



Radioactive Materials (RAM) Laboratory Licensing Checklist



Licensee _____ Lic.# _____

- Submit 1 copy only.** Number all pages sequentially that are submitted for review.
- Submit the Application** signed by executive management or a person authorized to sign original documents.
- Financial Assurance, Decommissioning and Emergency Plans:**
 - If financial assurance is required, submit documentation required by NAC 459.1955.
 - If emergency Plan is required per NAC 459.1951, submit the plan required by NAC 459.195.
- Storage and use facility address and diagram**
 - Include the addresses of the business office & use facility if different.
 - Submit a facility Diagram including; Scale, the direction ↑ north, identify the RAM storage location, label each area surrounding the RAM storage location and describe the use of each area
 - Describe the means of preventing access to unauthorized personnel and a description of the two tangible barriers used in securing the storage location.
 - Submit a letter from the land lord stating that they are aware of the storage/use of RAM.
[http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/Radoactive-Mtl/Docs/LandlordAcknowledgementForm\(11-17-15\).pdf](http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/Radoactive-Mtl/Docs/LandlordAcknowledgementForm(11-17-15).pdf)
 - Submit a copy of State or local business license with the storage address.
- Radiation Safety Officer (RSO), and if applicable, Alternate RSO (ARSO)**
 - Submit training certificates for Radiation Safety, current RSO training.
 - Submit a copy of a RAM license listed as RSO (if available) .
 - Submit an organizational chart and a Delegation of Authority form with wet signatures.
http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/Radoactive-Mtl/Docs/RSO_DelegationAuthority.pdf
- Unsealed RAM Inventory Policy & Procedure**
 - Submit a list of nuclides and maximum possession limits for each. (e.g. I-125, 25 millicuries)
 - Describe the use of each nuclide requested.
- Radiation Survey Instruments Policy & Procedure**
 - Submit the manufacture name, model # and detection ability. (Type of radiation and level of detection)
 - Commit to an annual calibration & the name of the company performing calibration.
- Dosimetry Policy & Procedure**
 - Provide the name of your dosimetry provider (NVLAP approved) and list the exchange frequency.
 - Commit to maintaining control badges for accurate dose assessment.
 - Submit Procedures for performing Bioassays if volatile forms or RAM will be used.
 - Commit to personnel will wear their personnel dosimeters while working with RAM.
 - If the licensee does not use dosimetry due to 10% rule they need to submit proof that they are below the 10% annual exposure limit.**
 - Submit proof / calculations of public dose assessment (<100 millirem (mrem) in a year / 2mrem/ any hr).
- ALARA Program**
 - Commit to an annual review of the radiation safety program.
 - Commit to posting “Caution Radioactive Material” and “Caution Radiation Area” signs appropriately
 - Commit to posting the current NRC1 “Notice to Employees” signage
- Operating and Emergency Policy & Procedures**
 - Submit step by step procedures for safe use of RAM.
 - Submit procedures for area surveys and contamination wipes and include the frequency performed.
 - Submit procedures for workers to use in case of Incident Response (damage, theft or loss) and the reporting requirements.

- Include the contact information for those who should be notified (cell, office, fax & email)
RSO & 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

- Research on Laboratory Animals:**
 - Submit procedures for special training to handle the animals, contamination & clean up from the animals, and disposal of the carcass.
 - Submit procedures for Animal Research in the Environment. (If applicable)
- RAM Transportation Policy & procedures (If Applicable)**
 - Commit that all RAM will be transported in accordance with U.S. DOT regulations (49 CFR).
 - Commit to ALL staff that pack, ship or determine shipping of RAM will obtain HAZMAT training.
- Disposal Policy & Procedure**
 - Submit the Policy and Procedure for Decay in Storage of radioactive materials.
 - 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 device.
 - Commitment to maintain records of receipt, transfer, and disposal of all sealed sources and devices received and possessed under the license
 - Commitment 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