



## CONVERSATION RECORD

02/04/2016

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

Andrew DeClue

DATE OF CONTACT

02/04/2016

TYPE OF CONVERSATION

☐

E-MAIL

☐

TELEPHONE

☐ INCOMING☐ OUTGOING

E-MAIL ADDRESS

adeclue@tsi-engineering.com

TELEPHONE NUMBER

(314) 373-4046

ORGANIZATION

RSO

Tech Services To Go, Inc. d/b/a TSI Engineering, Inc.

DOCKET NUMBER(S)

030-35197

LICENSE NUMBER(S)

24-32205-01

CONTROL NUMBER(S)

589758

SUBJECT

Additional Information Needed for License Amendment Request

## SUMMARY

In order to complete our review of your license amendment request, please provide the following information:

1. In order to add Micheal Evans as an Assistant RSO, we will need a course outline for at least one of the training classes he attended. Please note, as we discussed, that the American Technical Institute training certificate provided is not acceptable because it was not signed.

In addition, please provide a written, signed (by both senior management and the proposed RSO) statement that stipulates your proposed RSO accepts their position and understands the duties and responsibilities associated with with the position. A sample is attached.

2. In order to remove the old locations from your license, please confirm that all gauges have been removed from those locations and provide the most current leak test results for each gauge stored at that location.

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## ACTION REQUIRED (IF ANY)

Please submit your response by February 19, 2016 and reference it to my attention as "additional information to control number 589758" to facilitate proper handling in our office. Your response must be currently dated and signed. 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.

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Signature of Management Representative

Date

I accept the above responsibilities,

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Signature of Radiation Safety Officer

Date

cc: Affected department heads