



# Radioactive Materials (RAM) Fixed Gauge Licensing Checklist



Licensee \_\_\_\_\_ Lic.# \_\_\_\_\_

**Submit only 1 copy of each document.** Number all pages sequentially that are submitted for review.

Review the NUREG-1556 Volume 4. It can be used as guidance to complete this checklist.

<http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>

- Submit all Policy and Procedures to the Nevada Radiation Control Program (RCP).
- Submit the Application** signed by executive management or a person authorized to sign original documents.
- Submit an organizational chart with names, depicting where the Radiation Safety Officer (RSO) and the executive management fit into the organization.
- If application or checklist is signed by an individual other than the RSO, submit a Non-RSO Delegation of Authority form with wet signatures.  
[http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/dta/Forms/NON-RSO\\_RPDelegationofAuthority.pdf](http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/dta/Forms/NON-RSO_RPDelegationofAuthority.pdf)
- Storage and use facility address and diagram**
  - Include the addresses of the business office and the address where materials will be used and stored.
  - Submit facility diagrams of the entire property and each fixed gauge location with the following:
    - Scale or exact measurements for each room
    - The direction ↑ north
    - Clearly mark the fixed gauge storage and use area(s)
    - The occupancy factor of all areas surrounding the restricted area(s) on all sides
    - Describe and label each area surrounding the restricted area(s) on all sides
  - Describe the means of preventing access to licensed materials by unauthorized personnel and provide a detailed description of the two tangible barriers used in securing the storage location.
  - Submit a completed Landlord Acknowledgement Form.  
[http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/Docs/LandlordAcknowledgementForm\(11-17-15\).pdf](http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/Docs/LandlordAcknowledgementForm(11-17-15).pdf)
  - Submit a copy of State or local business license with the storage address.
- Authorized Users (AU)**
  - Submit a current list of AUs, including dates of current Fixed Gauge User Safety training (This form satisfies the request: <http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/Docs/AUTrainingList.pdf>), and describe their responsibilities and duties.
  - Commit that each employee will complete fixed gauge manufacturer's training program or equivalent before using a fixed gauge.
  - Commit that the RSO will maintain a current list of AUs and their training documentation.
- RSO, and if applicable, Alternate RSO (ARSO)**
  - Submit training dates of training  
(<http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/Docs/AUTrainingList.pdf>)
  - If applicable, submit a copy of a RAM license wherein the individual is listed as RSO.
  - Submit a completed RSO Delegation of Authority.  
[http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/Docs/RSO\\_DelegationAuthority.pdf](http://dph.nv.gov/uploadedFiles/dph.nv.gov/content/Reg/Radoactive-Mtl/Docs/RSO_DelegationAuthority.pdf)

**Inventory, Leak Test, and Shutter Check Policy & Procedure**

- Submit a current inventory with the date and RSO initials, the manufacturer, model no. & serial no. for each gauge or fixed gauge, nuclide and activity of each sealed source, and the current location.
- Commit to performing and documenting a physical inventory every 6 months and maintain records for no less than three (3) years.
- Commit to submit in writing an updated inventory to RCP when fixed gauges are +/- from inventory prior to taking possession or disposal.
- Commit to Leak Testing at intervals approved by the NRC or an Agreement State and specified in the Sealed Source and Device Registry (SS&DR), **and** maintain records pursuant to NAC 459.307.
- Commit to performing shutter checks at intervals not to exceed six (6) months.
- Commit to reporting any instance of shutter malfunction to the RCP within twenty four (24) hours.
- Submit the following as applicable:
  - The name of the company supplying kits and analyzing the leak tests.
  - If self-analyzed, procedures for analysis.
  - List of Users to perform leak tests other than the RSO, & submit their training.

**Maintenance Policy & Procedure**

- Submit lock out tag out policy and procedures.
- Commit to install and use fixed gauges in accordance with operating limits on the SS&DR.
- Commit that all maintenance will be done with the sources in the shielded position.
- Commit that all non-routine maintenance will be performed by persons authorized by the NRC or an Agreement State to perform these services **or** submit procedures and training documentation for non-routine maintenance (Survey meter is required for non-routine maintenance).

**Operating and Incident Response Policy & Procedures**

- Commit to an annual audit/review of the radiation safety program **and** maintain records for no less than three (3) years.
- Submit step by step procedures for use of the fixed gauge **or** commit to the manufacturer's instructions.
- Commit to using lock out tag out in the shutter closed position on all fixed gauges when not in use.
- Submit the reporting requirements and procedures for workers to use in case of incidents involving damage, theft or loss.
- Include the contact information for those who should be notified (cell, office phone, fax & email)

Include Nevada RCP- contact numbers

Radiation Control Program (8:00AM–5:00PM M-F)	(775) 687-7550
Radiation Control Program 24 hr Emergency Number	(877) 438-7231
Nevada Highway Patrol (24 hrs)	(775) 687-0400

- Commit that fixed gauges will be used, transported, and stored in such a way that members of the public will not receive more than 100 millirem (mrem) in one year, and the dose in any unrestricted area will not exceed 2 mrem in any one hour from licensed operations.

**Dosimetry Policy & Procedure**

- Provide the name of your dosimetry provider (must be NVLAP approved) and list the exchange frequency.
- Commit to maintaining control badges for accurate dose assessment.
- Commit to **and** submit instructions for personnel to wear their personnel dosimeters while working with fixed gauges and performing maintenance.
- Submit documentation that any employee working with or near RAM, not provided personnel dosimetry, will not receive a dose in excess of 10% of the annual dose limit in NAC 459.325 - 333.

- Radiation Survey Instruments Policy& Procedure**
  - Commit to an annual calibration of survey instruments and provide the name of the company performing the calibrations.
  - If a survey meter is not owned, provide the name of the company who will provide one if needed.
- Disposal Policy& Procedure**
  - Commit that the transfer or disposal will be conducted by returning to the manufacturer, transferring to another specific licensee or a licensed waste broker specifically authorized to possess the gauge or fixed gauge.
  - Commit to maintain records of receipt, transfer, and disposal of all sealed sources and fixed gauges received and possessed under the license until the license is terminated by the RCP.
  - Commit that license termination will be conducted in compliance with Nevada Administrative Code (NAC 459.200).

**CERTIFICATION**

The Applicant understands that all commitments that are marked above are binding and considered part of the license application; if not applicable, DO NOT mark. All applicable items that require submission must accompany the application, license fee and this checklist.

\_\_\_\_\_  
CERTIFYING OFFICER —PRINTED NAME

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE