



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

#167

May 15, 2020



TO: Users of Devices Subject to General License Registration

SUBJECT: ANNUAL REGISTRATION OF GENERALLY LICENSED DEVICES

The U.S. Nuclear Regulatory Commission (NRC) requires annual registration of certain devices that are possessed under the general license issued in Section 31.5 of Title 10 U.S. Code of Federal Regulations (10 CFR 31.5). Devices subject to registration include those containing the radioactive material and activity listed in Table 1 of the attached NRC Form 664. You are receiving this notice because NRC records indicate that you have one or more such devices. Information about the general license registration program is available NRC website at <http://www.nrc.gov/materials/miau/miau-reg-initiatives/gen-license.html>

Note that under 10 CFR 31.5(c)(11), the attached General Licensee Registration Package must be completed, signed, and returned to the NRC within 30 days from the date of this letter. Read all of the instructions prior to completing the package. Mail the completed package in the enclosed envelope to:

Director, Office of Nuclear Material Safety  
and Safeguards  
ATTN: GLTS  
U.S. Nuclear Regulatory Commission  
Washington DC 20555-0001

**Registration Fee:** The NRC has acted to temporarily mitigate the financial impacts and economic disruptions caused by the COVID-19 Pandemic. The registration fee(s) for your generally licensed device(s) scheduled to be issued in April will be deferred until July 22, 2020. For more information on the invoice deferral, you can go to NRC's public website: [www.nrc.gov](http://www.nrc.gov).

NRC amended 10 CFR Parts 170.11 and 170.31 to provide that 10 CFR Part 170 fees be assessed to Federal agencies, where applicable, in accordance with the Energy Policy Act of 2005. Therefore, those Federal facilities required to register certain generally licensed devices in their possession will be required to pay the annual registration fee.

Attachment: NRC Form 664 -- General Licensee Registration and Instructions

Sincerely,

Donald B. Lowman

Digitally signed by Donald  
B. Lowman

U.S. Nuclear Regulatory Commission  
Office of Nuclear Material Safety and  
Safeguards  
Division of Material Safety, State, Tribal and  
Rulemaking Programs  
Materials Safety Licensing and Tribal  
Liaison Branch

[illegible]



GL-725307-25

05/06/2020

SECTION 1

PAGE 2 of 2

**SECTION 1 - GENERAL LICENSEE INFORMATION (Continued)**

**Enter the name, telephone number and title of the person who is the responsible individual for the device(s).**

Last Name: RATLIFF

O T E Y

First Name: JACKIE

F R A N K L I N

Middle Initial:

K

Business Telephone Number: (304) 887-3091

3 0 4 8 8 7 9 7 0 4

Extension:

Business E-mail Address:

Title: CURRENT SAFETY OFFICER

**Enter the mailing address where correspondence regarding your device(s) should be sent.**

Department:

Address Line 1: P.O. BOX 770

Address Line 2:

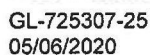
City: BLUEFIELD

State: WV

Zip Code: 24701







### SECTION 3 - ADDITIONAL DEVICES SUBJECT TO REGISTRATION

**Provide information about other devices you have that are subject to registration. Do not report specifically licensed devices.**

**Manufacturer Name**

Initial Transferor NameInitial Transferor License Number (if known)Device Model Number (Not Source Model)Device Serial Number

How acquired and date (e.g., from a distributor/manufacturer, other licensee, other source)?

- ☐ Manufacturer/Initial Transferor listed above  
☐ Other General Licensee      Date Transfer  
☐ Other Sources

Date Transferred:

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MM

DD

YYYY

Isotope (e.g. AM241)

Activity (e.g. 100)

Unit (e.g. mCi)

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[illegible]

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## SECTION 4 - NOT IN POSSESSION OF DEVICE

## SECTION 4

PAGE 1 of 1

**Provide information about devices listed in Section 2 or 6, but no longer in your possession.**

## Part 1

**NRC Device Key:**

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(from Section 2 or 6)

Transfer Date:

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MM

DD

YYYY

**Location of the Device:**

- ☐ Whereabouts Unknown (Complete Part 1 only)
 ☐ Transferred to another general licensee (Complete Parts 2 and 3)
- ☐ Never Possessed the Device (Complete Part 1 only)
 ☐ Transferred to a Specific Licensee (Not the manufacturer) (Complete Part 2)
- ☐ Returned to Manufacturer (Complete Part 1 only)

**Part 2** License Number of Recipient (if transferred to a specific licensee):

[illegible]

Company Name:

[illegible]

Department:

[illegible]

Address Line 1:

[illegible]

**Address Line 2:**

[illegible]

City:

[illegible]

State:

Zip Code:

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**Part 3**      **Enter the name of the individual responsible for this device:**

Last name:

[illegible]

First name:

[illegible]

**Middle Initial:**

Circumstance	Percentage (%)
If someone is attacking you	85, 75
If someone is threatening you	70, 60
If someone is harassing you	55, 45
If someone is insulting you	40, 30
If someone is annoying you	25, 15

Business Telephone  
Number:

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[illegible]

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Extension:

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Title:

[illegible]





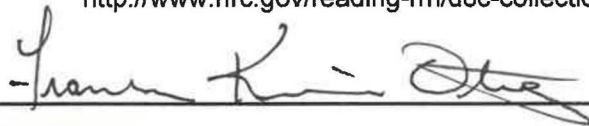
GL-725307-25  
05/06/2020

## SECTION 5 - CERTIFICATION

SECTION 5  
PAGE 1 of 1

I hereby certify that:

- A. All information contained in this registration is true and complete to the best of my knowledge and belief.
- B. A physical inventory of the devices subject to registration has been completed, and the device information on this form has been checked against the device labeling.
- C. I am aware of the requirements of the general license, provided in 10 CFR 31.5.  
(Copies of applicable regulations may be viewed at the NRC website at:  
<http://www.nrc.gov/reading-rm/doc-collections/cfr>)



**SIGNATURE - RESPONSIBLE INDIVIDUAL (Listed in Section 1)**

**DATE**

6-2-2020

**WARNING:** FALSE STATEMENTS MAY BE SUBJECT TO CIVIL AND/OR CRIMINAL PENALTIES. NRC REGULATIONS REQUIRE THAT SUBMISSIONS TO THE NRC BE COMPLETE AND ACCURATE IN ALL MATERIAL ASPECTS. 18 U.S.C SECTION 1001 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY WRONG STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER IN ITS JURISDICTION.



GL-725307-25

05/06/2020

**SECTION 6 - DEVICE NOT SUBJECT TO REGISTRATION**

**SECTION 6**  
**PAGE 1 of 1**

**NRC Device Key:**

**Manufacturer License No:**

**Manufacturer Name:**

**Model Number:**

**Serial #:**

**Transfer Date:**

**Isotope:**

**Activity:**

**Unit:**

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