



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

TO: All Organizations Who Have Devices Containing Radioactive Material

SUBJECT: REGISTRATION OF GENERALLY LICENSED DEVICES

The U.S. Nuclear Regulatory Commission (NRC) is starting a registration program for certain devices possessed under the general license issued in section 31.5 of Title 10 U.S. Code of Federal Regulations (10 CFR). Devices subject to registration include those containing at least one of the following radionuclides in an amount equal to or greater than the indicated quantity at the time of manufacture:

- 3.7 megabecquerel (0.1 millicurie) of strontium-90
- 37 megabecquerel (1 millicurie) of cobalt-60
- 37 megabecquerel (1 millicurie) of any transuranic element, [i.e., atomic number greater than uranium (92), including americium-241, curium-244, plutonium-238, plutonium-239, and californium-252]
- 370 megabecquerel (10 millicurie) of cesium-137

You are receiving this notice because NRC records indicate that you have one or more such devices. See the attached instructions for more details. Information about this program was sent to you and published in the *Federal Register* on July 26 and August 4, 1999 (64 FR 40295 and 64 FR 42269).

Please note that under 10 CFR 31.5(c)(11), **the attached General Licensee Registration Form must be completed, signed, and returned to the NRC within 45 days from the date of this letter.** Please mail the completed form using the enclosed return envelope to:

DIRECTOR OF NUCLEAR MATERIAL SAFETY AND SAFEGUARDS  
ATTN: GLTS  
U S NUCLEAR REGULATORY COMMISSION  
WASHINGTON DC 20555-0001

**No fee is required for registration at this time.** You will be notified if fees are required in the future.

Questions may be directed to the address above, or by telephone to 301-415-7138.

Attachment: NRC Form 664, "General Licensee Registration"

## INSTRUCTIONS FOR COMPLETING NRC FORM 664, "GENERAL LICENSEE REGISTRATION"

Complete all six sections included in this registration form. If any of the information is incorrect or missing, provide the corrections in the applicable boxes. If you have more devices than the form allows you to report, make photocopies of the form as necessary. Use black ink and print using **CAPITAL LETTERS**. Start information in the first box provided. If the information contains a number which contains a dash (-) or a decimal point (.), include the dash or decimal point as an individual character.

Verify information about the devices by reviewing the label on the outside of the device. For safety reasons, **DO NOT TRY TO TAKE APART** any device to verify this information. If you are uncertain how to identify the labeling of the device, contact the manufacturer or an authorized service agent of the device for this information. Also contact the manufacturer for any additional information about NRC requirements. You may also review 10 CFR 31.5 and other applicable regulations on the NRC web site at [www.nrc.gov/NRC/CFR/index.html](http://www.nrc.gov/NRC/CFR/index.html).

**Section 1 - General Licensee Information.** Provide the requested information about you, the general licensee. Provide the street address for the use or storage location of the device(s). Do not specify a Post Office Box as the physical location. Ensure that the mailing address is associated with the physical location where the devices are used and/or stored. For portable devices, this would be the mailing address for the primary place of storage. Do not specify a Post Office Box unless this is the only available mailing address.

Provide the name, title, and telephone number of the person who is the responsible individual for the device. If the responsible individual is not an employee of the general licensee, provide the name of the individual's employer.

Do not write in the box marked **For NRC Use Only**.

**Section 2 - Devices Subject to Registration.** This section contains a list of each device subject to registration which NRC records indicate you have. If you are not in possession of a device on this list, blacken the "not in possession of device" circle, and provide the information contained in Section 4. Note that each device is assigned a unique six-digit number called the NRC Device Code.

Devices subject to registration include those containing at least one of the following radionuclides, in an amount equal to or greater than the indicated quantity at the time of manufacture:

- 3.7 megabecquerel (0.1 millicurie) of strontium-90
- 37 megabecquerel (1 millicurie) of cobalt-60
- 37 megabecquerel (1 millicurie) of any transuranic element, [i.e., atomic number greater than uranium (92), including americium-241, curium-244, plutonium-238, plutonium-239, and californium-252]
- 370 megabecquerel (10 millicurie) of cesium-137

**Section 3 - Additional Devices.** If you have any generally licensed devices that meet the conditions of registration listed above, that are not listed in Section 2, provide information about the additional device(s) in this section. Also show how you acquired each additional device by blackening the proper circle.

The codes for isotopes are:

strontium-90 = SR90	plutonium-238 = PU238
cobalt-60 = CO60	plutonium-239 = PU239
americium-241 = AM241	californium-252 = CF252
curium-244 = CU244	cesium-137 = CS137

The codes for units are:

milligrams = MG	kilobecquerel = KBQ
microcurie = UCI	megabecquerel = MBQ
millicurie = MCI	gigabecquerel = GBQ
curie = CI	

**Section 4 - Not in Possession of Device.** Use this section to report any devices that are preprinted in Sections 2 or 6, but which you no longer have. Enter the six-digit NRC Device Code, as listed in Section 2 or 6. Blacken the circle (choose only one) that best describes the disposition of the device. If the device was returned to the Manufacturer/Initial Transferor, provide only the license number (if known) and date the device was transferred; otherwise, provide all applicable information in the appropriate boxes. If the device was disposed of by, or transferred to, a specific licensee, provide all information indicated on the form for the specific licensee, except for the contact/responsible individual (required only when the device is transferred to another general licensee).

