



CONVERSATION RECORD

01/14/2014

NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU

James Johnson

DATE OF CONTACT

01/14/2014

TYPE OF CONVERSATION

E-MAIL

TELEPHONE

INCOMING

OUTGOING

E-MAIL ADDRESS

jjohnson@gtcrc.org

TELEPHONE NUMBER

(231) 922-4848

ORGANIZATION

County Highway Engineer
Grand Traverse County Road Commission

DOCKET NUMBER(S)

030-34087

LICENSE NUMBER(S)

21-26705-01

CONTROL NUMBER(S)

582719

SUBJECT

Additional Information Needed for License Amendment Request

SUMMARY

In your request dated December 17, 2013, stated that your RSO is no longer employed with Grand Traverse County Road Commission. Please note that you are not be able to change and name your RSO internally; NRC must do that for you via the amendment process.

1. Each proposed RSO must be qualified in accordance with the guidance in NUREG 1556, Vol. 4 Section 8.7, Item 7: Individual(s) Responsible for Radiation Safety Program and Their Training and Experience. The training certificates provided for your proposed RSO, Keith Moore, are not acceptable because they have not been signed by a qualified RSO. Please provide either 1) acceptable training documents for the proposed RSO (gauge user training certificates, the training certificates signed by a qualified RSO, ect.) or 2) provide training for another individual who is qualified.

2. 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. A sample Delegation of Authority memo is attached to this document in Attachment 1.

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ACTION REQUIRED (IF ANY)

Submit the requested information within 14 calendar days (by January 28, 2014) by referencing control number 582719 to facilitate proper handling in our office. Please contact me if you need to make alternative response arrangements.

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>.

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NAME OF PERSON DOCUMENTING CONVERSATION

Jennifer L. Bishop

SIGNATURE

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