

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 Radioactive Material License Applications for Manufacturing and Distribution

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
	<ul style="list-style-type: none"> ❖ an emergency plan for responding to the release, in accordance with the criteria listed in R313-22-32(8)(c). ➤ If applicant has requested to possess in excess of 2 curies of plutonium in unsealed form or on foils or plated sources the applicant has submitted one of the following: <ul style="list-style-type: none"> ❖ The applicant submitted an evaluation showing that the maximum dose to a member of the public offsite due to a release of radioactive materials would not exceed 0.01 Sv [1 rem] effective dose equivalent; <li style="text-align: center;">OR ❖ The applicant has submitted an emergency plan for responding to the radiological hazards of an accidental release of special nuclear material and any associated chemical hazards directly incident thereto, in accordance with the criteria listed in R313-22-32(8)(c). 	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p>
	<p>Financial Assurance and Recordkeeping for Decommissioning</p> <p>The applicant provided the following:</p> <p>Pursuant to R313-22-35(7)(a), and R313-19-34(7), as appropriate, the applicant commits to maintain records important to decommissioning and will 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). Furthermore, pursuant to R313-12-51(6), prior to license termination, the applicant will forward the records required by R313-22-35(7)(a) and R313-19-34(7) to the appropriate DWMRC office.</p> <p style="text-align: center;">AND</p> <p>If financial assurance is required, the applicant submitted the required documents, as described in NUREG-1757, Volume 3, "Consolidated Decommissioning Guidance: Financial Assurance, Recordkeeping, and Timeliness.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p>
	<p>PURPOSE FOR WHICH LICENSED MATERIAL WILL BE POSSESSED AND USED</p> <p>The applicant listed the specific use or purpose of each radionuclide that will be possessed and used.</p> <ul style="list-style-type: none"> • The applicant provided the manufacturer name and model number for each device, manufactured article, or material that becomes the product, by manufacturer and model number. 	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
	<ul style="list-style-type: none"> • The applicant that provides the manufacturer and model number of each sealed source proposed for possession and use or incorporation into a manufactured article. • The applicant submitted information requesting authorization to possess and use any other licensed materials in support of the manufacturing and distribution license. 	[]	[]
	<p>INDIVIDUALS RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE</p> <p>RSO</p> <p>The applicant provided the name of the proposed RSO and information demonstrating that the proposed RSO is qualified by training and experience. Information should include, as a minimum:</p> <ul style="list-style-type: none"> • formal training and education in radiation safety (topics covered, duration of training, when training was received, identity/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 a Radiation Safety Officer (activities, duration of experience, scope of program) 	[]	[]
	<p>Authorized Users</p> <p>The applicant provided the name of each proposed AU with the types and quantities of licensed material to be possessed or possessed and used. The applicant also provided information demonstrating that each proposed AU is qualified by training and experience to possess and use the requested licensed materials.</p> <p>The information included, as a minimum:</p> <ul style="list-style-type: none"> • formal training and education in radiation safety (topics covered, duration of training, when training was received, identity/location of training provider) (Note: a course outline may be provided.) • experience using licensed materials (types, forms, quantities handled, activities performed, duration of experience) 	[]	[]

Item No.	Suggested Response	Yes	Description Attached
	<p>TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS</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>	[]	[]
	<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 possessed or possessed and used. The information is from the point of view of performance criteria. [For example, the applicant stated the purpose of any filtration equipment and the associated acceptance criteria to accomplish this purpose (such as the ventilation flow rate trying to be maintained)].</p> <p>The applicant included a description of the areas assigned for the receipt, shipping, storage, preparation, security, 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, areas containing flammable or hazardous materials, and other items related to radiation safety.</p> <ul style="list-style-type: none"> • When applicable to facilities where radioactive materials may become airborne, the diagrams contain schematic descriptions of the ventilation systems, with pertinent airflow rates, pressures, filtration equipment, and monitoring systems. • The applicant drew diagrams to a specified scale, or dimensions were indicated. The applicant's sketches or drawings included a compass directional arrow to indicate "North" <p>If radioactive materials will be used with animals, the applicant included a description of the animal-handling housing facilities.</p> <p>The applicant has included specialized facilities such as waste storage rooms or hot labs, and locations of specialized facilities or equipment such as waste compactors, hot cells, and shielded storage for high activity sources, on the diagram.</p>	[] [] [] [] [] []	[] [] [] [] [] []
	<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 as part of a license application. However, this matter may be reviewed during DWMRC inspections.</p>		Need Not Be Submitted with Application

