



State of Connecticut Department of Energy and Environmental Protection
Radioactive Materials Program

RCP-900.4

NRC Licenses Affected by Agreement State

Prepared By: _____ **Date:** _____

Reviewed By: _____ **Date:** _____

Approved By: _____ **Date:** _____

Revision	Date	Description of Changes

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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 Connecticut 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.

2.0 SCOPE

- 2.1 This document applies to the Radioactive Materials Program under Connecticut's Agreement State with the Nuclear Regulatory Commission (NRC)

3.0 REFERENCES

- 3.1 The Regulations of Connecticut State Agencies 22a-153-1 through 22a-153-150 and Chapter 446a of the Connecticut General Statutes.

4.0 DEFINITIONS & ABBREVIATIONS

- 4.1 Department: The Connecticut Department of Energy and Environmental Protection (CT-DEEP)
- 4.2 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).
- 4.3 License Review: The processing of any licensing action (i.e., new application, amendment, renewal, termination) and serves two capacities – primary review and secondary review.
- 4.4 License Reviewer: Radiation Division personnel 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.

5.0 GENERAL

5.1 EQUIPMENT

5.1.1 None

5.2 PRECAUTIONS AND LIMITATIONS

5.2.1 None

5.3 RESPONSIBILITIES

5.3.1 Radiation Division Personnel

5.3.1.1 Maintains the records, letters, forms, and report files and updates the files and Web Based Licensing (WBL), as necessary.

5.3.1.2 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.

5.4 PREREQUISITES

None.

5.5 RECORDS

5.5.1 Records to be Maintained:

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

5.5.1.1 Licensee files sent by the NRC to become state files.

5.5.1.2 License termination letter. Applications for license, license renewal, license amendment, or license termination are maintained in applicable files.

5.5.2 Records Retention

5.5.2.1 Records Retention

- 5.5.2.1.1 Records are filed electronically using Web-based Licensing (WBL).
- 5.5.2.1.2 Records may also be kept in other secure electronic forms with access only to Radiation Division personnel.

5.6 ATTACHMENTS

None

6.0 PROCEDURE

6.1 Receipt of Files from the Nuclear Regulatory Commission (NRC)

- 6.1.1 Upon receipt of files from the NRC, each file will be stored and all licensees regulated as Connecticut Department of Energy and Environmental Protection (Department) licensees.

6.2 Licensing Actions

- 6.2.1 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 RCP-900.1 *Review of Initial Application for License or an Amendment Request*.
- 6.2.2 All renewals will be processed in accordance with RCP-900.2, *Renewal of Licenses*.
- 6.2.3 In the event of a request for a termination of one of the licenses acquired from a file transferred by the NRC, RCP-900.3, *License Termination/Revocation* will be implemented.