

**State of Vermont Department of Health**

**Radioactive Materials Program**

**Radioactive Materials Program Procedure 1.4, Revision 0**



**NRC Licenses Affected by Agreement State**

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# **Radioactive Materials Program Procedure 1.4, Revision 0**

## **NRC Licenses Affected by Agreement State**

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## NRC Licenses Affected by Agreement State

### 1.0 PURPOSE

#### 1.1 Applicability

- 1.1.1 The purpose of this procedure is to define the process for licenses transferred to the State of Vermont under the Agreement with the Nuclear Regulatory Commission (NRC) at the time the Agreement takes effect.
- 1.1.2 Implementation of this procedure will ensure that each licensing action will be processed in a timely and efficient manner and ensure the continued validity of the NRC licenses affected by the Agreement.

#### 1.2 References

- 1.2.1 Vermont Radioactive Materials Rule.

#### 1.3 Files

The following records will be maintained by the Radioactive Materials Program, primarily in an electronic format, for each licensee:

- 1.3.1 Files received from the NRC;
- 1.3.2 Older files exist only on paper. They will be maintained in that form until they can be converted to electronic records.

#### 1.4 Definitions

- 1.4.1 License Review: The processing of any licensing action (i.e., new application, amendment, renewal, termination) and serves two capacities – primary review and secondary review.
- 1.4.2 License Reviewer: A Radiologic Health Specialist or other Radioactive Materials Program staff member qualified to review, process, and document a specific category of licensing action. A license reviewer shall not perform a review for any category of license for which they are not qualified.
- 1.4.3 Licensing action: A request or application received from an applicant or a licensee as follows:
  - An application for a license to receive, possess, and use licensed radioactive material;
  - An application for renewal of a license;

- An amendment request to a license, e.g., change in administration, authorized use and/or users, RSO, quantity of material, add isotopes, facilities, etc.; and/or
- A request for termination of a license(s).

## **2.0 RESPONSIBILITIES**

### **2.1 Radioactive Materials Program Staff**

- 2.1.1 Maintains the records, letters, forms, and report files and updates the files and WBL, as necessary.
- 2.1.2 Transfers information from the NRC files to the secure state files located within the Radioactive Materials Program and inputs any required information into the WBL and electronic data files.

## **3.0 PROCEDURE**

### **3.1 Receipt of Files from the Nuclear Regulatory Commission (NRC)**

Upon receipt of files from the NRC, each file will be stored and all licensees regulated as Vermont Department of Health (Department) licensees.

### **3.2 Licensing Actions**

- 3.2.1 Following receipt of the licensing files from the NRC, each licensing action appropriate to those licenses obtained from the NRC will be prioritized and processed in accordance with RMPP 1.1 *Review of Initial Application for License or an Amendment Request*.
- 3.2.2 All renewals will be processed in accordance with RMPP 1.2, *Renewal of Licenses*.
- 3.2.3 In the event of a request for a termination of one of the licenses acquired from a file transferred by the NRC, RMPP 1.3, *License Termination/Revocation* will be implemented.

## **4.0 RECORDS**

### **4.1 Records to be Maintained**

- 4.1.1 Licensee files sent by the NRC to become state files.
- 4.1.2 Applications for license, license renewal, license amendment, or license termination are maintained in applicable files.

## **4.2 Records Retention**

4.2.1 Web Based Licensing is the primary electronic file repository.

4.2.2 Records may also be kept in other secure electronic forms with access only to RMP staff.

## **5.0 ATTACHMENTS TO RMPP 1.4**

None