

APNGA
Certificate of Achievement

This confirms that
David Sirois

Has successfully completed the APNGA Portable Nuclear Gauge

Radiation Safety Officer Class

on this day

January 3, 2018

American Portable Nuclear Gauge Association
P.O. Box 423, Emmitsburg, MD 21727 • www.apnga.com


George E. Marshall - Director
301.929.9771

GWIPoRbRbr

U.S. D.O.T. HAZMAT CERTIFICATION

Refresher Training for Portable Nuclear Gauges

Certificate of Completion to:
David Sirois

Training must be renewed within three years from today's date:
July 25, 2018

This course satisfies the training requirements of 49 CFR 172, Subpart H, including:

- General Awareness/Familiarization
- Function Specific Training
- Safety Training
- Security Awareness
- Driver Training

The organization RSO/Official must certify that the employee has been properly trained and tested per the requirements of 49 CFR 172, Subpart H. The acknowledgement and signature of the RSO/Official makes the training and certificate relevant and valid.

Company Name

Company RSO/Official (print)

Signature of RSO/Official

American Portable Nuclear Gauge Association
P.O. Box 423, Emmitsburg, MD 21727 • www.apniga.com

89qzVleUBD


George E. Marshall - Director
240-888-3426



HUMBOLDT SCIENTIFIC, INC.

Nuclear Gauge Training Certification

Mark Arnold

HAS SUCCESSFULLY COMPLETED A CERTIFIED COURSE ON RADIATION
SAFETY, TRANSPORT AND OPERATION OF INSTRUMENTS USING
GAMMA AND NEUTRON RADIATION TO MEASURE THE
PHYSICAL PROPERTIES OF CONSTRUCTION MATERIALS

Subjects included were:

Types and basic unit of ionizing radiation.
Calculations related to radiation safety.
Biological effects of radiation.
Methods of protection.
Leak testing procedures.
Procedures for safe transport (HAZMAT) and storage.
Federal and State Regulations.

Accident prevention and procedures.
Instrument theory and operation.
Limitations of field maintenance.
Instrument standardization and calibration.
Test site selection and preparation.
Field operation and calculations.
Types and reasons for measurement errors.

Date of Training: September 17, 2001

Location: St. Louis, MO

Certificate Number: 3520

HAZMAT Expiration Date: September 17, 2004

Eddie G. Hall

Instructor: Eddie G. Hall

Humboldt Scientific, Inc.

551 -D Pylon Drive

Raleigh, NC 27606

APNGA Portable Nuclear Gauge Safety & U.S. D.O.T. Hazmat Certification Class

Certificate of Completion to:

Mark Arnold

HAZMAT refresher training is required within 3 years after today's date:

July 27, 2017

This course covers training criteria of NUREG 1556, The Agreement States,
and 49 CFR 172, Subpart II.

The Company RSO completes the training requirements by familiarizing the employee with:

- State specific regulations including introduction to the state regulatory website
- The company radiation safety program, specifically gauge safety operating and emergency procedures
- A tour of storage area with emphasis on security, documents and postings
- Loading, security and transporting gauges in company vehicles
- Hands-on training with the gauge and methods in use by the company
- Introduction to gauge safety content on gauge manufacturer website
- Certificate covers both Gauge Safety and USDOT HAZMAT requirements

The acknowledgement and signature of the RSO/Official makes the training and certificate relevant and valid.

Company Name

Signature of RSO

Director of APNGA

American Portable Nuclear Gauge Association
P.O. Box 423, Emmitsburg, MD 21727 • www.apnga.com

67caB0PNnY

George E. Marshall - Director
240-888-6426

APNGA Portable Nuclear Gauge Safety & U.S. D.O.T. Hazmat Certification Class

Certificate of Completion to:

Lester Greenleaf

HAZMAT refresher training is required within 3 years after today's date:

September 2, 2015

This course covers training criteria of NUREG 1556. The Agreement States,
and 49 CFR 172, Subpart II.

The Company RSO completes the training requirements by familiarizing the employee with:

- State specific regulations including introduction to the state regulatory website
- The company radiation safety program, specifically gauge safety operating and emergency procedures
- A tour of storage area with emphasis on security, documents and postings
- Loading, security and transporting gauges in company vehicles
- Hands-on training with the gauge and methods in use by the company
- Introduction to gauge safety content on gauge manufacturer website
- Certificate covers both Gauge Safety and USDOT HAZMAT requirements

The acknowledgement and signature of the RSO/Official makes the training and certificate relevant and valid.

CITY DESIGN GROUP INC

Company Name

Robert W. Schreyer

Signature of RSO

George E. Marshall

Director of APNGA

American Portable Nuclear Gauge Association
P.O. Box 423, Emmitsburg, MD 21727 • www.apnga.com

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George E. Marshall - Director
240-888-6426

APNGA Portable Nuclear Gauge Safety & U.S. D.O.T. Hazmat Certification Class

Certificate of Completion to:

Lester Greenleaf

HAZMAT refresher training is required within 3 years after today's date:

August 27, 2018

This course covers training criteria of NUREG 1556, The Agreement States,
and 49 CFR 172, Subpart H.

