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://dpbh.nv.gov/uploadedFiles/dpbh.nv.gov/content/Reg/Radoactive-Mtl/dta/Forms/NON-RSO_RPDelegationofAuthority.pdf
- ☐ If the licensee is an Increased Controls (IC) participant, all information is minimum Official Use Only. Treat all information regarding this licensee with the appropriate caution and sensitivity.

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 letter from the land lord stating that they are aware of the storage/use of RAM. If the property is Licensee owned, submit a letter from executive management stating ownership & acknowledgment of RAM.
- ☐ 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://dpbh.nv.gov/uploadedFiles/dpbhnvgov/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 certificates for Fixed Gauge User Safety and RSO training.
- ☐ Submit a previous copy of a RAM license wherein the individual is listed as RSO (if available) & Delegation of Authority. http://dpbh.nv.gov/uploadedFiles/dpbhnvgov/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 for no less than three (3) years.
- ☐ 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 maintain a copy (or have access to) the SS&DR for each gauge.
- ☐ 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