



CONVERSATION RECORD

01/09/2014

NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU

Richard J. Heisse

DATE OF CONTACT

01/09/2014

TYPE OF CONVERSATION

☐ E-MAIL☒ TELEPHONE☐ INCOMING☒ OUTGOING

E-MAIL ADDRESS

rich.heisse@pqcorp.com

TELEPHONE NUMBER

(314) 679-8502

ORGANIZATION

St. Louis Site Manager
PQ Corporation

DOCKET NUMBER(S)

030-38381

LICENSE NUMBER(S)

24-32814-01

CONTROL NUMBER(S)

582720

SUBJECT

Request for Additional Information

SUMMARY

In your request, you have indicated that your RSO has left the company. Please note that you will not be able to change and name your RSO internally; NRC must do that for you via the amendment process. We will need additional information to complete our review of the proposed RSO.

1. Please provide the course outlines for the training courses completed by your proposed RSO (Jenny Smith). If the training course did not include hands on training, please provide the training documentation of the hands on training for each individual. Each proposed RSO must be qualified in accordance with the guidance in NUREG 1556, Vol. 4 Section 8.7, Item 7: Individual(s) Responsible for Radiation Safety Program and Their Training and Experience.

2. Please provide written, signed (by both senior management and the proposed RSO) and a currently dated statement that stipulates your proposed RSO and Assistant RSO accept their position and understands the duties and responsibilities associated with the position. A sample Delegation of Authority memo is attached to this document in Attachment 1.

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ACTION REQUIRED (IF ANY)

Please submit your response by January 24, 2014 and reference it to my attention as "additional information to control number 582720" to facilitate proper handling in our office. Your response must be currently dated and signed by a senior management representative. If you have any questions or require clarification of any of the information stated above, please do not hesitate to contact me at 630-829-9607

In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter and its enclosure will be available electronically for public inspection in the NRC Public Document Room or from the NRC's Agencywide Documents Access and Management System (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>.

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NAME OF PERSON DOCUMENTING CONVERSATION

Jennifer L. Bishop

SIGNATURE

Attachment 1

Model Delegation of Authority:

Memo To: Radiation Safety Officer
From: Chief Executive Officer
Subject: Delegation of Authority

You, _____, 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 where 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 Nuclear Regulatory Commission at any time. It is estimated that you will spend ___ hours per week conducting radiation protection activities.

Signature of Management Representative Date

I accept the above responsibilities,

Signature of Radiation Safety Officer Date

cc: Affected department heads