The Company RSO completes the training requirements by familiarizing the employee with:

- State specific regulations including introduction to the state regulatory website
- The company radiation safety program, specifically gauge safety operating and emergency procedures
- A tour of storage area with emphasis on security, documents and postings
- Loading, security and transporting gauges in company vehicles
- Hands-on training with the gauge and methods in use by the company
- Introduction to gauge safety content on gauge manufacturer website
- Certificate covers both Gauge Safety and USDOT HAZMAT requirements

The acknowledgement and signature of the RSO/Official makes the training and certificate relevant and valid.

Company Name

Signature of RSO

Director of APNGA

American Portable Nuclear Gauge Association
P.O. Box 423, Emmitsburg, MD 21727 • www.apnga.com

dx1NzWeoAQ

George E. Marshall - Director
240-888-6426

| | | |
|---|---|---|
| Contains Hazardous Material | | |
| City Design Group Inc 1735 Delmar Ave St Louis Mo 63103 | Shippers Declaration and Bill of Lading | |
| Shipper: | City Design Group Inc. 1735 Delmar Ave St Louis, Mo 63103 Office # (314) 241- 9072 | Special Instructions: |
| | | Shipment Type: RADIOACTIVE |
| Emergency Number: (636) 928-9628 | | |
| Guage Serial Number: M36003250 (MC3A-14A) | | |
| Shipped To: | Temporary Job Site (destination available from operator) | |
| Description: Nuclear Density Guage Manufacturer: Campbell Pacific Nuclear Serial Number: M36003250 (MC3A-14A) | | |
| Nature and Quantities of Hazardous Material | | |
| Radioactive Material Type A package Special Form | | |
| Proper Shipping Name | Class/ Division | Quantity and Package Type |
| Cesium- 137, 10 mCi (0.37 GBq) Am-241 : Be, 40 mCi (1.48 GBq) RQ | Class 7 | Radioactive Yellow Lable II Transportation Index = 0.4 Type A Package |
| Company Contacts: | | |
| David Sirois , Radiation Safety Officer | | (314) 568-5178 |
| Bernard Simington, President | | (314) 568-0505 |
| City Design Group, Inc. Declares that the contents of this consignment are fully and accurately described above by the proper shipping name and are classified, packed, marked, labeled, and in the proper condition for transport in general compliance with all applicable State and Federal regulations. | | Authorized Users: David Sirois Mark Arnold Lester Greenleaf |

RECEIVED AUG 30 2018

HUMBOLDT SCIENTIFIC INC
TRAINING COURSE CERTIFICATION

This certifies that

DAVID STROTS

has successfully completed a

**RADIOLOGICAL SAFETY AND GAUGE USE
TRAINING COURSE**

The training course covered the following subjects:

1. Fundamentals, types, and basic units of radiation and radiation safety.
2. Biological effects of radiation.
3. Principles and practices of radiation protection.
4. Mathematics and calculations basic to radiological safety.
5. Safe handling of gauges containing sealed radioactive sources.
6. Actual gauge use in testing of materials.

02/28/07

EDDIE G. HALL

DATE OF TRAINING

INSTRUCTOR

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

I. INTRODUCTION

This form documents performance of the annual radiation protection program audit. The audit consists of a review of the program's content and implementation, evaluating its effectiveness in complying with regulatory requirements and keeping radiation exposures to workers and the general public as low as reasonably achievable (ALARA). Records of annual audits must be available for inspection by the agency.

License Name: CITY DESIGN GROUP INC

License No.: 24-32442-02

Date of Audit: May 18, 2017

Auditor: Robert W. Galbierz Director Environmental Services

(name, title)

Robert W. Galbierz

(signature)

Management
Review:

Bernard Sienkiewicz President

(name, title)

Bernard Sienkiewicz

(signature)

II. AUDIT HISTORY

A. Last audit conducted on (date): June 25, 2016

B. Any deficiencies noted?..... Yes ☒ No

C. Were corrective actions taken?..... Yes No ☒ N/A
(look for signs of recurrence)

D. Brief description of prior deficiencies, corrective actions taken: _____

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

III. ORGANIZATION AND SCOPE OF PROGRAM

- A. If the mailing address or permanent address changed, has the license been amended to reflect the change? N/A ☒ Yes ☐ No
- B. If ownership has changed or bankruptcy has been filed, was the agency notified? ☒ N/A ☐ Yes ☐ No
- C. Does the license authorize all sources & devices possessed? ☒ Yes ☐ No
- D. Do all temporary job sites meet regulatory definition (serve only one contract, open for less than 18 months)? ☒ Yes ☐ No
- E. If no to A., has the agency been notified? ☒ Yes ☐ No
- F. If the RSO has changed, has the license been amended to identify the new RSO? ☒ N/A ☐ Yes ☐ No
- G. Is the RSO meeting the duties & responsibilities for the position? ☒ Yes ☐ No
- H. Is company management appropriately involved with the radiation protection program & oversight of the RSO's activities? ☒ Yes ☐ No
- I. Does RSO have sufficient time to perform all duties/responsibilities? ☒ Yes ☐ No
- J. Staffing sufficient to support to rad. protection program? ☒ Yes ☐ No

IV. MEMBER OF PUBLIC (MOP) DOSE LIMITS

- A. Has a MOP dose compliance study been developed, submitted & approved by the agency? ☒ Yes ☐ No
- B. Have licensed activities changed during the year to increase likelihood of public dose limits being exceeded? Yes ☒ No
- C. If yes to B., has a new MOP study been performed to demonstrate compliance with MOP dose limits is still being achieved? ☒ N/A ☐ Yes ☐ No

