

RADIOACTIVE MATERIAL LICENSE APPLICATION CHECKLIST

- Notes:**
- This checklist is for applicants using DOH Form DH-1054 to apply for or renew a license for the following use categories: 1A – 1C, 2A – 2C, 3A, 3B, 3F(1) – 3F(3), 3G, 3H, 3I(1), 3I(2), 3J, 3K, 3L(2), 3L(3), 3L(5), 3M(1), 3N, 3O, 3P, or 6. Refer to section 64E-5.204, Fla. Admin. Code, for a list of license categories. If additional assistance is needed, call the BRC at (850) 245-4545 or access the BRC website at <<http://www.doh.state.fl.us/environment/radiation/>>.
 - The U.S. Nuclear Regulatory Commission’s NUREG-1556 series of technical reports (“Consolidated Guidance About Materials Licenses”) provide licensing guidance for many of the activities categorized above. The documents are available on the Internet at <<http://www.nrc.gov/NRC/NUREGS/indexnum.html>>.
 - U.S. Dept. of Transportation regulations (49 CFR) are available at <<http://www.access.gpo.gov/nara/cfr/index.html>>.

CHECK OFF IF ADDRESSED	APPLICATION ITEM	NOTES
<input type="checkbox"/>	1.a. Name/Mailing Address	<ul style="list-style-type: none"> - Unless application is for an individual, list the business name registered with the FL Div. of Corporations; verify name registration by phone (850/488-9000) or online at <http://ccfcorp.dos.state.fl.us/corpweb/inquiry/corinam.html> - If doing business under a fictitious name, verify the name’s registration & include it in Item 1 as a d/b/a name; if fictitious name is not registered, include it in Item 2 - List the mailing address for license-related correspondence
<input type="checkbox"/>	1.b. Location of Use and/or Storage	<ul style="list-style-type: none"> - List the street address where RAM will be used & stored, & where records will be available for inspection; 64E-5.208(2), .213(5) - Indicate if temporary job sites will be used as storage locations
<input type="checkbox"/>	2. License Category/Fee	<ul style="list-style-type: none"> - List appropriate license category & application fee; there is no fee for license renewal applications - Annual/reclamation fees are due within 60 days of license issuance and annually thereafter (an invoice for the fees is included w/ the new license); 64E-5.204
<input type="checkbox"/>	3. Purpose of Application	<ul style="list-style-type: none"> - Check appropriate box; if applying to renew a license, list the license no.
<input type="checkbox"/>	4. Individual Users	<ul style="list-style-type: none"> - List all authorized users (AUs), including the RSO; a minimum of two AUs is required for fixed devices; 64E-5.208(2), .1313(4)
<input type="checkbox"/>	5. Rad. Safety Officer (RSO)	<ul style="list-style-type: none"> - List the name of the RSO (must be an AU); 64E-5.208(2)
<input type="checkbox"/>	6. Training and Experience in Radiation Safety	<ul style="list-style-type: none"> - Enclose <u>relevant</u> documentation on the rad. safety training/experience for the RSO & each authorized user; 64E-5.208(1), .1305, .1307
<input type="checkbox"/>	7. Radioactive Material (RAM)	<ul style="list-style-type: none"> - List the element/source model no. & maximum activity for each source
<input type="checkbox"/>	8. Use	<ul style="list-style-type: none"> - List the manufacturer, model no. & intended use for each source/device
<input type="checkbox"/>	* Current RAM Inventory	<ul style="list-style-type: none"> - For renewal applications, include current inventory of <u>all</u> RAM, including exempt, generally licensed (GL) & specifically licensed (SL) sources/devices & indicate their status (exempt, GL or SL); 64E-5.208(2)
<input type="checkbox"/>	9. Radiation Detection Instruments	<ul style="list-style-type: none"> - If applicable, list the manufacturer, model no., detection capability, range & probe specifications (if equipped w/ probe) of each instrument; 64E-5.208(2) .1314, .1318 - Confirm access to an equivalent backup instrument when the primary meter is out due to calibration or repair; 64E-5.208(2), .1314, .1318
<input type="checkbox"/>	10. Calibration of Radiation Detection Instruments	<ul style="list-style-type: none"> - If applicable, list the name & address of the instrument calibration vendor (may include option of using other licensed vendors) & confirm annual calibration frequency; if conducting in-house cal., submit procedures; 64E-5.208(2), .314

