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REPORT OF PROPOSED ACTIVITIES IN NON-AGREEMENT STATES, AREAS OF EXCLUSIVE FEDERAL JURISDICTION, OR OFFSHORE WATERS

(Please read the instructions before completing this form)

1. NAME OF LICENSEE *(Person or firm proposing to conduct the activities described below)*

2. TYPE OF REPORT
 INITIAL [REDACTED] CLARIFICATION

3. ADDRESS OF LICENSEE *(Mailing address or other location where licensee may be located)*

4. LICENSEE CONTACT AND TITLE

5. TELEPHONE NUMBER
(Include Area Code)

6. FACSIMILE NUMBER
(Include Area Code)

7. ACTIVITIES TO BE CONDUCTED UNDER THE GENERAL LICENSE GIVEN IN 10 CFR 150.20

- WELL LOGGING
 - LEAK TESTING AND/OR CALIBRATIONS
 - TELETHERAPY/IRRADIATOR SERVICE
 - PORTABLE GAUGES
 - OTHER (Specify) ⇒ _____
 - RADIOGRAPHY ⇒ _____
- REGISTERED AS USER OF PACKAGING (CERTIFICATES OF COMPLIANCE NUMBERS) _____

8. CLIENT NAME, ADDRESS, CITY/COUNTY, STATE, ZIP CODE

9. ACTUAL PHYSICAL ADDRESS OF WORK LOCATION
(Street and Number or other location. Give as complete an address or directions as possible.)

10. CLIENT TELEPHONE NUMBER
(Include Area Code)

11. WORK LOCATION TELEPHONE NUMBER
(Include Area Code)

12. DATES SCHEDULED		13. NUMBER OF WORK DAYS	14. ADD	15. DELETE	16. LOCATION REFERENCE NUMBER
FROM	TO				NUMBER TO BE ASSIGNED BY NRC

LIST ADDITIONAL WORK SITES ON SEPARATE SHEET(S) TO INCLUDE ALL INFORMATION CONTAINED IN ITEMS 9-16 ABOVE.

17. LIST RADIOACTIVE MATERIAL, WHICH WILL BE POSSESSED, USED, INSTALLED, SERVICED, OR TESTED
(Include description of type and quantity of radioactive material, sealed sources, or devices to be used.)

18. AGREEMENT STATE SPECIFIC LICENSE WHICH AUTHORIZES THE UNDERSIGNED TO CONDUCT ACTIVITIES WHICH ARE THE SAME, EXCEPT FOR LOCATION OF USE, AS SPECIFIED IN ITEM 9. ABOVE. *(Four copies of the specific license must accompany the initial NRC Form 241.)*

LICENSE NUMBER

STATE

EXPIRATION DATE

19. CERTIFICATION (MUST BE COMPLETED BY APPLICANT)

I, THE UNDERSIGNED, HEREBY CERTIFY THAT:

- a. All information in this report is true and complete.
- b. I have read and understand the provision of the general license 10 CFR 150.20 reprinted on the instructions of this form; and I understand that I am required to comply with these provisions as to all byproduct, source, or special nuclear material which I possess and use in non-Agreement States or offshore waters under the general license for which this report is filed with the U.S. Nuclear Regulatory Commission.
- c. I understand that activities, including storage, conducted in non-Agreement States under general license 10 CFR 150.20 are limited to a total of 180 days in calendar year. With the exception of work conducted in off-shore waters, which is authorized for an unlimited period of time in the calendar year.
- d. I understand that I may be inspected by NRC at the above listed work site locations and at the Licensee home office address for activities performed in non-Agreement States or offshore waters.
- e. I understand that conduct of any activities not described above, including conduct of activities on dates or locations different from those described above or without NRC authorization, may subject me to enforcement action, including civil or criminal penalties.

CERTIFYING OFFICER - RSO or Management Representative (Name and Title)

SIGNATURE

DATE

WARNING: False statements in this certificate may be subject to civil and/or criminal penalties. NRC regulations require that submissions to the NRC be complete and accurate in all material respects. 18 U.S.C. Section 1001 makes it a criminal offense to make a willfully false statement or representation to any department or agency of the United States as to any matter within its jurisdiction.

FOR NRC USE ONLY

REVIEWING OFFICIAL *(Typed/Printed Name and Title)*

SIGNATURE

DATE

TOTAL USAGE -- DAYS TO DATE

U.S. NUCLEAR REGULATORY COMMISSION

**REPORT OF PROPOSED ACTIVITIES IN NON-AGREEMENT STATES, AREAS OF
EXCLUSIVE FEDERAL JURISDICTION, OR OFFSHORE WATERS**

PLEASE READ THIS INFORMATION AND THESE INSTRUCTIONS BEFORE COMPLETING NRC FORM 241

Section 150.20 of 10 CFR 150 establishes a general license authorizing any person who holds a specific license from an "Agreement State" (a State with which the U.S. Nuclear Regulatory Commission has entered into an effective agreement under subsection 274b of the Atomic Energy Act of 1954) where the licensee maintains an office for directing the licensed activity and at which radiation safety records are normally maintained, to conduct the same activity in Non-Agreement States, areas of exclusive Federal jurisdiction, or in offshore waters if the specific license issued by the Agreement State does not limit the authorized activity to specified locations or installations.

INSTRUCTIONS

Licensees cannot perform work in areas of exclusive Federal jurisdiction without either (a) filing NRC Form 241 for reciprocity in accordance with 10 CFR 150.20(b) or (b) applying for a specific NRC license. An area of exclusive Federal jurisdiction is an area over which the Federal government exercises legal control without interference from the jurisdiction and administration of State law. For example: If the work is to be performed on Federal property in an Agreement State, the licensee must first determine the jurisdictional status of the area where the licensee plans to work. If the jurisdictional status of the work site is unknown to the licensee, the Agreement State licensee should contact the Federal agency that controls the facility where the work is to be performed. A written statement concerning the jurisdictional status is not required in order to file for reciprocity; however, it is recommended that the Agreement State licensee obtain such a statement for the file for future reference and inspection purposes.

For licensees seeking to conduct activities under reciprocity for the first time in a calendar year, submit this Form, 4 copies of the Agreement State specific license and the fee specified in fee Category 16, 10 CFR 170.31. NRC must receive this filing at least 3 days before the licensee engages in activities permitted under the General License established by Section 150.20 of 10 CFR 150.

In general, the preferred method of filing is through the transmission by facsimile of NRC Form 241, the Agreement State license, and a copy of the check as this method avoids many timing problems which may be caused by use of the mail. If the facsimile method is used, the transmission must be received by NRC 3 days before the licensee engages in the activity and contains a copy of the check that will be mailed to meet fee requirements. In addition, for initial filings, the licensee must also file the four copies of NRC Form 241, four copies of the Agreement State license, and the check for the fee within 3 days of facsimile transmission. Alternatively, the licensee may file the required information through the mail or other means as long as NRC receives the information at least 3 days before the licensee engages in the activity.

