



**U.S. NUCLEAR REGULATORY COMMISSION  
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, one copy 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 email of NRC Form 241, a copy of the Agreement State license, and evidence that the appropriate fee requirements will be met within 3 days. This evidence can be a copy of the check or a copy of NRC Form 629, if paying by credit card, that will be mailed to the NRC. The licensee should receive confirmation (by email, telephone, or facsimile) that NRC has received the facsimile. 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 contact the appropriate Regional Office to discuss proposed work activities. 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, one copy 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 NRC Form 241 for the year.

For modification such as the information submitted on the initial NRC Form 241, such as additional work locations, changes to radioactive material, work activities, information that clarifies or deletes specific locations, or work sites, work site contacts, or adds or deletes dates of work, licensees should file by NRC Form 241 or letter, so that NRC receives the filing at least 3 days prior to engage in such activity. Licensees should check the "change" box to indicate changes 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 changes. 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 changes to previous filings. Separate sheets maybe used provided it includes all of the requested information in Items 10-17 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.

**Item 8.** Licensees should be advised that the documents containing sensitive information must be marked and protected in accordance with any applicable security requirements. This applies to information transmitted to and from the NRC as well as maintained for record keeping purposes.

**Item 9.** Licensees should provide the contact information for the applicant's field staff, the individual who directs the work of the applicant for the client.

**Item 10.** Licensees should provide driving directions for locations of work without physical addresses or in remote locations. If known, licensees should include Global Positioning System (GPS) coordinates.

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**INSTRUCTIONS (Continued)**

**Items 13. - 17.** 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 13. should reference the proposed beginning and ending dates of work for each work location, and indicate if work will be performed on weekends, with the total number of days worked recorded in Item 14. Item 15. should be completed to show additional work dates different from those provided on the initial NRC Form 241 and Item 16. 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 17. 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 changes 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 will be conducted at the listed work site location(s). Failure to file an NRC Form 241 may result in the issuance of a notice of violation, the proposed imposition of a civil penalty, or an order suspending, modifying, or revoking the license as specified in the "General Statement of Policy and Procedures for NRC Enforcement Actions."

Agreement State licensees seeking to conduct activities under Reciprocity should file this Form, one copy 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:

***Note: Email is the preferred method to submit NRC Form 241.***

**IF THE AGREEMENT STATE LICENSE IS ISSUED BY:**

**Alabama, Florida, Georgia, Kentucky, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, North Carolina, Pennsylvania, Rhode Island, South Carolina, Vermont, Virginia, or Tennessee**

**SEND APPLICATION AND FEE PAYMENT TO:**

Regional Administrator  
Division of Radiological Safety and Security  
ATTN: Reciprocity Request  
U.S. Nuclear Regulatory Commission, Region I  
475 Allendale Road, Suite 102  
King of Prussia, PA 19406-1415  
[R1Reciprocity.Resource@nrc.gov](mailto:R1Reciprocity.Resource@nrc.gov)  
Telephone Number (800) 432-1156  
Facsimile Number (610) 337-5349

**IF THE AGREEMENT STATE LICENSE IS ISSUED BY:**

**Illinois, Iowa, Minnesota, Ohio, or Wisconsin,**

**SEND APPLICATION AND FEE PAYMENT TO:**

Regional Administrator  
Division of Nuclear Material Safety  
ATTN: Reciprocity Request  
U.S. Nuclear Regulatory Commission, Region III  
2443 Warrenville Road, Suite 210  
Lisle, IL 60532-4352  
[R3.reciprocity@nrc.gov](mailto:R3.reciprocity@nrc.gov)  
Telephone Number (630) 829-9887  
Facsimile Number (630) 515-1259

**IF THE AGREEMENT STATE LICENSE IS ISSUED BY:**

**Arizona, Arkansas, California, Colorado, Kansas, Louisiana, Mississippi, Nebraska, Nevada, New Mexico, North Dakota, Oklahoma, 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  
1600 E. Lamar Boulevard  
Arlington, TX 76011-4125  
[R4Reciprocity@nrc.gov](mailto:R4Reciprocity@nrc.gov)  
Telephone Number (817) 200-1100  
Facsimile Number (817) 200-1188