



Transforming your ideas into reality!

February 19, 2016

Arkansas Dept. of Health Radioactive Materials Program
4815 West Markham, Slot H-30
Little Rock, AR 72205-3867

RE: Inspection of Materials License Number ARK-1035-03121 on January 26, 2016.

Mr. Jared Thompson,

Please find attached the corrective actions taken to address the areas of noncompliance outlined in the letter from your-self dated February 5, 2016.

The corrective action taken for the first item of noncompliance was to immediately conduct an audit of the Radiation Safety Program and fill out the appropriate audit checklist. This checklist was then added to our schedule to be filled out at the time of gauge physical inspections annually to avoid being out of compliance in the future. The audit was performed by myself on February 19, 2016 and we should now meet compliance for that item.

The corrective action for the second item of noncompliance was to give the technician a written disciplinary warning for not having their gauge secured properly. After giving the employee the disciplinary notice, himself and all other technicians were informed of the incident. At that time the proper way to secure and supervise a gauge was reviewed with special emphasis placed on maintaining two or more points of physical barrier against removal and the trigger lock in place when not in use. The disciplinary warning and meeting were delivered on January 29, 2016 and should bring that item back into compliance.

If you have any questions please feel free to call me at 1-573-718-4607

Sincerely,

Ian Richardson
Laboratory Manager / RSO

CC: Ryan Craffey
U.S. NRC, Region III
2443 Warrenville Rd, Suite 210
Lisle, Illinois 60532-4352

RECEIVED FEB 23 2016

RADIATION SAFETY PROGRAM AUDIT CHECKLIST

NRC No. 24-32159-01

Licensee name Schultz Surveying + Engineering

License No. ARK-1035-03121

Auditor's name (print) Ian Richardson

Date of Audit 2-19-16

Auditor's signature Ian Richardson

| Audit Item | Yes | No | Comments |
|--|-----|----|--|
| 1. Audit History | | | |
| a. Last audit at this location (date)? | X | | September 31, 2014 |
| b. Were previous audits conducted yearly? | | X | Missed 2015 checklist, but continuously review radiation safety and physical gauge conditions. |
| c. Were any deficiencies noted during the last two audits? Any deficiencies repeated? | | X | |
| d. Were corrective actions taken? | | | N/A |
| 2. Organization and Scope of Program | | | |
| a. If the mailing address or place of use changed, was the license amended? | X | | |
| b. If the RSO changed, was the license amended? Does the new RSO meet the training requirements? | X | | |
| c. Does the license authorize all of the radionuclides in the gauges possessed? | X | | |
| d. Are the actual uses of gauges consistent with the authorized uses on the license? | X | | |
| e. Is the RSO fulfilling his/her duties? | X | | |
| 3. Training and Instructions to Workers | X | | |
| a. Have all workers received initial radiation safety training? Refresher training? | X | | |
| b. Have all workers received required Hazmat training? Refresher training? | X | | |
| c. Are training records maintained for each individual? | X | | |
| d. Did interviews/observations reveal gauge operators know emergency procedures? Leak testing procedures? Service procedures? Transportation procedures? | X | | |
| 4. Radiation Detection Instruments | | | |
| a. Is a survey meter available for radiation measurements? Frisker for contamination | X | | |

| Audit Item | Yes | No | Comments |
|--|-----|----|----------|
| e. Are gauges stored in a manner to prevent unauthorized use or removal? | X | | |
| f. Are records maintained? | X | | |
| 8. Operating and Emergency Procedures | | | |
| a. Are current copies of operating and emergency procedures available to each individual? | X | | |
| b. Did any emergencies occur? Were they properly handled? | | X | |
| 9. Leak Tests | | | |
| a) Was each customer gauge leak tested upon receipt? | | | N/A |
| b. Are leak tests performed in accordance with procedures? | X | | |
| c. Is each gauge in inventory leak tested at least every 6 months? | X | | |
| d. Are records of leak test results maintained for each gauge? | X | | |
| e. Were any sources found leaking? | | X | |
| 10. Maintenance of Gauges | | | |
| a. Are procedures followed for cleaning and lubrication of gauges? | X | | |
| b. When the source rod is removed from the gauge is it stored in a shielded pig? | X | | |
| c. Do personnel observe good ALARA practices? | X | | |
| 11. Transportation | | | |
| a. Are DOT 7A packages used for transport of gauges? Is documentation of package testing maintained? | X | | |
| b. Is special form source documentation maintained? | X | | |
| c. Packages have two labels (e.g. Yellow-II) on opposite sides with TI, nuclide, activity, and hazard class? Cargo only label? | X | | |
| d. Packages are properly marked? | X | | |
| e. Packages are inspected prior to shipment? | X | | |
| f. Packages are sealed (cases locked)? | X | | |
| g. Shipping papers are properly prepared for all gauges shipped? | X | | |