In completing NRC Form 241, it is important that the information submitted on NRC Form 241 be specific regarding the location and date of use as well as the activity requested. If it is not possible to provide complete information, such as addresses for the locations of work, the licensee should provide as much information as possible. The licensee is responsible for providing additional information as revisions or clarifications as soon as such information becomes available.

Item 2.

For licensees seeking to conduct activities under reciprocity for the first time in a calendar year, submit this Form, 4 copies of the Agreement State specific license and the fee specified in fee Category 16, 10 CFR 170.31. NRC must receive this filing at least 3 days before the licensee engages in activities permitted under the General License established by Section 150.20 of 10 CFR 150. The licensee should check the "initial" box if this is the first submission of Form 241 for the year.

For revisions such as additional work locations, changes to the radioactive material, or work activities that are different from the information submitted on the initial NRC Form 241, licensees should file by NRC Form 241 or letter, with the appropriate fee so that NRC receives the filing at least 3 days prior to engaging in such activity. ~~Licensees should check the "revision" box to indicate revisions to the initial NRC Form 241.~~ It is not necessary to resubmit the Agreement State license unless the license has been amended since the filing of the initial NRC Form 241.

Providing the regional office with information that clarifies or deletes specific locations or work sites; changes work site contacts; or adds or deletes dates of work different from the initial NRC Form 241 is considered a clarification and not a revision. The licensee should check "clarification" to indicate that the changes are only clarifications to the information provided on the initial NRC Form 241. It is not necessary to resubmit the Agreement State license unless the license has been amended since the filing of the initial NRC Form 241. No fee is required for clarifications.

NRC Form 241 may be used for submitting multiple work locations and clients for initial filings of NRC Form 241, as well as for submitting revisions and clarifications to previous filings. Separate sheets may be used provided it includes all of the requested information in Items 9-16 of NRC Form 241.

Under the general license, reciprocity activities are authorized only as long as the licensee holds a valid radioactive material license. If the license expires during the year, an extension letter or a renewed license issued by the regulating agency must be submitted to NRC before performing any additional work under reciprocity.

Items 12. - 16.

Under the general license, reciprocity activities, including storage (usage), conducted in non-Agreement States and areas of exclusive Federal jurisdiction, are limited to a total of 180 days in any calendar year except for work conducted in off-shore waters, which is authorized for an unlimited period of time in a calendar year. NRC tracks reciprocity usage on the basis of approved usage days. NRC will not approve any activity under the general license which causes the total usage days to exceed 180 days, except for work conducted in off-shore waters. NRC may note and notify the licensee that a filing proposes reciprocity activities which approach or would exceed the 180-day limit. It is important that licensees track the days of use and clarify or delete dates of work when applicable.

Item 12. should reference the proposed beginning and ending dates of work for each work location with the total number of days worked recorded in Item 13. Item 14. should be completed to show additional work dates different from those provided on the initial NRC Form 241 and Item 15. should indicate dates when work was not performed, as initially requested, that need to be deleted from the total work days. The Location Reference Number in Item 16. is generated by the NRC for use in tracking reciprocity activities and is specific for each work location. The Location Reference Number should be referenced for any revisions or clarifications to work location information.

Item 18 Licensees should identify the specific make and model numbers of sealed sources and devices.

NOTE: Inspections by NRC of activities performed in non-Agreement States, areas of exclusive Federal jurisdiction, or offshore waters by Agreement State licensees operating under the general license in 10 CFR 150.20 may be conducted at the listed work site locations or at the licensee's home office address. Failure to file an NRC Form 241 may result in civil or criminal penalties.

Agreement State licensees seeking to conduct activities under Reciprocity should file this Form, four copies of the Agreement State license, and the appropriate fee with the U.S. Nuclear Regulatory Commission Regional Administrator listed below for the region in which the Agreement State that issued the specific license is located:

IF THE AGREEMENT STATE LICENSE IS ISSUED BY:

Maine, Maryland, Massachusetts, New Hampshire, New York, or Rhode Island;

SEND APPLICATION AND FEE PAYMENT TO:

Regional Administrator
Division of Nuclear Material Safety
ATTN: Reciprocity Request
Nuclear Materials Safety Branch
U.S. Nuclear Regulatory Commission, Region I
475 Allendale Road
King of Prussia, PA 19406-1415
Telephone Number (800) 432-1156
Facsimile Number (610) 337-5393

IF THE AGREEMENT STATE LICENSE IS ISSUED BY:

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, or Tennessee,

SEND APPLICATION AND FEE PAYMENT TO:

Regional Administrator
Division of Nuclear Material Safety
ATTN: Reciprocity Request
U.S. Nuclear Regulatory Commission, Region II
Sam Nunn Atlanta Federal Center
61 Forsyth Street, S.W., Suite 23T85
Atlanta, GA 30303-8931
Telephone Number (800) 577-8510
Facsimile Number (404) 562-4955

IF THE AGREEMENT STATE LICENSE IS ISSUED BY:

Illinois, or Iowa,

SEND APPLICATION AND FEE PAYMENT TO:

Regional Administrator
Division of Nuclear Material Safety
ATTN: Reciprocity Request
U.S. Nuclear Regulatory Commission, Region III
801 Warrenville Road
Lisle, IL 60532-4351
Telephone Number (630) 829-9887
Facsimile Number (630) 515-1259

IF THE AGREEMENT STATE LICENSE IS ISSUED BY:

Arizona, Arkansas, California, Colorado, Idaho, Kansas, Louisiana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, Texas, Utah, or Washington,

SEND APPLICATION AND FEE PAYMENT TO:

Regional Administrator
Division of Nuclear Material Safety
ATTN: Reciprocity Request
U.S. Nuclear Regulatory Commission, Region IV
611 Ryan Plaza Drive, Suite 400
Arlington, TX 76011-8064
Telephone Number (817) 860-8100
Facsimile Number (817) 860-8263

150.20 Recognition of Agreement State Licensees

(a)(1) Provided that the provisions of paragraph (b) of this section have been met, any person who holds a specific license from an Agreement State, where the licensee maintains an office for directing the licensed activity and retaining radiation safety records, is granted a general license to conduct the same activity in (i) Non-Agreement States; (ii) Areas of exclusive Federal jurisdiction within Agreement States; and (iii) Offshore waters.

(2) The provisions of paragraph (a)(1) of this section do not apply if the specific Agreement State license limits the authorized activity to a specific installation or location.

