

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 Special Nuclear Materials (< Critical Mass) Radioactive Material License Applications

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>

Item No.	Suggested Response	Yes	Description Attached
	<p>Financial Assurance and Recordkeeping for Decommissioning</p> <p>No response is needed from most applicants requesting only sealed sources.</p>		Need Not Be Submitted with Application
	<p>If a certification of financial assurance or a decommissioning funding plan (DFP) is required, the applicant submitted the following:</p> <ul style="list-style-type: none"> • A commitment that pursuant to the requirements regarding Financial Assurance, the applicant 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. Additionally, the applicant committed to forward the records required for financial assurance to the DWMRC Office before the license is terminated. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • 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> <p>[]</p>
6.	<p>PURPOSE FOR WHICH LICENSED MATERIAL WILL BE USED</p> <p>The applicant listed the specific use or purpose of each radioisotope.</p>	[]	[]
7.	<p>INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE</p> <p>Radiation Safety Officer (RSO)</p> <ul style="list-style-type: none"> • The applicant provided the name of the proposed RSO. • The applicant provided information demonstrating that the proposed RSO is qualified by training and experience. 	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>
	<p>Authorized Users (AUs) and Radiation Workers</p> <ul style="list-style-type: none"> • The applicant provided the name of each proposed AU with the types AU is qualified by training and experience to use the requested licensed materials. <p style="text-align: center;">OR</p>	[]	[]

Item No.	Suggested Response	Yes	Description Attached
	<ul style="list-style-type: none"> The applicant committed that before using licensed material, authorized users will receive the training described in Appendix M in NUREG-1556, Volume 17, (Current Revision), "Consolidated Guidance About Materials Licenses: Special Nuclear Material of Less Than Critical Mass Licenses." 	[]	
8.	<p>TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS (Instructions to Occupationally Exposed Workers and Ancillary Personnel)</p> <p>The applicant submitted a description of the radiation safety training program, including topics covered, groups of workers, assessment of training, qualifications of instructors, and the method and frequency of training and refresher training.</p>	[]	[]
9.	<p>FACILITIES AND EQUIPMENT</p> <p>The applicant described the facilities and equipment to be made available at each location where radioactive material will be used.</p> <p>The applicant included a description of the area(s) assigned for the receipt, storage, security, preparation, and measurement of radioactive materials.</p> <p>The applicant submitted a diagram showing the locations of shielding, the proximity of radiation sources to unrestricted areas, and other items related to radiation safety.</p> <p>When applicable to facilities where radioactive materials may become airborne, the diagrams contained schematic descriptions of the ventilation systems, with pertinent airflow rates, pressures, filtration equipment, and monitoring systems.</p> <p>The diagrams were drawn to a specified scale, or the dimensions were indicated.</p> <p>The applicant also described procedures for control, review, and approval of significant facilities or equipment modifications.</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>
10.	<p>RADIATION SAFETY PROGRAM Audit Program</p> <p>The applicant is not required to, and should not, submit its audit program to DWMRC for review during the licensing phase. The audit program may be reviewed during DWMRC inspections.</p>		Need Not Be Submitted with Application