V. TRAINING PROGRAM

- A. Are workers likely to exceed 100 mrem/yr provided radiation awareness training? ☒ Yes ☐ No
- B. Have gauge Authorized Users (AUs) completed approved training? ☒ Yes ☐ No
- C. Hazmat employee training provided to workers per 49 CFR Part 172? ☒ Yes ☐ No
- D. Field observations of operators demonstrate use of safe work practices & compliance with regulatory requirements? N/A ☒ Yes ☐ No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VI. PERSONNEL MONITORING (PM)

A. If PM is conducted:

1. PM badges worn properly & protected from heat, light, moisture & chemicals when not being worn? Yes No
2. PM badges consistently stored with the control badge in a protected location when not in use? Yes No
3. Are badges exchanged in a timely fashion to ensure accurate dosimetry reports? Yes No
4. Any badges lost or damaged? Yes No
5. If yes to 4., was RSO immediately notified & record of worker's estimated dose provided to badge vendor and kept on file? Yes No
6. Any spare badges assigned to workers? Yes No
7. If yes to 6., were spare badges marked to identify worker it was assigned to, & vendor notified to add spare badge dose to worker's occupational exposure total? Yes No
8. Are dosimetry reports reviewed by the RSO upon receipt? Yes No
9. Are PM records maintained on NRC-issued or equivalent forms? Yes No
 - (a) NRC Form NRC-4 "Cumulative Occupational Exposure History" or equivalent completed for each monitored worker? Yes No
 - (b) NRC Form NRC-5 "Occupational Exposure Record for a Monitoring Period" or equivalent completed for each monitored worker? Yes No
10. Upon hiring, female workers provided instructions regarding radiation risk to embryo/fetus and procedure for declared pregnancies, and documentation of receipt of instructions maintained on file? N/A Yes No
11. Female workers declaring pregnancy document their declaration, are provided instructions regarding monitoring and limiting the dose to the embryo/fetus, and receipt of instructions documented? N/A Yes No
12. For workers that have declared pregnancies, records kept demonstrating embryo/fetus dose < 50 mrem for gestation period? N/A Yes No
13. Annual & termination reports provided to workers per 64E-5.903? Yes No
14. PM records reviewed from (dates): _____ to _____
15. Highest annual dose: _____ mR Date: _____
16. Occupational exposures within limits? Yes No
17. Do PM records indicate that worker doses are being kept ALARA? Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VI. PERSONNEL MONITORING (PM)

B. If PM is not conducted:

1. Has a request for an exemption been submitted & approved by the agency? ☒ Yes ☐ No
2. Have licensed activities changed during the year to increase workers' radiation exposures (i.e., expanded work load)? Yes ☒ No
3. If yes to 2., has a new evaluation been performed to demonstrate workers' doses are likely to remain ≤ 500 mrem/yr? Yes ☒ No

VII. POSTING AND LABELING

A. Following documented posted at permanent facility:

1. Emergency procedures ☒ Yes ☐ No
2. "Notice to Employees" ☒ Yes ☐ No
3. Any notice of violations, proposed imposition of administrative penalties, and agency issued orders and responses to the cited violations Yes ☒ No
3. Company radioactive materials license, and company operating procedures unless a notice (such as the "Notice to Employees" form) is posted that identifies the documents and where they can be viewed ☒ Yes ☐ No

- B. Above documents posted in conspicuous location(s) to permit workers to observe them on way to/from work? ☒ Yes ☐ No**

C. Radiation signs:

1. "Caution (or Danger), Radioactive Material" signs: posted at permanent facility & job sites where portable gauging devices are stored? ☒ Yes ☐ No
2. "Caution (or Danger), Radiation Area" signs: Is manufacturers' information kept on file to demonstrate that device's radiation levels are too low to require posting of radiation area signs around storage areas? ☒ Yes ☐ No

- D. Portable gauging devices bear durable, clearly visible labels w/ radiation symbol, "Caution (or Danger), Radioactive Material" warning, & sufficient information to permit individuals to avoid/minimize exposures? ☒ Yes ☐ No**

VIII. SECURITY

- A. Each portable gauging device is provided a storage/transport container equipped w/ lock? ☒ Yes ☐ No**
- B. Minimum of two independent physical controls used to prevent access to portable gauging devices during transport and temporary storage? ☒ Yes ☐ No**

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VIII. SECURITY (Continued)

- C. Portable gauging devices kept secured against unauthorized access/removal when not under direct surveillance? ☒ Yes No
- D. Extra precautions used to deter theft (e.g., concealing devices from view during transport/storage, maintaining elevated level of awareness in high crime areas)? ☒ Yes No

IX. OPERATING AND EMERGENCY (O&E) PROCEDURES

- A. Any revisions to O&E procedures made that have not been reviewed & approved by the agency? ☒ Yes No
- B. O&E procedures list correct phone numbers for RSO & the agency? ☒ Yes No
- C. O&E procedures accompany portable gauges at all times? ☒ Yes No

