January 21, 2014

TO: Users of Devices Subject to General License Registration

SUBJECT: ANNUAL REGISTRATION OF GENERALLY LICENSED DEVICES

The U.S. Nuclear Regulatory Commission (NRC) requires annual registration of certain devices that are possessed under the general license issued in Section 31.5 of Title 10 U.S. Code of Federal Regulations (10 CFR 31.5). Devices subject to registration include those containing the radioactive material and activity listed in Table 1 of the attached NRC Form 664. You are receiving this notice because NRC records indicate that you have one or more such devices. Information about the general license registration program is available NRC website at http://www.nrc.gov/materials/miau/miau-reg-initiatives/gen-license.html

Note that under 10 CFR 31.5(c)(11), the attached General Licensee Registration Package must be completed, signed, and returned to the NRC within 30 days from the date of this letter. Read all of the instructions prior to completing the package. Mail the completed package in the enclosed envelope to:

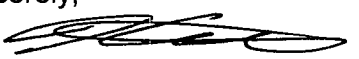
Director, Office of Federal and State Materials
and Environmental Management Programs
ATTN: GLTS
U.S. Nuclear Regulatory Commission
Washington DC 20555-0001

**Registration Fee:** Commission regulations (10 CFR 170.31, Category 3Q) require that you submit a registration fee with each registration on an annual basis. The registration fee is subject to change yearly, and you are required to submit the fee that is in effect as of the date of this letter. An invoice for the current amount due will be sent to you under separate cover. If you have any questions about the fee or the invoice, please contact the License Fee Billing Help Desk at 301-415-7554 or e-mail at fees.resource@nrc.gov.

NRC amended 10 CFR Parts 170.11 and 170.31 to provide that 10 CFR Part 170 fees be assessed to Federal agencies, where applicable, in accordance with the Energy Policy Act of 2005. Therefore, those Federal facilities required to register certain generally licensed devices in their possession will be required to pay the annual registration fee.

Attachment: NRC Form 664 -- General Licensee Registration and Instructions

Sincerely,



Hector Rodriguez-Luccioni, PhD
U.S. Nuclear Regulatory Commission
Office of Federal and State Materials
and Environmental Management Programs
Division of Materials Safety
and State Agreements
Licensing Branch

**INSTRUCTIONS FOR COMPLETING NRC FORM 664**
**"GENERAL LICENSEE REGISTRATION"**

Review all six sections of this registration form. If any information is incorrect or missing, make corrections in the applicable boxes. If you have more devices than space provided in the form, **copy the form before starting, as needed.** Use black ink and print in **CAPITAL LETTERS**. Start information in the first box provided. If the information contains a number with a dash (-) or a decimal point (.), include the dash or decimal point as an individual character. Use the "ø" character to represent the number 0 (zero).

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 device's label, contact the device's manufacturer or an authorized service agent 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 http://www.nrc.gov/reading-rm/doc-collections/cfr/, or review specific information about the general licensee project at http://www.nrc.gov/materials/miau/miau-reg-initiatives/gen-license.html

**Note to specific licensees:** If you believe the device(s) listed on the registration form are possessed under your specific license, then verify the device label does not state the device is subject to a general license. If the labels indicate the device is subject to a general license, then complete the registration form as instructed below. If not, complete the registration as instructed below, however, in Section 2, follow the instructions for "not in possession of device" and complete one Section 4 page per device transferred to your specific license.

**Section 1 - General Licensee Information.** Provide the requested information about you, the general licensee.

On Page 1, provide the street address/location where your device(s) are used. For portable devices, provide the storage location. P.O. Box addresses are not allowed.

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

On Page 2, provide the name, telephone number, and title of the individual responsible for your device(s), and a mailing address where correspondence about your device(s) can be sent. The mailing address should be specific to the physical location where the devices are used and/or stored (P.O. boxes may be used if this is the only available mailing address). The individual indicated in this section as responsible for your device(s) must also verify and sign the form in Section 5.

