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November 22, 1993

US Nuclear Regulatory Commission Region 1 475 Allendale Road King of Prussia, PA 19406-1415

Subject: "Reply to a Notice of Violation" - Docket No. 030-20787

Reference: NRC License No. 29-21452-01

Attention: Walter J. Pasiak, Chief

Industrial Applications Section

Division of Radiation Safety and Safeguards

Dear Mr. Pasiak,

This is in response to Routine Inspection No. 030-2078/93-001 conducted by US NRC Region 1.

Violation - A. 10 CFR 20.407(b) & B. 10 CFR 20.408(b) and 20.409(b)

Since the regulations cover similar activities, the submission of records to the Commission, this response is combined to address both items of noncompliance.

## 1. Reason for the Violations

As referenced in previous correspondence, an administrative assistant to the RSO, was hired in February 1991. In April 1992 the administrative assistant was replaced due to their unsatisfactory job performance, including inadequate record keeping. During this time, the record keeping system and operating responsibilities were being reorganized.

As RSO, I was not as diligent as I could have been, in keeping track of all the records.

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## 2. Corrective Action

The records pertaining to violation A had already been submitted, although late.

The records pertaining to violation B were submitted on 10/20/93.

## 3. Corrective Action to Prevent Future Violations

The records referenced in the violations were physically moved into the office of the RSO. The maintenance of these files, previously delegated to other office management, are now the sole responsibility of the RSO and a new Administrative Assistant hired in April 1992.

As RSO, I shall be diligent in my efforts to keep track of all records and requirements thereof.

4. Date of Full Compliance

10/20/93

Respectfully Submitted,

Bruce R. Ballard

Radiation Safety Officer Consolidated NDE, Inc.