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**Subject:** 2015 Report of Exempt Distribution; HBM Virginia LLC; License No. 45-23954-02E  
**Date:** Monday, March 28, 2016 2:50:00 PM  
**Attachments:** [RIS 2014-10 Exempt Distribution.pdf](#)

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Dear Mr. Zimmerman,

All holders of exempt distribution materials licenses are required to submit annual reports of their distribution of exempt products by January 31 of each year for the preceding year. From a review of our records it appears that you have not submitted a report of the distribution of exempt products under License No. 45-23954-02E for 2015. If you have already submitted such a report or believe that you are not required to submit such a report, please inform me. If you have already submitted a report, please send me a copy of the report so that I can verify that it is in our system. Otherwise, you should submit your report without delay. Information concerning the requirements for such reports is provided below.

Your license authorizes the distribution of exempt products pursuant to 10 CFR 32.11. The record keeping and reporting requirements for such licenses are located in 10 CFR 32.12. The reporting requirements are detailed and prescriptive and should be followed fastidiously.

*32.12 Same: Records and material transfer reports.*

*(a) Each person licensed under 10 CFR 32.11 shall maintain records of transfer of byproduct material and file a report with the Director of the Office of Nuclear Material Safety and Safeguards by an appropriate method listed in 10 CFR 30.6(a) of this chapter, including in the address: ATTN: Document Control Desk/Exempt Distribution.*

*(1) The report must clearly identify the specific licensee submitting the report and include the license number of the specific licensee.*

*(2) The report must indicate that the byproduct material is transferred for use under 10 CFR 30.14 of this chapter or equivalent regulations of an Agreement State.*

*(b) The report must identify the:*

*(1) Type and quantity of each product or material into which byproduct material has been introduced during the reporting period;*

*(2) Name and address of the person who owned or possessed the product or material, into which byproduct material has been introduced, at the time of introduction;*

*(3) The type and quantity of radionuclide introduced into each product or material; and*

*(4) The initial concentrations of the radionuclide in the product or material at time of transfer of the byproduct material by the licensee.*

*(c)(1) The licensee shall file the report, covering the preceding calendar year, on or before January 31 of each year. In its first report after December 17, 2007, the licensee shall separately include data for transfers in prior years not previously reported to the Commission or to an Agreement State.*

*(2) Licensees who permanently discontinue activities authorized by the license issued under 10 CFR 32.11 shall file a report for the current calendar year within 30 days after ceasing distribution.*

*(d) If no transfers of byproduct material have been made under 10 CFR 32.11 during the reporting period, the report must so indicate.*

*(e) The licensee shall maintain the record of a transfer for one year after the transfer is included in a report to the Commission.*

Further information about the requirements that apply to annual reports of exempt distribution can be found in the attached Regulatory Issue Summary.

A hard copy of your revised report should be addressed and sent to:

ATTN: Document Control Desk/Exempt Distribution  
Director, Office of Nuclear Material Safety and Safeguards  
U.S. Nuclear Regulatory Commission  
Washington, DC 20555-0001

Please be aware that upon your request, proprietary information submitted to the NRC may be withheld from public disclosure. To do this, you must follow the procedures in 10 CFR 2.390(b) including requesting withholding at the time the information is submitted and complying with the document marking and affidavit requirements set forth in 10 CFR 2.390 (b)(1).

If you have any questions, please feel free to contact me.

Regards,  
Eric

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