

Georgia Department of Natural Resources

Georgia Environmental Protection Division

Municipal Permitting Program
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FAX COVER LETTER

FAX NO.: (404) 362-2654

DATE: August 6, 1993

PLEASE DELIVER THE FOLLOWING PAGES TO:

NAME: ~~XXXXXXXXXXXX~~ Jukka Perento
ORGANIZATION/DEPARTMENT: ~~XXXXXXXXXX~~ TAPIO Technologies
PHONE: ~~358~~ 7358-0-4354 2008

SENT BY:

NAME: Bill Stocumb
ORGANIZATION/DEPARTMENT: DNR/EPD
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This transmission is a total of 22 pages, with the cover letter being page one. If you do not receive all pages or if problems arise during transmission, please call Bill Stocumb at (404) 362-2675 immediately.

COMMENTS/NOTES:

- 1) Your question regarding other states licensing requirements relative to the distribution of the TAPIO device. As a general practice you should be able to distribute this device in any state. However, any state reserves the right to require additional licensing requirements or information.
- 2) The Licensing Guide for Distribution Licenses is an outline of the type of information which must be provided with a license application.
NOTE: I have not included any application forms
- 3) The document with pages 1-16 describes in greater detail the type of information which must be submitted with the license application as outlined above in the Licensing Guide for Distribution Licenses
NOTE: The 16 page document is only to provide you with more specific criteria as to the information needed in an application. The references to the Nuclear Regulatory Commission are not applicable relative to filing an application, etc.

Georgia Department of Natural Resources
Environmental Protection Division
Radioactive Materials Program

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LICENSING GUIDE FOR DISTRIBUTION LICENSES

The purpose of this guide is to provide assistance to distributors on submitting requests to the Radioactive Materials Program for the distribution of sealed sources and/or devices to customers through a specific or general distribution radioactive materials license. Our program will need the following items in order to be able to adequately evaluate your distribution program.

A. Organizational Structure:

Provide an organizational chart for the company which indicates the Radiation Safety Officer (RSO) Position relative to the Field Representatives (Field Reps), and Management.

B. Training Program for Field Representatives that includes the following information:

1. Instructors and their experience in using radioisotopes.
2. Outline of the basic radiation safety course including number of hours in each subject area.
3. Outline of training relative to each device including the number of hours.
4. How individuals will be tested and where records of tests results will be maintained.

C. Field Representatives Service Manual that includes the following information:

1. Detailed procedures for handling, installing, repairing and servicing devices containing sealed radioactive sources in the field.
2. Detailed shipping, receiving, package labeling, and opening procedures.
3. Emergency procedures in the field (i.e leaking source, shutter failure, etc.).

4. Types of survey instruments including the frequency of operability checks in the field.
5. Detailed procedures on method of collecting leak test smears and shipping the smears for analysis.
6. Instructions relative to the personnel monitoring devices including the frequency of exchange; and the type that will be worn and where on the outer clothing.

D. Leak Tests:

1. Describe your program for ensuring a periodic leak test will be conducted by the customer and the frequency at which these tests will be conducted.
2. Describe the procedures for analyzing the leak test samples; or the name of the company and their radioactive material license number that will perform this service for you.

E. Source/Device Recovery:

Describe how the company will handle disposal of devices/sources which the customer no longer uses; or have been damaged.

F. Customer Service:

Provide details of the **services** the company will provide to the customers (i.e. training, leak testing, emergency procedures, disposal, installation, and relocation of units)

G. Procedures for Ordering Radioactive Materials:

1. Describe the mechanism that will be implemented to ensure a customer is authorized to receive the device containing radioactive materials (specifically licensed gauges).
2. If your company will be possessing or storing devices with radioactive material at your facility describe mechanism for ensuring that the authorized possession limits on the license document are not exceeded.
3. Mechanism for ensuring that a device has been leak tested either within six months prior to transfer, or leak tested prior to being placed into service.

H. Receipt and Storage Procedures:

1. Describe shipping and receiving procedures including the specifications on the shipping container for devices shipped to customers.
2. Describe the procedures for receiving and storing radioactive material at your company's facility.

