewing our reciprocity with Maryland
5. We are also working on registering JE for a Troxler safety refresher course (so far the closest date is June 20th)
6. Once we have all these items in place, we will run the annual audit.

I will be sending you pictures of the new storage/locking scheme before I leave to Baton Rouge on the 15th of June. Should I get the results of the leak tests back from Troxler before I leave I will send these results too. Let me know if there's anything else that I could do to do a better job at this.

Thanks.

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