**Section 2 - Devices Subject to Registration.** This section lists each device subject to registration and in your possession, according to NRC records. Devices subject to registration include those containing at least one of the radionuclides listed in Table 1, with the activity indicated, at the time of manufacture.

**Table 1. Criteria for Registration**

| Radionuclide | Activity greater than or equal to: |
|---|---|
| Strontium-90, Radium-226 | 3.7 megabecquerel (0.1 millicurie) |
| Cobalt-60, Curium-244, Americium-241, and Californium-252 | 37 megabecquerel (1 millicurie) |
| Cesium-137 | 370 megabecquerel (10 millicurie) |

Use the codes from Table 2 when correcting isotope information for devices in this section. If you do not possess a device on this list, blacken the "not in possession of device" circle, and provide the relevant information in Section 4. Note that each device is assigned a unique six-digit number called the NRC Device Key.

**Table 2. Isotope Codes for Sections 2 and 3**

| Radionuclide | Code for form | Radionuclide | Code for form |
|---|---|---|---|
| Americium-241 | AM241 | Curium-244 | CM244 |
| Californium-252 | CF252 | Strontium-90 | SR90 |
| Cesium-137 | CS137 | Radium-226 | RA226 |
| Cobalt-60 | CO60 | | |

**Section 3 - Additional Devices.** If you have other generally licensed devices (not listed in Section 2) that meet the conditions for registration listed in Table 1, provide information about each additional device. **Before starting, copy this section as needed for your additional devices.** Also indicate how you acquired each device by blackening the proper circle.

When entering isotope and unit information for your device(s), use the codes listed in Table 2 of Section 2 for isotope information, and use the codes from Table 3 for unit information:

**Table 3. Unit Codes for Section 3**

| Unit | Code for form | Unit | Code for form |
|---|---|---|---|
| picocurie | PCI | becquerel | BQ |
| nanocurie | NCI | kilobecquerel | KBQ |
| microcurie | UCI | megabecquerel | MBQ |
| millicurie | MCI | gigabecquerel | GBQ |
| curie | CI | terabecquerel | TBQ |
| | | | |
| pound | LB | microgram | UG |
| | | milligram | MG |
| kilogram | KG | gram | G |

**Section 4 - Not in Possession of Device**. Use this section to report any devices that are listed in Sections 2 or 6, but that you no longer possess. **Before starting, copy this section as needed for additional devices that are not in your possession.** Enter the NRC Device Key, as listed in Section 2 or 6. Blacken the circle (choose only one) that best describes the disposition of the device and complete the rest of the section as appropriate.

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

**Section 6 - Devices Not Subject to Registration.** This list contains information about devices that NRC records indicate are in your possession, but **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 4 for this purpose. 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.

**RETURN THE COMPLETED FORM IN THE ENCLOSED ENVELOPE WITH PROPER POSTAGE.**

GL-721051-18
01/09/2014
**NRC FORM 664**
02 - 2004
10 CFR 31.5

SECTION 1
PAGE 1 of 2
**U.S. NUCLEAR REGULATORY COMMISSION**

# GENERAL LICENSEE REGISTRATION

**APPROVED BY OMB: NO. 3150-0198** **EXPIRES: 03/31/2010**

Estimated burden per response to comply with this mandatory collection request: 20 minutes. NRC will use this information to track general licensees and their devices to ensure a higher level of device accountability. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F52), U. S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to infocollects@nrc.gov to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0000). Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

**Complete all six sections of this registration form. If any of the preprinted information is incorrect, provide the changes in the applicable boxes. USE CAPITAL LETTERS.**

**General License Registration Number**
**GL-721051-18**

## SECTION 1 - GENERAL LICENSEE INFORMATION

**Enter the company name and the street address/physical location of use for your device(s). For portable devices, specify the primary storage location. Do not use a P.O. Box address.**

Company Name: WARREN DISTRIBUTION

Department: SAFETY & ENVIRONMENT

Address Line 1: 601 BALTIMORE AVE.

