

Vermont Department of Health Radioactive Materials Program

ATTACHMENT 1.1-3 TO RMPP 1.1

CHECKLIST FOR REQUESTS TO WITHHOLD INFORMATION FROM PUBLIC DISCLOSURE



Name:		License Number:	
To request that the Department withhold information contained in an application from public disclosure, the applicant must submit the information and application, including an affidavit, in accordance with 1 V.S.A. 317. The applicant should submit all the following:			
<input type="checkbox"/>	A proprietary copy of the information.	Brackets should be placed around the material considered to be proprietary. This copy should be marked as proprietary.	
<input type="checkbox"/>	A non-proprietary copy of the information.	Applicants should white out or black out the proprietary portions (i.e. those in the brackets), leaving the non-proprietary portions intact. This copy should not be marked as proprietary.	
<input type="checkbox"/>	An affidavit that:		
<input type="checkbox"/>	Is notarized.		
<input type="checkbox"/>	Clearly identifies (such as by name or title and date) the document to be withheld.		
<input type="checkbox"/>	Clearly identifies the position of the person executing the affidavit. This person must be an officer or upper-level management official who has been delegated the function of reviewing the information sought to be withheld and authorized to apply for withholding on behalf of the company.		
<input type="checkbox"/>	States that the company submitting the information is the owner of the information or is required, by agreement with the owner of the information, to treat the information as proprietary.		
<input type="checkbox"/>	Provides a rational basis for holding the information in confidence.		
<input type="checkbox"/>	A letter that fully addresses the following issues:		
<input type="checkbox"/>	<ul style="list-style-type: none"> Is the information submitted to, and received by, the Department in confidence? Provide details. 		
<input type="checkbox"/>	<ul style="list-style-type: none"> Does the applicant customarily treat this information, or this type of information, as confidential? Explain why. 		
<input type="checkbox"/>	<ul style="list-style-type: none"> Would public disclosure of the information be likely to cause substantial harm to the competitive position of the applicant? If so, explain why in detail. The explanation should include the value of the information to your company, amount of effort or money expended in developing the information, and the ease or difficulty of others to acquire the information. 		