Web-Based Licensing (WBL)/National Source Tracking System (NSTS) License Synchronization Overview and Process

Overview

WBL is now the authoritative source for license data and automatically synchronizes updates to NSTS, eliminating manual entry and improving data accuracy across both systems.

Going forward, NSTS users will no longer be able to add or update license information directly in NSTS, except for certain details that are allowed to be entered: specific temporary jobsite, field station, and permanent radiography installation address locations, as well as additional contacts.

License information is synchronized from WBL to NSTS three times per day at 10 am, 2 pm, and 6 pm.

General FAQs

- *How is data synchronized?*

  A one-way synchronization of license information will now flow from WBL to NSTS. Three times daily, NSTS license will be updated with applicable WBL license information that has changed since the last synchronization. This process overwrites NSTS license data with the updated WBL license data, including additions, removals, and updates to basic license data, license contact data, and storage location data.

- *Which licenses are sent from WBL to NSTS?*

  WBL licenses (both NRC and Agreement State licenses) with an **"Active"** status and the **"National Source Tracking"** indicator/radio button is set to **"Yes"** will be sent to NSTS.

  Note: The **"National Source Tracking"** indicator is located on the WBL **"Information"** tab.

  This indicator/radio button determines what WBL data is synchronized with NSTS.

- *What license data is sent from WBL to NSTS?*

  The following **basic license data** is sent from WBL to NSTS.

  Note: Field names below come from the WBL **"Information"** tab. Required NSTS database fields are marked with a red asterisk (*).

WBL	NSTS	Comments
Agency	* Licensing Agency	

WBL	NSTS	Comments
License Number	* License Number	
Docket Number	Docket Number	This is sent for any NRC and A/S licenses that have a docket number value in WBL.
Licensee	* Licensee Name	
Licensee 2	**NEW** Licensee 2	This field has been created in the NSTS database.
	License Category	Leave this field blank. This field is not needed by the NRC and may not be needed by the A/S agencies as well. If later, it is determined that it is needed by A/S agencies then it can be made visible again.
	* Is this license an MML?	This field is not needed. It has been removed from NSTS.
	NSTS Street Address	
Address Line 1	Line1	
Address Line 2	Line2	
City	City	
State	State	
Zip	Zip	
GPS Latitude	**NEW** GPS Latitude	This field has been created in the NSTS database.
GPS Longitude	**NEW** GPS Longitude	This field has been created in the NSTS database.
	NSTS Mailing Address	Not needed; leave blank.
Address Line 1	Line1	Leave blank
Address Line 2	Line2	Leave blank
City	City	Leave blank
State	State	Leave blank
Zip	Zip	Leave blank
	Other Info	
Primary Phone	Company Phone	
Fax	Company Fax	
	Comment	Leave blank
Temporary Job Sites?	* Is Licensee authorized for temporary job sites?	

Table 1 Mapping of WBL License Data Fields to NSTS Fields

Only WBL locations with the new "**NSTS Source Storage?**" Indicator in the "Locations" Tab that is set to **"Yes"** will be sent to NSTS.

WBL	NSTS	Comments
Address Line 1	* Line1	
Address Line 2	Line2	
City	* City	
State	* State	
Zip	* Zip	
GPS Latitude	GPS Latitude	
GPS Longitude	GPS Longitude	
n/a	* Status	

Table 2 Mapping of WBL Location Data Fields to NSTS Fields

WBL Contact Licensee – This is the primary contact

WBL	NSTS	Comments
	* Primary Contact	Set this to "Yes" for the WBL Contact Licensee
	* Contact Type	Set this to "Licensing Manager"
Job Title	Contact Title	
Prefix	Contact Salutation	
First Name	* First Name	
Middle Name	Middle Initial	Only include first letter of WBL middle name value
Last Name	* Last Name	
Suffix		If a Suffix value exists in WBL, add it to the end of the Last Name field in NSTS (i.e., Last Name + " " + Suffix)
Address Line 1	Line1	
Address Line 2	Line2	
City	City	
State	State	
Zip	Zip	
Primary Phone	* Company Phone	
Fax	Company Fax	
Primary Email	Company Email	

Table 3 Mapping of WBL Primary Contact Data to NSTS Fields

WBL	NSTS	Comments
	* Primary Contact	Set this to "No"
	* Contact Type	Set this to "RSO"
Job Title	Contact Title	
Prefix	Contact Salutation	
First Name	* First Name	
Middle Name	Middle Initial	Only include first letter of WBL middle name value
Last Name	* Last Name	
Suffix		If a Suffix value exists in WBL, add it to the end of the Last Name field in NSTS (i.e., Last Name + " " + Suffix)
Address Line 1	Line1	
Address Line 2	Line2	
City	City	
State	State	
Zip	Zip	
Primary Phone	* Company Phone	
Fax	Company Fax	
Primary Email	Company Email	