X. TRANSPORTATION

- A. Portable gauging devices transported to job sites are prepared & transported in same manner as when offered to third party for shipment? ☒ Yes No
- B. Only DOT-7A or other authorized packages used to transport devices? ☒ Yes No
- C. Packages used to ship devices properly marked & labeled per 49 CFR Part 172, Subparts D & E? ☒ Yes No
- D. Shipping containers properly locked, blocked & braced prior to transport? ☒ Yes No
- E. Prior to shipment, transport containers inspected to ensure proper packaging, unimpaired physical condition of container & closure devices? ☒ Yes No
- F. Properly completed bill of lading & emergency response information provided for each device shipment? ☒ Yes No
- G. Shipping papers & emergency response information immediately accessible to driver during shipment of devices? ☒ Yes No
- H. Devices classified as excepted instruments/articles (e.g., XRF analyzers) have notice included w/ package listing consignor/consignee name & conformity statement per 49 CFR 173.422? ☒ Yes No

XI. GENERAL RULES OF USE

- A. Management & RSO emphasize to workers importance of maintaining doses ALARA? ☒ Yes No
- B. Field observations of workers conducted to evaluate performance? ☒ Yes No
- C. Good work practices used by workers to minimize doses (i.e., time, distance, shielding, general use rules)? ☒ Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

XII. LEAK TESTS

- A. Sealed sources leak tested at required intervals? ☒ Yes No
- B. Leak tests conducted by authorized personnel following procedures approved by the agency? ☒ Yes No
- C. Leak test records include all information required by the agency? ☒ Yes No
- D. Any sources found leaking, & if so, was the agency notified? Yes ☒ No

XIII. GAUGE INVENTORY

- A. Receipt & transfer/disposal records maintained? ☒ Yes No
- B. Portable gauging devices physically inventoried at 6-month intervals? ☒ Yes No
- C. Inventory records document all necessary information? ☒ Yes No

XIV. GAUGE MAINTENANCE

- A. Copies of the manufacturer's operation/maintenance manuals maintained on file for reference? ☒ Yes No
- B. Manufacturer's procedures referenced & followed for routine cleaning & lubrication of portable gauging devices? ☒ Yes No
- C. Non-routine device maintenance performed in-house? Yes ☒ No
- D. If yes to C., is non-routine device maintenance conducted by authorized personnel following procedures approved by the agency? ~~N/A~~ Yes No

XV. RADIATION SURVEY INSTRUMENTS

- A. If a survey meter is not possessed, are specific plans in place to have one available when needed? ☒ N/A Yes No
- B. If a survey meter is possessed:
1. Has the meter been approved by the agency? ☒ Yes No
 2. Is there access to an equivalent back-up meter when the primary meter is out for calibration/repair? Yes ☒ No
 3. Is the meter calibrated annually & after repair by a licensed vendor, & are calibration records maintained? ☒ Yes No

XVI. RECORD KEEPING, NOTIFICATIONS & REPORTS

- A. All required documents maintained on file at permanent facility for duration specified by the agency? ☒ Yes No
- B. Did any incidents/emergencies occur since last audit? Yes ☒ No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

XVI. RECORD KEEPING, NOTIFICATIONS & REPORTS

(Continued)

- C. If yes to B., was the response appropriate? (i.e., operator followed emergency procedures, required notifications/reports timely filed, cause of incident investigated, corrective actions taken & documented?) Y/H Yes No

XVII. INDEPENDENT AUDITS/INSPECTIONS

- A. Any independent audits/inspections conducted since last internal audit (e.g., consultant or FL BRC inspection)? Yes No
- B. If yes to A., summary of deficiencies identified & corrective actions taken: _____

XVIII. AUDIT DEFICIENCIES & CORRECTIVE ACTIONS

- A. Summary of problems/deficiencies identified during this audit: _____

XVIII. AUDIT DEFICIENCIES & CORRECTIVE ACTIONS

(Continued)

B. Description of corrective actions planned or taken: _____

C. Description of other recommendations for improvement: _____

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

I. INTRODUCTION

This form documents performance of the annual radiation protection program audit. The audit consists of a review of the program's content and implementation, evaluating its effectiveness in complying with regulatory requirements and keeping radiation exposures to workers and the general public as low as reasonably achievable (ALARA). Records of annual audits must be available for inspection by the agency.

License Name: CITY Design Group Inc.

License No.: 24-32442-02 Date of Audit: 7-25-18

Auditor: DAVID J. GILLES RSO

(name, title)

(signature)

Management Review: BERNARD SIMINGTON President

(name, title)

(signature)

II. AUDIT HISTORY

A. Last audit conducted on (date): 5-18-17

B. Any deficiencies noted?..... Yes No

C. Were corrective actions taken?..... Yes No N/A
(look for signs of recurrence)

D. Brief description of prior deficiencies, corrective actions taken: _____

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

III. ORGANIZATION AND SCOPE OF PROGRAM

- A. If the mailing address or permanent address changed, has the license been amended to reflect the change? N/A Yes ☒ No
- B. If ownership has changed or bankruptcy has been filed, was the agency notified? N/A Yes No
- C. Does the license authorize all sources & devices possessed? Yes No
- D. Do all temporary job sites meet regulatory definition (serve only one contract, open for less than 18 months)? *Some are longer than 18 mos* Yes No
- E. If no to A., has the agency been notified? Yes No
- F. If the RSO has changed, has the license been amended to identify the new RSO? N/A Yes No
- G. Is the RSO meeting the duties & responsibilities for the position? Yes No
- H. Is company management appropriately involved with the radiation protection program & oversight of the RSO's activities? Yes No
- I. Does RSO have sufficient time to perform all duties/responsibilities? Yes No
- J. Staffing sufficient to support to rad. protection program? Yes No