(b) Notwithstanding any provision to the contrary in any specific license issued by an Agreement State to a person engaging in activities in a non-Agreement State, in an area of exclusive Federal jurisdiction within an Agreement State, or in offshore waters under the general licenses provided in this section, the general licenses provided in this section are subject to all the provisions of the Act, now or hereafter in effect, and to all applicable rules, regulations, and orders of the Commission including the provisions of §§30.7 (a) through (f), 30.9, 30.10, 30.14(d), 30.34, 30.41, and 30.51 to 30.63, inclusive, of part 30 of this chapter; §§40.7 (a) through (f), 40.9, 40.10, 40.41, 40.51, 40.61, 40.63 inclusive, 40.71 and 40.81 of part 40 of this chapter; §§70.7 (a) through (f), 70.9, 70.10, 70.32, 70.42, 70.51 to 70.56, inclusive, 70.60 to 70.62, inclusive, and to the provisions of 10 CFR parts 19, 20 and 71 and subpart B of part 34, §§39.15 and 39.31 through 39.77, inclusive, of part 39 of this chapter. In addition, any person engaging in activities in non-Agreement States, in areas of exclusive Federal jurisdiction within Agreement States, or in offshore waters under the general licenses provided in this section:

(1) Except as specified in paragraph (c) of this section, shall, at least 3 days before engaging in each activity for the first time in a calendar year, file a submittal containing an NRC Form 241, "Report of Proposed Activities in Non-Agreement States," areas of Federal jurisdiction or off-shore waters," 4 copies of its Agreement State specific license, and the appropriate fee as prescribed in §170.31 of this chapter with the Regional Administrator of the U.S. Nuclear Regulatory Commission Regional Office listed on the NRC Form 241 and in Appendix D of Part 20 of this chapter for the Region in which the Agreement State that issued the license is located. If a submittal cannot be filed 3 days before engaging in activities under reciprocity, because of an emergency or other reason, the Regional Administrator may waive the 3-day time requirement provided the licensee: (i) Informs the Region by telephone, facsimile, an NRC Form 241, or a letter of initial activities or revisions to the information submitted on the initial NRC Form 241; (ii) Receives oral or written authorization for the activity from the Region; and (iii) Within 3 days after the notification, files an NRC Form 241, 4 copies of the Agreement State license, and the fee payment.

(2) Shall file an amended NRC Form 241 or letter and the appropriate fee as prescribed in §170.31 of this chapter with the Regional Administrator to request approval for changes in work locations, radioactive material, or work activities different from the information contained on the initial NRC Form 241.

(3) Shall not, in any non-Agreement State, in an area of exclusive Federal jurisdiction within an Agreement State, or in offshore waters, transfer or dispose of radioactive material possessed or used under the general licenses provided in this section, except by transfer to a person who is (i) Specifically licensed by the Commission to receive this material; or (ii) Exempt from the requirements for a license for material under §30.14 of this chapter.

(4) Shall not, under the general license concerning activities in non-Agreement States or in areas of exclusive Federal jurisdiction within Agreement States, possess or use radioactive materials, or engage in the activities authorized in paragraph (a) of this section, for more than 180 days in any calendar year, except that the general license in paragraph (a) of this section concerning activities in offshore waters authorizes that person to possess or use radioactive materials, or engage in the activities authorized, for an unlimited period of time.

(5) Shall comply with all terms and conditions of the specific license issued by an Agreement State except such terms or conditions as are contrary to the requirements of this section.

(c) A person engaging in activities in offshore waters under the general license provided for that purpose in paragraph (a) of this section need not file a Form NRC - 241 (revised) with the Commission under paragraph (b)(1) of this section, provided, that:

(1) At least 3 days before engaging in each such activity the person notifies the Agreement State that issued the specific license about the activity, including in the notification (i) a description of the activity, (ii) the location, (iii) the dates scheduled, (iv) a list of the sealed sources, or devices containing sealed sources, which will be possessed, used, installed, serviced, or tested, and (v) a description of the type and quantity of radioactive material contained in each sealed source or device; and

(2) The Agreement State that issued the specific license is listed in paragraph (d) of this section as having entered into an agreement to perform inspections and other functions for the Commission.

(d) The following Agreement State has entered into an agreement to perform inspections and other functions for the Commission:
Louisiana.

[35 FR 7725, May 20, 1970, as amended at 38 FR 1273, Jan. 11, 1973; 46 FR 44152, Sept. 3, 1981; 46 FR 50781, Oct. 15, 1981; 52 FR 41700, Oct. 30, 1987; 55 FR 10406, Mar. 21, 1990; 56 FR 54779, Oct. 23, 1991; 58 FR 52414, Oct. 8, 1993; 62 FR 1665, Jan. 13, 1997; 62 FR 28973, May 28 1997]

PART 150 • EXEMPTIONS AND CONTINUED REGULATORY AUTHORITY ...

RECIPROCITY

§150.20 Recognition of Agreement State licenses.

(a)(1) Provided that the provisions of paragraph (b) of this section have been met, any person who holds a specific license from an Agreement State, where the licensee maintains an office for directing the licensed activity and retaining radiation safety records, is granted a general license to conduct the same activity in—

(i) Non-Agreement States;
(ii) Areas of exclusive Federal jurisdiction within Agreement States; and

(iii) Offshore waters;

(2) The provisions of paragraph (a)(1) of this section do not apply if the specific Agreement State license limits the authorized activity to a specific installation or location.

(b) Notwithstanding any provision to the contrary in any specific license issued by an Agreement State to a person engaging in activities in a non-Agreement State, in an area of exclusive Federal jurisdiction within an Agreement State, or in offshore waters under the general licenses provided in this section, the general licenses provided in this section are subject to all the provisions of the Act, now or hereafter in effect, and to all applicable rules, regulations, and orders of the Commission including the provisions of §§ 30.7 (a) through (f), 30.9, 30.10, 30.14(d), 30.34, 30.41, and 30.51 to 30.63, inclusive, of part 30 of this chapter; §§ 40.7 (a) through (f), 40.9, 40.10, 40.41, 40.51, 40.61, 40.63 inclusive, 40.71 and 40.81 of part 40 of this chapter; §§ 70.7 (a) through (f), 70.9, 70.10, 70.32, 70.42, 70.51 to 70.56, inclusive, 70.60 to 70.62, inclusive, and to the provisions of 10 CFR parts 19, 20 and 71 and subparts C through H of part 34, §§ 39.15 and 39.31 through 39.77, inclusive, of part 39 of this chapter. In addition, any person engaging in activities in non-Agreement States, in areas of exclusive Federal jurisdiction within Agreement States, or in offshore waters under the general licenses provided in this section:

➤ (1) Shall, at least 3 days before engaging in each activity for the first time in a calendar year, file a submittal containing an NRC Form 241, "Report of Proposed Activities in Non-Agreement States," 4 copies of its Agreement State specific license, and the appropriate fee as prescribed in § 170.31 of this chapter with the Regional Administrator of the U.S. Nuclear Regulatory Commission Regional Office listed on the NRC Form 241 and in Appendix D of Part 20 of this chapter for the Region in which the Agreement State that issued the license is located. If a submittal cannot be filed 3 days before engaging in activities under reciprocity, because of an emergency or other reason, the Regional Administrator may waive the 3-day time requirement provided the licensee:

(i) Informs the Region by telephone, facsimile, an NRC Form 241, or a letter of initial activities or revisions to the information submitted on the initial NRC Form 241;

(ii) Receives oral or written authorization for the activity from the Region; and

(iii) Within 3 days after the notification, files an NRC Form 241, 4 copies of the Agreement State license, and the fee payment.

