



August 2007

**Bureau of Radiation Control
RADIOACTIVE MATERIALS SECTION
Information Notice 2007-04**

FLORIDA RADIOACTIVE MATERIALS LICENSE RENEWAL

The Florida Bureau of Radiation Control is again making it easier to renew a radioactive materials license. In February 2006, the bureau started a pilot program which allowed a licensee to renew by attesting that they will follow the commitments and procedures in their current license. After evaluating the "renewal by attestation" pilot program, the bureau determined that it can further simplify this renewal. The attestation renewal is allowed every other renewal period or once in ten years.

The bureau will mail a notice to the licensee six months prior to the license expiration date. The notice will contain the following renewal documents. These documents are also available on our website: <http://www.doh.state.fl.us/environment/radiation/>.

- Florida Radioactive Materials License Renewal Attestation
- Florida Radioactive Materials License Renewal Application and Attestation Instructions
- License Application Form (either DH 1054 Non-Human Use or DH 1322 Human Use)

All licensees should review these documents and read the associated instructions. The licensee may submit a completed Renewal Attestation and License Application Form, instead of the entire radiation protection program. The Renewal Attestation serves to; 1) request renewal of the license, and 2) document that you have reviewed your license and your entire radiation protection program for accuracy.

The bureau reviews all Renewal Attestations and Application Forms as they are received. In addition, the licensee's inspection reports are reviewed to determine regulatory compliance. If the attestation and application are complete, and the compliance history is acceptable, the renewed license is issued. If incomplete, a letter requesting additional information is sent to the licensee. The renewed license is only issued after the all of the requested information is received, reviewed and approved.

An attestation renewal should not be used by a licensee who intends to submit multiple changes to the radiation protection program. Instead, submit the entire revised radiation protection program for review with the renewal application. However, a signed and dated routine amendment request may be submitted with an attestation renewal.

We thank you for the comments and suggestions provided during the pilot attestation renewal program. Your feedback indicates that we have improved our services and customer satisfaction and can now make additional changes. These additional changes will further improve the efficiency of the renewal process while we pursue our goal to protect the public health and safety and the environment.

No specific action or written response is required. If you have any questions or need additional information, please contact us.

FLORIDA RADIOACTIVE MATERIALS LICENSE RENEWAL ATTESTATION

«Name»
«Name2»
«dba»
«BillingAddress1»
«BillingAddress2»
«BillingCity», «BillingState» «BillingZip»

RE: Radioactive Materials License Renewal
Radioactive Materials License:
«LicenseNum»
License Category: «Category»

Licensed activities conducted under radioactive materials license «LicenseNum», remain subject to all the provisions of the applicable laws and to all rules of the department. The use and possession of licensed materials shall be confined to the locations and purposes authorized in the license, in accordance with section 64E-5.213, Florida Administrative Code, (F.A.C.). All license conditions shall remain in effect, as previously submitted to, and approved by, the Florida, Bureau of Radiation Control, Radioactive Materials Program. This includes the locations, uses, personnel, and provisions, as specified in this license, and in accordance with Chapter 404 Florida Statutes, Chapter 64E-5, F.A.C., and this renewal attestation.

The licensee shall continue to use procedures and engineering controls based upon sound, radiation protection principles to achieve occupational doses and public doses that are as low as reasonably achievable (ALARA).

The licensee, _____,
FEI Number, _____ attests that we have reviewed our radiation protection program and associated documents and the program shall continue to be conducted as described in our previous license application, subsequent commitments, documents, diagrams, and correspondence identified on the license.

Additionally, the licensee attests that in the event that radioactive materials are stolen, lost, or missing, the radiation safety officer (RSO) shall be immediately notified and the RSO shall notify management. The RSO shall contact the Florida Bureau of Radiation Control by telephone, at (407) 297-2095. Within 30 days of making the initial report, we shall submit a written report to the bureau that includes all of the information identified in subsection 64E-5.343(2), F.A.C.

This attestation, application form DH 1054 and all attachments are submitted in duplicate (i.e. one signed and dated set of original documents and one complete photocopy).

Signature of Certifying Official for Licensee

Printed or Typed Name of Certifying Official for Licensee

Business or Corporate Title

Date

WARNING: TO KNOWINGLY MAKE FALSE STATEMENTS TO A PUBLIC SERVANT IS A VIOLATION OF SECTION 837.06, FLORIDA STATUTES, AND IS PUNISHABLE BY FINE OR IMPRISONMENT.

Designation of an Alternate Contact for the Licensee

«Name»
«Name2»
«dba»
«BillingAddress1»
«BillingAddress2»
«BillingCity», «BillingState» «BillingZip»

Radioactive Materials License: «LicenseNum»

During emergencies or after disasters such as hurricanes, the bureau contacts licensees to determine their status or convey important information. Sometimes the radiation safety officer is unavailable and the bureau needs to contact someone else who is familiar with the activities under the radioactive materials license. Therefore, the bureau requests the name and contact information of an individual, other than the RSO, who may be contacted for information. Because communications may be disrupted during or after an emergency, we are requesting several methods to communicate with this individual when possible.

This information is not required for your radioactive materials license. However, we do believe this is important information for emergency preparedness. Please submit this in duplicate with your renewal.