I. Sources and Device Installation and Manipulation Procedures:

1. If your company does not plan to install the sources into the devices, where will this be conducted and by whom.
2. If your company plans to install the sources in the devices describe the source handling procedures and facilities where these activities will be conducted.
3. Describe the records and procedures including any tests (radiation surveys, leak tests, shutter tests, on/off mechanism) which will be performed when a device is installed at a licensee's facility.

J. Program Accountability of All Sources Distributed and In-House Storage which includes the following information:

1. A sample inventory form for tracking the devices by model number, customer, serial numbers for the device, and source, etc.
2. If device is to be **generally licensed**, provide procedures for quarterly notifications to the Nuclear Regulatory Commission (NRC) and other Agreement States of installations and removals.

K. Procedures for Reporting Incidents and/or Equipment Malfunctions to the Regulatory Agency by Customers.

L. Device Safety Evaluations (If the device has not been evaluated):

The following information is available upon request for assisting you in preparing these documents.

1. Guidelines for Applications for Registration of Devices and

2. The American National Standard [N538].

M. Copy of the Customer Manual which includes the following information:

1. Radiation profiles/survey forms.
2. Emergency procedures.
3. Maintenance or inspections of the gauge relative to operability.
4. Description of general safety rules and safety features of the device.
5. Records and reports to be maintained by the customer.
6. Incident Notification Requirements.

N. Customer Training from a Radiation Safety Standpoint:

Describe the type of training that will be provided to the customer with respect to radiation safety when using the device.

O. Emergency Procedures:

Describe the company in-house emergency procedures for a radiation overexposure or contamination (leaking source) incident.

P. Radiation Instrument Calibrations:

Submit the calibration procedures for the radiation survey instruments; or the name of the company and their radioactive material license number that will perform this service for you.

Q. Disposal Procedures (be specific).

R. Financial Assurance:

Refer to Rule 391-3-17-.02(8)(f) to see if your company will need to meet the requirements of Financial Assurance.

S. Responsibilities:

It is your responsibility to keep your radioactive materials distribution license current. If the information you provided in the application is modified or changed, you should submit an amendment request to update your license. In the meantime, you are required to comply with the information in your current license until your amendment request is processed. You should try to anticipate the need for changes to your license to preclude delays in your operation while you are waiting for an amendment request to be processed.

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1. INTRODUCTION

1.1 PURPOSE OF GUIDE

The purpose of this regulatory guide is to provide assistance to applicants and licensees in preparing applications for new licenses, license amendments, and license renewals. This guide describes the information the NRC staff needs to evaluate an application for a license for the use of radioactive materials in certain commercial services for other NRC or Agreement State licensees. [The services covered by this guide are the installation, relocation, maintenance, repair, and performance of the initial radiation survey of preregistered gauging or measuring devices containing licensed material and leak tests, installation, replacement, and disposal of sealed sources used in such devices.] This guide also covers other essential services, as appropriate, such as training customer personnel on the radiation safety aspects of the use of the devices and on NRC regulatory requirements as they pertain to the customer's licensed devices.

This regulatory guide is intended to provide you, the applicant or licensee, with information that will enable you to understand specific regulatory requirements and licensing policies as they apply to the specified services that you provide. The information in this guide is not a substitute for training in radiation safety.

After you are issued a license, you must conduct your program in accordance with (1) the statements, representations, and procedures contained in your application, (2) the terms and conditions of the license, and (3) the Nuclear Regulatory Commission's regulations. The information you provide in your application should be clear, specific, and accurate.

1.2 APPLICABLE REGULATIONS

NRC regulations applicable to this type of license are in 10 CFR Part 19, "Notices, Instructions and Reports to Workers; Inspections"; 10 CFR Part 20, "Standards for Protection Against Radiation"; 10 CFR Part 21, "Reporting of Defects and Noncompliance"; 10 CFR Part 30, "Rules of General Applicability to Domestic Licensing of Byproduct Material"; 10 CFR Part 71, "Packaging and Transportation of Radioactive Material"; and 10 CFR Part 170, "Fees for Facilities

and Materials Licenses and Other Regulatory Services Under the Atomic Energy Act of 1954, as Amended." It is your responsibility as an applicant or as licensee to have copies of, to read, and to abide by each regulation. As a licensee, you are subject to all applicable provisions of the regulations that pertain to your use of licensed material in the performance of the specified services.

