

Do not use the following checklist to write your application. The following checklist is to help you verify that you have included the information necessary for your radioactive materials application before you upload the document. There are specific details in the guidance document not included in the checklist that are applicable to the application. If the checklist is used to write the application, your application's processing may be delayed.

The checklist is a high-level overview and does not necessarily include specific details for each item. It is meant to ensure only that you addressed each item necessary for the application. Details are discussed and provided for each individual item in the guidance document. The guidance document should have been used to write the application because it includes the details of what information is necessary to determine that the licensed materials will be used safely and will be properly secured. The checklist will help you to review the application to make sure that you have not forgotten to submit information regarding an item for the application.

Using the checklist, please review your application. When you have verified that you have included the information requested for an application, please proceed and follow the instructions to upload your application through the application portal and pay the application fee. Your application is not complete until the application is uploaded **AND** the fee is paid.

For future applications and payments, please make note of the following:

Renewal applications must be received by the DWMRC at least 30 days prior to the expiration date listed on the license. If not, your license may expire and you may be required to store or dispose of your radioactive materials until you can be issued a new radioactive materials license.

Annual fees are due each year on the month and day stated in the expiration date. If the license expires on March 31, 2025, an annual fee would be due on March 31, 2021, March 31, 2022, and so on. For this example, there would be no annual fee required on March 31, 2025 since a renewal is due that year.

If you have questions, please feel free to contact a member of the Radioactive Materials Section at 801-536-0200.

Checklist for Broad Scope Radioactive Material License Application

Items 1 through 4: Locations & Responsible Individuals

Item No. and Title	Suggested Response	
Item 1: License Action Type	<p>You clearly stated what type of action you are requesting and provided the license number if the request involves an existing radioactive materials license:</p> <ul style="list-style-type: none"> • A NEW LICENSE application; • An AMENDMENT (change) to one or more item(s) of an existing license. [Information for only the item(s) being changed are required to be submitted;] <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A LICENSE RENEWAL Application for an existing Radioactive Materials License. [MUST BE RECEIVED by DWMRC at least 30 days prior to expiration date stated on license]. 	<p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p>
Item 2: Name and Mailing Address of Applicant	<ul style="list-style-type: none"> • The legal name of applicant as registered with the UT Division of Corporations and Commercial Code is on the request. If operating under a "Doing Business As" company, the corporation's name and the DBA name is provided: Example: ABC, Inc. DBA Company Operating Name" • Full Mailing Address for applicant, including zip code, is provided. • If separate Billing Address is necessary, Billing Address is provided. 	<p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p>
Item 3: Address(es) Where Licensed Materials Will be Used or Possessed	<ul style="list-style-type: none"> • <u>All</u> "Location of Use" physical address(es) or location description(s)* (3 mi W of Power Plant on Hwy 10, City, UT) are provided. Information showing or describing exact location of licensed materials are marked as protected [Sensitive-Security Related Information Protected Under 63G-2-201(3)(b)]. • Indication of use of devices at temporary job sites was provided. <p style="font-size: small;">* P.O. Boxes are not accepted for locations of use. Locations of Use are locations where materials are stored, used, prepared, etc excluding temporary job sites.</p>	<p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p>
Item 4: Person(s) to be Contacted About the Application	<p>Name of Individual(s) to contact for additional information for the application or clarification are provided</p> <ul style="list-style-type: none"> • <u>Contact information for the named individual(s) provided –</u> Telephone numbers (cell & office), email address(es) • A completed Delegation of Authority Form for each individual who is not a member of management but who is authorized to act on behalf of the applicant/licensee was provided. 	<p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p> <p style="text-align: right;">[]</p>

!!! IMPORTANT !!!

If the applicant has not possessed a radioactive materials license in the State of Utah prior to submitting this application, a Broad Scope Radioactive Materials License **will not be issued to the applicant**. Broad Scope Licensees are granted certain authorities that are not issued to most licensees; therefore, the applicant must have demonstrated through the administration of a Limited Scope Radioactive Materials License that the licensee has management, personnel, facilities, equipment, procedures, and training appropriate to using and securing radioactive materials properly and providing appropriate oversight of the materials while maintaining compliance with requirements. In order to demonstrate this, the applicant must have had a limited scope license and have participated in a number of inspections before the applicant can be issued a Broad Scope License.

