

Vermont Department of Health Radioactive Materials Program

ATTACHMENT 1.1-4 TO RMPP 1.1

License Review Job Aid



1. Review submittal within 30 days of receipt of application.
2. Review using applicable guidance to ensure the licensee submitted all required information from:
 - a. NUREG-1556 Consolidated Guidance About Materials Licenses;
 - b. NUREG-1757 Volume 1 & 2 Consolidated Decommissioning Guidance;
 - c. NUREG-1757 Volume 3 for Financial Assurance, Recordkeeping, and Timeliness;
 - d. RMPP 1.1-1.4 and RMPP 4.1; and
 - e. NRC Medical License Toolkit <https://www.nrc.gov/materials/miau/med-use-toolkit.html#et>.
3. Determine if subject to:
 - a. Financial Assurance;
 - b. Emergency Plan;
 - c. Environmental Assessment; or
 - d. Change of Ownership (References: 10 CFR 30.34(b), 40.46, 70.25, and NUREG-1556 Volume 15 for change of ownership).
4. For amendments and renewals, compare with previous license and markup to show changes. Review licensee inspection/enforcement history.
5. For new licenses, ensure that the Pre-licensing Checklist has been completed.
6. Review list of escalated enforcement actions for licensees and individuals. Go to <https://www.nrc.gov/reading-rm/doc-collections/enforcement/actions/individuals/>.
7. Review license tie downs and inspection documentation.
8. For license terminations:
 - a. Account for all radioactive material and locations of use and/or storage;

- b. Confirm all materials have been properly transferred or disposed, that a thoroughly documented survey for the presence of radioactive materials (contamination or radiation) has been performed, and the site can be released for unrestricted use;
 - c. Determine if any incidents (spills/contamination) have occurred and the records of remediation and/or disposition of the radioactive materials (Department Form 314) are completed if applicable; and
 - d. Ensure licensee has submitted records in accordance with 10 CFR 30.36(k)(4), 40.61, and 70.51.
- 9. Notify the Radiation Control Program Director immediately with concerns and/or violations identified during the review.
- 10. Ensure completed Department forms are included and signed by licensee management:
 - a. Department form 313 – New Licenses (required);
 - b. Department form 313 – License Renewal (or equivalent); and
 - c. Department form 314 – License Termination (or equivalent).
- 11. Ensure that sealed source model numbers are registered.
- 12. Complete security related information and mark as appropriate.
- 13. Obtain second reviewer concurrence.
- 14. Ensure the document will be properly delivered through the mail.
- 15. Draft license following license generation forms and compare with sample licenses.
- 16. Update license expiration date on license.
- 17. Draft cover letter and print letter and license.
- 18. Use Administrative Quality Checklist for Licensing Actions for QA/QC review of letter and license.