<u>Do not use the following checklist to write your application</u>. 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	You clearly stated what type of action you are requesting and provided the license number if the request involves an existing radioactive materials license:	
Type	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;]	[]
	OR	
	• 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].	[]
Item 2: Name and Mailing Address of	• 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"	[]
Applicant	Full Mailing Address for applicant, including zip code, is provided.	[]
	If separate Billing Address is necessary, Billing Address is provided.	[]
Item 3: Address(es)	• <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.	[]
Where Licensed Materials Will be Used or	Information showing or describing exact location of licensed materials are marked as protected [Sensitive-Security Related Information Protected Under 63G-2-201(3)(b)].	[]
Possessed	Indication of use of devices at temporary job sites was provided.	[]
	* 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.	
Item 4: Person(s) to be	Name of Individual(s) to contact for additional information for the application or clarification are provided	[]
Contacted About the Application	• Contact information for the named individual(s) provided – 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.	[]

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 Specific description of the gauge use:	☐ Not applicable ☐ 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 Specific description of the gauge use:	☐ Not applicable ☐ 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 Specific description of the gauge use:	☐ Not applicable ☐ Uses are: ☐(Submit safety analysis supporting safe use)
		If financial accu	rance is required fi	nancial assurance i	 information has beer	submitted
		ii iiiiaiiciai assu	rance is required, ii		inionnation nas beet	i Jubililleu

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	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 Sumitted (Including copies of certificates, other training, and experience)		
7.1 Proposed Radiation Safety Officer				
Name:				
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."			
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.		

Item No. and Title		Suggested Response	Yes	Alternative Procedures Attached
	Facilities and Equipment	The applicant has committed to ensure that the location of each fixed gauge meets the criteria in Section 8.9, "Facilities and Equipment," in NUREG-1556, Volume 4, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Fixed Gauge Licenses."		
		OR		
		The applicant has provided confirmation that the fixed gauge is secured to prevent unauthorized removal or access, and submited specific information demonstrating that the proposed conditions will not impact the safety or integrity of the source or device. Any instances in which the proposed conditions exceed conditions listed in the SSD registration certificate are addressed		
10.1	Radiation Safety Program – Audit Program	The applicant should not submit its audit program to the DWMRC for review during the licensing phase. The audit program will be reviewed during NRC inspections.	Need submit	tted with
10.2	Radiation Safety Program Monitoring Instruments	The applicant has committed that surveys performed according to R313-15-502 will be performed by a person specifically authorized by the DWMRC, the NRC or an Agreement State to perform these surveys.		
		OR		
		The applicant has stated that they will use instruments that meet the criteria in Section 8.10.2, "Radiation Monitoring Instruments," in NUREG-1556, Volume 4, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Fixed Gauge Licenses" and one of the following two choices:		
		The applicant stated that each radiation survey meter will be calibrated by the manufacturer or other person authorized by the DWMRC, the NRC or an Agreement State to perform		
		radiation survey meter calibrations. OR	OR	
		2. The applicant committed to implement the model radiation survey instrument calibration program in Appendix F, "Model Radiation Survey Instrument Calibration Program," in NUREG-1556, Volume 4, (Current Revision) "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Fixed Gauge Licenses."	J	

