



Hillsdale County Road Commission

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Robert Griffis
Manager

Kathryn Kirkpatrick
Clerk

Director, Division of Radiological Safety and Security
NRC Regional Office
2443 Warrenville Road, Suite 210
Lisle, Illinois 60532

January 8, 2024

Response to the Apparent Violations in Inspection Report No. 03029928/2023001 (DRSS)

The apparent violations involve:

- (1) The lack of an approved Radiation Safety Officer (RSO),
 - a. I have completed the Troxler on-line users' certification and the 1.5 – 2-hour hands on training provided by the Jackson County DOT.
 - b. A back-up RSO (John Reed) has also completed the Troxler on-line users' certification and the 1.5 – 2-hour hands on training, provided by the Jackson County DOT to ensure positive control of the device and maintain program requirements.

- (2) The failure to periodically review the radiation protection program at least annually,
 - a. A new checklist and sign off sheet have been developed and are in place to document at a minimum, annual reviews of the program, which includes performing any required audits.
 - b. Email/Calendar notifications have been entered for both individuals (Primary and Back-up) computers, along with the HR Managers computer to ensure frequency of inspections and audits are accomplished within required timeframes.
 - c. An agenda item was added for a periodic review by the Board of Road Commissioners to review the RSO program semi-annually (the first meeting in January and the first meeting in June) to ensure the RSO is still in pace and to review the results of the annual audit.
 - d. The inspection sign-off sheet, posted on the vault entry door has been updated and signed off.

- (3) The failure to conduct physical inventories at least once every six months,
 - a. A physical inventory was completed during the resent inspection and has been accomplished quarterly since that time.
 - b. The physical inventory and inspection sign off requirements were added to the program policy book and has been added to email/calendar reminders, along with a sign off sheet posted on the vault entry door.

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Chairman

Gary Leininger
Vice-Chairman

Kathleen Schmitt
Member

Michael Parney
Member

Mark Kilne
Member



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- (4) The failure to have or have access to a survey meter.
- An arrangement has been made with the adjoining county road commission (Jackson, 1 hour away) to utilize their survey meter should the need arise.
 - This requirement/agreement has been added to the program policy book.

Thank you for your assistance in correcting these issues, should you have any further questions or concerns, please let us know.

Thanks again,
Bob

Robert D. Griffis

Manager

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