RADIOACTIVE MATERIAL LICENSE APPLICATION CHECKLIST

CHECK OFF IF ADDRESSED	APPLICATION ITEM	NOTES
<input type="checkbox"/>	11. Personnel Monitoring (PM) Devices	<ul style="list-style-type: none"> - <u>External PM</u> required unless able to demonstrate that workers are unlikely to exceed 500 mrem/yr TEDE; if applicable, list PM badge type (FB/OSLD/TLD), supplier & exchange frequency (monthly/bimonthly/quarterly); 64E-5.208(2), .314, .315(1) - <u>Internal PM</u> required for users of I-125, I-131, H-3, U-234, U-235 or U-238 per 64E-5.1310(3); also required for users of unsealed sources of RAM unless able to demonstrate workers are unlikely to exceed 10% of applicable ALIs; if applicable, describe internal PM method (e.g., bioassays); 64E-5.208(2), .307, .315(2), .1310(3)
<input type="checkbox"/>	12. Facilities & Equipment	<ul style="list-style-type: none"> - Annotated facility diagram shows RAM use/storage locations, access pts., adjacent areas, proximity to occupied work stations, no. of stories to bldg.; 64E-5.208(2) - Description of storage container; 64E-5.208(2) - Description of security measures in place to prevent access; 64E-5.320, .321 - Description of safety equipment; 64E-5.208(2) - Description of posting; 64E-5.323, .901
	13. Rad. Protection Program	<ul style="list-style-type: none"> - Description of program addressing below items; 64E-5.303
<input type="checkbox"/>	A. Member of Public (MOP) Dose Study	<ul style="list-style-type: none"> - <u>New applicant</u>: procedures for demonstrating compliance w/ MOP dose limits - <u>License renewal</u>: submit MOP study; 64E-5.208(2), .313
<input type="checkbox"/>	B. ALARA Policy	<ul style="list-style-type: none"> - Policy describes a) management's commitment to ALARA philosophy, & b) commitment to perform an annual ALARA/rad. protection program review; model ALARA policy available from BRC; 64E-5.208(2), .303
	C. Radiation Safety Officer	
<input type="checkbox"/>	(1) RSO Duties	<ul style="list-style-type: none"> - Description of RSO duties equivalent to the duties listed in 64E-5.1305
<input type="checkbox"/>	(2) Change of RSO Notification	<ul style="list-style-type: none"> - Statement confirming that written notification will be given to BRC within 30 days of a change of RSO or other safety positions; 64E-5.213(7)
<input type="checkbox"/>	D. Radiation Safety Training Program	<ul style="list-style-type: none"> - Training program addresses: <ul style="list-style-type: none"> A. Instructions to workers/radiation awareness training per 64E-5.902 B. AU training per 64E-5.1307, .1312 & .1313 (as applicable) C. Hazmat employee training per 49 CFR 172 Subpart H & driver training per 49 CFR 177.816 (as applicable) - If requesting authorization to conduct an in-house training program, submit a detailed description per 64E-5.1307(2); .208(2), .1307, .1312, .1313
<input type="checkbox"/>	E. Operating Procedures	<ul style="list-style-type: none"> - Procedures address all applicable components listed below; 64E-5.208(2), .1302 - Procedures include commitment that users are instructed in/have access to all procedures/manuals for each type of RAM; 64E-5.208(2), .1302 - If applicable, procedures for transporting RAM to temporary job sites; .208(2)
<input type="checkbox"/>	(1) Personnel Monitoring (PM) Procedures	<ul style="list-style-type: none"> - <u>External PM</u>: Instructions on proper use: only use assigned PM badge, always wear badge when handling RAM, do not expose badge to excessive heat/light/chemicals/moisture, promptly return for exchange when due; use of spare badges; dealing w/ lost/damaged badges; PM records (DH-1622 & DH-1623 or equivalent forms; annual/termination reports); 64E-5.208(2), Part III, .1302(4), .1310(1) - <u>Internal PM</u>: procedures address 64E-5.307 requirements; .208(2), .307, .1310(3)