Items 5 and 6: Radioactive Material and Use (Continued)

Sensitive security-related information that is included in application is marked "Sensitive Security-Related Information—Protected Under 63G-2-201(3)(b)" Yes No

Item No.	Suggested Response	Description Attached
5.	<p>RADIOACTIVE MATERIAL</p> <p>Unsealed and Sealed radioactive Material</p> <p>If applying for a Type A broad scope license the applicant requested any form of radioactive material with atomic numbers from 1 through 83. The applicant stated the maximum quantity of each radionuclide to be possessed at any one time and the total cumulative quantity for all radionuclides. The applicant separately listed individual radionuclides needed in much larger quantities or in much smaller quantities than that described in the atomic number 1 through 83 request. Radioactive materials with atomic numbers above 83 also were listed separately and included maximum quantities of each listed nuclides.</p>	[]
	<p>The applicant submitted a separate listing for sealed sources needed in larger quantities than described in the atomic number 1 through 83 request. The applicant provided the manufacturer's name and model number for each requested sealed source and device so that the DWMRC can verify that they have been evaluated in a SSD registration certificate or specifically approved on a license. The applicant also provided the maximum activity per source and the total possession limit. For sources and devices not registered, as allowed by 10 CFR 32.210(g)(2), the applicant must have adequate training and experience and facilities and equipment to handle comparable quantities of material in any form under R313-22-33(1)(b) and (d) and must provide information about the unregistered sealed sources and devices in accordance with R313-22-32(6)(iv).</p>	[]

Items 5 and 6: Radioactive Material and Use (Continued)

Sensitive security-related information that is included in application is marked "Sensitive Security-Related Information—Protected Under 63G-2-201(3)(b)" Yes No

Item No.	Suggested Response	Description Attached
5.	<p>RADIOACTIVE MATERIAL (Cont'd)</p> <p>Unsealed and Sealed Sources (Cont'd)</p> <p>The applicant categorized possession requests into general areas of use (e.g., research and development activities, routine gauging activities, self-shielded irradiators, instrument calibrators, and medical applications).</p> <p>If the applicant applied to possess radioactive materials in unsealed form, on foils or plated sources, or sealed in glass in excess of the quantities listed in R313-22-90, the request included either of the following: (1) an evaluation showing that the maximum offsite dose caused by a release of radioactive materials would not exceed 0.01 Sv (1 rem) effective dose equivalent or 0.05 Sv (5 rem) to the thyroid, or (2) an emergency response plan for responding to the release in accordance with the criteria listed in R313-22-32(8)(c).</p> <p>If applying for a Type B or Type C broad scope license the applicant's request included "any chemical or physical form of radioactive material specified in R313-22-100." If applying for a Type B license, the applicant requested the quantity of material specified in 10 CFR 33.11(b). If applying for a Type C broad scope license, the applicant requested the quantity of material specified in R313-22-50(1)(b).</p>	<p>[]</p> <p>[]</p> <p>[]</p>



Item No.	Suggested Response	Description Attached
	<p>Financial Assurance and Recordkeeping for Decommissioning</p> <p>The applicant provided a commitment that pursuant to R313-22-35(8) and R313-19-34(7), they will maintain records important to decommissioning and transfer these records to a DWMRC, an NRC or Agreement State licensee before licensed activities are transferred or assigned in accordance with R313-19-34(2). Furthermore, pursuant to R313-12-51(6), prior to license termination, the applicant will forward the records required by R313-22-35(7) and R313-19-34(7), to the Director of the DWMRC.</p> <p>If financial assurance is required, the applicant submitted evidence of financial assurance following the guidance of NUREG-1757, Volume 3, "Consolidated Decommissioning Guidance: Financial Assurance, Recordkeeping, and Timeliness."</p>	<p>[]</p> <p>[]</p>
	<p>Emergency Plan</p> <p>If an emergency plan is required, the applicant provided either:</p> <ul style="list-style-type: none"> • an evaluation showing that the maximum offsite dose due to a release of radioactive materials would not exceed 0.01 Sv [1 rem] effective dose equivalent or 0.05 Sv [5 rem] to the thyroid; <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • an emergency plan for responding to the release of radioactive material in accordance with the criteria listed in R313-22-32(8)(c). 	<p>[]</p> <p style="text-align: center;">OR</p> <p>[]</p>
6.	<p>PURPOSE(S) FOR WHICH LICENSED MATERIAL WILL BE USED</p> <p>The applicant described in general terms the purposes for which the licensed material will be used.</p>	<p>[]</p>
7.	<p>INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE</p> <p>Executive Management</p> <p>The applicant described administrative controls and provisions relating to organization and management and management review necessary to ensure safe operations. The applicant submitted an organizational chart that describes the management structure, reporting paths, and the flow of authority between executive management, the RSC (for Type A broad scope), and the RSO (For Type A and Type B broad scope).</p>	<p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal

