

CONVERSATION RECORD
(time) (date)

TIME DATE
09/15/2011

VISIT

☐ CONFERENCE

TELEPHONE ☒

☐ INCOMING

☒ OUTGOING

NAME OF PERSON(S) CONTACTED OR IN CONTACT

Edward Morrison

ORGANIZATION (OFFICE, DEPT. ETC.)

Shelly & Sands

TELEPHONE NO.

740-453-0127

SUBJECT

Failure to pay Annual Fees

SUMMARY

This conversation took place between Bill Lin of the Materials Inspection Branch for the NRC and Edward Morrison the Radiation Safety Officer (RSO) for Shelly & Sands Inc. Mr. Lin informed the RSO, that there was a pending Order against Shelly & Sands for nonpayment of their Annual Fees for 2011. Mr. Morrison informed the inspector that he thought he had forward the invoice to the Account Payable Department for Shelly & Sands. Mr. Morrison has stated that he will contact Shirley Crutchfield in the NRC's Financial Office and will start the process to resolve this issue.

ACTION REQUIRED

NAME OF PERSON DOCUMENTING CONVERSATION

SIGNATURE

DATE

Bill C. Lin
ACTION TAKEN

| 09/15/2011

 9/19/11

SIGNATURE

TITLE

DATE