

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 Fixed Gauge 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>[]</p> <p>[]</p> <p>[]</p>
Item 2: Name and Mailing Address of Applicant	<ul style="list-style-type: none"> • The legal name of applicant as registered with the Utah Division of Corporations and Commercial Code is on the request. If operating under as 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>[]</p> <p>[]</p> <p>[]</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>[]</p> <p>[]</p> <p>[]</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>[]</p> <p>[]</p> <p>[]</p>

Checklist for Fixed Gauge Radioactive Materials License Application

Items 5 and 6: Materials To Be Possessed and Proposed Uses

Yes	No	Radionuclide	Manufacturer or Distributor Model No.	Quantity	Use as Listed on SSD Registration Certificate	Specify Other Uses Not Listed on SSD Registration Certificate
		Isotope (Specify):	Device manufacturer (or distributor) and model number: _____	Specify activity per source and number of gauges requested.	Yes <input type="checkbox"/> Specific description of the gauge use: _____ _____ _____ _____ _____	<input type="checkbox"/> Not applicable _____ <input type="checkbox"/> Uses are: _____ (Submit safety analysis supporting safe use)
		Isotope (Specify):	Device manufacturer (or distributor) and model number: _____	Specify activity per source and number of gauges requested.	Yes <input type="checkbox"/> Specific description of the gauge use: _____ _____ _____ _____ _____	<input type="checkbox"/> Not applicable _____ <input type="checkbox"/> Uses are: _____ (Submit safety analysis supporting safe use)
		Isotope (Specify):	Device manufacturer (or distributor) and model number: _____	Specify activity per source and number of gauges requested.	Yes <input type="checkbox"/> Specific description of the gauge use: _____ _____ _____ _____ _____	<input type="checkbox"/> Not applicable _____ <input type="checkbox"/> Uses are: _____ (Submit safety analysis supporting safe use)
		If financial assurance is required, financial assurance information has been submitted..				

NOTE: Copy and attach additional pages as needed.

**Items 7 through 11: Training and Experience,
Facilities and Equipment, Radiation Safety Program,
and Waste Disposal**

Item No. and Title	Suggested Response	Yes	Alternative Procedures Attached
7. Individual(s) Responsible For Radiation Safety Program and Their Training and Experience 7.1 Proposed Radiation Safety Officer Name: _____	Documentation demonstrating the proposed radiation safety officer's training and experience (e.g., certificate of completion of the RSO's course and/or the authorized user's course).	Documentation has been Submitted (Including copies of certificates, other training, and experience)	[]
7. Individual(s) Responsible For Radiation Safety Program and Their Training and Experience 7.2 Authorized users	Before using licensed materials, authorized users will have successfully completed one of the training courses described in the "Criteria" part of the section titled, "Authorized Users" in NUREG-1556, Volume 4, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Fixed Gauge Licenses."	<input type="checkbox"/>	<input type="checkbox"/>
8. Training for Individuals Working In or Frequenting Restricted Areas	The applicant is <i>not</i> required to and should not submit its training program for individuals who in the course of employment are likely to receive occupational doses of radiation in excess of 1 mSv (100 mrem) in a year (occupationally exposed workers) and ancillary personnel to the DWMRC for review during the licensing phase.	Need not be submitted with application.	

