

**ADCO Services, Inc.  
17650 Duvan Dr.  
Tinley Park, IL 60477**

August 23, 2013

United States Nuclear Regulatory Commission  
2443 Warrenville Rd., Ste. 210  
Lisle, IL 60532-4352

Attn: Mr. Aaron McCraw

Re: License No. 12-11286-01, Corrective Action for Late Notice When Changing RSOs

Dear Mr. McCraw;


As you know, Adco found it necessary to change Radiation Safety Officers late last year as the result of the illness of our previous RSO, Mr. Mark Bialek. Although we had a very well qualified candidate in mind and submitted his name and credentials to the Illinois Emergency Management Agency, their delay in approving him caused him to accept another offer. At that point we searched and found another well qualified candidate and once again submitted his information to IEMA. Their response for that candidate came in a reasonable time frame and we signed that gentleman on as our new RSO. Unfortunately, in the rush to secure a new RSO and get him up to speed on our program, we inadvertently overlooked notifying your agency of the change.

To prevent this from happening in the future we have created a new notification form that will be issued to any new RSO that joins our firm in the future, which will be completed by that person and a copy sent direct to the USNRC informing them of the change. We are also posting a notice on the front of our USNRC license stating that the USNRC must receive notification of any change in RSO status. We are enclosing a copy of each of these new forms with this corrective action.

We sincerely regret that we failed to notify the USNRC of the change in the RSO status until 2/1/13, (see attached notice). We feel confident, however, that the above mentioned corrective action will prevent a recurrence of the aforementioned violation.

Thank you for your patience in this matter. If you should have any further questions please do not hesitate to contact us at any time.

Sincerely,

  
James P. Bell, Sr.  
President

Cc: Mr. Edward Kulzer, USNRC  
C. Kolb, ADCO RSO  
J. Bell, Jr.

RECEIVED SEP 12 2013

# **Important RSO Information!**

**It is your responsibility to notify the following agencies and ADCO Services, Inc. if you are leaving the company and will no longer be performing your duties as Radiation Safety Officer, (RSO) for this firm.**

**U.S. Nuclear Regulatory Commission  
2443 Warrenville Rd., Ste. 210  
Lisle, IL 60532-4352  
Ph: 630/829-9650**

**Illinois Emergency Management Agency  
1035 Outer Park Drive  
Springfield, IL 62704  
Ph: 217/785-9900**

**Be sure to inform the agencies and ADCO of your scheduled date of departure!**

**ADCO Services, Inc.  
17650 Duvan Dr.  
Tinley Park, IL 60477**

Date: \_\_\_\_\_

U.S. Nuclear Regulatory Commission  
2443 Warrenville Rd. , Ste. 210  
Lisle, IL 60532-4352

Re: Change of Radiation Safety Officers. License No. 12-11286-01

Dear Sir or Madam:

This is to inform you that there has been a change in Radiation Safety Officers here at ADCO Services, Inc. I have been retained as the new Radiation Safety Officer. My contact information is as follows:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & ZIP: \_\_\_\_\_

Phone No: \_\_\_\_\_

Email: \_\_\_\_\_

The effective date that my services will begin, of have begun is: \_\_\_\_\_.

If you should have any questions regarding any of the above information please feel free to contact me or ADCO's management at any time.

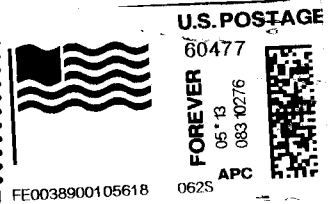
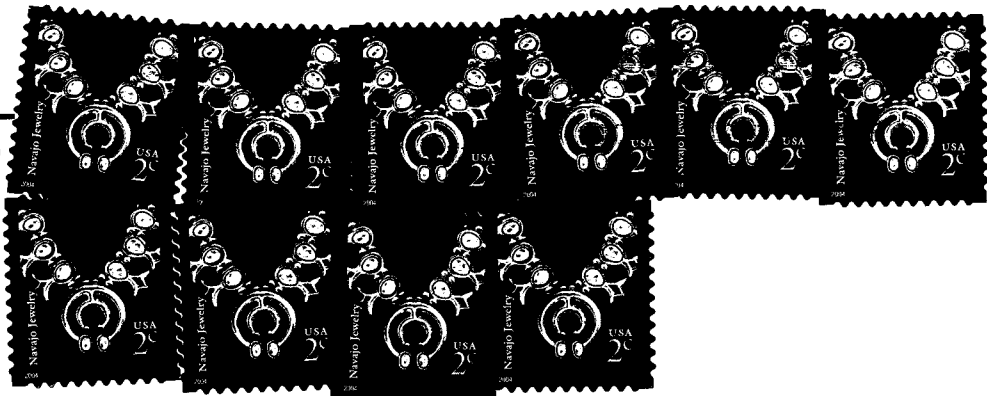
Thank you.

Sincerely,

Radiation Safety Officer  
ADCO Services, Inc.



**ADCO**  
**Services, Inc.**  
17650 Duvan Drive  
Tinley Park, IL 60477



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Mr. Aaron McCraw  
United States Nuclear Regulatory Commission  
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Lisle, IL 60532-4352

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