

C.5 Checklist for Determining When Significant Licensing Action Has Taken Place That May Require An Additional Onsite Inspection

CHECKLIST FOR DETERMINING WHEN SIGNIFICANT LICENSING ACTION HAS TAKEN PLACE THAT MAY REQUIRE AN ADDITIONAL ONSITE INSPECTION

If recent licensing actions have resulted in one of the following, regional management should determine the need for performing an onsite inspection prior to the next routine inspection:

1. Does the licensing action result in increased authorization for types and quantities of radioactive material that could result in a significant potential for increased radiation exposure to the public and occupational workers?

No
 Yes (*Describe*)

Note: This can be identified by a change to a higher priority, i.e., from a Priority 2 to a Priority 1 license. Another "rule-of-thumb" for identifying a significant change in this area would be an increase in the authorized quantity from a millicurie amount to a curie amount.

2. Does the licensing action authorize a physical move of a facility or authorize use at a temporary job site(s)?

No
 Yes

3. Does the licensing action authorize satellite facilities where material will be used or stored?

No
 Yes

4. Does the licensing action increase the types of uses or disposal (incineration) of radioactive materials?

No
 Yes

5. Does the licensing action significantly increase the number of authorized users?

No
 Yes

C.4 Checklist for Requests to Withhold Information from Public Disclosure

NA

CHECKLIST FOR REQUESTS TO WITHHOLD INFORMATION FROM PUBLIC DISCLOSURE	
<p>In order to request that NRC withhold information contained in an application from public disclosure, the applicant must submit the information and application, including an affidavit, in accordance with 10 CFR 2.790. The applicant should submit all of the following:</p>	
<input type="checkbox"/>	A proprietary copy of the information. Brackets should be placed around the material considered to be proprietary. This copy should be marked as proprietary.
<input type="checkbox"/>	A non-proprietary copy of the information. Applicants should white out or black out the proprietary portions (i.e., those in the brackets), leaving the non-proprietary portions intact. This copy should not be marked as proprietary
<input type="checkbox"/>	An affidavit that:
<input type="checkbox"/>	Is notarized.
<input type="checkbox"/>	Clearly identifies (such as by name or title and date) the document to be withheld.
<input type="checkbox"/>	Clearly identifies the position of the person executing the affidavit. This person must be an officer or upper-level management official who has been delegated the function of reviewing the information sought to be withheld and authorized to apply for withholding on behalf of the company.
<input type="checkbox"/>	States that the company submitting the information is the owner of the information or is required, by agreement with the owner of the information, to treat the information as proprietary.
<input type="checkbox"/>	Provides a rational basis for holding the information in confidence.
<input type="checkbox"/>	Fully addresses the following issues:
<input type="checkbox"/>	Is the information submitted to, and received by, NRC in confidence? Provide details.
<input type="checkbox"/>	To the best of applicant's knowledge, is the information currently available in public sources?
<input type="checkbox"/>	Does the applicant customarily treat this information, or this type of information, as confidential? Explain why.
<input type="checkbox"/>	Would public disclosure of the information be likely to cause substantial harm to the competitive position of the applicant? If so, explain why in detail. The explanation should include the value of the information to your company, amount of effort or money expended in developing the information, and the ease or difficulty of others to acquire the information.

**SAMPLE MEMO TO INSPECTION STAFF
IDENTIFICATION OF SIGNIFICANT LICENSING ACTION**

License No:

Licensee:

Note to: *(Regional Inspection Supervisor)*

From: *(Regional Licensing Reviewer or management)*

Re: POSSIBLE NEED FOR ONSITE INSPECTION PRIOR TO ROUTINE INSPECTION

An onsite inspection of the licensee identified above should be considered due to a recent significant licensing action involving one or more of the criteria described below. Additional information is attached.

Circle all that apply:

- 1-Increased types and uses
- 2-Physical move or temporary job site
- 3-Authorization of satellite facilities
- 4-Increased disposal authorization
- 5-Significant increase in number of authorized users

License Reviewer:

Date:

Change date of next inspection?

No

Yes New inspection date:

Supervisor:

Date: