

RSC Meeting Minutes
1301 Knott's Street, Springfield, IL 62703
September 22, 2016

The RSC meeting began at 9:00 am. in the Knott's St. Conference Room. Present were: Kay Foster, Sean Beasley, Mark Hannant, Louise Conway, Kelly Horn, Don Agnew, Lance Wilson, Kim McGee, Adnan Khayyat, Harold Osborn, and Tina Chrisman.

Voting designees for this meeting (Foster).

Alt. RSO Sean Beasley conducted the meeting.

Review and approval of July 23, 2016 minutes (Foster).

Committee voted unanimously to approve these minutes.

Charter was approved by Asst. Director & Director (Conway)

Permit 32 User Review review and approval (Hannant)

Add Joni Estabrook and Tarver Haven to User Group 1

Add Michael Cahill, Dan Zaccard, Glenn Kosieniak and Cynthia Tomusiak to User Group 3

Remove Greg Curry and Tom Seif from the Permit

All but Mike Cahill has had training – Hands-on will be scheduled with Mike Cahill.

*send copy of new permit form for committee members to review (add to agenda for next mtg.)

All voted unanimously to approve the additions to Permit User 32 contingent on Michael Cahill completing training.

Review and vote on changes to the RSO duties document required by 32IAC337 and other agency regulations (Beasley)

It was agreed that the vote on RSO duties document would be delayed until next meeting to ensure all updates are included. Also need to spell out IAC as Ill. Admin. Code.

License Amendment for Charter Change and change in RSO duties documents (Beasley)

Lommler will submit a license amendment – will revisit at a later date.

Simple procedures for RSC activities (RSO audit, permit approval, facility diagrams etc.) (Foster)(Beasley)

It was agreed that the auditor would create a checklist in preparation for an individual audit. This guidance was added to procedures.

Action Items: Kay Foster will rewrite the procedures & submit to group for review.
Kay Foster will create a checklist for permit approvals.

RSC info items (Beasley)

- a. CDV source project status – no progress on identifying sources.
- b. Annual training status. – Completed August 19.
- c. Permit 29 training status – Training completed by permit holder on July 28.
- d. Hopewell computer upgrade to main source unit – Delivered June 30.
- e. BRS/EP x-ray inspection of the CDL – Change from annual inspection to once every 5 years – next scheduled – 2021.
- f. Trescal and Ludlum calibration cutoff impacting instrument calibrations and equipment maintenance – Ludlum has begun calibrating equipment.

32IAC337 - Changes required to comply with new requirements – This item will be reviewed at the December 8, 2016 meeting.

Action Item: Request Sandy Kessinger or Gibb Vinson attend next meeting to explain new requirements. (Foster)

Next permit for renewal: Permit 25 (BRS/NCL) at the December meeting.

Status of termination of West Chicago Lab - Permit 1 (Beasley) – Lommler traveled to lab on July 26 – no contamination found – there are items that have not been able to be surveyed. Permit is still valid until March 2017.

Next meeting will be held at 9:00 am, December 8, 2016 at the Knott's Street Conference Room.

Meeting was adjourned.