

**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 your 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 Application to Produce RAM Using an Accelerator

### 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"> <li>• A NEW LICENSE application;</li> <li>• 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;]</li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• A LICENSE RENEWAL Application for an existing Radioactive Materials License. <b>[MUST BE RECEIVED by DWMRC at least 30 days prior to expiration date stated on license].</b></li> </ul>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
Item 2: Name and Mailing Address of Applicant	<ul style="list-style-type: none"> <li>• 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"</li> <li>• Full Mailing Address for applicant, including zip code, is provided.</li> <li>• If separate Billing Address is necessary, Billing Address is provided.</li> </ul>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p>
Item 3: Address(es) Where Licensed Materials Will be Used or Possessed	<ul style="list-style-type: none"> <li>• <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. <b>Information showing or describing exact location of licensed materials are marked as protected [Sensitive-Security Related Information Protected Under 63G-2-201(3)(b)].</b></li> <li>• Indication of use of devices at temporary job sites was provided.</li> </ul> <p>* 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"> <li>• <u>Contact information for the named individual(s) provided –</u> Telephone numbers (cell &amp; office), email address(es)</li> <li>• 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.</li> </ul>	<p>[ ]</p> <p>[ ]</p> <p>[ ]</p>

## Item 5: Radioactive Materials to be Possessed & Quantities

Item No.	Suggested Response	Yes	Response/ Description Attached
5.	<p><b>RADIOACTIVE MATERIAL</b> <b>Unsealed and Sealed Radioactive Material</b></p> <ul style="list-style-type: none"> <li>• For unsealed materials: <ul style="list-style-type: none"> <li>➤ The applicant provided an element name with mass number, chemical and/or physical form, and a maximum requested possession limit for each radionuclide produced. <span style="float: right;"><input type="checkbox"/></span></li> <li>➤ The applicant identified the largest quantity of each radionuclide to be possessed at one time under the license, including produced, stored, and waste materials. <span style="float: right;"><input type="checkbox"/></span></li> </ul> </li> <li>• For potentially volatile materials (e.g., I-123): <ul style="list-style-type: none"> <li>➤ The applicant specified whether the materials to be possessed will be free (volatile) or bound (nonvolatile) and the requested possession limit for each form. <span style="float: right;"><input type="checkbox"/></span></li> </ul> </li> <li>• For sealed radioactive materials and discrete sources of radium-226: <ul style="list-style-type: none"> <li>➤ The applicant identified each radionuclide (element name and mass number) that will be used in each source. <span style="float: right;"><input type="checkbox"/></span></li> <li>➤ The applicant provided the manufacturer's or distributor's name and model number for each sealed source, device, or source/device combination requested. If the manufacturer and distributor are no longer in service, a copy of the SSD registration certificate may be requested from the DWMRC, the NRC or the issuing Agreement State. <span style="float: right;"><input type="checkbox"/></span></li> <li>➤ The applicant confirmed that each sealed source, device, or source/device combination is registered as an approved sealed source, device, or discrete source by NRC or an Agreement State, and will be possessed and used in accordance with the conditions specified in the registration certificate. The applicant provided the SSD registration certificate number, if available. (Do not Submit Copy of Sheet). <span style="float: right;"><input type="checkbox"/></span></li> <li>➤ The applicant confirmed that the activity per source and maximum activity in each device will not exceed the maximum activity listed on the approved certificate of registration issued by the NRC or by an Agreement State. <span style="float: right;"><input type="checkbox"/></span></li> </ul> </li> </ul>		













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

Item No.	Suggested Response	Agree to Use	Response/Description Attached
10.	<p><b>RADIATION SAFETY PROGRAM (Continued)</b>  <b>Occupational Dose (Continued)</b></p> <p align="center"><b>OR, IN LIEU OF THESE STATEMENTS,</b></p> <p>The applicant provided a description of an alternative method for demonstrating compliance with the referenced regulations.</p> <p>If the applicant desires the flexibility to revise their personnel monitoring program without amendment of the license, the applicant described the process they will use to revise and implement their submitted personnel monitoring program.</p>		<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
	<p><b>Public Dose</b></p> <p>No response is required from the applicant, but records and written materials documenting compliance will be examined during inspection.</p>		<p align="center"><input type="checkbox"/></p>
	<p><b>Safe Operating and Emergency Procedures</b></p> <p>The applicant provided the following:</p> <p>The applicant provided a commitment that before the production of licensed material, the applicant will develop and document procedures for the safe handling of radionuclides and emergencies.</p> <p align="center"><b>AND</b></p> <p>The applicant committed that operating and emergency procedures will be implemented and maintained.</p> <p align="center"><b>AND</b></p> <p>The applicant committed that procedures will be revised only if (i) the changes are reviewed and approved by the licensee management and the RSO in writing; (ii) the licensee staff is provided training in the revised procedures before implementation; (iii) the changes are in compliance with DWMRC regulations and the license; and (iv) the changes do not degrade the effectiveness of the program.</p> <p>If applicable, the applicant has submitted an "Emergency Plan" as required for a license under R313-22-32(8) as a separate part of the application.</p>		<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>