(2) Shall file an amended NRC Form 241 or letter and the appropriate fee as prescribed in § 170.31 of this chapter with the Regional Administrator to request approval for changes in work locations, radioactive material, or work activities different from the information contained on the initial NRC Form 241.

(3) Shall not, in any non-Agreement State, in an area of exclusive Federal jurisdiction within an Agreement State, or in offshore waters, transfer or dispose of radioactive material possessed or used under the general licenses provided in this section, except by transfer to a person who is—

(i) Specifically licensed by the Commission to receive this material; or
(ii) Exempt from the requirements for a license for material under § 30.14 of this chapter.

(4) Shall not, under the general license concerning activities in non-Agreement States or in areas of exclusive Federal jurisdiction within Agreement States, possess or use radioactive materials, or engage in the activities authorized in paragraph (a) of this section, for more than 180 days in

any calendar year, except that the general license in paragraph (a) of this section concerning activities in offshore waters authorizes that person to possess or use radioactive materials, or engage in the activities authorized, for an unlimited period of time.

(5) Shall comply with all terms and conditions of the specific license issued by an Agreement State except such terms or conditions as are contrary to the requirements of this section.

➤ (c) [Removed 66 FR 5441.]

➤ (d) [Removed 66 FR 5441.]

RECIPROCITY FEE INFORMATION (effective August 13, 2001):

10 CFR 170.31	Schedule of Fees for Materials Licenses and Other Regulatory Services
Category 16	Reciprocity Application Agreement State licensees who conduct activities under the reciprocity provisions of 10 CFR 150.20
Current Fee	\$1400

Web address for NRC Form 241, "Report of Proposed Activities in Non-Agreement States, Areas of Exclusive Federal Jurisdiction, or Offshore Waters":

<http://www.hsr.gov/nrc/special/fr241.pdf>

NRC Form 241 and any clarification notices should be submitted to the following location for processing:

U.S. Nuclear Regulatory Commission, Region IV
Division of Nuclear Materials Safety
Nuclear Materials Licensing Branch
611 Ryan Plaza Drive, Suite 400
Arlington, Texas 76011

ATTN: RECIPROCITY

Facsimile transmittals will be accepted as the notification required by 10 CFR 150.20 **only** if you verify Region IV's receipt of the transmittals. Notifications sent to Region IV on a weekend or holiday should be promptly verified the next working day.

FACSIMILE NUMBER: 817-860-8263

Contact: Colleen Murnahan or Materials License Reviewer
817-860-8103 817-860-8100

7 CONTENTS OF NRC FORM 241

Agreement State licensees are required to complete NRC Form 241 identifying proposed activities in non-Agreement States, in areas of exclusive Federal jurisdiction within Agreement States, or in offshore waters. Licensees should file the completed NRC Form 241 with the NRC Regional Office in which the Agreement State that issued their license is located.

In completing NRC Form 241, the Agreement State licensee must provide sufficient information to enable NRC to conduct inspections. If NRC Form 241 contains omissions or errors, NRC staff will first try to resolve them by telephone with the Agreement State licensee within 3 days of receipt of NRC Form 241. If the discrepancies can be resolved by telephone, NRC staff will mark the form with the corrections and continue processing the form. NRC staff will sign the form and return a copy to the licensee once its review is complete.

If the deficiencies cannot be resolved by telephone, NRC staff will send a letter requesting the necessary information, identifying to the Agreement State licensee the deficiencies and informing the licensee that NRC will continue its review on receipt of the requested information. The Agreement State licensee will also be informed that work is not to be started in areas of exclusive Federal jurisdiction, non-Agreement States, or offshore waters until NRC receives the required information and completes its review.

Agreement State licensees that do not meet the requirements of 10 CFR 150.20 will be informed that they do not qualify for the general license and may not conduct licensed activities in NRC jurisdiction.

7.1 ITEM 1: NAME OF LICENSEE

List the licensee's name as identified on the Agreement State license (person or firm proposing the activities).

7.2 ITEM 2: TYPE OF REPORT

When submitting NRC Form 241, the Agreement State licensee is required to mark the appropriate box.

Initial Filing:

Agreement State licensees seeking to conduct activities under reciprocity in areas of exclusive Federal jurisdiction, non-Agreement States, or in offshore waters, *for the first time in a calendar year*, are required to submit NRC Form 241.

~~Revision~~

~~A revision may include additional work locations or clients, changes to the radioactive material, or work activities different from that described in the information submitted on the initial NRC Form 241.~~

Clarification:

Clarification provides information that modifies administrative items of NRC Form 241, clarifies or deletes specific locations of work sites, changes work site technicians, or adds or deletes dates of work different from the initial NRC Form 241.

7.3 ITEM 3: ADDRESS OF LICENSEE

Provide the mailing address where correspondence should be sent. A Post Office box number is an acceptable mailing address. The mailing address specifically identified on the Agreement State license should be used. Notify NRC of any changes in mailing address; these changes are considered a clarification.

7.4 ITEM 4: LICENSEE CONTACT

Identify the individual who can answer questions about NRC Form 241. This is typically the Radiation Safety Officer (RSO), unless the licensee has named a different person as the contact. NRC will contact this individual if there are questions about the form. Notify NRC of contact person changes as a clarification.

7.5 ITEM 5: TELEPHONE NUMBER

Provide a telephone number for the individual who can answer questions about NRC Form 241. Notify NRC of telephone number changes as a clarification.

7.6 ITEM 6: FACSIMILE NUMBER

Provide a facsimile number for the individual who can answer questions about NRC Form 241. Notify NRC of facsimile number changes as a clarification.

7.7 ITEM 7: ACTIVITIES TO BE CONDUCTED IN NON-AGREEMENT STATES UNDER THE GENERAL LICENSE GIVEN IN 10 CFR 150.20

Check the appropriate box corresponding to the activities you propose to conduct under the general license. If the activity is not specifically identified, check the "other" box and provide a

description of the activity. If you will be conducting industrial radiography, confirm that you have registered with NRC as a package user as specified in 10 CFR 71.12(c)(3) and provide the packaging Certificate of Compliance numbers.