This guide identifies the information needed to complete NRC Form 313 for applications for a license for the use of radioactive material for performing certain commercial services. The information collection requirements in NRC Form 313 have been cleared under OMB Clearance No. 3150-0120.

1.3 AS LOW AS IS REASONABLY ACHIEVABLE (ALARA) PHILOSOPHY

As an applicant, you must not only be prepared to comply with all applicable regulations, but you must also make a commitment to the ALARA philosophy as stated in paragraph 20.1(c) of 10 CFR Part 20: "...persons engaged in activities under licenses issued by the Nuclear Regulatory Commission pursuant to the Atomic Energy Act of 1954, as amended, and the Energy Reorganization Act of 1974 should, in addition to complying with the requirements set forth in this part, make every reasonable effort to maintain radiation exposures, and releases of radioactive materials in effluents to unrestricted areas, as low as is reasonably achievable." Regulatory Guide 8.10, "Operating Philosophy for Maintaining Occupational Radiation Exposures As Low As Is Reasonably Achievable," provides the NRC staff position on this important subject. As an applicant, you should consider the ALARA philosophy as described in Regulatory Guide 8.10 in the development of plans for work with licensed radioactive materials.

2. FILING AN APPLICATION

You, as the applicant for a materials license, should complete NRC Form 313 (see Appendix A to this guide). You should complete Items 1 through 4, 12, 13, and 14 on the form itself. For Items 5 through 11, submit the required information on supplementary pages. Each separate sheet or document submitted with your application should be identified and keyed to the item number on the application to which it refers. All typed pages, sketches, and, if possible, draw

should be on 8-1/2 x 11 inch paper to facilitate handling and review. If larger drawings are necessary, fold them to 8-1/2 x 11 inches.

You should complete all items in the application in sufficient detail for the NRC to determine that your equipment, facilities, training and experience, and radiation safety program are adequate to protect health and minimize danger to life or property.

Please note that license applications are available for review by the general public in the NRC Public Document Rooms. Do not submit proprietary information unless absolutely necessary. If submittal of such information is necessary, follow the procedure in § 2.790 of 10 CFR Part 2. Failure to follow this procedure may result in disclosure of the proprietary information to the public or substantial delays in processing your application.

Do not submit personal information about your individual employees unless it is necessary. For example, (the training and experience of individuals should be submitted to demonstrate their ability to manage radiation safety programs or work safely with radioactive materials. Home addresses and home telephone numbers should be submitted only if they are part of an emergency response plan. Dates of birth, Social Security numbers, and radiation dose information should be submitted only if specifically requested by NRC.

You should file your application in duplicate. Retain one copy for yourself, because the license will require that you possess and use licensed material in accordance with the statements and representations in your application and any supplements to it.

If you wish to possess or use licensed material on Federal property or in any State subject to NRC jurisdiction, you should file your application with the NRC Regional Office for the State in which the material will be possessed or used. (A list of NRC's Regional Offices and the States they cover is provided below.) The exceptions to the above are the United States Air Force and Navy and persons wishing to distribute exempt material under 10 CFR Part 32 Subpart A, who should file their applications directly with the U.S. Nuclear Regulatory Commission, Division of Fuel Cycle and Material Safety, Washington, DC 20555.

Twenty-seven States have entered into agreements with the NRC that give them the authority to license radioactive materials used or possessed within their borders. These States are called Agreement States. A current list of

Agreement States (including names, addresses, and telephone numbers of responsible officials) may be obtained upon request from the Material Licensing Branch, U.S. Nuclear Regulatory Commission, Washington, DC 20555, or from NRC's Regional Offices, whose addresses are listed below. If you are a non-Federal organization that wishes to possess or use licensed material in one of these Agreement States, your application should be filed with the State's radiation control program and not with the NRC.

If you are located in Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, or Vermont, send your applications to the U.S. Nuclear Regulatory Commission, Region I, Nuclear Material Section B, 631 Park Avenue, King of Prussia, PA 19406.

If you are located in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virginia, Virgin Islands, or West Virginia, send your applications to the U.S. Nuclear Regulatory Commission, Region II, Material Radiation Protection Section, 101 Marietta Street, Suite 2900, Atlanta, GA 30323.

If you are located in Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, or Wisconsin, send your applications to the U.S. Nuclear Regulatory Commission, Region III, Material Licensing Section, 799 Roosevelt Road, Glen Ellyn, IL 60137.

If you are located in Arkansas, Colorado, Idaho, Kansas, Louisiana, Montana, Nebraska, New Mexico, North Dakota, Oklahoma, South Dakota, Texas, Utah, or Wyoming, send your applications to the U.S. Nuclear Regulatory Commission, Region IV, Material Radiation Protection Section, 611 Ryan Plaza Drive, Suite 1000, Arlington, TX 76011.

If you are located in Alaska, Arizona, California, Hawaii, Nevada, Oregon, Washington, or U.S. territories and possessions in the Pacific, send your applications to the U.S. Nuclear Regulatory Commission, Region V, Material Radiation Protection Section, 1450 Maria Lane, Suite 210, Walnut Creek, CA 94596.

3. CONTENTS OF AN APPLICATION

The following comments apply to the indicated items of NRC Form 313.

Item 1 - LICENSE INFORMATION

For a new license, check subitem A. For an amendment to an existing license, check subitem B. For a renewal of an existing license, check subitem C.

Item 2 - APPLICANT'S NAME AND MAILING ADDRESS

If you are an individual, you should be designated as the applicant only if you are acting in a private capacity and the use of byproduct material is not connected with your employment with a corporation or other legal entity. Otherwise, you, the applicant, should be the corporation or other legal entity applying for the license.

The address specified here should be your mailing address for correspondence. This address may or may not be the same as the address at which the material will be used, as specified in Item 3.

Item 3 - LOCATIONS OF USE

You should specify each location of use by the street address, city, and State or other descriptive address (such as 5 miles east on Highway 10, Anytown, State) to allow us to easily locate each facility. A Post Office box address is not acceptable. If you wish to maintain or operate more than one location where byproduct material will be used, you must give the specific address of each location. In Items 5 through 11 of the application, describe the intended use and the facilities and equipment at each location. Services authorized by this type of license that are performed exclusively at customer facilities should be identified as "only at temporary job sites of the licensee." If you will perform the services only at customer facilities, the address specified in Item 2 must be a descriptive address in order that the records maintained under the license may be easily located for inspection purposes.

Item 4 - PERSON TO BE CONTACTED ABOUT APPLICATION

You should name the individual who knows your proposed radioactive materials program and can answer questions about the application. Note his or her telephone number. This individual will serve as the point of contact during the review of your application and during the period of your license. This person is usually the radiation safety officer or a principal user of radioactive materials. Notify the NRC if the person assigned to this function changes.

Items 5 - MATERIAL TO BE POSSESSED

List radioactive materials used in devices to be serviced. The following is an example of such a listing:

(a) Element and Mass Number	(b) Chemical and Physical Form	(c) Maximum Activity Per Source*
1. Cesium-137	1. Sealed sources	1. Not Applicable
2. Cobalt-60	2. Sealed sources	2. Not Applicable
3. Americium-241	3. Sealed sources	3. Not Applicable

*Note that you should not specify total quantity unless gauge heads containing sealed sources are to be possessed at your facility and not just at licensed customer locations. For example, if you will take possession of licensed materials at your own shop, warehouse, or other facility, the total quantity in curies per source of each radionuclide possessed in gauging devices should be specified.

Item 6 - PURPOSE FOR WHICH LICENSED MATERIAL WILL BE USED

Identify by manufacturer and model number each device that will be serviced. The services to be performed must also be specified. The following is an example of a typical listing for the radionuclides specified in the Item 5 example above:

Item 5, 1 through 3: For possession necessary to install, remove, relocate, package, and conduct leak-testing and radiation surveys for Industrial Measuring Systems, Inc., Models Ak-5 and Ak-6 and Acme Model 625 devices.

MODE = TRANSMISSION

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-EPD RADIATION PROGRAMS -

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