Table 4 Mapping of WBL Primary RSO Contact Data to NSTS Fields

WBL	NSTS	Comments
	* Primary Contact	Set this to "No"
	* Contact Type	Set this to "Assistant RSO"
Job Title	Contact Title	
Prefix	Contact Salutation	
First Name	* First Name	
Middle Name	Middle Initial	Only include first letter of WBL middle name value
Last Name	* Last Name	
Suffix		If a Suffix value exists in WBL, add it to the end of the Last Name field in NSTS (i.e., Last Name + " " + Suffix)
Address Line 1	Line1	
Address Line 2	Line2	
City	City	
State	State	
Zip	Zip	

WBL	NSTS	Comments
Primary Phone	* Company Phone	
Fax	Company Fax	
Primary Email	Company Email	

Table 5 Mapping of WBL ARSO Contact Data to NSTS Fields

Process

1.) In WBL, when a license reviewer is adding a license record in WBL, the license reviewer would need to determine if the radio buttons for **"National Source Tracking"** and **"Temporary Job Sites"** on the WBL **"Information"** tab need to be enabled.

The **"National Source Tracking"** indicator/radio button drives if license data gets copied over to NSTS. When the license action becomes **'Active'** with **"National Source Tracking"** indicator/radio button set to **"Yes",** then the license is copied over to NSTS for both the NRC and Agreement state licenses.

2.) ***NEW** - A new location type, **"TJS or Other Fixed Location,"** has been added as a possible location type to choose from in the **"Location Type"** dropdown selection for a license reviewer.

Note: Selection of this location type **("TJS or Other Fixed Location")** does not populate in the generated license. Additionally, the current **<<!LicenseLocations!>>** tag is used in license conditions to indicate that a list of locations needs to be included when rendering the conditions text during license generation. This rendering processing will also exclude any locations that have a location type of **"TJS or Other Fixed Location"**.

3.) ***NEW***- A new checkbox, **"NSTS Source Storage?"** has been added to the screen.

If a Temporary Jobsite or Other Fixed Location is applicable to a Category 1 or 2 source then that option is selected and the checkbox for **"NSTS Source Storage?"** will be defaulted as checked. However, if the TJS or Other Fixed Location is not associated with a Category 1 or 2 source, the user is able to uncheck the **"NSTS Source Storage?"** checkbox.

If the license reviewer would like to add a TJS or Other Fixed Location, the license reviewer will need to add a specific address associated with that TJS or Other Fixed location. If the license reviewer only wants to add general TJS authorization (not associating to a specific address) then that can be captured on the **"Information"** tab via the **"Temporary Job Site"** radio button.

If there is a specific TJS or Other Fixed Location address that can be added, the user completes the mandatory **Address Line 1, City, State, and Zip** to **"Save."** That address will appear in the grid at the bottom of the page.

SEQ ▲	Address Line 1	Address Line 2	Address Line 3	City	State	Zip	Province	Country	NSTS Source Storage?	Latitude	Longitude	Phone	Materials	Autho Activi
1	123 Test Road			Rockville	Maryland	20855		U S A	Yes					

City	State	Zip	Province	Country	NSTS Source Storage?	Latitude	Longitude	Phone	Materials	Authorized Activities	Location Type	Notes	Edit	Remove
ockville	Maryland	20855		U S A	Yes						TJS or Other Fixed Location		✎	✗

These TJS or Other Fixed Location addresses will not appear on a generated license.

Note: If the radio button on the **"Information"** tab is selected as **"No"** for **"National Source Tracking"** and the **"NSTS Source Storage?"** checkbox is clicked under the

"Locations" tab for a location entered, a validation is triggered and the following new message will appear at the top of the screen for the error:

4.) When the record is made **"Active"** in WBL, certain license information and the location information attributed to **"NSTS Source Storage?"** will be sent to NSTS.

If a license reviewer needs to edit or remove a location previously added to the grid that is an NSTS Source Storage location, those locations can be edited or removed like before by using the **"Edit"** pencil or **"x"** in the Remove column of the grid. These changes will be synced with the data for that record in NSTS.

5.) If an NSTS user (e.g., licensee) wants to add a specific TJS address associated with a source, this can be done in NSTS in the **"Update Source Information"** screen. The user can just choose **"Temporary Job Site"** from the location address dropdown and click **"Save."**

Update Source Information

* indicates required field

Note: Only the originator of the source is able to modify the Make, Model, Serial Number and I
transferred.