A legal entity that performs the same licensed activity under more than one Agreement State license may file only one NRC Form 241 for this activity in a calendar year. For example, a company authorized to conduct radiography under both a Texas license and a Mississippi license may file only one NRC Form 241 to conduct radiography in NRC jurisdiction, limiting their radiography activities in NRC jurisdiction to 180 days in a calendar year. However, a company holding two or more Agreement State licenses for different licensed activities may file one NRC Form 241 for each type of activity in any calendar year, allowing 180 days for each activity in NRC jurisdiction in a calendar year.

Type B transportation packages, such as some radiography devices or overpacks used with radiography devices, are issued a Certificate of Compliance number when NRC approves the package. Before the licensee's first use of the package, the licensee must register with NRC. Licensees engaging in radiography activities must register with NRC as a user for each approved package issued a Certificate of Compliance number(s), in accordance with the requirements of 10 CFR 71.12. The registration application must be sent to the Office of Nuclear Material Safety and Safeguards, U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001. The information provided must include the licensee's name, license number, and the package identification number specified in the package approval. The supplier should provide the particular information to the licensee on request.

In accordance with 10 CFR 21.21(b), which applies to all licensees and certain unlicensed vendors, equipment defects which could create a substantial safety hazard, or equipment failures involving NRC-regulated activities, must be reported to NRC. For example, a failure of a lock box or a failure of the coupling between the source assembly and the control cable on a radiography camera are defects that must be reported to NRC. Personnel should be instructed to report any malfunction or defect in equipment to management, so that management can take appropriate action.

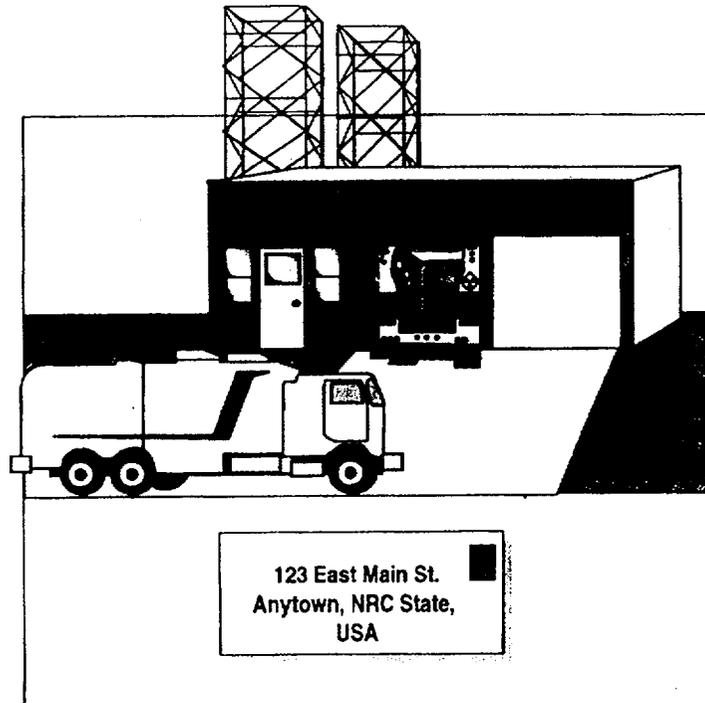
7.8 ITEM 8: CLIENT NAME, ADDRESS, CITY/COUNTY, STATE, ZIP CODE

Provide the names of your clients and their mailing addresses. A Post Office box number is an acceptable mailing address.

7.9 ITEM 9: ACTUAL PHYSICAL ADDRESS OF WORK LOCATION

Specify the street address, city, and state or other descriptive address (e.g., on Highway 10, 5 miles east of the intersection of Highway 10 and State Route 234, Anytown, State) for each work location. If the job site is linear and mobile (e.g., pipeline construction, multiple bridge sites), the descriptive address should be sufficient to allow an NRC inspector to find the work location. A Post Office Box address and locations identified such as "temporary job sites in the United States" or "in the State of ____" are not acceptable. If necessary, provide directions from a nearby recognizable location such as a village or Post Office.

Any number of work locations may be listed on an initial NRC Form 241. If work location(s) are added after the initial filing, the action is a revision and the required fee should be included.



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050400

Figure 7.1 Work Location. *You will be able to provide a "complete address" for some work locations.*

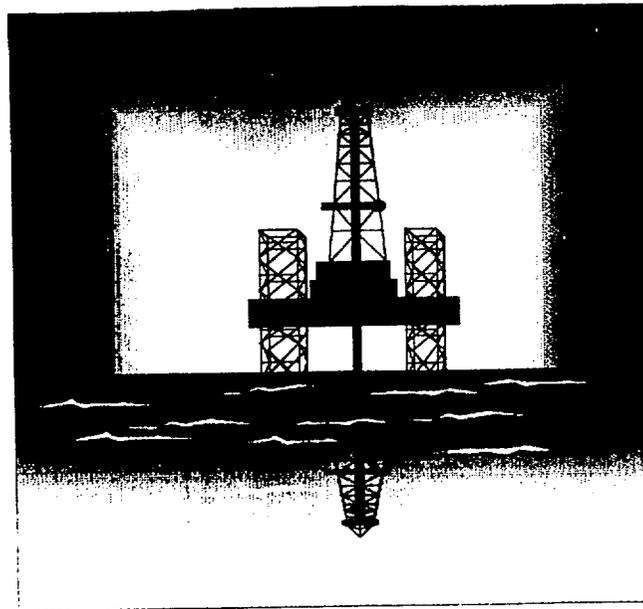
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050400

Figure 7.2 Remote Work Location. *You will need to provide a "descriptive address" of remote work locations, e.g., well site in the Gulf of Mexico (specify lease name and block number).*

7.10 ITEM 10: CLIENT TELEPHONE NUMBER

Provide a telephone number for the client(s) identified in Item 8. The telephone number should be for an individual who is knowledgeable about the work to be conducted. Notify NRC of telephone number changes as a clarification.

7.11 ITEM 11: WORK LOCATION TELEPHONE NUMBER

Provide a telephone number at the work location for a licensee or client contact who can answer questions concerning the licensed activities at the site. Changes to the work location telephone number are a clarification.

7.12 ITEM 12: DATES SCHEDULED

Provide the date span identifying the start and end dates for each location.

It is acceptable on the initial filing ~~or revision(s)~~ to indicate tentative dates or 180 days from January 1 through December 31, provided you submit a clarification when adding or deleting

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dates as they become known. It is important that you track the days of use. The need to clarify work dates becomes important when you approach the 180-day limit.

Example: The initial NRC Form 241 may list March 1 to March 31 for the site at the Bisco pipeline; however, because of rain, work was not performed on March 2 through March 10. The licensee should submit a clarification to delete these dates, because it may become important later in the calendar year should the work approach the 180-day limit.

