

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 Small or Research & Development
Laboratory 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 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>* 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 Items 5 Through 11 for Small or Research and Development Laboratories

The table below is designed to help applicants check their applications. The third column (Yes), shows that the applicant provided a commitment to adopt the model procedures referenced. If the third column contains an asterisk (*), the applicant must describe its program or submit its procedures for the particular item. If this is the case, the applicant checks the box in the fourth column to indicate that the described program or procedures are attached to the application. If the third column contains an "N/A," the applicant is not required to describe or submit its programs and procedures during the licensing phase. However, these program areas may be reviewed during an inspection.

Item No.	Suggested Response	Yes	Description Attached
5.	<p style="text-align: center;">RADIOACTIVE MATERIAL (Unsealed or Sealed Radioactive Material)</p> <ul style="list-style-type: none"> • For unsealed materials: <ul style="list-style-type: none"> ➤ For each radionuclide, provided the element name with mass number, the chemical and/or physical form, and the maximum requested possession limit. * ➤ For potentially volatile materials (e.g., I-125, I-131, H-3), specified whether the material will be free (volatile) or bound (non-volatile) and the requested possession limit for each form. * • For sealed materials: <ul style="list-style-type: none"> ➤ Identified each radionuclide (element name and mass number) that will be used and specified the maximum activity per source. Also, specified the maximum number of sources or total activity for each radionuclide. * ➤ Provided the manufacturer's or distributor's name and model number for each sealed source and device requested. * ➤ Confirmed that each sealed source, device, and source/device combination is registered as an approved sealed source or device by the NRC or an Agreement State and will be possessed and used in accordance with the conditions specified in the registration certificate. Provided the SSD registration certificate number, if available. DID NOT SUBMIT SSD Registry Sheet. * ➤ For each sealed source, device, or source and device combination that is not registered, provided the applicable information, as described in R313-22-32(6) and 10 CFR 32.210. * • Provided an emergency plan, if required by R313-22-32(8) and R313-22-90. * 		<ul style="list-style-type: none"> [] [] [] [] [] []

Item No.	Suggested Response	Yes	Description Attached
5.	<p>RADIOACTIVE MATERIAL (Continued)</p> <p>Financial Assurance and Recordkeeping for Decommissioning</p> <ul style="list-style-type: none"> • The applicant provided a commitment that pursuant to R313-22-35(7), and R313-19-34(7), as appropriate, they 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, in accordance with R313-19-34(2), as appropriate. Furthermore, the applicant committed that pursuant to R313-12-51(6), as appropriate, prior to license termination, they will forward the records required by R313-22-35(6) and R313-19-34(7), as appropriate, to the Director of the DWMRC. <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> • If financial assurance is required, submit evidence of financial assurance following the guidance of NUREG-1757, Volume 3. 		<p>[]</p> <p>[]</p>
6.	<p>PURPOSE(S) FOR WHICH LICENSED MATERIAL WILL BE USED</p> <p>The applicant listed the specific use or purpose of each radionuclide.</p> <ul style="list-style-type: none"> • The applicant provided a description of uses in animals, if applicable. • The applicant provided a description of tracer or field studies, if applicable. 	<p>*</p> <p>*</p> <p>*</p>	<p>[]</p> <p>[]</p> <p>[]</p>
7.	<p>INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE Radiation Safety Officer (RSO)</p> <ul style="list-style-type: none"> • Provided the name of the proposed RSO and information demonstrating that the proposed RSO is qualified by training and experience. Information should include, at a minimum: <ul style="list-style-type: none"> ➤ formal training or education in radiation safety [topics covered, duration of training, when training was received, identity and location of training provider (note: a course outline may be provided)] ➤ experience using licensed materials (types, forms, quantities handled, activities performed, duration of experience) ➤ experience performing the duties of an RSO (activities, duration of experience, scope of program) <p>Authorized Users (AUs) (persons who will use or supervise the use of licensed materials)</p> <ul style="list-style-type: none"> • Provided the name of each proposed AU, with the types and quantities of licensed material to be used. • Provided information demonstrating that each proposed AU is qualified by training and experience to use the requested licensed materials. Information should include, at a minimum (see next page): 	<p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
7.	<p>INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE (Continued)</p> <p>Authorized Users (AUs) (persons who will use or supervise the use of licensed materials) (Continued)</p> <ul style="list-style-type: none"> ➤ formal training or education in radiation safety [topics covered, duration of training, when training was received, identity and location of training provider (note: a course outline may be provided)] ➤ experience using licensed materials (types, forms, quantities handled, activities performed, duration of experience) 	*	[]
8.	<p>TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS (Occupationally Exposed Individuals 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.</p>	*	[]
9.	<p>FACILITIES AND EQUIPMENT</p> <ul style="list-style-type: none"> ➤ The applicant described the facilities and equipment that will be available at each location where radioactive material will be used (see Appendix G of the guidance document for topics to consider). The applicant included the area(s) assigned for the receipt, storage, security, preparation, measurement, use, and disposal of radioactive materials. ➤ 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. ➤ When applicable to facilities where radioactive materials may become airborne, the applicant's diagrams contain schematic descriptions of the ventilation systems, with pertinent airflow rates, pressures, filtration equipment, and monitoring systems. ➤ The applicant drew diagrams using a specified scale, or dimensions that are indicated on the diagram. ➤ For facilities where it is anticipated that more than one laboratory or room may be used, the applicant submitted a generic laboratory or room diagram. ➤ The applicant described how facility design and procedures for operation will minimize contamination of the facility and the environment, facilitate eventually decommissioning, and minimize the generation of radioactive waste. 	*	[]
10.	<p>RADIATION SAFETY PROGRAM Audit Program</p> <p>The applicant is not required to, and should not, submit its audit program to the DWMRC for review during the licensing phase. The audit program may be reviewed during DWMRC inspections.</p>		Need Not be submitted with the Application