Item No.	Suggested Response	Description Attached
7.	<p>INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE (Cont'd)</p> <p>Radiation Safety Committee</p> <p>If the application is for a Type A broad scope license the applicant submitted the following:</p> <ul style="list-style-type: none"> • description of the duties and responsibilities of the RSC • criteria used for selecting members of the RSC, including what members and the number of members constituting a quorum. Members should be indicated by position title rather than by name • criteria and procedure describing the approval process used by the RSC and RSO for authorizing new users and new uses <p>In addition, for a Type A broad scope license, the applicant requested the flexibility to make some program changes and revise some procedures previously approved by the DWMRC without amendment of the license. To do so, the applicant submitted the following:</p> <ul style="list-style-type: none"> • a description of the duties and responsibilities of the RSC, including: <ul style="list-style-type: none"> – review and approval of permitted program and procedural changes prior to implementation – implementation of program and procedural changes – audit of licensed operations to determine compliance – the appropriate actions taken when noncompliance is identified, including analysis of the cause, corrective actions, and actions to prevent recurrence • a description of the process for procedure and program review and approval, including documentation of the specific change. (At a minimum, documentation should state the reason for the change and summarize the radiation safety matters that were considered prior to approval of the change.) 	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
7.	<p>INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE (Cont'd)</p> <p>Radiation Safety Officer</p> <p>For Type A, Type B, and Type C applicants. the applicant:</p> <ul style="list-style-type: none"> • Submitted the name of the proposed RSO. • Described the training for the proposed RSO that demonstrated the individual is qualified to perform the duties required under the license. • Addressed the RSO's experience in performing each of the duties listed in the "Duties and Responsibilities" section in section 8.7.3, "Radiation Safety Officer," of the guidance document when and where the experience was gained, and the type, form, and quantity of radionuclides involved. • Submitted a statement delineating the RSO's duties and responsibilities. • Submitted a radiation safety officer delegation of authority memorandum signed by the licensee's executive management. <p>In addition, for Type B applicants, the applicant:</p> <ul style="list-style-type: none"> • Submitted the criteria used by the RSO to approve new users and uses of radioactive material. • Submitted the criteria that the RSO will use to evaluate the radiation safety aspects of proposed uses, prior to approval. 	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
8.	<p>TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS</p> <p>The applicant submitted a description of the radiation safety training program developed for each group of workers, including: topics covered, qualifications of the instructors, method of training, method for assessing the success of the training, and the frequency of training and refresher training. Alternately, the applicant identified the model training program described in the appropriate base NUREG corresponding to the particular type of licensed program and submitted a commitment that they would implement the model training program.</p> <p>In addition, Type A broad scope licensees or applicants that want the flexibility to revise their radiation safety training program without amendment of the license (as discussed in Chapter 1, "Purpose of Report," and Section 8.7.2, "Radiation Safety Committee," of NUREG-1556, Volume 11, (Current Revision) described the process that the applicant will use to revise and implement the submitted training programs.</p>	<p>[]</p> <p>[]</p>
9.	<p>FACILITIES AND EQUIPMENT</p> <p>The applicant described the criteria the RSC or RSO, as appropriate, will use to review and approve facilities and equipment (research laboratories, iodination facilities, waste storage facilities, survey and counting equipment, etc.). The applicant's description included the method of classifying laboratories based on type, toxicity, and quantity of radioactive material being requested. The applicant provided sample diagrams for each classification scheme that take into consideration shielding, the proximity of radiation sources to unrestricted areas, and other items related to radiation safety. If the facilities have areas where radioactive materials may become airborne, the sample diagrams have also included descriptions of the ventilation systems—such as pertinent airflow rates, pressures, filtration equipment, and monitoring systems. For facilities and equipment used in special applications such as those described in Section 8.9 of NUREG-1556, Volume 11, (Current Revision), the applicant included their locations, (i.e., buildings and room numbers) and special considerations that the RSC or RSO (or both) will use in authorizing radioactive material use. Also, the applicant described the procedures for control, review, and approval of significant facilities or equipment modifications.</p>	<p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
10.	<p>RADIATION SAFETY PROGRAM</p> <p>Audit and Review of Program</p> <ul style="list-style-type: none"> • The applicant described the mechanisms executive management uses to ensure adequate oversight of the program. In addition, if a licensee is upgrading its limited scope license to a Type A broad scope license or renewing its Type A broad scope license, the applicant described the RSC’s involvement in these oversight mechanisms. • The applicant described the audit mechanism implemented by the RSO or other responsible individual to determine user compliance with DWMRC regulations, the terms and conditions of the DWMRC license, the requirements of the RSC- or RSO-approved permits (as appropriate), and good health physics practices. • The applicant is not required to, and should not, submit its program for conducting the annual audit required by R313-15-101, “Radiation Protection Programs,” to the DWMRC for review as part of a license application. The DWMRC will review this audit program during inspection. • In addition, if the Type A broad scope licensee or applicant wants the flexibility to revise the audit mechanism implemented by the RSO without amendment of the license, as discussed in Chapter 1, “Purpose of Report,” and Section 8.7.2, “Radiation Safety Committee,” of NUREG-1556, Volume 11, (Current Revision), the licensee or applicant described the process they will use to revise and implement their audit program. 	<p>[]</p> <p>[]</p> <p>Need Not be Submitted with Application</p> <p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Cont'd)</p> <p>Radiation Monitoring Instruments</p> <ul style="list-style-type: none"> • The applicant provided the criteria used by the RSC or RSO (or both), as appropriate, to review and approve radiation monitoring instrumentation to ensure that appropriate radiation monitoring equipment are used during licensed activities. [] • The applicant provided a discussion regarding how the RSC or RSO, as appropriate, will ensure that instruments are properly calibrated at prescribed frequencies. [] • The applicant submitted procedures for instrument calibration or stated that instruments will be calibrated by a vendor licensed by the DWMRC, the NRC or an Agreement State to perform instrument calibrations. If the licensee or applicant wants authorization to calibrate their own survey instruments, the licensee or applicant committed to implementing the model procedures published in Appendix H of NUREG-1556, Volume 11, (Current Revision). [] • The applicant stated the frequency at which instruments will be calibrated. [] • In addition, if the Type A broad scope licensee or applicant wants the flexibility to revise their instrument specifications and procedure for calibration of instruments without amendment of the license, as discussed in Chapter 1, "Purpose of the Report," and Section 8.7.2, "Radiation Safety Committee," of NUREG-1556, Volume 11, (Current Revision), the applicant has described the process that will be used to revise and implement these submitted procedures. [] 	

