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October 18, 1996

Monte Phillips
United States Nuclear Regulatory Commission
801 Warrenville Road
Lisle, IL 60532-4351

Dear Mr. Phillips:

The purpose of this letter is to inform you of the corrective actions we have taken to ensure that all daily and weekly surveys are performed.

1. The policy and procedures of daily and weekly surveys has been reviewed with Gene Huddleston, Cinda Kerfoot (PRN technologist), and myself. All technologists are aware that these procedures are mandatory.
2. Dr. Goetz, RSO and myself are manually checking the surveys. All forms have been organized and labeled in a 3 ring binder. * Package receipt surveys are being checked against the dose labels to ensure compliance of surveys are completed each day a package is received.
3. An ongoing monitor is in place. Dr. Goetz, RSO is checking all records weekly, in his absence I will take responsibility of checking all records.
4. The radiation physicist consultant will review records on a quarterly basis. I have scheduled a meeting with the physicist for November 15, 1996. We will discuss this issue in detail. According to his last report all records were in order.

If you have any questions or concerns, please contact me.

Sincerely,

MyLinda Krasick

MyLinda Krasick, Director of Radiology

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