

Vermont Department of Health Radioactive Materials Program

ATTACHMENT 1.2-1

License Expiration Letter



<DATE>

<LICENSEE NAME>

<CONTACT NAME TITLE>

<CITY, STATE, ZIP>

SUBJECT: <EXPIRED LICENSE>

Dear <NAME>,

Vermont Department of Health (Department) records show that Vermont Radioactive Materials License No. <LICENSE NO.> **expired on <DATE>**. A letter was sent on <DATE> (copy enclosed) informing you that your license would expire on <DATE>. As of the date of this letter, no renewal application has been filed as per <INSERT VDH REGULATION>.

It is our understanding that you still possess material that requires a specific Department license. Your possession of such material without a current valid license is a violation of 18 V.S.A. § 1653 (7) (A). You must properly dispose your radioactive material in accordance with state and federal law or store your radioactive material in secure storage until such time as you acquire a valid Radioactive Materials. The use of radioactive material or purchase of additional radioactive material is not authorized.

You are required to complete one of the following two options:

1. If you wish to continue your program, immediately (within 15 days) complete the enclosed application (Department Form 313), retain a copy, and submit the signed original, along with appropriate attachments to the Vermont Department of Health. You are required to submit an entirely new application. It can use or reference information or documents previously submitted, but they have to be cited or included in the new application. Below is a link to the Nuclear Regulatory Commission Licensing Guidance (NUREG 1556) <https://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/> that you should utilize in preparing the application. All items in the guidance must be addressed.

In return, your license will be amended in its entirety utilizing the latest wording on the conditions of your license. These actions should keep your license complete and current.

2. If you have decided not to possess radioactive materials and to discontinue your program, immediately do the following:

- Transfer all radioactive material formerly authorized by the expired license to an authorized recipient;

Before transferring any radioactive material, you must verify that the recipient's license authorizes the receipt of the isotope(s), type, form, and quantity of radioactive material to be transferred.

- Send copies of the transfer records, a separate written request for termination of the license and appropriate attachments (i.e., decommissioning surveys of the facility, leak tests, etc.) to the Department within 30 days of the date of this letter. Complete Department Form 314. Follow the guidance in NUREG 1757, "Consolidated Decommissioning Guidance" and NUREG 1575, "Multi-Agency Radiation Survey and Site Investigation Manual-Marsim" as per Department Radioactive Materials Program guidance.

Please send your response to the following address:

**Vermont Department of Health
Radioactive Materials Program
108 Cherry Street PO Box 70
Burlington VT 05402-0070**

Sincerely,

Radioactive Materials Program Manager

Send certified mail to ensure receipt.