

**FLORIDA BUREAU OF RADIATION CONTROL (BRC)**

# **FIXED GAUGE LICENSE APPLICATION (FORM 1054) CHECKLIST**

CHECK OFF IF  
SUBMITTED

**APPLICATION ITEM**

**NOTES**

- For assistance, call the BRC: (850) 245-4545  
- BRC website: <http://www.flhealth.gov/radiation>

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|-------------------|---|--|
| <p>_____ *</p>    | <p><b>Division of Corporations<br/>Registration</b></p>     | <p>- A rad. materials license is a legal document, so it must be issued to a legal entity authorized to do business in Fla.; verify registration w/ the Dept. of State's Div. of Corp (850/488-9000 or <a href="http://www.cfcorp.dos.state.fl.us">www.cfcorp.dos.state.fl.us</a>)</p>   |
| <p>_____ 1.a.</p> | <p><b>Name/Mailing Address</b></p>                          | <p>- List the legal name registered with the Division of Corporations; if doing business under a different name, list both the registered name and the business name; the license will list both names</p>   |
| <p>_____ b.</p>   | <p><b>Location of Use and/or<br/>Storage</b></p>            | <p>- List the street address of the facility where records and licensed materials (gauges) are used &amp; stored, or description of facility location</p>  |
| <p>_____ 2.</p>   | <p><b>License Category/Fee</b></p>                          | <p>- The category for fixed devices is 3L(I); an application fee (\$504 as of 11/94) is required for new license applications; there is no fee for license renewal applications; annual/reclamation fees (\$845.25 as of 11/94) are due within 60 days of license issuance and annually thereafter</p>   |
| <p>_____ 3.</p>   | <p><b>Purpose of Application</b></p>                        | <p>- Check appropriate box; if submitting a renewal app., list the license no.</p>   |
| <p>_____ 4.</p>   | <p><b>Individual Users</b></p>                              | <p>- List the names of all Authorized Users (AUs), including the RSO, that will use or supervise the use of radioactive material; must have at least 2 AUs to satisfy 64E-5.1313(4)</p>  |
| <p>_____ 5.</p>   | <p><b>Radiation Safety Officer<br/>(RSO)</b></p>            | <p>- List the appointed RSO (must be an AU); include a statement that written notification will be submitted to the BRC within 30 days of a change of RSO or other management safety positions; 64E-5.212(2), .1305</p>  |
| <p>_____ 6.</p>   | <p><b>Training and Experience<br/>in Rad. Safety</b></p>    | <p>- <u>New license applicant</u>: Enclose copies of rad. safety training certificates for RSO &amp; each AU; training must meet Part XIII requirements; include evidence of training in O&amp;E procedures (often not provided by third party training); "basic" users (limited use authorizations): 8 hrs.; "advanced" users (authorized for gauge installations, relocations, maintenance, surveys, etc.): 40 hrs<br/><u>Renewal applicant</u>: If AUs currently listed in license (Condition 10), state "refer to current license"; if adding new AUs, see above; 64E-5.1305, .1307, .1310, .1313<br/>all applicants: ; describe how "instructions to workers" requirement is satisfied (documentaion is recommended; .902</p> |
| <p>_____ 7.</p>   | <p><b>Radioactive Material<br/>(RAM)</b></p>                | <p>- List the element, source model no. &amp; maximum activity for each radioactive sealed source, &amp; the number of sources requested</p>   |
| <p>_____ 8.</p>   | <p><b>Use</b></p>   | <p>- List the manufacturer's name, model no. &amp; intended use for each gauge</p>   |
| <p>_____ 9.</p>   | <p><b>Radiation Detection<br/>Instruments</b></p>           | <p>- Not required unless seeking authorization to perform advanced services (gauge installations, relocations, maintenance, etc.); if used, list survey meter's manufacturer &amp; model no., no. available, types of rad. detected, min./max. range, &amp; use; confirm access to an equivalent backup meter when primary meter is unavailable due to calibration or repair; 64E-5.208(2), 212(2), .314</p>   |
| <p>_____ 10.</p>  | <p><b>Calibration of Rad.<br/>Detection Instruments</b></p> | <p>- If used, list calibration vendor's name, address &amp; license no.; confirm annual calibration frequency; if requesting authorization to perform calibrations in-house, submit cal. procedures; 64E-5.208(2), .314</p>  |
| <p>_____ 11.</p>  | <p><b>Personnel Monitoring<br/>(PM) Devices</b></p>         | <p>- N/A unless authorized for advanced services; if used, list type (film badge or TLD), exchange frequency (FB: monthly, TLD: quarterly) &amp; supplier (supplier list available from the BRC); 64E-5.315, .1310(1)</p>  |
| <p>_____ 12.</p>  | <p><b>Facilities and Equipment</b></p>                      | <p>- Submit facility diagram showing locations of gauges, location &amp; description of gauge storage area &amp; adjacent areas, &amp; proximity to occupied work stations; describe security measures in place to prevent access; describe any adverse env. onditions affecting gauges &amp; any protective equipment or barriers installed to protect gauges or prevent exposure from gauge rad. beams; confirm Part IX posting req. met; 64E-5.208(2), .320, .321, .901; 1315</p>   |