IV. MEMBER OF PUBLIC (MOP) DOSE LIMITS

- A. Has a MOP dose compliance study been developed, submitted & approved by the agency? Yes ☒ No
- B. Have licensed activities changed during the year to increase likelihood of public dose limits being exceeded? Yes ☒ No
- C. If yes to B., has a new MOP study been performed to demonstrate compliance with MOP dose limits is still being achieved? N/A Yes No

V. TRAINING PROGRAM

- A. Are workers likely to exceed 100 mrem/yr provided radiation awareness training? Yes No
- B. Have gauge Authorized Users (AUs) completed approved training? Yes No
- C. Hazmat employee training provided to workers per 49 CFR Part 172? Yes No
- D. Field observations of operators demonstrate use of safe work practices & compliance with regulatory requirements? N/A Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VI. PERSONNEL MONITORING (PM)

A. If PM is conducted:

1. PM badges worn properly & protected from heat, light, moisture & chemicals when not being worn? Yes No
2. PM badges consistently stored with the control badge in a protected location when not in use? Yes No
3. Are badges exchanged in a timely fashion to ensure accurate dosimetry reports? Yes No
4. Any badges lost or damaged? Yes No
5. If yes to 4., was RSO immediately notified & record of worker's estimated dose provided to badge vendor and kept on file? Yes No
6. Any spare badges assigned to workers? Yes No
7. If yes to 6., were spare badges marked to identify worker it was assigned to, & vendor notified to add spare badge dose to worker's occupational exposure total? Yes No
8. Are dosimetry reports reviewed by the RSO upon receipt? Yes No
9. Are PM records maintained on NRC-issued or equivalent forms? Yes No
 - (a) NRC Form NRC-4 "Cumulative Occupational Exposure History" or equivalent completed for each monitored worker? Yes No
 - (b) NRC Form NRC-5 "Occupational Exposure Record for a Monitoring Period" or equivalent completed for each monitored worker? Yes No
10. Upon hiring, female workers provided instructions regarding radiation risk to embryo/fetus and procedure for declared pregnancies, and documentation of receipt of instructions maintained on file? N/A Yes No
11. Female workers declaring pregnancy document their declaration, are provided instructions regarding monitoring and limiting the dose to the embryo/fetus, and receipt of instructions documented? N/A Yes No
12. For workers that have declared pregnancies, records kept demonstrating embryo/fetus dose < 50 mrem for gestation period? N/A Yes No
13. Annual & termination reports provided to workers per 64E-5.903? Yes No
14. PM records reviewed from (dates): _____ to _____
15. Highest annual dose: _____ mR Date: _____
16. Occupational exposures within limits? Yes No
17. Do PM records indicate that worker doses are being kept ALARA? Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VI. PERSONNEL MONITORING (PM)

B. If PM is not conducted:

1. Has a request for an exemption been submitted & approved by the agency? Yes No
2. Have licensed activities changed during the year to increase workers' radiation exposures (i.e., expanded work load)? Yes No
3. If yes to 2., has a new evaluation been performed to demonstrate workers' doses are likely to remain ≤ 500 mrem/yr? Yes No

VII. POSTING AND LABELING

A. Following documented posted at permanent facility:

1. Emergency procedures Yes No
2. "Notice to Employees" Yes No
3. Any notice of violations, proposed imposition of administrative penalties, and agency issued orders and responses to the cited violations Yes No
3. Company radioactive materials license, and company operating procedures unless a notice (such as the "Notice to Employees" form) is posted that identifies the documents and where they can be viewed Yes No

B. Above documents posted in conspicuous location(s) to permit workers to observe them on way to/from work? Yes No

C. Radiation signs:

1. "Caution (or Danger), Radioactive Material" signs: posted at permanent facility & job sites where portable gauging devices are stored? Yes No
2. "Caution (or Danger), Radiation Area" signs: Is manufacturers' information kept on file to demonstrate that device's radiation levels are too low to require posting of radiation area signs around storage areas? Yes No

D. Portable gauging devices bear durable, clearly visible labels w/ radiation symbol, "Caution (or Danger), Radioactive Material" warning, & sufficient information to permit individuals to avoid/minimize exposures? Yes No

VIII. SECURITY

- A. Each portable gauging device is provided a storage/transport container equipped w/ lock? Yes No
- B. Minimum of two independent physical controls used to prevent access to portable gauging devices during transport and temporary storage? Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VIII. SECURITY (Continued)

- C. Portable gauging devices kept secured against unauthorized access/removal when not under direct surveillance? ☒ Yes ☐ No
- D. Extra precautions used to deter theft (e.g., concealing devices from view during transport/storage, maintaining elevated level of awareness in high crime areas? ☒ Yes ☐ No