Source

Make:
Model:
Serial Number:
Alternate Source ID:

Isotopes:

Name	Activity	Acti
Cesium-137	333.8	Ci

Greater Than Class C: Yes ☐

Location Address * :

Source Status:

Comment:

Device

Device Make:

Device Model:

Device Serial Number:

[Clear Device Info]

[Previous] ([Save]) [Save]

Temporary Job Site

Users are not required to enter a temporary job site address—the **"Enter Temporary Job Site"** link is available only if they choose to provide one.

Update Source Information

Help

* indicates required field

Source

Make * : [dropdown ▼]   Enter Unrecorded Make/Model
Model * : [dropdown ▼]
Serial Number * :
Alternate Source ID:

Isotopes:

Name	Activity	Activity Unit	Activity Date
Cobalt-60	19.92	Ci ▼	07/30/2025

Greater Than Class C: Yes ☐

Location Address * : Temporary Job Site ▼   Enter Temporary Job Sites

Source Status: Above Threshold ▼

Comment:

Device

Device Make:

Device Model:

Device Serial Number:

[Clear Device Info]

[Previous] [Save] [Save] [Cancel]

The **"Enter Temporary Job Sites"** link is only editable if the license itself is allowed to use temporary jobsites and if the user chooses **"Temporary Job Site"** from the location address dropdown.

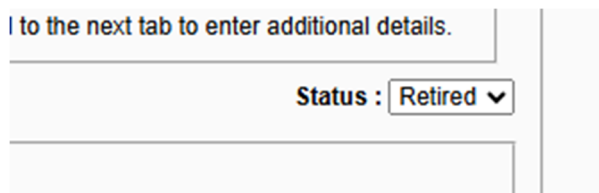Each TJS address location added will display with a prefix of **"TJS -"** in the Location address dropdown listing.

NOTE: For the other screens listed below, the TJS address will display with the **"TJS - "** prefix in the location address drop-down:
o Manufacture Source
o Manufacture Sources Bulk
o Receive Sources
o Receive Imports
o Enter Unrecorded Sources
o Enter Unrecorded Transfers

Note: Edit/delete of temporary job site addresses will be considered as a future feature. Users (licensees) will need to contact the Helpdesk to edit/delete these addresses in NSTS.

Changing a License Record to "Retired" or "Revoked" Status

1.) If a user needs to change the WBL license record from **"Active"** to **"Retired"** or **"Revoked"**:
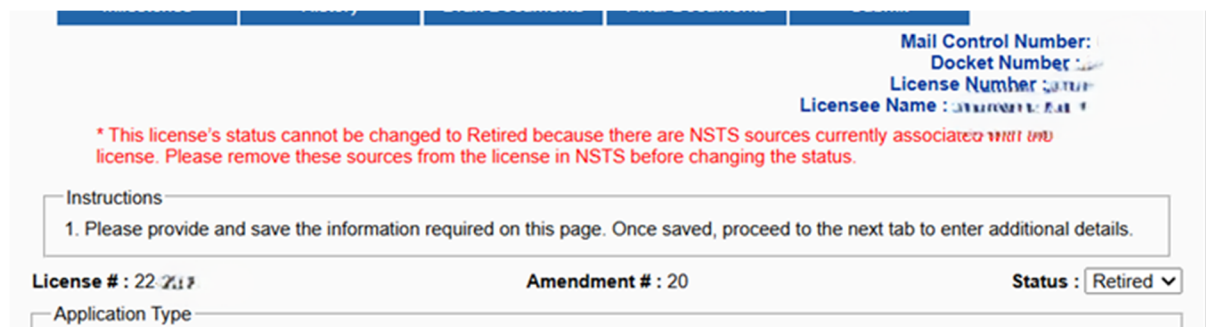
And there are NSTS sources still associated with the license records in NSTS, a validation appears that prevents a license from being saved with a **"Retired"** or **"Revoked"** status if there are sources associated with that license in NSTS.

NEW - If the validation is triggered, the following new message will appear at the top of the screen for the error:

2.) The user will need to remove the source(s) from that license in NSTS before the reviewer can go back into WBL and mark the WBL license as **"Retired"** or **"Revoked."**

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Changing the National Source Tracking Indicator or NSTS Source Storage indicator for a License Record

1.) If a user wants to change the **"National Source Tracking"** indicator/radio button to **"No"** from **"Yes"** on an existing record, the system will query NSTS to see if there are any sources already associated with the locations of this license record.

NEW - If the validation is triggered, the system will not allow the change and instead show the following error message:

2.) If a user tries to change the **"NSTS Source Storage?"** checkbox to **"No"** from it previously being **"Yes"**, the system will query NSTS to see if there are any sources already associated with that location.

NEW - If so, the system will not allow the change and instead show the following new error message at the top of the screen:

NSTS Record showing that a source associated with the "93██████ ███ Blairsville PA 15717" address for ██████ ██ ██ ██ ██

On an Active Action attempting to turn off "NSTS Source Storage?" when sources still associated with the location address - error message shows when attempting to save. This is correct behavior.