Item No.	Suggested Response	Yes	Description Attached
10	<p>RADIATION SAFETY PROGRAM (Continued) Radiation Monitoring Instruments</p> <p>The applicant provided a description of the instrumentation that will be used to perform required surveys. The applicant also committed to use instruments that meet the radiation monitoring instrument specifications published in Appendix F to NUREG–1556, Volume 17, (Current Revision), "Program Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses." The applicant provided the information necessary to reserve the right to upgrade their survey instruments as necessary.</p> <p style="text-align: center;">OR</p> <p>The applicant provided a description of the instrumentation that will be used to perform required surveys. The applicant committed to use instruments that meet the radiation monitoring instrument specifications published in Appendix F to NUREG–1556, Volume 17, (Current Revision), "Program Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses." The applicant committed to implement the model survey meter calibration program published in Appendix F to NUREG–1556, Volume 17, (Current Revision), "Program Specific Guidance about Special Nuclear Material of Less Than a Critical Mass Licenses." The applicant provided the information necessary to reserve the right to upgrade their survey instruments as necessary.</p> <p style="text-align: center;">OR</p> <p>The applicant provided a description of alternative equipment or procedures for ensuring that appropriate radiation monitoring equipment will be used during licensed activities. Additionally, the applicant committed that radiation monitoring equipment will be properly calibrated, and calibrations will be conducted at the required frequencies. The applicant also provided the information necessary to reserve the right to upgrade their survey instruments as necessary.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p>
	<p>Material Receipt and Accountability</p> <p>The applicant submitted a procedure(s) for ensuring material accountability.</p> <p style="text-align: center;">OR</p> <p>The applicant provided a commitment to develop, implement, and maintain procedures for ensuring accountability of licensed materials at all times.</p>	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Continued) Material Receipt and Accountability (Continued)</p> <p style="text-align: center;">AND</p> <p>If applicable, the applicant provided a commitment to comply with the National Source Tracking System (NSTS) reporting requirement as described in R313-15-1206.</p> <p style="text-align: center;">AND</p> <p>The applicant provided one of the following:</p> <ul style="list-style-type: none"> • A commitment that physical inventories will be conducted at intervals not to exceed 6 months, to account for all sealed sources and devices received and possessed under the license. The applicant also committed to maintain records of inventories for 3 years from the date of each inventory and that records would include the radionuclides, quantities, manufacturer's name, model numbers, and the date of the inventory. <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • The applicant provided a description of procedures for ensuring that no sealed sources have been lost, stolen, or misplaced and the frequency for the procedures to be followed. 	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p>
	<p>Occupational Dose</p> <p>The applicant provided a commitment 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 R313-15-502.</p> <p style="text-align: center;">OR</p> <p>The applicant provided a commitment to monitor individuals in accordance with the guidance in the section entitled, "Radiation Safety Program Occupational Dose" in NUREG-1556, Volume 17, (Current Revision), "Consolidated Guidance About Materials Licenses: Program Specific Guidance About Special Nuclear Material of Less than Critical Mass Licenses."</p> <p style="text-align: center;">OR, IN LIEU OF THESE STATEMENTS</p> <p>The applicant provided a description of an alternate method for demonstrating compliance with the referenced regulations.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
	<p>RADIATION SAFETY PROGRAM (Continued)</p> <p>Public Dose</p> <p>No response is required from the applicant in a license application, but compliance will be examined during DWMRC inspections.</p>		<p>Need Not Be Submitted with Application</p>
	<p>Operating and Emergency Procedures</p> <p>The applicant provided a commitment that procedures for safe and secure use of materials and emergencies have been developed or will be developed before receipt of licensed material.</p> <p>In addition, if the applicant wants the option to make changes to the operating and emergency procedures, the applicant committed procedures will be revised only if the following conditions are met.</p> <ul style="list-style-type: none"> • the changes are reviewed and approved by the licensee management and the RSO in writing; • the licensee staff is provided training in the revised procedures prior to implementation; • the changes are in compliance with the NRC regulations and the license; and • the changes do not degrade the effectiveness of the program. 	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>2</p> <p>[]</p>
	<p>Leak Tests</p> <p>The applicant provided a commitment that leak tests will be performed at the intervals approved by the NRC or an Agreement State and specified in the Sealed Source and Device Registration Certificate. The applicant 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. The applicant also committed that leak tests may be collected by the licensee using a leak test kit supplier's instructions. The applicant specified that leak test kits will be supplied by an organization authorized by the DWMRC, the NRC, or an Agreement State to provide leak testing services.</p> <p style="text-align: center;">OR</p> <p>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 Sealed Source and Device Registration Certificate. The applicant 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. Additionally, the applicant committed that leak tests may be collected by the licensee using a leak test kit supplier's instructions. Such leak test kits will be supplied by an organization authorized by the DWMRC, the NRC, or an Agreement State to provide leak testing services. As an</p>	<p>[]</p> <p>[]</p>	

Item No.	Suggested Response	Yes	Description Attached
	<p>alternative, the applicant also committed that the applicant will implement the model leak test program published in Appendix J to NUREG–1556, Vol. 17, (Current Revision), "Program Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses."</p> <p style="text-align: center;">OR</p> <p>The applicant provided a description of alternative equipment or procedures for determining whether there is radioactive leakage from sealed sources.</p>	[]	[]
	<p>Surveys</p> <p>The applicant committed to survey their facility and maintain contamination levels in accordance with the survey frequencies and contamination levels published in Appendix I to NUREG–1556, Vol. 17, (Current Revision), "Program Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses."</p> <p style="text-align: center;">OR</p> <p>The applicant submitted a description of alternative equipment or procedures to evaluate a radiological hazard.</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>		Need Not Be Submitted with Application
	<p>Minimization of Contamination</p> <p>The applicant does not need to provide a response to this item if the applicant provides responses to the following sections of the guidance document that meet the "Response from Applicant" criteria from those sections: (i) Section 8.5.1, "Radioactive Material—Sealed Sources and Devices or Unsealed Radioactive Material;" (ii) Section 8.9, "Facilities and Equipment;" (iii) Section 8.10.6, "Radiation Safety Program—Operating and Emergency Procedures;" (iv) Section 8.10.7, "Radiation Safety Program—Leak Tests;" (v) Section 8.10.8, "Radiation Safety Program—Surveys;" and (vi) Section 8.11, "Radiation Safety Program—Waste Management."</p>		Need Not Be Submitted with Application
	<p>Security Program</p> <p>No response is required from an applicant or licensee. Compliance with access authorization and security program requirements may be reviewed during DWMRC inspections.</p>		Need Not Be Submitted with Application

Item No.	Suggested Response	Yes	Description Attached
11.	<p>WASTE MANAGEMENT</p> <p>The applicant committed to ensure that all licensed Special Nuclear Material will be disposed of in accordance with the requirements of R313-15-1001 through 1008 Subpart K.”</p> <p style="text-align: center;">OR</p> <p>If needed, the applicant should request authorization for extended interim storage of waste. Applicants should use the references at the end of Section 8.11, “Waste Management,” of this NUREG, for guidance and submit the required information with the application.</p> <p style="text-align: center;">OR</p> <p>The applicant committed to use the model waste procedures published in Appendix N in NUREG–1556, Volume 17, (Current Revision), "Program Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses."</p> <p style="text-align: center;">OR</p> <p>If the applicant wishes to use only selected model procedures, the applicant committed to use the a specified model procedures that are published in Appendix N in NUREG–1556, Volume 17, (Current Revision), "Program Specific Guidance About Special Nuclear Material of Less Than Critical Mass Licenses."</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p>