IX. OPERATING AND EMERGENCY (O&E) PROCEDURES

- A. Any revisions to O&E procedures made that have not been reviewed & approved by the agency? ☒ Yes ☐ No
- B. O&E procedures list correct phone numbers for RSO & the agency? ☒ Yes ☐ No
- C. O&E procedures accompany portable gauges at all times? ☒ Yes ☐ No

X. TRANSPORTATION

- A. Portable gauging devices transported to job sites are prepared & transported in same manner as when offered to third party for shipment? ☒ Yes ☐ No
- B. Only DOT-7A or other authorized packages used to transport devices? ☒ Yes ☐ No
- C. Packages used to ship devices properly marked & labeled per 49 CFR Part 172, Subparts D & E? ☒ Yes ☐ No
- D. Shipping containers properly locked, blocked & braced prior to transport? ☒ Yes ☐ No
- E. Prior to shipment, transport containers inspected to ensure proper packaging, unimpaired physical condition of container & closure devices? ☒ Yes ☐ No
- F. Properly completed bill of lading & emergency response information provided for each device shipment? *Corrective Action Taken* ☐ Yes ☒ No
- G. Shipping papers & emergency response information immediately accessible to driver during shipment of devices? ☒ Yes ☐ No
- H. Devices classified as excepted instruments/articles (e.g., XRF analyzers) have notice included w/ package listing consignor/consignee name & conformity statement per 49 CFR 173.422? ☒ Yes ☐ No

XI. GENERAL RULES OF USE

- A. Management & RSO emphasize to workers importance of maintaining doses ALARA? ☒ Yes ☐ No
- B. Field observations of workers conducted to evaluate performance? ☒ Yes ☐ No
- C. Good work practices used by workers to minimize doses (i.e., time, distance, shielding, general use rules)? ☒ Yes ☐ No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

XII. LEAK TESTS

- A. Sealed sources leak tested at required intervals? ☒ Yes ☐ No
- B. Leak tests conducted by authorized personnel following procedures approved by the agency? ☒ Yes ☐ No
- C. Leak test records include all information required by the agency? ☒ Yes ☐ No
- D. Any sources found leaking, & if so, was the agency notified? Yes ☒ No

XIII. GAUGE INVENTORY

- A. Receipt & transfer/disposal records maintained? ☒ Yes ☐ No
- B. Portable gauging devices physically inventoried at 6-month intervals? ☒ Yes ☐ No
- C. Inventory records document all necessary information? ☒ Yes ☐ No

XIV. GAUGE MAINTENANCE

- A. Copies of the manufacturer's operation/maintenance manuals maintained on file for reference? ☒ Yes ☐ No
- B. Manufacturer's procedures referenced & followed for routine cleaning & lubrication of portable gauging devices? ☒ Yes ☐ No
- C. Non-routine device maintenance performed in-house? Yes ☒ No
- D. If yes to C., is non-routine device maintenance conducted by authorized personnel following procedures approved by the agency? *n/a* Yes ☒ No

XV. RADIATION SURVEY INSTRUMENTS

- A. If a survey meter is not possessed, are specific plans in place to have one available when needed? ☒ N/A ☐ Yes ☐ No
- B. If a survey meter is possessed:
1. Has the meter been approved by the agency? *Recently Replaced* ☐ Yes ☒ No
 2. Is there access to an equivalent back-up meter when the primary meter is out for calibration/repair? Yes ☒ No
 3. Is the meter calibrated annually & after repair by a licensed vendor, & are calibration records maintained? ☒ Yes ☐ No

XVI. RECORD KEEPING, NOTIFICATIONS & REPORTS

- A. All required documents maintained on file at permanent facility for duration specified by the agency? ☒ Yes ☐ No
- B. Did any incidents/emergencies occur since last audit? Yes ☒ No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

XVI. RECORD KEEPING, NOTIFICATIONS & REPORTS

(Continued)

- C. If yes to B., was the response appropriate? (i.e., operator followed emergency procedures, required notifications/reports timely filed, cause of incident investigated, corrective actions taken & documented? N/A Yes No

XVII. INDEPENDENT AUDITS/INSPECTIONS

- A. Any independent audits/inspections conducted since last internal audit (e.g., consultant or FL BRC inspection)?..... Yes No

- B. If yes to A., summary of deficiencies identified & corrective actions taken: _____

XVIII. AUDIT DEFICIENCIES & CORRECTIVE ACTIONS

- A. Summary of problems/deficiencies identified during this audit: _____

Revision of B.I. of CADING in progress to
Correct Deficiencies

Map Use Compliance Study to be completed
ASAP

Residual Monitoring to be Resolved on Proper
Agency Approval Obtained

XVIII. AUDIT DEFICIENCIES & CORRECTIVE ACTIONS

(Continued)

B. Description of corrective actions planned or taken: _____

C. Description of other recommendations for improvement: _____

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

I. INTRODUCTION

This form documents performance of the annual radiation protection program audit. The audit consists of a review of the program's content and implementation, evaluating its effectiveness in complying with regulatory requirements and keeping radiation exposures to workers and the general public as low as reasonably achievable (ALARA). Records of annual audits must be available for inspection by the agency.