7.13 ITEM 13: NUMBER OF WORK DAYS

Provide the total number of days scheduled for use at the work location.

Reciprocity in each calendar year (January 1 through December 31) is limited to 180 days, except for activities in offshore waters. A "calendar day of use" is one on which you store or use licensed material in NRC jurisdiction. Licensed activities conducted concurrently (i.e., on the same day) at different locations within NRC jurisdiction count as one calendar day of use.

Example: A licensee stores material at Site A on Monday, conducts licensed activities at Site A and Site B on Tuesday, and conducts licensed activities only at Site A on Wednesday. The total days of use are 3.

7.14 ITEM 14: ADD

When submitting a clarification, if the dates specified in Item 12, "Dates Scheduled," are to be added for a specified work location, indicate in this field the number of added days. The number of days may be the same as the entire interval, the sum of a series of intervals, or may be smaller than the interval.

Example:

Initial Notification	January 1-8, 2000	(Dates Scheduled)	4	(No. of work days)
Clarification	February 1-4, 2000	(Dates Scheduled)	4	(Add)

7.15 ITEM 15: DELETE

When submitting a clarification, if the dates specified in Item 12, "Dates Scheduled," are to be deleted for a specified work location, indicate in this field the number of deleted days. The number of days may be the same as the entire interval, the sum of a series of intervals, or may be smaller than the interval.

<i>Example:</i>	Initial Notification	January 1-8, 2000	(Dates Scheduled)	4	(No. of work days)
	Clarification	January 1-4, 2000	(Dates Scheduled)	4	(Delete)

7.16 ITEM 16: LOCATION REFERENCE NUMBER

NRC will generate a Location Reference Number for each work location in order to track reciprocity activities. An NRC-signed copy of NRC Form 241, which identifies the Location Reference Number corresponding to each work location, will be returned to the licensee. Licensees should reference the appropriate Location Reference Number when submitting clarifications.

7.17 ITEM 17: LIST RADIOACTIVE MATERIAL WHICH WILL BE POSSESSED, USED, INSTALLED, SERVICED, OR TESTED

List radioactive material that will be possessed, used, installed, serviced, or tested. Include a description of the type and quantity of radioactive material, sealed sources, or devices to be used. For sealed sources and/or devices, include the manufacturer and model number.

Example: Portable moisture/density gauge; manufacturer; model number; Am-241, 296 megabecquerels (8 mCi); Cs-137, 370 megabecquerels (10 mCi).

7.18 ITEM 18: AGREEMENT STATE SPECIFIC LICENSE WHICH AUTHORIZES THE UNDERSIGNED TO CONDUCT ACTIVITIES

License Number: Provide the Agreement State license number that authorizes the activity.

State: Name the Agreement State that issued the license.

Expiration Date: Provide the expiration date of the Agreement State license.

If the license expiration date is in the current calendar year, the licensee may work under the license until the expiration date. No work in NRC jurisdiction may be done after the expiration date, unless the Agreement State has provided a copy of the Deemed Timely Letter, indicating that a renewal is pending and that the Agreement State license continues in effect. When the Agreement State authority has completed action on the renewal, a copy of the license shall be forwarded to the NRC Regional Office.

7.19 ITEM 19: CERTIFICATION

Print or type the name and title of your certifying officer (e.g., Radiation Safety Officer or Management Representative). This individual should sign and date NRC Form 241.

7.20 FOR NRC USE ONLY

DO NOT WRITE IN THIS BLOCK. The NRC Regional Office reviewing official will sign and date NRC Form 241. The total usage days to date will be identified.

Additional Requirements for Radiographers

Additional pertinent regulations are cited in 10 CFR 150.20(b). In particular, radiographers and radiographers' assistants must, at all times during radiographic operations, wear direct reading pocket dosimeters, alarm ratemeters, AND a personnel dosimeter that is processed and evaluated by an accredited National Voluntary Laboratory Accreditation Program (NVLAP) processor as required by 10 CFR 34.47. Secondly, radiographic exposure devices, sources, and associated equipment must comply with the requirements described in 10 CFR 34.20. Licensees need to be aware that when exposure devices are transported, Department of Transportation regulations must be followed. These regulations can be found in 49 CFR and are incorporated by reference in 10 CFR 71.5. Also, to transport certain devices, licensees must be registered as users for all approved packages issued Certificate of Compliance numbers. Package users also need to have a quality assurance program as specified in 10 CFR 71.12 and outlined in NRC Bulletin 95-01, "Quality Assurance Program for Transportation of Radioactive Material." Agreement State licensees should also be aware that recent revisions to 10 CFR Part 34 will have an impact on radiography activities.

These changes include, but are not limited to:

1. The NRC has adopted mandatory certification requirements for industrial radiographers. Radiographers are now required to be certified through a radiographer certification program by a certifying entity in accordance with the criteria specified in Appendix A of 10 CFR Part 34. This requirement became effective June 27, 1999. The NRC recognizes the American Society for Nondestructive Testing, Inc. (ASNT) as a Certifying Entity. The following Agreement States also administer certification programs as Certifying Entities: Georgia, Illinois, Iowa, Louisiana, Nevada, North Dakota, and Texas.
2. Survey meter calibration frequency changed from 3 months to 6 months. (NOTE: If your Agreement State License is more restrictive, you must comply with your Agreement State License.)
3. Leak testing devices containing depleted uranium (DU) for DU contamination is required at 12-month intervals.
4. An additional qualified individual, who is at least an assistant radiographer and who must observe the activities, is required when performing radiography operations.
5. A job performance inspection program is required where each individual is evaluated at 6-month intervals.
6. After each exposure, a performance based survey is required when approaching the device or guide tube to ensure the source is shielded.



NOTICE TO EMPLOYEES

STANDARDS FOR PROTECTION AGAINST RADIATION (PART 20); NOTICES, INSTRUCTIONS AND REPORTS TO WORKERS; INSPECTIONS (PART 19); EMPLOYEE PROTECTION

WHAT IS THE NUCLEAR REGULATORY COMMISSION?

The Nuclear Regulatory Commission is an independent Federal regulatory agency responsible for licensing and inspecting nuclear power plants and other commercial uses of radioactive materials.

WHAT DOES THE NRC DO?

The NRC's primary responsibility is to ensure that workers and the public are protected from unnecessary or excessive exposure to radiation and that nuclear facilities, including power plants, are constructed to high quality standards and operated in a safe manner. The NRC does this by establishing requirements in Title 10 of the Code of Federal Regulations (10 CFR) and in licenses issued to nuclear users.

WHAT RESPONSIBILITY DOES MY EMPLOYER HAVE?

Any company that conducts activities licensed by the NRC must comply with the NRC's requirements. If a company violates NRC requirements, it can be fined or have its license modified, suspended or revoked.