Item No.	Suggested Response	Yes	Description Attached
	<p>Radiation Monitoring Instruments</p> <p>The applicant described the instrumentation that will be used to perform required surveys.</p> <p style="text-align: center;">AND</p> <p>The applicant committed to use instruments that meet the radiation monitoring instrument specifications published in Appendix H in NUREG–1556, Volume 12, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Possession Licenses for Manufacturing and Distribution." The applicant has also submitted the information necessary to reserve the right to upgrade their radiation survey instruments as necessary.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p>
	<p>For 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 has committed to implement the model radiation survey instrument calibration program published in Appendix H in NUREG–1556, Volume 12, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Possession Licenses for Manufacturing and Distribution."</p> <p style="text-align: center;">OR</p> <p>The applicant has submitted equivalent procedures for instrument calibrations.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p> <p>[]</p>
	<p>Material Receipt and Accountability</p> <p>The applicant committed to comply with the NSTS reporting requirement, as described in R313-15-1206.</p> <p style="text-align: center;">AND</p> <p>The applicant committed to develop, implement, and maintain procedures for ensuring accountability of license materials at all times.</p> <p style="text-align: center;">AND</p> <p>The applicant provided one of the following:</p>	<p>[]</p> <p>[]</p>	<p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
	<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 that records of inventory will be maintained for a period of 3 years from the date of each inventory and 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 submitted a description of the procedures for ensuring that no sealed sources have been lost, stolen, or misplaced</p>	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>
	<p>Occupational Dose</p> <p>The applicant has provided one of the following:</p> <p>The applicant has 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 R313-15-502.</p> <p style="text-align: center;">OR</p> <p>The applicant committed to monitor individuals in accordance with the guidance in Section 8.10.4, "Radiation Safety Program—Occupational Dose" in NUREG–1556, Vol. 12, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Possession Licenses for Manufacturing and Distribution."</p> <p style="text-align: center;">OR, IN LIEU OF THESE STATEMENTS,</p> <p>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>
	<p>Public Dose</p> <p>No response is required from the applicant, but records and written materials documenting compliance will be examined during inspection.</p>		<p>Need Not Be Submitted with Application</p>
	<p>Safe Use of Radionuclides and Emergency Procedures</p> <p>The applicant provided the following:</p> <p>The applicant committed to developed and documented procedures for safe use, security of materials, and emergencies before receipt of licensed material.</p>	<p>[]</p>	

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	<p>Additionally, the applicant committed that operating and emergency procedures will be implemented and maintained.</p> <p style="text-align: center;">AND</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 prior to 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 style="text-align: center;">AND</p> <p>If an “Emergency Plan” is required for the license, pursuant to R313-22-32(8)(c) and R313-22-90, the applicant has submitted it as a separate part of the application.</p>	<p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p>
	<p>Surveys and Leak Tests</p> <p>The applicant has provided the following:</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 to NUREG–1556, Vol. 12, (Current Revision), “Consolidated Guidance about Material Licenses: Program-Specific Guidance about Possession Licenses for Manufacturing and Distribution.” If applicable, the applicant has committed to perform contamination checks on all fabricated sealed sources prior to distribution. The applicant provided a commitment to state 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. To conduct the leak tests, the applicant has committed that an organization authorized by the DWMRC, the NRC or an Agreement State to provide leak testing services to other licensees will perform the leak tests or that leak tests may be collected by the licensee using the sealed source or plated foil manufacturer’s, distributor’s, and leak test kit supplier’ instructions. Licensees providing such leak test kits will be 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 has committed to survey their facility and maintain contamination levels in accordance with the survey frequencies and contamination levels published in Appendix M to NUREG–1556, Vol. 12, (Current Revision), “Consolidated Guidance about Material Licenses: Program-Specific Guidance about Possession Licenses for Manufacturing and Distribution.” If applicable, the applicant has committed to perform contamination checks on all fabricated sealed sources prior to distribution. Also, the applicant has committed that leak tests will be performed at the intervals approved by NRC or an Agreement State and</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p>

Item No.	Suggested Response	Yes	Description Attached
	<p>specified in the SSD registration certificate. The applicant commits to following the model procedures in Appendix N of NUREG–1556, Vol. 12, (Current Revision), "Consolidated Guidance about Material Licenses: Program-Specific Guidance about Possession Licenses for Manufacturing and Distribution."</p> <p style="text-align: center;">OR</p> <p>The applicant has submitted a description of alternative equipment and procedures to evaluate radiological hazards at the applicant’s facility, in accordance with R313-15-501 and for determining whether there is radioactive leakage from sealed sources or plated foils. If applicable, the applicant has committed to perform contamination checks on all fabricated sealed sources prior to distribution. The applicant confirms that leak tests will be performed at the intervals approved by NRC or an Agreement State and specified in the SSD registration certificate.</p>	<p>[]</p> <p>[]</p> <p>[]</p> <p>[]</p>	<p>[]</p>
	<p>Maintenance</p> <p>No response is required in the application process. The results of actions taken in the maintenance and repair of facilities and equipment process will be reviewed during inspection</p>		<p>Need Not Be Submitted with Application</p>
	<p>Transportation</p> <p>No response is needed from applicants during the licensing phase. However, before making shipments of licensed materials on its own in Type B packages, a licensee needs to have registered with the NRC as a user of the package and obtained NRC’s approval of its QA program. Transportation issues will be reviewed during inspection.</p>		<p>Need Not Be Submitted with Application</p>
	<p>WASTE MANAGEMENT</p> <p>The applicant provided one of the following:</p> <p>The applicant has committed to use the model waste procedures and guidelines published in Appendix P to NUREG–1556, Volume 12, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Possession Licenses for Manufacturing and Distribution."</p> <p style="text-align: center;">OR</p> <p>The applicant committed to use the [applicant specified either (i) decay-in-storage or (ii) disposal of liquids into sanitary sewerage] model waste procedures published in Appendix P to NUREG–1556, Volume 12, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Possession Licenses for Manufacturing and Distribution."</p> <p style="text-align: center;">AND</p>	<p>[]</p> <p>[]</p>	

Item No.	Suggested Response	Yes	Description Attached
	<p>If the applicant wishes to compact or incinerate radioactive waste, the applicant provided the requested information concerning these activities as stated in Appendix P of the guidance document</p> <p style="text-align: center;">AND/OR</p> <p>If needed, the applicant requested authorization for extended interim storage of waste.</p>	<p>[]</p> <p>[]</p>	<p>[]</p> <p>[]</p>