



Radioactive Materials (RAM) Program

New / Renewal Accelerator - Cyclotron License Checklist

Licensee _____ Lic. # _____

- Submit 1 copy only.** Number all pages sequentially that are submitted for review.
- Review the NUREG-1556 Volume 21** <http://www.nrc.gov/reading-rlm/doc-colections/nuregs/staff/sr1556/> It can be used as guidance to complete this checklist.
- Submit the Application** signed by executive management or a person authorized to sign original documents.
- Financial Assurance, Decommissioning and Emergency Plans:**
 - Commit to restricting the possession of licensed material to quantities below the minimum limit specified in NAC 459.1955 for establishing decommissioning financial assurance. Any incidentally activated radioactive products with atomic numbers 3-83.
- Storage and use facility address and diagram**
 - Addresses of the business office & use facility
 - Complete facility diagram: direction N↑, labeled immediate/surrounding rooms and hallways, storage area, secure areas, occupancy factor and scale.
 - Describe means of preventing access to unauthorized personnel, locks, key pads etc.
 - Submit a copy of 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.
- RSO:** Review 10 CFR and NUREG 1556 Volume 21 requirements.
 - Submit an organizational chart and a Delegation of Authority form with wet signatures to act on the license:
http://dpbh.nv.gov/uploadedFiles/dpbhnavgov/content/Reg/Radoactive-Mtl/Docs/RSO_DelegationAuthority.pdf
 - Submit current RAM license from NV, NRC or other state, must be named as RSO for same uses, or
 - New RSO & ARSO submit NRC Form 313A (RSO) as needed to validate RSO training.
- Authorized Users (Only for Pet Drug Production and cyclotron use) NUREG 1556 Vol. 21 Section 8.7.2**
 - College degree at Bachelor level or equivalent training
 - 40-hrs job specific radiation safety training
 - 6 months of supervised work experience
- Dosimetry:**
 - Provide the name of your dosimetry provider (must be NVLAP approved) and list the exchange frequency.
 - Explain the type of dosimetry used (WB & finger) (film & TLD)
 - Commitment to maintain Control Badges and records indefinitely
 - 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.
- ALARA Program**
 - Commit to an annual review of the Radiation Protection Plan
 - Commit to posting "Caution Radioactive Material" and "Caution Radiation Area" signs appropriately
 - Commit to posting the current NRC1 "Notice to Employees" signage
 - If required, Commit to Radiation Safety Committee meetings and maintaining minutes for 3 years
 - Submit current HAZMAT training certificate to ship hazardous materials (49 CFR required)
- Training: NUREG 1556 Vol. 21 Appendix F**
 - Commit to an annual radiation Safety training
 - Commit to training & dosimetry records to be on site for Agency Techs/Students that are on site
 - Commit to ALL staff that pack, ship or determine shipping of RAM will obtain HAZMAT training
<http://www.phmsa.dot.gov/hazmat/training-outreach>

Surveys and inventory of RAM:

- Commit to performing area surveys of the RAM storage area semi-annually and maintain these records for a period of 3 years.
- Commit to performing and documenting a physical inventory of all RAM in storage semi-annually and maintain these records for a period of 3 years.

Radiation Monitoring Equipment:

- Submit meter manufacturer, model #, serial #, probes, and use (Rate -v- contamination)
- Submit the name of the company performing the calibration
- Commit to calibration annually and to maintain records for 3 years.

Emergency Procedures:

- Submit the Policy and Procedure
- Add the State of Nevada Emergency numbers and RSO contact information to postings and procedures.

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

Waste Management:

- Commitment-“Radioactive Waste and sealed sources will be transferred to a low level waste facility, returned to the manufacturer or transferred to a specific licensee authorized to possess the material.”
- Submit Decay in Storage Policy and Procedure (t1/2 <120 day is allowed)
- Commitment to maintain records of receipt, transfer, and disposal of all sealed sources received and possessed under the license
- Commitment that license termination will be conducted in compliance with Nevada Administrative Code (NAC) 459.200.

**Use this link to use the Materials Control & Security Checklist (10 CFR part 37) if applicable:
[http://dpbh.nv.gov/Reg/RAM/dta/Forms/Radioactive_Material_Program_\(RAM\)_-_Forms/](http://dpbh.nv.gov/Reg/RAM/dta/Forms/Radioactive_Material_Program_(RAM)_-_Forms/)

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