Your employer must tell you which NRC radiation requirements apply to your work and must post NRC Notices of Violation involving radiological working conditions.

WHAT IS MY RESPONSIBILITY?

For your own protection and the protection of your co-workers, you should know how NRC requirements relate to your work and should obey them. If you observe violations of the requirements or have a safety concern, you should report them.

WHAT IF I CAUSE A VIOLATION?

If you engaged in deliberate misconduct that may cause a violation of the NRC requirements, or would have caused a violation if it had not been detected, or deliberately provided inaccurate or incomplete information to either the NRC or to your employer, you may be subject to enforcement action. If you report such a violation, the NRC will consider the circumstances surrounding your reporting in determining the appropriate enforcement action, if any.

HOW DO I REPORT VIOLATIONS AND SAFETY CONCERNS?

If you believe that violations of NRC rules or the terms of the license have occurred, or if you have a safety concern, you should report them immediately to your supervisor. You may report violations or safety concerns directly to the NRC. However, the NRC encourages you to raise your concerns with the

licensee since it is the licensee who has the primary responsibility for, and is most able to ensure, safe operation of nuclear facilities. If you choose to report your concern directly to the NRC, you may report this to an NRC inspector or call or write to the NRC Regional Office serving your area. If you send your concern in writing, it will assist the NRC in protecting your identity if you clearly state in the beginning of your letter that you have a safety concern or that you are submitting an allegation. The NRC's toll-free SAFETY HOTLINE for reporting safety concerns is listed below. The addresses for the NRC Regional Offices and the toll-free telephone numbers are also listed below.

WHAT IF I WORK WITH RADIOACTIVE MATERIAL OR IN THE VICINITY OF A RADIOACTIVE SOURCE?

If you work with radioactive materials or near a radiation source, the amount of radiation exposure that you are permitted to receive may be limited by NRC regulations. The limits on your exposure are contained in sections 20.1201, 20.1207, and 20.1208 of Title 10 of the Code of Federal Regulations (10 CFR 20) depending on the part of the regulations to which your employer is subject. While these are the maximum allowable limits, your employer should also keep your radiation exposure as far below those limits as "reasonably achievable."

MAY I GET A RECORD OF MY RADIATION EXPOSURE?

Yes. Your employer is required to advise you of your dose annually if you are exposed to radiation for which monitoring was required by NRC. In addition, you may request a written report of your exposure when you leave your job.

HOW ARE VIOLATIONS OF NRC REQUIREMENTS IDENTIFIED?

NRC conducts regular inspections at licensed facilities to assure compliance with NRC requirements. In addition, your employer and site contractors conduct their own inspections to assure compliance. All inspectors are protected by Federal law. Interference with them may result in criminal prosecution for a Federal offense.

MAY I TALK WITH AN NRC INSPECTOR?

Yes. NRC inspectors want to talk to you if you are worried about radiation safety or have other safety concerns about licensed activities, such as the quality of construction or operations at your facility. Your employer may not prevent you from talking with an inspector. The NRC will make all reasonable efforts to protect your identity where appropriate and possible.

MAY I REQUEST AN INSPECTION?

Yes. If you believe that your employer has not corrected violations involving radiological working conditions, you may request an inspection. Your request

should be addressed to the nearest NRC Regional Office and must describe the alleged violation in detail. It must be signed by you or your representative.

HOW DO I CONTACT THE NRC?

Talk to an NRC inspector on-site or call or write to the nearest NRC Regional Office in your geographical area (see map below). If you call the NRC's toll-free SAFETY HOTLINE during normal business hours, your call will automatically be directed to the NRC Regional Office for your geographical area. If you call after normal business hours, your call will be directed to the NRC's Headquarters Operations Center, which is manned 24 hours a day.

CAN I BE FIRED FOR RAISING A SAFETY CONCERN?

Federal law prohibits an employer from firing or otherwise discriminating against you for bringing safety concerns to the attention of your employer or the NRC. You may not be fired or discriminated against because you:

- ask the NRC to enforce its rules against your employer;
- refuse to engage in activities which violate NRC requirements;
- provide information or are about to provide information to the NRC or your employer about violations of requirements or safety concerns;
- are about to ask for, or testify, help, or take part in an NRC, Congressional, or any Federal or State proceeding.

WHAT FORMS OF DISCRIMINATION ARE PROHIBITED?

It is unlawful for an employer to fire you or discriminate against you with respect to pay, benefits, or working conditions because you help the NRC or raise a safety issue or otherwise engage in protected activities. Violations of Section 211 of the Energy Reorganization Act (ERA) of 1974 (42 U.S.C. 5851) include actions such as harassment, blacklisting, and intimidation by employers of (i) employees who bring safety concerns directly to their employers or to the NRC; (ii) employees who have refused to engage in an unlawful practice, provided that the employee has identified the illegality to the employer; (iii) employees who have testified or are about to testify before Congress or in any Federal or State proceeding regarding any provision (or proposed provision) of the ERA or the Atomic Energy Act (AEA) of 1954; (iv) employees who have commenced or caused to be commenced a proceeding for the administration or enforcement of any requirement imposed under the ERA or AEA or who have, or are about to, testify, assist, or participate in such a proceeding.

HOW DO I FILE A DISCRIMINATION COMPLAINT?

If you believe that you have been discriminated against for bringing violations or safety concerns to the NRC or your employer, you may file a complaint with the NRC or the U.S. Department of Labor (DOL). If you desire a personal

remedy, you must file a complaint with the DOL pursuant to Section 211 of the ERA. Your complaint to the DOL must describe in detail the basis for your belief that the employer discriminated against you on the basis of your protected activity, and it must be filed in writing either in person or by mail within 180 days of the discriminatory occurrence. Additional information is available at the DOL web site at www.osha.gov. Filing an allegation, complaint, or request for action with the NRC does not extend the requirement to file a complaint with the DOL within 180 days. You must file the complaint with the DOL. To do so, you may contact the Allegation Coordinator in the appropriate NRC Region, as listed below, who will provide you with the address and telephone number of the correct OSHA Regional office to receive your complaint. You may also check your local telephone directory under the U.S. Government listings for the address and telephone number of the appropriate OSHA Regional office.

WHAT CAN THE DEPARTMENT OF LABOR DO?

If your complaint involves a violation of Section 211 of the ERA by your employer, it is the DOL, NOT THE NRC, that provides the process for obtaining a personal remedy. The DOL will notify your employer that a complaint has been filed and will investigate your complaint.