License Name: CITY DESIGN GROUP INC

License No.: 2432442-07

Date of Audit: June 25, 2016

Auditor: Robert W. Galbierz, Director Environmental Services

(name, title)

Robert W. Galbierz

(signature)

Management
Review:

BERNARD SIMINGTON President

(name, title)

Bernard Simington

(signature)

II. AUDIT HISTORY

A. Last audit conducted on (date): August 1, 2015

B. Any deficiencies noted?..... Yes No

C. Were corrective actions taken?..... Yes No N/A
(look for signs of recurrence)

D. Brief description of prior deficiencies, corrective actions taken: _____

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

III. ORGANIZATION AND SCOPE OF PROGRAM

- A. If the mailing address or permanent address changed, has the license been amended to reflect the change? N/A Yes No
- B. If ownership has changed or bankruptcy has been filed, was the agency notified? N/A Yes No
- C. Does the license authorize all sources & devices possessed? Yes No
- D. Do all temporary job sites meet regulatory definition (serve only one contract, open for less than 18 months)? Yes No
- E. If no to A., has the agency been notified? Yes No
- F. If the RSO has changed, has the license been amended to identify the new RSO? N/A Yes No
- G. Is the RSO meeting the duties & responsibilities for the position? Yes No
- H. Is company management appropriately involved with the radiation protection program & oversight of the RSO's activities? Yes No
- I. Does RSO have sufficient time to perform all duties/responsibilities? Yes No
- J. Staffing sufficient to support to rad. protection program? Yes No

IV. MEMBER OF PUBLIC (MOP) DOSE LIMITS

- A. Has a MOP dose compliance study been developed, submitted & approved by the agency? Yes No
- B. Have licensed activities changed during the year to increase likelihood of public dose limits being exceeded? Yes No
- C. If yes to B., has a new MOP study been performed to demonstrate compliance with MOP dose limits is still being achieved? N/A Yes No

V. TRAINING PROGRAM

- A. Are workers likely to exceed 100 mrem/yr provided radiation awareness training? Yes No
- B. Have gauge Authorized Users (AUs) completed approved training? Yes No
- C. Hazmat employee training provided to workers per 49 CFR Part 172? Yes No
- D. Field observations of operators demonstrate use of safe work practices & compliance with regulatory requirements? N/A Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VI. PERSONNEL MONITORING (PM)

A. If PM is conducted:

1. PM badges worn properly & protected from heat, light, moisture & chemicals when not being worn? Yes No
2. PM badges consistently stored with the control badge in a protected location when not in use? Yes No
3. Are badges exchanged in a timely fashion to ensure accurate dosimetry reports? Yes No
4. Any badges lost or damaged? Yes No
5. If yes to 4., was RSO immediately notified & record of worker's estimated dose provided to badge vendor and kept on file? Yes No
6. Any spare badges assigned to workers? Yes No
7. If yes to 6., were spare badges marked to identify worker it was assigned to, & vendor notified to add spare badge dose to worker's occupational exposure total? Yes No
8. Are dosimetry reports reviewed by the RSO upon receipt? Yes No
9. Are PM records maintained on NRC-issued or equivalent forms? Yes No
 - (a) NRC Form NRC-4 "Cumulative Occupational Exposure History" or equivalent completed for each monitored worker? Yes No
 - (b) NRC Form NRC-5 "Occupational Exposure Record for a Monitoring Period" or equivalent completed for each monitored worker? Yes No
10. Upon hiring, female workers provided instructions regarding radiation risk to embryo/fetus and procedure for declared pregnancies, and documentation of receipt of instructions maintained on file? N/A Yes No
11. Female workers declaring pregnancy document their declaration, are provided instructions regarding monitoring and limiting the dose to the embryo/fetus, and receipt of instructions documented? N/A Yes No
12. For workers that have declared pregnancies, records kept demonstrating embryo/fetus dose < 50 mrem for gestation period? N/A Yes No
13. Annual & termination reports provided to workers per 64E-5.903? Yes No
14. PM records reviewed from (dates): _____ to _____
15. Highest annual dose: _____ mR Date: _____
16. Occupational exposures within limits? Yes No
17. Do PM records indicate that worker doses are being kept ALARA? Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VI. PERSONNEL MONITORING (PM)

B. If PM is not conducted:

1. Has a request for an exemption been submitted & approved by the agency? ☒ Yes ☐ No
2. Have licensed activities changed during the year to increase workers' radiation exposures (i.e., expanded work load)? Yes ☒ No
3. If yes to 2., has a new evaluation been performed to demonstrate workers' doses are likely to remain ≤ 500 mrem/yr? Yes ☒ No

VII. POSTING AND LABELING

A. Following documented posted at permanent facility:

1. Emergency procedures ☒ Yes ☐ No
2. "Notice to Employees" ☒ Yes ☐ No
3. Any notice of violations, proposed imposition of administrative penalties, and agency issued orders and responses to the cited violations Yes ☒ No
3. Company radioactive materials license, and company operating procedures unless a notice (such as the "Notice to Employees" form) is posted that identifies the documents and where they can be viewed ☒ Yes ☐ No

- B. Above documents posted in conspicuous location(s) to permit workers to observe them on way to/from work? ☒ Yes ☐ No

C. Radiation signs:

1. "Caution (or Danger), Radioactive Material" signs: posted at permanent facility & job sites where portable gauging devices are stored? ☒ Yes ☐ No
2. "Caution (or Danger), Radiation Area" signs: Is manufacturers' information kept on file to demonstrate that device's radiation levels are too low to require posting of radiation area signs around storage areas? ☒ Yes ☐ No