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<u>APPLICATION ITEM</u>	<u>NOTES</u>
_____ 13. <b>Rad. Protection Program</b>	- Program addresses below items; 64E-5.208(2), .303
_____ <b>A. Member of Public (MOP) Dose Study</b>	- <u>New lic. applicants</u> : submit pro. for demonstrating compliance w/ MOP dose limits (< 2 mR/hr in unrestricted areas, 100 mrem/yr) - <u>Renewals</u> : demonstrate compliance w/ MOP dose limits - Contact the BRC for guidance; 64E-5.303, .313
_____ <b>B. ALARA Policy</b> (As Low As Reasonably Achievable)	- Provide description of management commitment to ALARA principles; describe RSO's annual review of rad. protection program's content & implementation, & evaluation of ALARA policy's effectiveness; a model ALARA policy is available from the BRC; 64E-5.303
_____ <b>C. RSO Duties</b>	- Describe RSO's authority, duties & responsibilities; 64E-5.1305
_____ <b>D. Training Program</b>	- Program must address instructions to workers required by 64E-5.902, & Authorized User training required by 64E-5.1307 & .1313
_____ <b>E. Operating &amp; Emergency (O&amp;E) Procedures</b>	- O&E pro. address the items listed below; include commitment that AUs will be instructed in & have access to O&E pro; 64E-5.208(2), .1302
_____ <b>(1) ALARA Principles</b>	- Procedures include instructions on proper handling & use of gauges to to minimize occupational exposures; 64E-5.1302(1)
_____ <b>(2) PM Devices</b>	- Not required unless PM devices ar used; if used, address below items
_____ <b>(a)</b>	- Procedures instruct AUs working w/ gauges to always wear a PM device (FB/TLD); 64E-5.315, .1310(1) wear a PM device (film badge or TLD); 64E-5.315, 1310(1)
_____ <b>(b)</b>	- Procedures provide instructions on proper use of PM devices: only wear assigned badge, don't expose to strong heat or light, return for exchange when due; 64E-5.314(4), .315, .1302(4)
_____ <b>(3) Security</b>	- Procedures include instructions on locking and securing stored gauges to prevent unauthorized access; 64E-5.320, .321, .1311, .1302(3)
_____ <b>(4) RAM Package Receipt Pro.</b>	- Procedures include instructions on ordering, receiving & opening RAM packages (gauges); 64E-5.327, .1302(9)
_____ <b>(5) Lock-out Procedures</b>	- Procedures provide instructions for when & how gauge lock-outs are required; lock-out procedures posted per 64E-5.315
_____ <b>(6) Advanced Services Procedures</b>	- Pro.provide instructions for gauge installations, relocations, removals, surveys, etc. (if seeking approval for advanced services); 64E-5.1302
_____ <b>(7) Radiation Surveys</b>	- Procedures include instructions on when radiation surveys are required (1) whenever damage to a gauge is suspected, a survey is needed; follow emer. pro.; RSO will arrange for survey; (2) whenever advanced services are performed, surveys required; .1302(2), .1314
_____ <b>(8) Emergency Procedures</b>	- Procedures provide instructions for gauge damage, loss, theft or accident; emergency notification procedure must list RSO's name & phone no. & BRC 24 hr. emer. phone no. (407) 297-2095; 64E-5.1302(5) & (6)
_____ <b>(9) Records</b>	- Procedures address record-keeping requirements; include a commitment to maintain copies on file at perm. facility of manufacturers' op./main. manuals for each gauge model in use; 64E-5.212(2), 1302(7)
_____ <b>F. Leak Testing (LT)</b>	- LT procedure describes the interval LTs are performed (1 - 3 years, depending on the gauge model); requires LT wipes to be taken only by AUs; lists the manufacturer's name & model no. of the LT kit used; & name of the vendor performing LT sample analysis; 64E-5.208, .1303
_____ <b>G. Inventory</b>	- Procedure describes instructions for performance of annual physical inventories; include a copy of a sample inventory form meeting 64E-5.1304 requirements
_____ 14. <b>Waste Disposal</b>	- Commit to disposing of gauges by return to the manufacturer or transfer to another licensed recipient; 64E-5.328
_____ 15. <b>Certificate</b>	- Application signed & dated by a certifying official