



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
REGION III  
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April 25, 1980

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NRC LIC. #: SNM-1555

Gentlemen:

SUBJECT: REPORTS TO THE NUCLEAR REGULATORY COMMISSION (NRC)

As an NRC licensee, you may currently be required by regulation or by a condition of your license, to submit reports to the Commission. This letter is to request that you: (1) include identifying information with all correspondence pertaining to Licensee Incidents or Operations Reports you submit to the NRC and (2) send a copy of all NRC required reports to a central repository. Therefore, when submitting reports to the NRC, you are requested to:

1. include identifying numerical designations such as license number, docket number, mail control number, etc. in all correspondence to the NRC;
2. include a specific reference to the requirement under which the report is submitted. The requirement may be a condition in your license, or reports required by NRC regulations; for example, notification of an incident under the provisions of 10 CFR 20.402(a) or the report of a release of a radionuclide to an unrestricted area as specified in 10 CFR 40.65(a)(1), etc.;
3. submit the report to the appropriate NRC office specified in the regulation or license condition and send an additional single copy (with a copy of each attachment or enclosure) to:

U.S. Nuclear Regulatory Commission  
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We would appreciate your cooperation in providing the information requested above, it will help us do our job better and provide better service to you.

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