

RECEIVED
01/19/2021

October 19th, 2020

Nuclear Materials Licensing Branch
U.S. Nuclear Regulatory Commission, Region IV
ATTN: Michelle Hammond **Mail Control Number: 624280**
612 East Lamar Blvd. **Docket Number : 3005168**
Suite 400 **License Number : 25-03375-01**
Arlington, TX 76011 **Licensee Name : ExxonMobil Refining & Supply Company**

SENT VIA CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Amendment Request for Materials License Number 25-03375-01

Dear Ms. Hammond,

ExxonMobil Billings Refinery (ExxonMobil) is submitting this letter as an amendment for Materials License No. 25-03375-01. A new Radiation Safety Officer, Mr. Jacob Jones, is replacing the existing Radiation Safety Officer, Mr. Eugene Satrun. Mr. Eugene Satrun will be the backup RSO, when Mr. Jacob Jones is unavailable at the site. The desired effective date for this change is October 19th, 2020.

Mr. Jones has received training that meets the NRC standard for qualification to be listed on an NRC License. Supporting documentation is enclosed. If you have any questions or need additional information regarding this Material License amendment, do not hesitate to call Mr. Jones at 406-657-5430.

Sincerely,


Chris Jesup
Plant Manager

Enclosure

RADIATION SAFETY OFFICER QUALIFICATIONS

Jacob F. Jones

- Radiation Safety Officer training 40 hr class VEGA Americas, INC., September 28-October 1, 2020 (certificate attached)
 - Certified Industrial Hygienist (certificate attached)
 - Radiation hands-on experience training (Billings Refinery)
-

Certificate of Completion

Jacob Jones

ExxonMobil Billings, MO
has successfully completed

Virtual Radiation Safety Officer Training

conducted by VEGA Americas, Inc. in Cincinnati, Ohio via Zoom

September 28-October 1, 2020

Subject matter covered based on NUREG 1556

- Duties of the RSO
- Basic atomic theory
- Measurement and monitoring techniques
- Exposure calculations
- Biological effects of radiation
- Rules and regulations
- Leak test, shunter check
- Installation, relocation, and removal procedures
- Supervised hands-on operation
- Proper disposal practices
- Emergency procedures
- DOT radioactive shipping and receipt




Kerry Kelly
Radiation Safety Officer


Jasilyn Fuller
Marketing Manager

Level	Switching	Pressure	Density	Weight	Interface
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american board of Industrial hygiene®

organized to improve the practice of Industrial hygiene
proclaims that

Jacob F. Jones

having met all requirements of
education, experience and examination, and
ongoing maintenance,
is hereby certified in the

COMPREHENSIVE PRACTICE
of
INDUSTRIAL HYGIENE

and has the right to use the designations

CERTIFIED INDUSTRIAL HYGIENIST

CIH

Certificate Number 10484 CP

Awarded: November 30, 2013

Expiration Date: June 1, 2024



Deb Yount
Chair, ABIH

Mark H. Allen
Chief Executive Officer, ABIH

Radiation Hands-on Experience Training for Jacob Jones – April 2020

A site-wide walk through and review of all radiation sources on site was conducted with Jacob Jones the week of April 7th, 2020 by Brent Haddow Billings RSO. The RSO course for Mr. Jones was delayed due to Covid-19 impacts. Eugene Satrun was the interim Site RSO.

In the Alky where the majority of the sources are, a physical hands on review was done for each source. Emergency response procedures were discussed for fires, and other events that may impact source integrity (lockout procedures and barricading to prevent exposure). The different types of shutters were pointed out as well as how they operate and lockout means. In addition, the FCC sources were visually identified and discussed.

Mr. Jones showed a good understanding of radiation survey requirements and use of the radiation equipment. Mr. Jones completed an RSO training course on October 1, 2020 and is prepared to assume RSO function for the site.



Brent Haddow CIH, CSP

Industrial Hygiene Coordinator

ExxonMobil Billings Refinery RSO (Previous)

From: [Jones, Jacob F](#)
To: [Hill, Carol](#)
Subject: [External_Sender] FW: RSO Amendment Request 25-03375-01
Date: Monday, January 18, 2021 10:10:01 AM
Attachments: [Scanned Return Envelope from NRC.pdf](#)
[Signed letter with attachments.pdf](#)

Good Morning Carol,

I am reaching out about a license amendment request for ExxonMobil in Billings, MT. I am the new site RSO. I recently (October 2020) sent a license amendment letter to NRC, but it was returned to me in late December. I may have had an incorrect address.

I have attached the license amendment request letter to this email. Could you please let me know if you can process this amendment? If not, could you please let me if additional action is required on my part?

Thanks,

Jake Jones, M.S., CIH

Industrial Hygienist – Billings Refinery
Medicine and Occupational Health

ExxonMobil Fuels and Lubricants Company
700 ExxonMobil Road, Billings, MT, 59101
Phone: 406-247-5250
Mobile: 406-591-4963
Jacob.F.Jones@exxonmobil.com

From: Torres, Roberto [mailto:RobertoJ.Torres@nrc.gov]
Sent: Friday, January 15, 2021 8:58 AM
To: Carleton, Bryan P /C <bryan.p.carleton@exxonmobil.com>
Cc: Jones, Jacob F <jacob.f.jones@exxonmobil.com>
Subject: RE: RSO Amendment Request 25-03375-01

External Email - Think Before You Click

Please update your records. Our new mailing address is:

U.S. NRC Region IV
ATTN: DNMS Licensing Assistant
1600 East Lamar Boulevard
Arlington, TX 76011-4511

Future license amendment requests can be sent directly to our licensing assistant carol.hill@nrc.gov instead of sending hard copy in the mail.