Item No. and Title		Suggested Response	Yes	Alternative	
				Procedures Attached	
10.3	Radiation Safety Program – Material Receipt and Accountability	The applicant committed that physical inventories will be conducted every 6 months or at other intervals approved by the DWMRC, the NRC, or an Agreement State to account for all sealed sources and devices received and possessed under the license. AND	0		
		The applicant committed that they will develop, implement, and maintain procedures for ensuring accountability of licensed materials at all times.	[]	[]	
10.4	Radiation Safety Program – Occupational Dose	The applicant committed to maintaining, 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(1). OR			
		The applicant committed that they will provide and require the use of individual monitoring devices (dosimetry). The applicant also committed that all personnel dosimeters that require processing to determine the radiation dose will be processed and evaluated by a NVLAP-approved processor.			
10.5	Radiation Safety Program – Public Dose	The applicant is <i>not</i> required to submit a response to the public dose section in a license application. This matter will be examined during DWMRC inspections		Need not be submitted with application.	
10.6	Radiation Safety Program – Operating, Emergency, and Security Security Procedures	If the gauge meets at least one of the safety conditions specified in the "Discussion" part of Section 8.10.6, "Operating, Emergency, and Security Procedures," in NUREG-1556, Volume 4,(Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific About Fixed Gauge Licenses, the applicant has provided a statement that guidance operating, emergency, and security procedures will be developed, implemented, maintained, and distributed and will meet the criteria in Section 8.10.6, "Operating, Emergency, and Security Procedures," in NUREG-1556, Volume 4, (Current Revision).			
		OR			
		If a gauge requested does not meet any of the safety conditions specified in the " <u>Discussion</u> " (See the bulleted points) part of Section 8.10.6, "Operating, Emergency, and Security Procedures," in NUREG-1556, Volume 4, (Current Revision), the applicant <u>MUST</u> provide their operating, emergency, security, and lock-out (if applicable) procedures.		Procedures Atached	

Item I	No. and Title	Suggested Response	Yes	Alternative Procedures Attached
10.7	Radiation Safety Program – Leak Tests	The applicant has commmited to perform leak tests at intervals approved by the DWMRC, the NRC or an Agreement State and specified in the SSD registration certificate. The commitment includes that the leak tests will be performed by an organization licensed by the DWMRC, the NRC or an Agreement State to provide leak testing services to other licensees; or using a leak test sample collection kit supplied by an organization licensed by the DWMRC, the NRC or an Agreement State to provide leak test kits and/or sample analysis services to other licensees and according to the kit supplier's instructions. The applicant has also committed to maintain records of leak test results.		Alternative equipment and/or procedures for conducting leak tests have been
		The applicant has committed to implement the model leak test program in Appendix I of NUREG-1556, Volume 4, (Curent Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Fixed Gauge Licenses." Records of leak tests will be maintained.	٥	attached to the application
10.8	Radiation Safety Program Maintenance	ROUTINE MAINTENANCE The applicant has provided a statement committing that they will implement and maintain procedures for routine maintenance of their fixed gauging devices according to each gauge manufacturer's or distributor's written recommendations and instructions.		
		NONROUTINE MAINTENANCE OPERATIONS The applicant has committed that the gauge manufacturer, distributor, or other person authorized by the DWMRC, the NRC or an Agreement State will perform nonroutine operations such as installation, initial radiation survey, repair and maintenance of radiological safety components, maintenance of radiological safety components, maintenance of radiological safety components, relocation, replacement, alignment, removal from service, and disposal of sealed sources or the information requested in Appendix J for the applicant to conduct nonroutine maintenance is attached to the application		Information from Appendix J for nonroutine maintenance is attached
10.9	Radiation Safety Program – Transportation	The applicant is <i>not</i> required to submit a response about transportation during the licensing process. The NRC will review this issue during inspection.		t be submitted application.

Item No. and Title		Suggested Response	Yes	Alternative Procedures Attached
10.10	Radiation Safety Program Fixed Gauges Used at	The applicant has made a commitment that fixed gauges will not be used at temporary jobsites OR	0	
	Temporary Job Sites	The applicant has indicated that they will use fixed gauges at temporary jobsites and have addressed temporary jobsites in their operating, emergency, and security procedures which have been developed in accordance with the Criteria in Section 8.10.6, "Operating, Emergency, and Security Procedures," of NUREG-1556, Volume 4, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Fixed Gauge Licenses." The applicant also commits that copies of the procedures will be provided to all gauge users and will be available at all temporary jobsites.		
10.11	Radiation Safety Program – Security Program for Category 1 and Category 2 Radioactive Material	The applicant is <i>not</i> required to submit a response to the security program section in a license application. This matter will be examined during NRC inspections.	Need not be submitted with application.	
11. Waste Management – Gauge Disposal & Transfer		The applicant is <i>not</i> required to submit a response about waste management during the licensing process; however, the licensee should establish and include gauge transfer and waste disposal procedures in its radiation protection program.	Need not be with applica	