Item No.	Suggested Response	Yes	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Continued) Radiation Monitoring Instruments</p> <p>The applicant has described the instrumentation that will be used to perform required surveys.</p> <p style="text-align: center;">AND</p> <p>➤ The applicant has committed to use instruments that meet the radiation monitoring instrument specifications published in Appendix I in NUREG–1556, Volume 7, (Current Revision), "Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope." The applicant reserves the right to upgrade their survey instruments as necessary."</p> <p>Instrument Calibration</p> <p>➤ The applicant committed that instruments will be calibrated before first use, at least annually thereafter, and after any repair, by a vendor that the DWMRC, the NRC or an Agreement State has licensed to perform instrument calibration.</p> <p style="text-align: center;">OR</p> <p>➤ The applicant committed to implement the model radiation survey meter calibration program published in Appendix I in NUREG–1556, Volume 7, (Current Revision) "Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope."</p> <p style="text-align: center;">OR</p> <p>➤ The applicant submitted equivalent procedures for instrument calibrations.</p> <p>Material Receipt and Accountability</p> <ul style="list-style-type: none"> • The applicant committed to develop, implement, and maintain procedures to ensure accountability of licensed materials at all times. • If applicable, the applicant provided a commitment that they would comply with the National Source Tracking System (NSTS) reporting requirement as described in R313-15-1206. <p style="text-align: center;">AND</p> <p>The applicant provided one of the following:</p> <p>➤ The applicant committed 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 maintaining records of inventory for a period of 5 years from the date of each inventory, and that the inventory will include the radionuclides, quantities, manufacturer's name and model numbers, and the date of the inventory.</p> <p style="text-align: center;">OR</p> <p>➤ The applicant provided a description of the procedures for ensuring that no sealed sources have been lost, stolen, or misplaced.</p>	<p style="text-align: center;">*</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">*</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">*</p> <p style="text-align: center;">[]</p>	<p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p> <p style="text-align: center;">[]</p>

