

## License Preparation Checklist

This is an example of a license preparation checklist. License applications vary from state to state. Make sure to use the license application, regulations, guidance and checklist from your state. You can access your state regulatory website by clicking on the "View Your State" section on the APNGA homepage.

The U.S. Nuclear Regulatory Commission's NUREG-1556 series of technical reports ("Consolidated Guidance about Materials Licenses") provide licensing guidance for many of the activities categorized above. The documents are available on the Internet at:

<<http://www.nrc.gov/NRC/NUREGS/indexnum.html>>

– U.S. Dept. of Transportation regulations (49 CFR) are available at <http://www.access.gpo.gov/nara/cfr/index.html>>.

### Check the box when that section is complete

#### APPLICATION ITEM NOTES

##### 1.a. Name/Mailing Address

- Unless application is for an individual, list the registered business name
- List the mailing address for license-related correspondence

##### 1.b. Location of Use and/or Storage

- List the street address where gauges will be used & stored, & where records will be available for inspection
- Indicate if temporary job sites will be used as storage locations

##### 2. License Category/Fee

- List appropriate license category & application fee; there is no fee for license renewal Applications
- Annual/reclamation fees are due within 60 days of license issuance and annually thereafter (an invoice for the fees is included w/ the new license)

##### 3. Purpose of Application

- Check appropriate box; if applying to renew a license, list the license number

##### 4. Individual Users

- List all authorized users (AUs), including the RSO

##### 5. Rad. Safety Officer (RSO)

- List the name of the RSO

##### 6. Training and Experience in Radiation Safety

– Enclose relevant documentation on the radiation safety training/experience for the RSO & each authorized user

**7. Radioactive Material**

– List the element/source model no. & maximum activity for each source

**8. Use**

– List the manufacturer, model number & intended use for each source/device

**\* Current Radioactive Materials Inventory**

– For renewal applications, include current inventory of all Radioactive Materials, including exempt, generally licensed (GL) & specifically licensed (SL) sources/devices & indicate their status (exempt, GL or SL)

**9. Radiation Detection Instruments**

– If applicable, list the manufacturer, model number, detection capability, range & probe specifications (if equipped w/ probe) of each instrument

– Confirm access to an equivalent backup instrument when the primary meter is out due to calibration or repair

**10. Calibration of Radiation Detection Instruments**

– If applicable, list the name & address of the instrument calibration vendor (may include option of using other licensed vendors) & confirm annual calibration frequency; if conducting in-house cal., submit procedures

**11. Personnel Monitoring (PM) Devices**

– External PM required unless able to demonstrate that workers are unlikely to exceed 500 mrem/yr TEDE; if applicable, list PM badge type (FB/OSLD/TLD), supplier & exchange frequency (monthly/bimonthly/quarterly)

**12. Facilities & Equipment**

– Annotated facility diagram shows gauge use/storage locations, access points., adjacent areas, proximity to occupied work stations, number of stories to building.

– Description of storage container

– Description of security measures in place to prevent access

– Description of safety equipment

– Description of postings

### **13. Rad. Protection Program**

– Description of program addressing below items

#### **A. Member of Public (MOP) Dose Study**

– New applicant: procedures for demonstrating compliance w/ MOP dose limits

– License renewal: submit MOP study

#### **B. ALARA Policy**

– Policy describes: a) management's commitment to ALARA philosophy, &  
b) commitment to perform an annual ALARA/radiation protection program review

### **C. Radiation Safety Officer**

#### **(1) RSO Duties**

– Description of RSO duties

#### **(2) Change of RSO Notification**

– Statement confirming that written notification will be given to the agency within 30 days of a change of RSO or other safety positions

#### **D. Radiation Safety Training Program**

– Training program addresses:

A. Instructions to workers/radiation awareness training

B. Authorized User training

C. Hazmat employee training per 49 CFR 172 Subpart H & driver training per 49 CFR 177.816

#### **E. Operating Procedures**

– Procedures address all applicable components listed below

– Procedures include commitment that users are instructed in/have access to all procedures/manuals for each type of gauge

– If applicable, procedures for transporting gauges to temporary job sites

#### **(1) Personnel Monitoring (PM) Procedures**

– External PM: Instructions on proper use: only use assigned PM badge, always wear

badge when handling gauge, do not expose badge to excessive heat/light/chemicals/moisture, promptly return for exchange when due; use of spare badges; dealing w/lost/damaged badges; PM records and annual/termination reports)

**(2) General Safety Rules**

– Procedures describe safety precautions for routine gauge use, applicable to requested Authorizations

**(3) Posting Procedures** – Procedures address posting requirements

**(4) Security Procedures** – Procedures address gauge security, including security at temporary job sites & overnight storage

**(5) Gauge Ordering, Receiving, Opening & Shipping Program**

– Instructions for preparation/handling of incoming & outgoing gauge shipments

**F. Emergency Procedures**

– Instructions for response to gauge loss, theft or damage; include emergency notification numbers for RSO & agency

**G. Leak Testing (LT) Procedures**

– Instructions for collecting LT samples; performed only by authorized users; state interval tests will be performed (6/12 months); list manufacturer name & model no. of LT kit used; list vendor contracted to analyze LT samples (may include option of using other licensed vendors)

**H. Inventory Procedures**

– Procedures address performance of physical inventories, describe inventory frequency (6/12 months) & record-keeping; include sample inventory form

**I. Record Retention Procedures**

– Procedures address record-keeping requirements

– If applicable, include a commitment to maintain on file, for at least 1 year after the last shipment, copies of the testing methods & results for each Type A package in use (contact manufacturers for documentation)

**14. Waste Disposal**

– Procedures address gauge disposal, with commitment that RAM will be transferred only to licensed recipients

**15. Certificate** – Application signed & dated by a certifying official (person authorized to make legally binding statements on behalf of the applicant)