RADIOACTIVE MATERIAL LICENSE APPLICATION CHECKLIST

CHECK OFF IF ADDRESSED	APPLICATION ITEM	NOTES
	13.E. Operating Procedures (contd.)	
<input type="checkbox"/>	(2) General Safety Rules (unsealed RAM)	<ul style="list-style-type: none"> - Procedures describe safety precautions for routine RAM use, applicable to requested authorizations; 64E-5.208(2), .1316 - Procedures address storage & control of volatile & gaseous RAM per 64E-5.1317
<input type="checkbox"/>	(3) Posting Procedures	<ul style="list-style-type: none"> - Procedures address posting requirements specified in 64E-5 Parts III, IX & XIII; 64E-5.208(2), .323, .901, .1302
<input type="checkbox"/>	(4) Security Procedures	<ul style="list-style-type: none"> - Procedures address RAM security, including security at temporary job sites & overnight storage (as applicable); 64E-5.320, .321, .1311
<input type="checkbox"/>	(5) Contamination Control & Survey Procedures (unsealed RAM)	<ul style="list-style-type: none"> - Procedures address 64E-5.1319 requirements; establish action levels & wipe/ survey procedures (instruments/locations/frequency/records), including 4 meter checks prior to use: inspection, cal., battery and rad. response; 64E-5.208(2), .314(1) & (2), .1319
<input type="checkbox"/>	(6) Respiratory Prot. Pro.	<ul style="list-style-type: none"> - Procedures address RP requirements in 64E-5.319 to limit RAM intake; .208(2)
<input type="checkbox"/>	(7) RAM Ordering, Receiving, Opening & Shipping Pro.	<ul style="list-style-type: none"> - Instructions for preparation/handling of incoming & outgoing RAM shipments; 64E-5.208(2), .327, .1501, .1502, 49 CFR
<input type="checkbox"/>	F. Emergency Procedures	<ul style="list-style-type: none"> - Instructions for response to RAM loss, theft or damage; include emergency notification numbers (RSO, BRC); 64E-5.208(2), .1302
<input type="checkbox"/>	G. Leak Testing (LT) Procedures (sealed sources)	<ul style="list-style-type: none"> - Instructions for collecting LT samples; performed only by AUs; state interval tests will be performed (6/12/36 months); list manufacturer name & model no. of LT kit used; list vendor contracted to analyze LT samples (may include option of using other licensed vendors); if LT analysis conducted in-house, detailed procedures required; 64E-5.208(2), .1303
<input type="checkbox"/>	H. Inventory Procedures	<ul style="list-style-type: none"> - Procedures address performance of physical inventories, describe inv. frequency (6/12 months) & record-keeping; include sample inventory form (model form available from the BRC); 64E-5.208(2), .1304
<input type="checkbox"/>	I. Record Retention Procedures	<ul style="list-style-type: none"> - Procedures address record-keeping requirements; 64E-5.208(2), .1302 - If applicable, include a commitment to maintain on file, for at least 1 year after the last shipment, copies of the testing methods & results for each Type A package in use (contact manufacturers for documentation); 64E-5.1502(2), 49 CFR 173.415(a)
<input type="checkbox"/>	14. Waste Disposal	<ul style="list-style-type: none"> - Procedures address RAM disposal, with commitment that RAM will be transferred only to licensed recipients; 64E-5.208(2), .328 - For unsealed RAM, address decay-in-storage, sewer disposal & LLRW shipments as applicable; 64E-5 Part III, .1302 - For LLRW, include commitment to notify BRC no less than 48 hrs. before shipment to treatment/storage/disposal facility per 64E-5.1508
<input type="checkbox"/>	15. Certificate	<ul style="list-style-type: none"> - Application signed & dated by a certifying official (person authorized to make legally binding statements on behalf of the applicant)