



June 7, 2023

Mr. Jason M Kelly, MPH
Health Physicist
US NRC Region 3
Materials Licensing Branch
2443 Warrenville Road, Suite 210
Lisle, Illinois 60532-4352

**Re: NRC License # 13-26261-01
RSO Change License 13-26261-01**

Dear Mr. Kelly,

Countrymark Refining and Logistics, LLC (Refinery) is submitting this letter along with documentation requesting a License Amendment change regarding the Radiation Safety Officer. Benny Tennyson will no longer be the RSO.

The New RSO will be:

Matt Norrick
Electrical Instrument Supervisor & RSO
Countrymark Refining and Logistics, LLC
6701 Lower New Harmony Road
Mount Vernon IN 47620
(Matt.Norrick@countrymark.com) Phone (812) 833-3646

Please find attached:

1. Delegation of Authority Form. (See Appendix A)
2. RSO Training Documentation (See Appendix B)

Please e-mail (Matt.Norrick@countrymark.com) or call (812-833-3646) or ([Benny Tennyson@countrymark.com](mailto:Benny.Tennyson@countrymark.com)) or call (812-838-8172) if you have any questions.

Sincerely,

Matt Norrick RSO

Benny Tennyson Former RSO

RECEIVED JUN 13 2023



CountryMark.

Countrymark Refining and Logistics, LLC
6701 Lower New Harmony Road
Mt. Vernon, IN 47620
Tel (800) 832-5490
www.countrymark.com

APPENDIX A

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Model Delegation of Authority to Radiation Safety Officer

Memo To: Radiation Safety Officer

From: Chief Executive Officer

Subject: Delegation of Authority

You, Ma H Norrick, 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, when 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 U.S. Nuclear Regulatory Commission at any time. It is estimated that you will spend 2 hours per week conducting radiation protection activities.

Thilo Willmann
Signature of Management Representative

6-8-23
Date

I accept the above responsibilities,

Ma H Norrick
Signature of Radiation Safety Officer

6.8.23
Date

cc: Affected department heads



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APPENDIX B

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Certificate of Completion

Matt Norrick

Countrymark Cooperative Mt Vernon, IN
has successfully completed

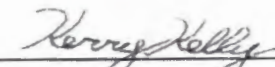
Radiation Safety Officer Training

conducted by VEGA Americas, Inc. in Cincinnati, Ohio
December 6-10, 2021

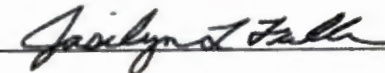
Subject matter covered based on NUREG 155, Volume 4, Appendix D:

A 40-hour course covering:

Radiation Safety
Radiation Requirements
Practical Explanation of Theory and Operation of Fixed Gauges
Supervised, Hands-on Exercises
Non-routine Maintenance Lab
Unmounting & Remounting a Source Holder



Kerry Kelly
Radiation Safety Officer



Jasilyn Fuller
Marketing Manager

VEGA

Level

Switching

Pressure

Density

Weight

Interface

Non-Routine Maintenance Training Checklist Procedures for Unmounting and Remounting a Source Holder

Trainee Name: Matt Norrick
 Company: Countrymark Cooperative
 City/State: Mt Vernon, Indiana
 Date(s) of Training: December 6th – 10th, 2021
 Instructor: Brett Kemphues/Heather Bigler

All training based on NUREG 1556. Work can only be performed by those whose license gives the authority to perform non-routine maintenance

Preplanning	
MN	Have a plan for the work
MN	Review scope of work and the plan with all appropriate personnel (Pre-job Brief, JSA, JHA, etc.)
MN	Know the weight of the source holder and any requirements for manpower or equipment to lift/carry the holder
MN	Gather necessary tools and/or equipment
MN	Survey meters
MN	Leak test kits
MN	Determine storage location
MN	Review lock out/tag out procedures
MN	Review controls for the storage location, including security, access, etc.
Unmounting the Holder	
MN	Follow company procedures to lock out the holder
MN	Use survey meter to ensure that it is safe to continue
MN	Unbolt and remove from the pipe/vessel
MN	Store the locked holder in the designated storage area
Remounting the Holder	
MN	Review scope of work and the plan with all appropriate personnel (Pre-job Brief, JSA, JHA, etc.)
MN	Survey the holder in the storage area before moving it to the vessel location
MN	Mount the holder onto the pipe/vessel
MN	Follow company procedures to unlock the holder
MN	Perform a leak test
MN	Perform an occupancy survey if licensed; if not, verify initial occupancy survey
MN	Document as required by company procedures
Trainee's Signature: <u></u> Date: <u>12.9.21</u>	
I hereby confirm that the above named person has performed the above checked tasks and demonstrated both an understanding of the requirements and an ability to perform the tasks.	
Trainer's Signature: <u></u> Date: <u>12/9/2021</u>	