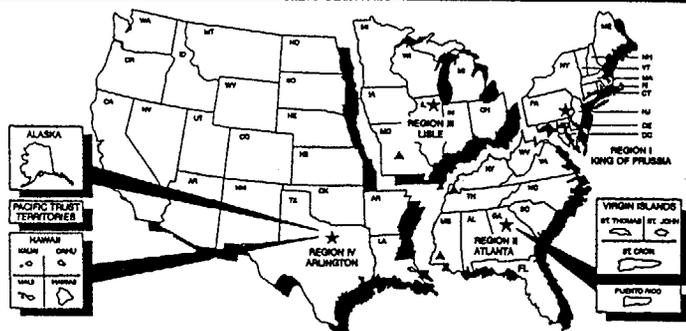
If the DOL finds that your employer has unlawfully discriminated against you, it may order that you be reinstated, receive back pay, or be compensated for any injury suffered as a result of the discrimination and be paid attorney's fees and costs.

Relief will not be awarded to employees who engage in deliberate violations of the Energy Reorganization Act or the Atomic Energy Act.

WHAT WILL THE NRC DO?

The NRC will evaluate each allegation of harassment, intimidation, or discrimination. Following this evaluation, an investigator from the NRC's Office of Investigations may interview you and review available documentation. Based on the evaluation, and, if applicable, the interview, the NRC will assign a priority and a decision will be made whether to pursue the matter further through an investigation. The assigned priority is based on the specifics of the case and its significance relative to other ongoing investigations. The NRC may not pursue an investigation to the point that a conclusion can be made whether the harassment, intimidation, or discrimination actually occurred. Even if NRC decides not to pursue an investigation, if you have filed a complaint with the DOL, the NRC will monitor the results of the DOL investigation.

If the NRC or the DOL finds that unlawful discrimination has occurred, the NRC may issue a Notice of Violation to your employer, impose a fine, or suspend, modify, or revoke your employer's NRC license.



▲ - Callaway Plant Site in Missouri and Grand Gulf Plant Site in Mississippi are under the purview of Region IV. The Paducah Gaseous Diffusion Plant in Kentucky is under the purview of Region III.

UNITED STATES NUCLEAR REGULATORY COMMISSION REGIONAL OFFICE LOCATIONS

A representative of the Nuclear Regulatory Commission can be contacted by employees who wish to register complaints or concerns about radiological working conditions or other matters regarding compliance with Commission rules and regulations at the following addresses and telephone numbers.

REGION	ADDRESS	TELEPHONE
I	U.S. Nuclear Regulatory Commission, Region I 475 Allendale Road King of Prussia, PA 19406-1415	(800) 432-1156
II	U.S. Nuclear Regulatory Commission, Region II Atlanta Federal Center 61 Forsyth Street, S.W., Suite 23T85 Atlanta, GA 30303-3415	(800) 577-8510
III	U.S. Nuclear Regulatory Commission, Region III 801 Warranville Road Lisle, IL 60532-4351	(800) 522-3025
IV	U.S. Nuclear Regulatory Commission, Region IV 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011-8064	(800) 952-9677

To report safety concerns or violations of NRC requirements by your employer,

telephone:

NRC SAFETY HOTLINE

1-800-695-7403

To report incidents involving fraud, waste, or abuse by an NRC employee or NRC contractor,

telephone:

OFFICE OF THE INSPECTOR GENERAL HOTLINE

1-800-233-3497

If your agreement state license is issued by:

Maine, Maryland, Massachusetts, New Hampshire, New Your, or Rhode Island

Send Form 241 and applicable Fee payment to:

U.S. Nuclear Regulatory Commission, Region I
Nuclear Materials Safety Branch
475 Allendale Road
King of Prussia, PA 19406-1415

Telephone: 610-337-5000
Facsimile: 610-337-5269

If your agreement state license is issued by:

Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, or Tennessee

Send Form 241 and applicable Fee payment to:

U.S. Nuclear Regulatory Commission, Region II
Nuclear Materials Safety Section
61 Forsyth Street Southwest, Suite 23T85
Atlanta, GA 30303-3415

Telephone: 404-562-4400
Facsimile: 404-562-4955

If your agreement state license is issued by:

Illinois, Iowa, or Ohio

Send Form 241 and applicable Fee payment to:

U.S. Nuclear Regulatory Commission, Region III
Materials Licensing Section
801 Warrenville Road
Lisle, IL 60532-4351

Telephone: 630-829-9500
Facsimile: 630-515-1259

If your agreement state license is issued by:

Arizona, Arkansas, California, Colorado, Kansas, Louisiana, Nebraska, New Mexico, North Dakota, Oklahoma, Oregon, Texas, Utah, or Washington

Send Form 241 and applicable Fee payment to:

**U.S. Nuclear Regulatory Commission, Region IV
Division of Nuclear Materials Safety
Nuclear Materials Licensing Branch
611 Ryan Plaza Drive, Suite 400
Arlington, TX 70611-8064**

**Telephone: 817-860-8100
Facsimile: 817-860-8263**

CLARIFICATION

A clarification provides information that modifies items submitted on the Initial NRC Form 241.

A clarification:

- adds or deletes temporary job site locations
- adds or deletes dated of work
- changes radioactive material used at temporary job site locations
- changes work activities conducted at temporary job site locations
- provides changes in Agreement State license (e.g., new expiration date)

Clarifications can be submitted by NRC Form 241 or letter, provided that the letter includes all required information.

Clarifications must include:

- Licensee name
- License number
- Temporary Job Site Location
- Dates of Work
- Type of Licensed Activity, if two or more are listed on Initial NRC Form 241
- Date of clarification
- Signature

241 CLARIFICATION - SAMPLE TEMPLATE

(on company letterhead)

DATE: (date clarification is submitted to NRC)

In accordance with 10 CFR 150.20, the following information is submitted as a clarification of NRC Form 241 dated (date of initial NRC Form 241) .

LICENSEE: (entity listed on Agreement State license - company name)

LICENSE #: (Agreement State license number)

LOCATION: (as detailed as possible, especially if you can not give a street address)

DATE OF WORK: (planned dates of work at this specific location - can be further clarified if needed.)

RTS REFERENCE #: (this number is generated by an NRC computer system and is provided to you when the first clarification is submitted for a specific location.)

TECHNICIAN: (authorized user or licensee contact on site)

RSO or designee Signature

SAMPLE

DATE: February 10, 2002

In accordance with 10 CFR 150.20, the following information is submitted as a clarification of NRC Form 241 dated January 20, 2002.

LICENSEE: ABC Testing, Inc.

LICENSE #: Texas L01234

LOCATION: 123 East Main Street OR XYZ Platform #678, Block #456
Any city, OK 98765 Offshore LA, Gulf of Mexico

OR LMN Pipeline 5 miles south of
Any city, WY on I-25

DATE(S) OF WORK: February 19, 2002 OR February 18 - 27, 2002

RTS REFERENCE #: 000159

TECHNICIAN: Joe Smith

Be sure clarification is signed by authorized individual
RSO Signature