

## Application Format

### 4.1: Legal Elements

### 4.2: Regulatory Requirements

### 4.3: Licensing Program

- RMPP 1.1: Review of Initial Application for License or an Amendment Request
  - Attachment 1.1-1: Pre-Licensing Checklist (**Security Related Mailing**)
  - Attachment 1.1-2: Risk-Significant Radioactive Material Checklist (**Security Related Mailing**)
  - Attachment 1.1-3: Checklist to Withhold Information from Public Disclosure
  - Attachment 1.1-4: License Review Job Aid
  - Attachment 1.1-5: Administrative Qualitative Checklist
  - Attachment 1.1-6: Inspection Priority Codes Assigned to Program Codes
  - Attachment 1.1-7: Form 313, Application for Radioactive Materials License
  - Fee Schedule
- RMPP 1.2 Renewal of Licenses
  - Attachment 1.2-1: Expiration Letter
  - Attachment 1.2-2: Sample Renewal Letter
  - Attachment 1.2-3: Timely Filed Letter
- RMPP 1.3: License Termination/Revocation
  - Attachment 1.3-1: Form 314, Certificate of Disposition of Radioactive Materials
- RMPP 1.4: NRC Licenses Affected by Agreement State
- RMPP 4.1: Renewal Notices, Receipt and Tracking of Licensing Actions

### 4.4: Inspection Program

- RMPP 2.1: Scheduling of Inspections (**Inside Application Section 4.4**)
- RMPP 2.2 Inspection Preparations (**Inside Application Section 4.4**)
  - Attachment 2.2-1: Radioactive Materials Program Guidelines for Completing and Inspection Plan (**Inside Application Section 4.4**)
- RMPP 2.3: Performance-Based Inspections (**Inside Application Section 4.4**)
- RMPP 2.4: Documentation of Inspection Results (**Inside Application Section 4.4**)
  - Attachment 2.4-1: VDH Form 591M Safety Inspection and Compliance Inspection (**Inside Application Section 4.4**)
  - Attachment 2.4-2: Inspection Report Content (**Inside Application Section 4.4**)
  - Attachment 2.4-3: Notice of Violation Letter (**Inside Application Section 4.4**)
  - Attachment 2.4-4: Clean Inspection Report (**Inside Application Section 4.4**)
- RMPP 2.6: Materials Inspection Forms and Checklists (**Inside Application Section 4.4**)
  - Attachment 2.6-1 Industrial Radiography Inspection Checklist
  - Attachment 2.6-2 Nuclear Medicine Program Diagnostic and Therapeutic Inspection Checklist
  - Attachment 2.6-3 Portable Gauge Inspection Checklist
  - Attachment 2.6-4 Commercial Nuclear Pharmacy Inspection Checklist
  - Attachment 2.6-5 Broad Scope Academic and Industrial Inspection Checklist
  - Attachment 2.6-6 Manual Brachytherapy Inspection Checklist
  - Attachment 2.6-7 Fixed Gauges Inspection Checklist
  - Attachment 2.6-8 Self-Shielded Irradiators Inspection Checklist

- RMPP 2.7: Assuring the Technical Quality of Inspections (**Inside Application Section 4.4**)
  - Attachment 2.7-1: Supervisory Accompaniment Inspection Quality Assurance (QA) Checklist (**Inside Application Section 4.4**)
  - Attachment 2.7-2: Inspection Report Quality Assurance (QA) Checklist (**Inside Application Section 4.4**)

#### 4.5: Enforcement Program

- RMPP 2.5: Enforcement, Escalated Enforcement and Administrative Actions
  - Attachment 2.5-1: Examples of Violations That May Be Cited on a Clear Inspection Severity Level I – IV Violations
  - Attachment 2.5-2 Examples of Severity Level I – Level IV Violations

#### 4.6: Technical Staffing

- RMPP 5.1: Qualification and Training
  - Attachment 5.1-1: Qualification Journal

#### 4.7: Event and Allegation

- RMPP 3.1: Management of Allegations
  - Attachment 3.1-1: Initial Contact Log
  - Attachment 3.1-2: Non-disclosure Statement
  - Attachment 3.1-3: Allegation Screening Form
  - Attachment 3.1-4: Confidential Information and Files
  - Attachment 3.1-5: Acknowledgement Letter to Allegor
- RMPP 3.2: Incident Response
  - Attachment 3.2-1: Radiological Incident Notification Form
  - Attachment 3.2-2: Radiological Incident Response Question and Answer Sheet
  - Attachment 3.2-3 Impoundment Guidelines
  - Attachment 3.2-4: Procedure for Reporting Events
  - Attachment 3.2-5: Examples of Reportable Events
  - Attachment 3.2-6 Event Reporting Schedule
- RMPP 3.3: Scrap Yard Incident Response
- RMPP 3.4: NMED
- Appendices