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Cont'd)</p> <p>Material Receipt and Accountability</p> <ul style="list-style-type: none"> • The applicant described the administrative procedures to ensure control of procurement and use of radioactive material. • While the applicant is required to develop and implement safe opening procedures for packages containing radioactive material, the applicant need not submit the procedures during the licensing process. The NRC will review activities subject to these procedures during inspection. • The applicant provided a commitment that they will develop, implement and maintain procedures for ensuring accountability of licensed materials at all times.” • The applicant described the administrative controls and provisions related to materials control, accounting, and security. Additionally, the applicant described the method for maintaining accountability of licensed material at all times. • If applicable, the applicant provided a commitment that the applicant will comply with the National Source Tracking System (NSTS) reporting requirement as described in R313-15-1206. • In addition, if the Type A broad scope licensee or applicant wants the flexibility to revise their administrative procedures concerning control of procurement and use of radioactive material without amendment of their license, the licensee/applicant described the process that their radiation safety committee will use to revise these administrative procedures, controls, and provisions. If the licensee/applicant wants to make revisions to their administrative controls and provisions related to material control, accounting, and security the licensee/applicant provided a discription of their process as previously described. The flexibility to revise these administrative procedures is discussed in Chapter 1, “Purpose of Report,” and Section 8.7.2, “Radiation Safety Committee,” of NUREG-1556, Volume 11, (Current Revision). 	<p>[]</p> <p>Need Not Be Submitted with Application</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Cont'd)</p> <p>Occupational Dose</p> <p>The applicant provided one of the following::</p> <p>A commitment that they will maintain, for inspection by the DWMRC, documentation demonstrating that unmonitored individuals are not likely to receive a radiation dose in excess of the limits in R313-15-502.</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • A commitment that they will monitor individuals in accordance with the criteria in the section titled, 'Radiation Safety Program–Occupational Dose' in NUREG–1556, Vol. 11, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Licenses of Broad Scope." <p style="text-align: center;">OR, IN LIEU OF THESE STATEMENTS,</p> <ul style="list-style-type: none"> • A description of an alternative method for demonstrating compliance with the referenced regulations. • In addition, if a Type A broad scope licensee or applicant wants the flexibility to revise their personnel dosimetry program without amending their license, as discussed in Chapter 1, "Purpose of Report," and Section 8.7.2, "Radiation Safety Committee," of NUREG-1566, Volume 11, (Current Revision), the applicant described the process they will use to revise and implement their submitted personnel dosimetry program. <p>Public Dose</p> <p>No response is required from the applicant, but records and written materials documenting compliance will be examined during inspection. During NRC inspections, licensees must be able to demonstrate, by measurement or calculation, that the total effective dose equivalent to the individual likely to receive the highest dose from the licensed operation does not exceed the annual limit for members of the public.</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>Need Not Be Submitted with Application</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Cont'd)</p> <p>Safe Use of Radionuclides and Emergency Procedures</p> <ul style="list-style-type: none"> • The applicant submitted the procedures for safe use of radionuclides and emergencies. The applicant included procedures for maintaining security of licensed radioactive materials. As an alternative, the applicant or licensee committed that they will adopt the procedures for the safe use of radionuclides and emergencies as published in Appendix K of NUREG-1556, Volume 11, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Licenses of Broad Scope." • In addition, if the Type A broad scope licensees or applicant for a Type A broad scope license wants the flexibility to revise their safe use and emergency procedures without amendment of the license, as described in Chapter 1, "Purpose of Report," and Section 8.7.2, "Radiation Safety Committee," of NUREG-1556, Volume 11, (Current Revision), the applicant discussed the process to be used to revise and implement their submitted safe use and emergency procedures. <p>Surveys</p> <ul style="list-style-type: none"> • The applicant submitted procedures to evaluate radiological hazards, both external and internal. As an alternative, the applicant committed that they will survey their facility and maintain contamination levels and perform bio-assays of occupationally exposed workers in accordance with the survey frequencies and contamination levels published in Appendix L of NUREG-1556, Volume 11, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Licenses of Broad Scope." <p>Leak Testing</p> <ul style="list-style-type: none"> • The applicant submitted leak test procedures. As an alternative, the applicant provided a commitment that they will implement the model leak test program published in Appendix M of NUREG-1556, Volume 11, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Licenses of Broad Scope." • In addition, if a Type A broad scope licensee or a Type A broad scope license applicant wants the flexibility to revise their survey or leak test program without amending their license, as described in Chapter 1, "Purpose of Report," and Section 8.7.2, "Radiation Safety Committee," of NUREG-1556, Volume 11, (Current Revision), the applicant discussed the process to used to revise and implement their submitted survey and leak test program. 	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

Items 7 Through 11: Training and Experience, Facilities and Equipment, Radiation Protection Program, and Waste Disposal (Continued)

Item No.	Suggested Response	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Cont'd)</p> <p>Transportation</p> <p>No response is needed from applicants during the licensing phase. Compliance with transportation requirements will be reviewed during NRC inspections.</p>	<p>No response is necessary to be submitted with the application</p>
	<p>Security Program for Category 1 and Category 2 Material</p> <p>No response is required from an applicant or licensee. Compliance with access authorization and security program requirements may be reviewed during NRC inspections.</p>	<p>No response is necessary to be submitted with the application</p>
11.	<p>WASTE MANAGEMENT</p> <p>The applicant provided procedures for waste collection, storage, and the disposal by any of the authorized methods described in this section. Applicants must contact the DWMRC for guidance to obtain approval of any method(s) of waste disposal other than those discussed in this section.</p>	<p>[]</p>