Item No	Suggested Response	Yes	Description Attached
10.	<p>RADIATION SAFETY PROGRAM - Occupational Dose (Continued)</p> <p>The applicant committed to one of the following:</p> <ul style="list-style-type: none"> ➤ The applicant committed that they would 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 style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ The applicant committed to monitor individuals in accordance with the guidance in the section titled, "Radiation Safety Program–Occupational Dose" in NUREG–1556, Volume 7, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Academic, Research and Development and Other Licenses of Limited Scope." <p style="text-align: center;">OR, IN LIEU OF ONE OF THE ABOVE,</p> <ul style="list-style-type: none"> ➤ The applicant provided a description of an alternative method for demonstrating compliance with the referenced regulations. 	<p>[]</p> <p>[]</p> <p>*</p>	<p>[]</p> <p>[]</p> <p>[]</p>
	<p>Public Dose</p> <p>No response is required from the applicant in a license application, but compliance will be examined during inspection. During DWMRC inspections, licensees must be able to demonstrate, by measurement or calculation, that the TEDE to an individual likely to receive the highest dose from the licensed operation does not exceed the annual limit for members of the public. See Appendix K of this NUREG for examples of methods to demonstrate compliance.</p>		<p>The applicant need not submit with application</p>
	<p>Safe Use of Radionuclides, Security, and Emergency Procedures</p> <ul style="list-style-type: none"> ➤ The applicant committed to develop, implement, and maintain procedures for safe use, security and emergencies." <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ The applicant committed that they would adopt the procedures for the safe use of radionuclides, security and emergencies as published in Appendix L in NUREG–1556, Volume 7, (Current Revision), "Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope." <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> ➤ The applicant provided procedures for safe use of radionuclides, security of materials and emergencies. <p>Emergency Plan</p> <p>If required by R313-22-32(8) and R313-22-90, the applicant provided an emergency plan for responding to the release of radioactive material, in accordance with the criteria listed in R313-22-32(8)(c) as a separate part of the application.</p>	<p>[]</p> <p>[]</p> <p>*</p> <p>*</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
10.	<p>RADIATION SAFETY PROGRAM (Continued)2 Surveys</p> <p>The applicant has committed to survey their facility and maintain contamination levels in accordance with the survey frequencies and contamination levels published in Appendix M in NUREG–1556, Volume 7, (Current Revision), ‘Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.’</p> <p style="text-align: center;">OR</p> <p>Submit a description of an alternate radiation survey program, including survey frequencies and contamination levels, to evaluate a radiological hazard.</p>	<p>[]</p> <p>*</p>	<p>[]</p>
	<p>Leak Tests</p> <p>The applicant has committed that leak tests will be performed at the intervals approved by the NRC or an Agreement State and specified in the SSD registration certificate.</p> <p style="text-align: center;">AND</p> <p>If leak tests will be analyzed by an outside entity, the applicants have committed that leak tests will be analyzed by an organization authorized by the DWMRC, the NRC or an Agreement State to provide leak testing services to other licensees. The applicant has stated that leak tests may be collected by the licensee, using the sealed source or plated foil manufacturer’s (distributor’s) and the 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.</p> <p style="text-align: center;">OR</p> <p>If leak tests will be analyzed by the applicant, the applicant has committed that they will implement the model leak test program published in Appendix N in NUREG–1556, Volume 7, (Current Revision) "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Academic, Research and Development, and Other Licensees of Limited Scope."</p> <p style="text-align: center;">OR</p> <p>The applicant submitted a description of alternate equipment or procedures to evaluate a radiological hazard and for determining whether there is radioactive leakage from sealed sources or plated foils.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p>
	<p>Transportation</p> <p>No response is needed from applicants during the licensing phase, transportation issues will be reviewed during inspections. .</p>		<p>Need Not Be Submitted with application</p>
	<p>Security Program for Category 1 and Category 2 Radioactive Material</p> <p>No response is required from an applicant or licensee. Compliance with access authorization and security program requirements may be reviewed during NRC inspections.</p>		<p>Need Not Be Submitted with application</p>

Item No.	Suggested Response	Yes	Description Attached
11.	<p>WASTE MANAGEMENT</p> <p>State that: “We will use the model waste procedures published in Appendix P in NUREG–1556, Volume 7, (Current Revision), ‘Program Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.’”</p> <p style="text-align: center;">OR</p> <p>If the applicant wishes to use only selected model procedures, state that: “We will use the [specify either (i) decay-in-storage or (ii) disposal of liquids into sanitary sewerage] model waste procedures that are published in Appendix P in NUREG–1556, Volume 7, (Current Revision), ‘Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope.’”</p> <p style="text-align: center;">AND</p> <p>If the applicant wishes to compact or incinerate radioactive waste, provide the requested information concerning these activities in Appendix P to this NUREG.</p> <p style="text-align: center;">OR</p> <p>If needed, the applicant should request authorization for extended interim storage of waste.</p>	<p>[]</p> <p>*</p> <p>*</p> <p>*</p>	<p>[]</p> <p>[]</p> <p>[]</p>