

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 Portable Gauge Radioactive Material License

Items 1 through 4: Locations & Responsible Individuals

Item No. and Title	Suggested Response	Yes
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> <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 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>[]</p> <p>[]</p> <p>[]</p>
Item 3: Address(es) Where Licensed Materials Will be Used or Possessed	<ul style="list-style-type: none"> • All "Location of Use" physical address(es) or location description(s)* (3 mi W of Power Plant on Hwy 10, City, UT) are provided. <p style="text-align: center;">Information showing or describing exact location of licensed materials are marked as protected [Sensitive-Security Related Information Protected Under 63G-2-201(3)(b)].</p> <ul style="list-style-type: none"> • Indication of use of devices at temporary job sites was provided. <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> <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"> • 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. 	<p>[]</p> <p>[]</p> <p>[]</p>

Yes	No	Radionuclide	Manufacturer or Distributor ModelNo.	Quantity	Use on SSD Registration Certificate
		Cesium-137	Gauge manufacturer (or distributor) and model number specified: _____	Activity per source and number of gauges requested specified. _____	
		Americium-241	Gauge manufacturer (or distributor) and model number specified: _____	Activity per source and number of gauges requested specified. _____	
		Californium-252	Gauge manufacturer (or distributor) and model number specified: _____	Activity per source and number of gauges requested specified. _____	
		Radium-226	Gauge manufacturer (or distributor) and model number specified: _____	Activity per source and number of gauges requested specified. _____	
		Other Isotope (Specified): _____	Gauge manufacturer (or distributor) and model number specified: _____	Activity per source and number of gauges requested specified. _____	
		Is financial assurance required? If yes, submit information requested in NUREG-1757 Volume 3. (Most gauge users do not require financial assurance.)			

<u>Item No.</u>	<u>Items & Criteria</u>	<u>Yes</u>	<u>Description Attached</u>
7. Individual(s) Responsible For Radiation Safety Program And Their Training And Experience— Radiation Safety Officer	<u>The applicant provided 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).</u>	<input type="checkbox"/>	<input type="checkbox"/>
8 Training for Individuals Working in or Frequenting Restricted Areas	The applicant submitted a commitment that before using licensed materials, authorized users will have successfully completed one of the training courses described in the “Criteria” part of the section titled, “Training for Individuals Working in or Frequenting Restricted Areas” in NUREG–1556, Vol. 1, (Current Revision), “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Portable Gauge Licenses.”	<input type="checkbox"/>	<input type="checkbox"/>
9 Facilities and Equipment	The applicant provided a facility diagram for each permanent portable gauge storage location. The applicant included on the diagram the use of adjacent areas (including above and below), and information relevant to public dose and security as discussed in Sections 8.10.5, “Public Dose,” and 8.10.6, “Operating, Emergency, and Security Procedures,” respectively, in NUREG–1556, Vol. 1, (Current Revision), “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Portable Gauge Licenses.”	<input type="checkbox"/>	<input type="checkbox"/>
10.1 Radiation Safety Program – Audit Program	The applicant should not submit its audit program to the NRC for review during the licensing phase. The audit program will be reviewed during NRC inspections.	Need Not Be Submitted with Application	
10.2 Radiation Safety Program – Radiation Monitoring Instruments	The applicant committed to possess and use, or have access to and use, a radiation survey meter that meets the criteria in the section titled, “Radiation Safety Program—Radiation Monitoring Instruments” in NUREG–1556, Vol. 1, Rev. 2, “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Portable Gauge Licenses,” in the event of an incident.	<input type="checkbox"/>	<input type="checkbox"/>

<u>Item No.</u>	<u>Items & Criteria</u>	<u>Yes</u>	<u>Description Attached</u>
<p>10.3 Radiation Safety program – Material and Accountability</p>	<p>Physical inventories will be conducted every 6 months or at other intervals approved by the NRC to account for all sealed sources and devices received and possessed under the license.</p> <p style="text-align: center;">AND</p> <p>We will develop, implement, and maintain procedures for ensuring accountability of licensed materials at all times.</p>	<p>[]</p>	<p>[]</p>
<p>10.4 Radiation Safety Program – Occupational Dose</p>	<p>The applicant committed to 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 10 CFR 20.1502(a).</p> <p style="text-align: center;">OR</p> <p>The applicant committed to provide and require the use of individual monitoring devices (dosimetry). All personnel dosimeters that require processing to determine the radiation dose will be processed and evaluated by a NVLAP-approved processor.</p>	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>
<p>10.5 Radiation Safety Program – Public Dose</p>	<p>The applicant is not required to submit a response to the public dose section in a license application. This matter will be examined during NRC inspections.</p>	<p style="text-align: center;">Need Not Be Submitted with Application</p>	
<p>10.6 Radiation Safety Program – Operating, Emergency, and Security Procedures</p>	<p>The applicant committed to implement and maintain the operating, emergency, and security procedures in Appendix G to NUREG–1556, Vol. 1, (Current Revision), "Consolidated Guidance About Materials Licenses: Program- Specific Guidance About Portable Gauge Licenses." Copies of these procedures will be provided to all gauge users and will be available at each jobsite.</p> <p style="text-align: center;">OR</p> <p>Operating, emergency, and security procedures will be developed, implemented, and maintained and will meet the criteria in section 8.10.6, "Radiation Safety Program— Operating, Emergency, and Security Procedures," NUREG–1556, Vol. 1, Current Revision), "Consolidated Guidance About Materials Licenses: Program- Specific Guidance About Portable Gauge Licenses." The applicant committed that copies of these procedures will be provided to all gauge users and will be available at each jobsite.</p>	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>

<u>Item No.</u>	<u>Items & Criteria</u>	<u>Yes</u>	<u>Description Attached</u>
10.7 Radiation Safety Program – Leak Test	<p>The applicant committed that leak tests will be performed at intervals approved by the NRC or an Agreement State and specified in the SSD registration certificate. The applicant committed that 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 by 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 committed to maintain records of leak test results.</p> <p>OR</p> <p>The applicant committed to implement the model leak test program published in Appendix I of NUREG–1556, Volume 1, (Current Revision), “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Portable Gauge Licenses.” Records of leak tests will be maintained.</p>	[] []	[] []
10.8 Radiation Safety Program - Maintenance	<p><i>Routine Cleaning and Lubrication</i></p> <p>The applicant committed to implement and maintain procedures for routine maintenance of our gauges according to each manufacturer’s written recommendations and instructions.</p> <p><i>Nonroutine Maintenance</i></p> <p>The gauge manufacturer or other person licensed by the NRC or an Agreement State will perform nonroutine maintenance or repair operations that require detaching the source or source rod from the gauge.</p>	[] []	[] []
10.9 Radiation Safety Program - Transportation	The applicant is not required to submit a response about transportation during the licensing process. The DWMRC will review this issue during inspection.	Need Not Be Submitted with Application	
11.0 Waste Management – Gauge Disposal and Transfer	The applicant is not 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 safety program.	Need Not Be Submitted with Application	