**Section 5 - Certification and Signature.** The responsible individual must sign and date Section 5.

**Section 6 - Devices Not Subject to Registration.** This list contains information on devices which NRC records indicate you have, but that are not subject to registration. If you no longer have one or more of the listed devices, you are required to make a transfer report to NRC in accordance with 10 CFR 31.5(c)(8) or (9), as applicable. You may use Section 6 for this purpose. Please note: This section does not list any static eliminators containing polonium 210 (Po-210), or luminous exit signs containing tritium (H-3). These devices are not subject to registration, and are not included in this section in an effort to reduce the length of this form.







SECTION 2 - DEVICES SUBJECT TO REGISTRATION (Continued)

NRC Device Code

Manufacturer Name:

Grid for Manufacturer Name (20 columns)

Manufacturer License Number: (if known)

Grid for Manufacturer License Number (12 columns)

Device Serial Number:

Grid for Device Serial Number (12 columns)

Device Model Number:

Grid for Device Model Number (20 columns)

Isotope: XXXXX

Grid for Isotope (5 columns)

Receipt Date: MM/DD/YYYY (if known)

Grid for Receipt Date MM (2 columns)

Grid for Receipt Date DD (2 columns)

Grid for Receipt Date YYYY (4 columns)

MM

DD

YYYY

Not in possession of device (Also complete Section 4)

NRC Device Code

Manufacturer Name:

Grid for Manufacturer Name (20 columns)

Manufacturer License Number: (if known)

Grid for Manufacturer License Number (12 columns)

Device Serial Number:

Grid for Device Serial Number (12 columns)

Device Model Number:

Grid for Device Model Number (20 columns)

Isotope: XXXXX

Grid for Isotope (5 columns)

Receipt Date: MM/DD/YYYY (if known)

Grid for Receipt Date MM (2 columns)

Grid for Receipt Date DD (2 columns)

Grid for Receipt Date YYYY (4 columns)

MM

DD

YYYY

Not in possession of device (Also complete Section 4)

NRC Device Code

Manufacturer Name:

Grid for Manufacturer Name (20 columns)

Manufacturer License Number:

Grid for Manufacturer License Number (12 columns)

Device Serial Number:

Grid for Device Serial Number (12 columns)

Device Model Number:

Grid for Device Model Number (20 columns)

Isotope: XXXXX

Grid for Isotope (5 columns)

Receipt Date: MM/DD/YYYY (if known)

Grid for Receipt Date MM (2 columns)

Grid for Receipt Date DD (2 columns)

Grid for Receipt Date YYYY (4 columns)

MM

DD

YYYY

Not in possession of device (Also complete Section 4)









**SECTION 5 - CERTIFICATION**

I hereby certify that:

- A. All information contained in this registration is true and complete to the best of my knowledge and belief.
- B. A physical inventory of the devices subject to registration has been completed, and information on the devices has been checked against the device labeling.
- C. I am aware of the requirements of the general license, provided in 10 CFR 31.5.  
(Copies of applicable regulations may be viewed at the NRC web site at [www.nrc.gov/NRC/CFR/index.html](http://www.nrc.gov/NRC/CFR/index.html) )

\_\_\_\_\_  
SIGNATURE - RESPONSIBLE INDIVIDUAL

\_\_\_\_\_  
DATE

**WARNING: FALSE STATEMENTS MAY BE SUBJECT TO CIVIL AND/OR CRIMINAL PENALTIES. NRC REGULATIONS REQUIRE THAT SUBMISSIONS TO THE NRC BE COMPLETE AND ACCURATE IN ALL MATERIAL ASPECTS. 18 U.S.C. SECTION 1001 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY WRONG STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER IN ITS JURISDICTION.**

**SECTION 6 - DEVICES NOT SUBJECT TO REGISTRATION**

**NRC Device Code:** 123456                      **Manufacturer License Number:** 111-11GL  
**Manufacturer Name:** GL PRODUCTS, INC.  
**Model Number:** 12345                      **Serial Number:** 09876                      **Transfer Date:** MM/DD/YYYY  
**Isotope:** CS137                              **Activity:** 5                                      **Unit:** MCI

**NRC Device Code:**                              **Manufacturer License Number:**  
**Manufacturer Name:**  
**Model Number:**                              **Serial Number:**                              **Transfer Date:**  
**Isotope:**                                      **Activity:**                                      **Unit:**

**NRC Device Code:**                              **Manufacturer License Number:**  
**Manufacturer Name:**  
**Model Number:**                              **Serial Number:**                              **Transfer Date:**  
**Isotope:**                                      **Activity:**                                      **Unit:**