Address Line 2:

City: GLEN DALE

State: WV Zip Code: 26038 -

**For NRC Use Only** *(Do not write here)*
**Category:**
**Packet Receipt Date (MMDDYYYY):**
**Accession Number:**

## SECTION 1 - GENERAL LICENSEE INFORMATION (Continued)

**Enter the name, telelphone number and title of the person who is the responsible individual for the device(s).**

Last Name: KIBERT

First Name: JOSEPH

Middle Initial: G

Telephone: (304) 845-3297

Extension: 2028

Title: PLANT MANAGER

**Enter the mailing address where correspondence regarding your device(s) should be sent. This address should be specific to the use or storage location of your device(s).**

Department: ATTN: LISA GOCHENOUR

Address Line 1: 727 S. 13TH STREET

Address Line 2:

City: OMAHA

State: NE

Zip Code: 68102 -

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## SECTION 2 - DEVICES SUBJECT TO REGISTRATION



**Our records indicate that you have these devices. Please update the information as necessary.**

**NRC Device Key** **756507** **(Internal Control Number)**

Distributor/Distributed By: INDUSTRIAL DYNAMICS CO., LTD.

Distributor License Number: 1586-19GL

Manufacturer Name: INDUSTRIAL DYNAMICS CO., LTD.

Device Model (Not Source Model): FT-50

Device Serial Number: 117187

Transfer Date (Receipt Date): 05/01/2007

MM DD YYYY

☐ **Not in possession of device (Also complete Section 4.)**

| | Isotope (e.g. AM241) | Activity (e.g. 100) | Unit (e.g. mCi) |
|---|---|---|---|
| 1 | AM241 | 100.000000000 | mCi |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |

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## SECTION 3 - ADDITIONAL DEVICES SUBJECT TO REGISTRATION

**Provide information about other devices you have that are subject to registration. Do not report specifically licensed devices.**

Manufacturer Name

Initial Transferor Name

Initial Transferor License Number (if known)

Device Model Number (Not Source Model)

Device Serial Number

How acquired and date (e.g., from a distributor/manufacturer, other licensee, other source)?

- ○ Manufacturer/Initial Transferor listed above
- ○ Other General Licensee
- ○ Other Source

Date Transferred: (Received) MM DD YYYY

| | Isotope (e.g. AM241) | Activity (e.g. 100) | Unit (e.g. mCi) |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

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## SECTION 4 - NOT IN POSSESSION OF DEVICE



**Provide information about devices listed in Section 2 or 6, but no longer in your possession.**

**Part 1**

NRC Device Key:
(from Section 2 or 6)

Transfer Date:
MM DD YYYY

Location of the Device:

- ○ Whereabouts Unknown (complete Part 1 only)
- ○ Never Possessed the Device (complete Part 1 only)
- ○ Returned to Manufacturer (complete Part 1 only)
- ○ Transferred to another general licensee (complete Parts 2 and 3)
- ○ Transferred to a Specific Licensee (Not the manufacturer) (complete Part 2)

**Part 2** License Number of Recipient (if transferred to a specific licensee):

Company Name:

Department:

Address Line 1:

Address Line 2:

City:

State: Zip Code: -

**Part 3** **Enter the name of the individual responsible for this device:**

Last Name:

First Name: Middle Initial:

Telephone Number: Extension:

Title:

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## 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 the device information on this form 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 website at:
http://www.nrc.gov/reading-rm/doc-collections/cfr)

2/7/14

**SIGNATURE - RESPONSIBLE INDIVIDUAL (Listed in Section 1)** **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 Key:** Manufacturer License No:

Manufacturer Name:

Model Number: Serial #: Transfer Date:

Director, Office of Federal and State Materials
and Environmental Management Programs
ATTN: GLTS
U.S. Nuclear Regulatory Commission
Washington DC 20555-0001