

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 Service Provider 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 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"> • <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>

Because Service Providers may only provide specific services, the applicant will need to determine the portions of NUREG-1556, Volume 18, "Consolidated Guidance About Material Licenses: Program-Specific Guidance About Service Provider Licenses", that will apply to the services that they will be providing. It is necessary for applicants to provide the level of detail required for the individual types of service(s) requested in the application. Note that providing information for very limited licenses (e.g., leak-test service provider) requires less information than would be required for a commercial nuclear laundry or a waste management license. Applicants for service provider licenses requiring authorization for types and quantities of material specific for broad scope licenses should refer to NUREG-1556, Vol. 11, "Consolidated Guidance About Material Licenses: Program-Specific Guidance About Licenses of Broad Scope." Applicants for service provider licenses requiring authorization for research and development should refer to NUREG-1556, Vol. 7, "Consolidated Guidance About Material Licenses: Program-Specific Guidance About Academic, Research and Development, and Other Licenses of Limited Scope Including Electron Capture Devices and X-Ray Fluorescence Analyzers" in addition to the information in NUREG-1556, Volume 18, "Consolidated Guidance About Material Licenses: Program-Specific Guidance About Service Provider Licenses."

Items 5 & 6: Unsealed Radioactive Materials To Be Possessed and Proposed Uses						
Unsealed Radionuclide	Chemical or Physical Form				Total Activity Requested	Use Code*
	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	<input type="checkbox"/> Other: Specify		
	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	<input type="checkbox"/> Other: Specify		
	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	<input type="checkbox"/> Other: Specify		
	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	<input type="checkbox"/> Other: Specify		
	<input type="checkbox"/> Gas	<input type="checkbox"/> Liquid	<input type="checkbox"/> Solid	<input type="checkbox"/> Other: Specify		

The applicant provided information and explained whether the applicant was going to possess, or take possession of unsealed radionuclides from its clients.

Yes No Explain:

Items 5 & 6: Sealed Radioactive Materials To Be Possessed and Proposed Uses					
Radionuclide (Sealed Source)	Device Manufacturer and Model No.	Sealed Source Device Registration No.	Maximum Activity per Source	Total Source Activity	Use Code

The applicant provided information and explained whether the applicant was going to possess, or take possession of sealed radionuclides and or devices from its clients.

Yes No Explain:

Items 5 & 6: Source and Special Nuclear Materials To Be Possessed and Proposed Uses				
Source Material				
	Material	Mass	Activity	Proposed Use*
<input type="checkbox"/>	Depleted Uranium	Kilograms	MBq (mCi)	
<input type="checkbox"/>	Uranium-238	Grams	MBq (mCi)	
<input type="checkbox"/>	Thorium-232	Grams	MBq (mCi)	
<input type="checkbox"/>	Other: Specify	Grams	MBq (mCi)	
Special Nuclear Material				
<input type="checkbox"/>	Uranium-234	Grams	MBq (mCi)	
Special Nuclear Material				
	Material	Mass	Activity	Proposed Use
<input type="checkbox"/>	Uranium-235	Grams	MBq (mCi)	
<input type="checkbox"/>	Plutonium-238	Grams	MBq (mCi)	
<input type="checkbox"/>	Plutonium-239	Grams	MBq (mCi)	

*Refer to following pages for potential proposed uses categorized by the risk associated with the activity.

Proposed Uses* Low-Risk Activities:

- A. analysis of Leak-Test Samples (no collection)
- B. analysis of Environmental Samples (no collection)
- C. sample Collection and Analysis of Leak Tests
- D. sample Collection and Analysis of Environmental Samples
- E. calibration of instrument/dosimeter using low-activity sources
- F. service/repair of gas chromatographs, X-ray fluorescence analyzers, and/or similar devices
- G. training/instruction to individuals on radiation safety-related topics
- H. other low-risk services not identified above, where radioactive material is used for commercial service activities

Proposed Uses* High-Risk Activities:

- I. service and/or repair of portable nuclear gauges (including removal of source rod)
- J. service and/or repair of fixed gauges
- K. service and/or repair of fixed gauges mounted on a mobile object, like a truck or railcar
- L. storage of radioactive material for other entities
- M. use of unsealed material in tracer studies (e.g., use inside pipes in a refinery)
- N. use of remote activated robotics in radioactive contaminated areas
- O. calibration of survey instruments and personnel dosimetry equipment as a service for others.
- P. installation, radiation surveys, routine and preventive maintenance, adjustment or repair of high-dose rate (HDR) remote afterloaders, teletherapy, or gamma stereotactic radiosurgery units that require access to the sealed source(s), driving units, or other electronic components that could expose the sealed source, reduce the shielding, or compromise the radiation safety of the device or safety systems
- Q. installation, relocation, removal from service, disposal, radiation surveys, routine or preventive maintenance, adjustment, training, or repair of
 - (1) self-shielded irradiators [American National Standards Institute (ANSI) Category I irradiators].
 - (2) Title 10 of the *Code of Federal Regulations* (10 CFR) Part 36 irradiators (ANSI Categories II, III, and IV irradiators)

- R. nuclear laundry services
- S. retrieval of industrial radiography sealed sources
- T. decontamination and decommissioning services (NUREG–1757, Volume 1)
- U. waste management services, including, packaging and repackaging of radioactive waste for transportation, commercial incineration, compaction, super compaction, solidification, or vitrification
- V. other high-risk services not identified above, excluding activities involving critical mass quantities of special nuclear material

If the applicant desires to perform tracer/field studies in which licensed material is deliberately released to the environment, the following information was provided:

- a complete application describing the type and amount of material to be used, the location of use, and training and experience of the individual using the material
- a copy of the applicant's operating and emergency procedures
- a description of the amount of radioactive material to be released in the field, decontamination procedures at the conclusion of the experiment, if appropriate, and procedures for minimizing releases
- a description of the expected radiation dose to humans
- a sample agreement letter between the applicant and the applicant's customer acknowledging the use of radioactive materials at the customer's site.
- a letter from the appropriate state health authorities, indicating that they have reviewed the applicant's application and concur with the applicant's request

Items 5.3 through 11: Training and Experience, Facilities and Equipment, Radiation Safety Program, and Waste Disposal (Continued)

Item Nos.	Title and Criteria	Yes	No	N/A	Description Attached
7.	<p>Authorized Users And Radiation Workers</p> <p>The applicant provided one of the following:</p> <p>The applicant provided a commitment that before using licensed material, authorized users will receive the training described in Appendix D of NUREG–1556, Volume 18, (Current Revision), Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Service Provider Licenses.”</p> <p align="center">OR</p> <p>The applicant provided a description of the training and experience for proposed authorized users.</p> <p align="center">AND In addition to one of the above,</p> <p>The applicant provided a description of the radiation safety training involving the use of licensed material that will be provided as a service to customers, if training is provided by the service provider.</p>	<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>
8	<p>Training For Individuals Working In Or Frequenting Restricted Areas</p> <p>The applicant provided one of the following:</p> <p>The applicant committed that before working in the vicinity of licensed materials, personnel will have successfully completed training commensurate with assigned duties.</p> <p align="center">OR</p> <p>The applicant provided 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 refresher training.</p>	<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>
9	<p>Facilities And Equipment Low Risk Activities:</p> <p>For service providers performing low-risk activities, the applicant provided the location where these services will be performed. The applicant is not required to submit a facility description.</p> <p align="center">AND</p> <p>The applicant provided information indicating if services will be performed at temporary jobsites. No facility description is required.</p>	<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/>

Items 5.3 through 11: Training and Experience, Facilities and Equipment, Radiation Safety Program, and Waste Disposal (Continued)

Item Nos	Title and Criteria	Yes	No	N/A	Description Attached
10.4	<p>Surveys</p> <p style="text-align: center;">OR</p> <p>The applicant has submitted a description of an alternative survey method and frequency for demonstrating how to evaluate a radiological hazard.</p>	<input type="checkbox"/>			<input type="checkbox"/>
10.5	<p>Leak Tests</p> <p>The applicant has provided one of the following:</p> <p>The applicant has committed that leak test sample collections and analysis 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 has indicated that leak tests may be collected by the licensee using a leak test kit supplier’s instructions. The applicant has committed that 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>The applicant has provided a commitment that leak testing and analysis will be done by the applicant. The applicant has provided the information in Appendix G of Guidance Document supporting a request to perform leak testing and sample analysis, and either (1) committed that the applicant will follow the model procedures in Appendix G of NUREG–1556, Volume 18, (Current Revision), “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Service Provider Licenses,” or (2) submitted alternative procedures.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.5	<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 has committed to monitor individuals in accordance with the criteria in the Section 8.10.6, Radiation Safety Program–Occupational Dose’ in NUREG–1556, Volume 18, (Current Revision), “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Service Provider Licenses.”</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>	<input type="checkbox"/> <input type="checkbox"/>			<input type="checkbox"/>

Items 5.3 through 11: Training and Experience, Facilities and Equipment, Radiation Safety Program, and Waste Disposal (Continued)

Item Nos	Title and Criteria	Yes	No	N/A	Description Attached
10.7	<p>Public Dose</p> <p>No response is required from the applicant in a license application, but compliance will be evaluated during inspection.</p>	No Response is Necessary to Provide with Application			
10.8	<p>Transportation</p> <p>No response is needed from applicants during the licensing phase. Transportation issues will be reviewed during inspection.</p>	No Response is Necessary to Provide with Application			
10.9	<p>Routine Maintenance</p> <p>The applicant has provided one of the following:</p> <p>The applicant committed to implement and maintain procedures for conducting routine maintenance of devices according to each manufacturer’s (or distributor’s) written recommendations and instructions.</p> <p style="text-align: center;">OR</p> <p>The applicant has provided alternative routine maintenance procedures for DWMRC’s review.</p>	<input type="checkbox"/>			<input type="checkbox"/>
	<p>Nonroutine Maintenance</p> <p>The applicant provided a commitment that the applicant will obtain prior DWMRC approval, if OEM replacement parts cannot be used, for sealed source shielding, the source driving unit, or other electrical or mechanical component that could expose the source, reduce the shielding around the source, or compromise the radiation safety of the device or the source.</p> <p style="text-align: center;">AND</p> <p>The applicant provided a commitment that they will have the device manufacturer (or distributor) or other person authorized by the DWMRC, the NRC or an Agreement State to perform nonroutine maintenance of devices.</p> <p style="text-align: center;">OR</p> <p>The applicant provided alternative procedures for the DWMRC’s review addressing the information listed in Appendix K of NUREG–1556, Volume 18, (Current Revision), “Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Service Provider Licenses.”</p>	<input type="checkbox"/>			<input type="checkbox"/>

Items 5.3 through 11: Training and Experience, Facilities and Equipment, Radiation Safety Program, and Waste Disposal (Continued)					
Item Nos.	Title and Criteria	Yes	No	N/A	Description Attached
11	<p>Waste Management</p> <p style="text-align: center;">OR</p> <p>If needed, the applicant has included a request for authorization for extended interim storage of waste. The applicant has submitted the required information for extended interim storage of waste with the application. References at the end of Section 8.11, "Waste Management" of NUREG-1556, Volume 18, (Current Revision), "Consolidated Guidance About Materials Licenses: Program-Specific Guidance About Service Provider Licenses," was used to develop the request.</p>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>