From: Carleton, Bryan P /C <bryan.p.carleton@exxonmobil.com>
Sent: Friday, January 15, 2021 9:51 AM
To: Torres, Roberto <RobertoJ.Torres@nrc.gov>
Cc: Jones, Jacob F <jacob.f.jones@exxonmobil.com>
Subject: [External_Sender] RSO Amendment Request 25-03375-01

Robert,

Attached is amendment request for ExxonMobil – Billings to change RSO to Jacob Jones. Original submittal was sent in October and returned to site last month.

Thanks in advance for your help with this request.

Thanks,

Bryan Carleton

Suntrac Services, Inc.

Radiation Safety Consultant

Baytown Area Sites

O: 346-259-2959

M: 281-299-1067

www.suntrac.com



ACKNOWLEDGEMENT - RECEIPT OF CORRESPONDENCE

Name and Address of Applicant and/or Licensee Mr. Brent R. Hadow Radiation Safety Officer ExxonMobil Refining & Supply P.O. Box 1163 Billings, Montana 59103	Date 01/19/2021
	License Number(s) 25-03375-01
	Mail Control Number(s) 624280
	Licensing and/or Technical Reviewer or Branch C. Hill

This is to acknowledge receipt of your: Letter and/or Application Dated: 10/19/2020

The initial processing, which included an administrative review, has been performed.
 Amendment Termination New License Renewal

There were no administrative omissions identified during our initial review.

This is to acknowledge receipt of your application for renewal of the material(s) license identified above. Your application is deemed timely filed, and accordingly, the license will not expire until final action has been taken by this office.

Your application for a new NRC license did not include your taxpayer identification number. Please complete and submit NRC Form 531, Request for Taxpayer Identification Number, located at the following link: <http://www.nrc.gov/reading-rm/doc-collections/forms/nrc531.pdf>
 Follow the instructions on the form for submission.

The following administrative omissions have been identified:

Your application has been assigned the above listed MAIL CONTROL NUMBER. When calling to inquire about this action, please refer to this control number. Your application has been forwarded to a technical reviewer. Please note that the technical review, which is normally completed within 180 days for a renewal application (90 days for all other requests), may identify additional omissions or require additional information. If you have any questions concerning the processing of your application, our contact information is listed below:

Region IV
U. S. Nuclear Regulatory Commission
DNMS/NMSB - B
1600 E. Lamar Boulevard
Arlington, TX 76011-4511
(817) 200-1103 or (817) 200-1140

Agency: NRC

WBL WORKSHEET

DOCKET NUMBER: 3005168 LICENSE NUMBER: 25-03375-01 STATUS: Pending Amendment

MAIL CONTROL NUMBER: 624280 RECEIPT DATE: 01/19/2021 ACTION TYPE: Amendment

DUE DATE: 04/19/2021 INST. CODE: 3375 LICENSE REGION: Region 4

LICENSE TYPE: 30 ENTITY TYPE: C LICENSE GROUP: Industrial

ISSUE DATE: ORIGINAL DATE: 03/30/1988 EXPIRATION DATE: 10/31/2025

DECOMMISSIONING CATEGORY: Group 1 LAST ISSUE DATE:

LICENSEE NAME: ExxonMobil Refining & Supply Company DECOM FIN ASSUR REQD: N
SUBM: N

MAILING ADDRESS LINE1: P.O. Box 1163 CONT PLAN REQD: N APPRV: N

MAILING ADDRESS LINE 2:

CITY: Billings STATE: MT ZIP: 59103-1163

CONTACT PERSON: PREFIX: Mr. FIRST NAME: Brent MIDDLE INITIAL: R.

LAST NAME: Haddow SUFFIX:

JOB TITLE: Radiation Safety Officer PHONE: 406-657-5430 FAX: EMAIL: brent.haddow@exxonr

BILLING ADDRESS LINE 1:

BILLING ADDRESS LINE 2:

CITY: STATE: Montana ZIP:

BILLING CONTACT PERSON: FIRST NAME: MIDDLE INITIAL: LAST NAME:

PHONE: EMAIL: FAX:

PRIMARY PGM CODE: 03120 SECONDARY PGM CODE:

INSPECTION REGION: Region 4 PRIORITY: 5

RSO: PREFIX: FIRST NAME: Brent MIDDLE INITIAL: R. LAST NAME Haddow

SUFFIX: RSO JOB TITLE: Radiation Safety Officer

RSO PHONE: 406-657-5430 RSO FAX: RSO EMAIL: brent.haddow@exxonmobil.com

STATES WHERE USE IS AUTHORIZED: 1
0- ALL LISTED STATES
1- SAME AS STATE IN ADDRESS
2- ALL STATES
3- NON-AGREEMENT-STATES

AUTHORIZED STATES (USE ONLY IF ABOVE IS ZERO):