- D. Portable gauging devices bear durable, clearly visible labels w/ radiation symbol, "Caution (or Danger), Radioactive Material" warning, & sufficient information to permit individuals to avoid/minimize exposures? ☒ Yes ☐ No

VIII. SECURITY

- A. Each portable gauging device is provided a storage/transport container equipped w/ lock? ☒ Yes ☐ No
- B. Minimum of two independent physical controls used to prevent access to portable gauging devices during transport and temporary storage? ☒ Yes ☐ No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

VIII. SECURITY (Continued)

- C. Portable gauging devices kept secured against unauthorized access/removal when not under direct surveillance? Yes No
- D. Extra precautions used to deter theft (e.g., concealing devices from view during transport/storage, maintaining elevated level of awareness in high crime areas)? Yes No

IX. OPERATING AND EMERGENCY (O&E) PROCEDURES

- A. Any revisions to O&E procedures made that have not been reviewed & approved by the agency? Yes No
- B. O&E procedures list correct phone numbers for RSO & the agency? Yes No
- C. O&E procedures accompany portable gauges at all times? Yes No

X. TRANSPORTATION

- A. Portable gauging devices transported to job sites are prepared & transported in same manner as when offered to third party for shipment? Yes No
- B. Only DOT-7A or other authorized packages used to transport devices? Yes No
- C. Packages used to ship devices properly marked & labeled per 49 CFR Part 172, Subparts D & E? Yes No
- D. Shipping containers properly locked, blocked & braced prior to transport? Yes No
- E. Prior to shipment, transport containers inspected to ensure proper packaging, unimpaired physical condition of container & closure devices? Yes No
- F. Properly completed bill of lading & emergency response information provided for each device shipment? Yes No
- G. Shipping papers & emergency response information immediately accessible to driver during shipment of devices? Yes No
- H. Devices classified as excepted instruments/articles (e.g., XRF analyzers) have notice included w/ package listing consignor/consignee name & conformity statement per 49 CFR 173.422? Yes No

XI. GENERAL RULES OF USE

- A. Management & RSO emphasize to workers importance of maintaining doses ALARA? Yes No
- B. Field observations of workers conducted to evaluate performance? Yes No
- C. Good work practices used by workers to minimize doses (i.e., time, distance, shielding, general use rules)? Yes No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

XII. LEAK TESTS

- A. Sealed sources leak tested at required intervals? ☒ Yes ☐ No
- B. Leak tests conducted by authorized personnel following procedures approved by the agency? ☒ Yes ☐ No
- C. Leak test records include all information required by the agency? ☒ Yes ☐ No
- D. Any sources found leaking, & if so, was the agency notified? Yes ☒ No

XIII. GAUGE INVENTORY

- A. Receipt & transfer/disposal records maintained? ☒ Yes ☐ No
- B. Portable gauging devices physically inventoried at 6-month intervals? ☒ Yes ☐ No
- C. Inventory records document all necessary information? ☒ Yes ☐ No

XIV. GAUGE MAINTENANCE

- A. Copies of the manufacturer's operation/maintenance manuals maintained on file for reference? ☒ Yes ☐ No
- B. Manufacturer's procedures referenced & followed for routine cleaning & lubrication of portable gauging devices? ☒ Yes ☐ No
- C. Non-routine device maintenance performed in-house? Yes ☒ No
- D. If yes to C., is non-routine device maintenance conducted by authorized personnel following procedures approved by the agency? *N/A* Yes ☒ No

XV. RADIATION SURVEY INSTRUMENTS

- A. If a survey meter is not possessed, are specific plans in place to have one available when needed? *N/A* Yes ☐ No
- B. If a survey meter is possessed:
1. Has the meter been approved by the agency? ☒ Yes ☐ No
 2. Is there access to an equivalent back-up meter when the primary meter is out for calibration/repair? Yes ☒ No
 3. Is the meter calibrated annually & after repair by a licensed vendor, & are calibration records maintained? ☒ Yes ☐ No

XVI. RECORD KEEPING, NOTIFICATIONS & REPORTS

- A. All required documents maintained on file at permanent facility for duration specified by the agency? ☒ Yes ☐ No
- B. Did any incidents/emergencies occur since last audit? Yes ☒ No

RADIATION PROTECTION PROGRAM AUDIT CHECKLIST

XVI. RECORD KEEPING, NOTIFICATIONS & REPORTS

(Continued)

- C. If yes to B., was the response appropriate? (i.e., operator followed emergency procedures, required notifications/reports timely filed, cause of incident investigated, corrective actions taken & documented? N/A Yes No

XVII. INDEPENDENT AUDITS/INSPECTIONS

- A. Any independent audits/inspections conducted since last internal audit (e.g., consultant or FL BRC inspection)?..... Yes No
- B. If yes to A., summary of deficiencies identified & corrective actions taken: _____
- _____
- _____

XVIII. AUDIT DEFICIENCIES & CORRECTIVE ACTIONS

- A. Summary of problems/deficiencies identified during this audit: _____
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XVIII. AUDIT DEFICIENCIES & CORRECTIVE ACTIONS

(Continued)

B. Description of corrective actions planned or taken: _____

C. Description of other recommendations for improvement: _____