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

Item No.	Suggested Response	Yes	Response/Description Attached
10.	<p><b>RADIATION SAFETY PROGRAM (Continued)</b>  <b>Surveys and Leak Tests (Continued)</b></p> <p>The applicant provided one of the following:</p> <p>The applicant committed to survey their facility and maintain contamination levels in accordance with the radiation survey frequencies and contamination levels published in Appendix J of NUREG–1556, Vol. 21, “Consolidated Guidance About Material Licenses: Program-Specific Guidance About Possession Licenses for Production of Radioactive Materials Using an Accelerator.</p> <p>If applicable, the applicant committed to perform contamination checks on all manufactured sealed sources before distribution. In addition, the applicant committed that leak tests will be performed at the intervals approved by the DWMRC, the NRC, or an Agreement State and specified in the SSD registration certificate. The applicant also committed that leak tests will be performed by an organization authorized by the DWMRC, the NRC, or an Agreement State to provide leak testing services to other licensees or alternatively, the applicant committed to perform leak tests using a leak-test kit and the kit supplier’s instructions. The applicant committed to use leak test kits supplied by an organization authorized by the DWMRC, the NRC, or an Agreement State to provide leak testing services. As an alternative to either of these leak test implementation methods, the applicant committed to implement the model leak-test program published in Appendix K of NUREG 1556, Vol. 21, “Consolidated Guidance About Material Licenses: Program-Specific Guidance About Possession License for Production of Radioactive Materials Using an Accelerator.”</p> <p align="center"><b>OR</b></p> <p>The applicant submitted a description of alternative equipment and procedures to evaluate a radiological hazard and determine whether there is radioactive leakage from sealed sources or plated foils.</p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p> <p align="center"><input type="checkbox"/></p>
	<p><b>Maintenance</b></p> <p>No response is required in the application process. The results of actions taken during the maintenance and repair of facilities and equipment will be reviewed during inspection.</p>		<p align="center">No response is required to be submitted with the application</p>

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

Item No.	Suggested Response	Yes	Response/Description Attached
10.	<p><b>Transportation</b></p> <p>No response is needed from applicants during the licensing phase. However, before a licensee makes shipments of licensed materials using a Type B package, a licensee needs to have registered with the NRC as a user of the package and obtained DWMRC's approval of its QA program. Transportation activities will be reviewed during inspection.</p>		No response is required to be submitted with the application
	<p><b>RADIATION SAFETY PROGRAM (Continued)</b></p> <p><b>Minimization of Contamination</b></p> <p>The applicant does not need to provide a response to this item if the applicant provided responses to the following sections of the guidance document that meets the "Response from Applicant" criteria from those sections: Section 8.5.1, "Radioactive Material–Unsealed and Sealed Byproduct Material;" Section 8.9, "Facilities and Equipment;" Section 8.10.6, "Radiation Safety Program–Safe Operating and Emergency Procedures;" Section 8.10.7, "Radiation Safety Program–Surveys and Leak Tests;" and Section 8.11, "Waste Management."</p> <p style="text-align: center;"><b>OR</b></p> <p>The applicant submitted procedures to conduct decontamination of a facility contaminated by a leaking sealed source or contaminated by unsealed material with a half-life greater than 120 days.</p>		No response is required to be submitted with the application
	<p><b>WASTE MANAGEMENT</b></p> <p>The applicant provided one of the following:</p> <p>The applicant committed to use the model waste procedures and guidelines published in Appendix M to NUREG–1556, Vol. 21 "Consolidated Guidance About Material Licenses: Program-Specific Guidance About Possession Licenses for Production of Radioactive Material Using an Accelerator."</p> <p style="text-align: center;"><b>OR</b></p>	<input type="checkbox"/>	<input type="checkbox"/>