Changing the Temporary Job Site Indicator for a License Record

1.) If a user wants to change the **"Temporary Job Site"** indicator/radio button to **"No"** from **"Yes"** on an existing record, the system will query NSTS to see if there are any sources already associated with either a generic 'Temporary Job Site' address or any of the user entered Temporary Job Site addresses that are pre-fixed with **'TJS'** in NSTS for this license record.

2.) ***NEW*** - If the validation is triggered, the system will not allow the change and instead show the following error message at the top of the screen:

* One or more of this license's addresses authorized to store NSTS sources have sources associated in NSTS. Please ensure that no sources are associated with a storage address before proceeding.

Removing a License Location Previously Associated with an NSTS Source in the License Record

1.) If a user would like to remove a license location that was previously associated with an NSTS source in the **"Locations"** tab, a new validation message will appear at the top of the screen if there are sources associated with that license location in NSTS:

* This location cannot be removed because there are NSTS sources currently associated with this license location. Please remove these sources from the license location in NSTS before removing the location.

2.) The user will need to remove the source(s) from that license location in NSTS before the user can go back into WBL and delete the location.

Changing Contact Information

NEW - Changes to licensee contact information such as RSO, licensee contact information can only be made in WBL by NRC and Agreement State regulators in WBL. This information will be sent to the applicable record in NSTS.

NRC and Agreement States licensees can still add additional contacts in NSTS. This information is not captured in WBL.

1.) All current contacts associated with the license are from WBL and need to be changed in WBL. This will appear as <u>view-only</u> in NSTS and the NSTS user cannot modify or delete these contacts in NSTS. This includes:
  - o   Main license contact (Licensing Manager Contact)
  - o   RSO contact
  - o   ARSO contacts

An NSTS user will have to contact the regulator to make these changes via WBL and/or license amendment, depending on the change, for it to be reflected in NSTS.

2.) Additional contacts can be entered by selecting **"View License"** then select the **"Add Contacts"** button towards the bottom of the page.

Once the number of additional contacts has been entered and the **"Add Contacts"** button is selected, enter the additional contact information via the **"Enter Additional Contact Information"** screen.

Changing License and Location Information

As previously noted, one of the biggest changes is that moving forward, NSTS users are no longer able to add or update license information through NSTS.

NEW - The option to **"Enter Unrecorded License"** from the NSTS Main Menu has been removed and that ability has been removed from all applicable existing NSTS screens. Applicable license information will be coming directly from WBL instead.

NSTS users no longer can add or update license location information through NSTS.

NEW - The **"Enter Unrecorded Location"** has been removed from all applicable existing NSTS menus. Location addresses are driven by what is authorized in the license and will come from WBL.

Again, license information is to come from WBL and not NSTS. So, NSTS users no longer can edit licenses via NSTS.

NEW - The **"Update / Delete License"** feature has been renamed to **"View License"** and is read-only

A user can now only view the license in NSTS:

Since the license contact information is coming from WBL, the licensee contact phone number can now be blank, it is no longer a required field, and the red asterisk has been removed.

NEW - Because the NSTS user will no longer have the ability to **"Enter Unrecorded Licenses"** or **"Enter Unrecorded Locations",** there is no need for the **"Verify Pending Licenses"** and **"Verify Pending Locations"** features. These links are removed from the landing page.

NEW - Because the NSTS user will now only be allowed to view licenses, the **"Create License"** link has been removed from the landing page.
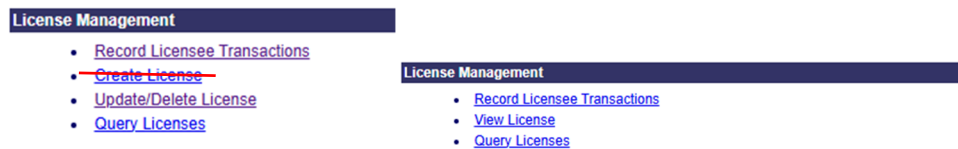
Suggested Review by License Reviewers after Deployment

After the integration has been deployed, it is recommended that for amendments, license reviewers initially pay close attention to the **"Locations"** tab.

License reviewers should look at the grid of locations to confirm if any location that indicates has a **"TJS or Other Fixed Location"** noted with NSTS sources associated with them are in fact, authorized locations to have NSTS sources stored or used at those locations. If not, the license reviewer should either work with the licensee to revise the NSTS storage location with an approved location OR if it is not an approved location, but the licensee would like to store/use that material at that location to process a license amendment to have that location approved.

After the first amendment review following deployment, records should then be accurate.