Alternate Contact Information:

First Name _____

Last Name _____

Telephone _____

Offsite Phone (Cell) _____

Offsite Phone (Home) _____

Fax Number _____

E-Mail Address _____

FLORIDA RADIOACTIVE MATERIALS LICENSE
RENEWAL APPLICATION AND ATTESTATION INSTRUCTIONS

Renewal Application Form Instructions

Step One:

- Verify that you have received the correct application form for your category of license. The correct application form should be enclosed with the renewal notification letter, but please check the application against the following criteria.
(The license category is located in the lower right corner of your license document.)
- Human-Use licensees: DH 1322 Use this form with license categories: 5A(I), 5A(II), 5A(III), 5B, 5C, 5D, 5E, 5F(I), 5F(II) or 3M(II)
Human-use means licensees who diagnose or treat human patients.
- Non-Human Use licensees: DH 1054 Use this form with all license categories not listed, above.
(Note: Florida only offers these two license application forms.)
- If we have provided the incorrect application form for your category of license, you may visit our website at <http://www.doh.state.fl.us/environment/radiation/> to obtain the correct form.

Step Two:

- Complete the required items as usual.
 - 1a: Legal Name, Mailing Address, Telephone Number, and FAX Number
 - 1b: Address of permanent storage location and Federal Employer Identification (FEI) number for the licensee
 - 2a: Indicate the license category (Note: Florida does not charge a license renewal fee.)
 - 3c: Complete Item "c." Renewal of License No. _____
 - 4 & 5: Do not complete Items 4 or 5 (Individual Users and Radiation Safety Officer), *unless* a revision is being made. If a revision is being made, be sure to attach the appropriate documentation of training.
- Do not complete the remaining technical items on the application form *unless* a revision is being made. In the case of a program revision be sure to attach all appropriate documentation.
- **Do Sign and Date the Certification Item.**
 - DH 1322 - Human-Use: Item #34.
 - DH 1054 - Non-Human Use: Item #15.
- A certifying official for the licensee must sign and date the application and the official's name and business or corporate title must be typed or printed.

FLORIDA RADIOACTIVE MATERIALS LICENSE
RENEWAL APPLICATION AND ATTESTATION INSTRUCTIONS

Renewal Attestation Instructions

Step One:

- Review the name, mailing address, license number, license category, and the application form number printed on the Renewal Attestation. If an error exists in this information, please strike-through the error and print the correct information.

Step Two:

- Print or type the legal name of the licensee on the Renewal Attestation.
- Print or type your FEI Number (Federal Employer Identification Number, a/k/a federal tax identification number) on the Renewal Attestation. You may get your FEI Number at this web site: <http://ccfcorp.dos.state.fl.us/search.html>.

Step Three:

- A certifying official for the licensee signs and dates the Renewal Attestation.
- The name of the certifying official is printed or typed.
- The business or corporate title of the certifying official is printed or typed.

Step Four:

- Make two photocopies of your completed Application and Renewal Attestation documents. Keep one copy for your files. Submit the original and one photocopy via regular mail to:
DOH Bureau of Radiation Control (HSERM)
Radioactive Materials Program
4052 Bald Cypress Way, BIN C-21
Tallahassee, FL 32399-1741
- For **OVERNIGHT DELIVERY ONLY**, submit to:
DOH Bureau of Radiation Control (HSERM)
Room 220.05
4042 Bald Cypress Way
Tallahassee, FL 32399

Notes:

- If you have identified an error while reviewing your radiation protection program and associated documents, please notify the Bureau of Radiation Control.
- A signed and dated routine amendment request may be submitted along with your attestation renewal.
- If you have any questions about these forms (or need help) please do not hesitate to contact us at (850) 245-4545.

**FLORIDA RADIOACTIVE MATERIALS LICENSE
RENEWAL ATTESTATION**

ABC DIAGNOSTIC LABORATORY, LLC
d/b/a Diagnostic Laboratory
Tallahassee, FL 32301

Re: Radioactive Materials License Renewal
Radioactive Materials License: 0014-6
License Category: 5A(1)

Licensed activities conducted under radioactive materials license «LicenseNum», remain subject to all the provisions of the applicable laws and to all rules of the department. The use and possession of licensed materials shall be confined to the locations and purposes authorized in the license, in accordance with section 64E-5.213, Florida Administrative Code, (F.A.C.). All license conditions shall remain in effect, as previously submitted to, and approved by, the Florida, Bureau of Radiation Control, Radioactive Materials Program. This includes the locations, uses, personnel, and provisions, as specified in this license, and in accordance with Chapter 404 Florida Statutes, Chapter 64E-5, F.A.C., and this renewal attestation.

The licensee shall continue to use procedures and engineering controls based upon sound, radiation protection principles to achieve occupational doses and public doses that are as low as reasonably achievable (ALARA).

The licensee, ABC DIAGNOSTIC LABORATORY, LLC. d/b/a Diagnostic Laboratory, FEI Number, ##### attests that we have reviewed our radiation protection program and associated documents and the program shall continue to be conducted as described in our previous license application, subsequent commitments, documents, diagrams, and correspondence identified on the license.

Additionally, the licensee attests that in the event that radioactive materials are stolen, lost, or missing, the radiation safety officer (RSO) shall be immediately notified and the RSO shall notify management. The RSO shall contact the Florida Bureau of Radiation Control by telephone, at (407) 297-2095. Within 30 days of making the initial report, we shall submit a written report to the bureau that includes all of the information identified in subsection 64E-5.343(2), F.A.C.

This attestation, application form DH 1054 and all attachments are submitted in duplicate (i.e. one signed and dated set of original documents and one complete photocopy).

George Washington

Signature of Certifying Official for Licensee

George Washington

Printed or Typed Name of Certifying Official for Licensee

President

Business or Corporate Title

November 1, 2005

Date

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