

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.

National Source Tracking? ☒ Yes ☐ No ☐ Not Sure

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.

The screenshot shows the 'Information' tab selected in a WBL application. The top navigation bar includes tabs: Information, Program Code, Locations, Materials, Authorized Use, Conditions, Authorized Users, ARSO, Distribution, FinAssurance, LicExemption, Permissions, Milestones, History, Draft Documents, Final Documents, and Submit. The application details are: License # : 04-1234, Amendment # : 17, Status : Active (dropdown menu), and Application Type : Amendment Application. The Licensee Name is partially visible. Instructions state: '1. Please provide and save the information required on this page. Once saved, proceed to the next tab to enter additional details.'

The 'License' section contains a list of questions with radio button options. The 'National Source Tracking?' and 'Temporary Job Sites?' options are circled in red.

Question	Yes	No	Not Sure
Requires Financial Assurance?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Submitted Financial Assurance?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Requires Contingency Plan?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Contingency Plan Approved?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
National Source Tracking?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Approved For Incineration?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approved For Burial?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approved For Storage?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approved For Redistribution?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approved For Decay In Storage?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Approved For Use?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sensitive Information?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Escalated Enforcement?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Corrected Copy?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
LER/NMED?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Temporary Job Sites?	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Authorized for Source Changers?	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

- 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**”.

The screenshot shows a form titled "Locations". At the top right is a checkbox labeled "same as mailing address". Below it is a dropdown menu for "Location Type" with the text "Select Location Type". A dropdown menu for "SEQ" also shows "Select Location Type". The "Location Name" field contains "Field Station". The "*Address Line 1" field contains "Permanent Radiography Installation". The "Address Line 2" field contains "TJS or Other Fixed Location" and is highlighted with a red box. The "Address Line 3" field is empty. The "*City" field is empty.

- 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.

The screenshot shows the same "Locations" form. The "Location Type" dropdown now shows "TJS or Other Fixed Location". The "SEQ" field is empty. The "NSTS Source Storage?" checkbox is checked and is highlighted with a red box. The "Location Name" field is empty.

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.

License

Requires Financial Assurance? ☐ Yes ☒ No ☐ Not Sure

Submitted Financial Assurance? ☐ Yes ☒ No ☐ Not Sure

Requires Contingency Plan? ☐ Yes ☒ No ☐ Not Sure

Contingency Plan Approved? ☐ Yes ☒ No ☐ Not Sure

National Source Tracking? ☒ Yes ☐ No ☐ Not Sure

Approved For Incineration? ☐ Yes ☒ No ☐ Not Sure

Approved For Burial? ☐ Yes ☒ No ☐ Not Sure

Approved For Storage? ☒ Yes ☐ No ☐ Not Sure

Approved For Redistribution? ☐ Yes ☒ No ☐ Not Sure

Approved For Decay In Storage? ☐ Yes ☒ No ☐ Not Sure

Approved For Use? ☒ Yes ☐ No ☐ Not Sure

Sensitive Information? ☒ Yes ☐ No ☐ Not Sure

Escalated Enforcement? ☐ Yes ☒ No ☐ Not Sure

Corrected Copy? ☐ Yes ☒ No ☐ Not Sure

LER/NMED? ☐ Yes ☒ No ☐ Not Sure

Temporary Job Sites? ☒ Yes ☐ No

Authorized for Source Changers? ☒ Yes ☐ No

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 Activ
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:

Information	Program Code	Locations	Materials	Authorized Use	Conditions
Authorized Users	ARSO	Distribution	FinAssurance	LicExemption	Permissions
Milestones	History	Draft Documents	Final Documents	Submit	

Mail Control Number: 649248
Docket Number : 3039437
License Number :
Licensee Name : Radiography Company

Instructions
Please provide address for location of use or storage. For more than one location, enter and save the addresses one at a time.

* The Location Tab 'NSTS Source Storage?' indicator can only be changed to 'Yes' if the Information Tab 'National Source Tracking' is 'Yes'.

Locations

☐ same as mailing address

Location Type :

SEQ : NSTS Source Storage? : ☒

Location Name :

- 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 transferred.

Source

Make:
Model:
Serial Number:
Alternate Source ID:

Isotopes:

Name	Activity	Activity Unit
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 * :
Model * :
Serial Number * :
Alternate Source ID:

Isotopes:

Name	Activity	Activity Unit	Activity Date
Cobalt-60	19.92	Ci	6/7/30/2025

Greater Than Class C: Yes ☐

Location Address * :
Source Status:
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.

Update Source Information

[Help](#)

* indicates required field

Note: Only the originator of the source is able to modify the Make, Model, Serial Number and Isotope information if the source has not been transferred.

Source

Make:

Model:

Serial Number:

Alternate Source ID: MB 1452

Isotopes:

Name	Activity	Activity Unit	Activity Date
Cesium-137	500.0	Ci	11/09/2007

Greater Than Class C: ☐

Location Address * : TJS-123 Test Road Rockville MD 20855 [Enter Temporary Job Sites](#)

Source Status: Above Threshold

Comment:

Device

Device Make:

Device Model:

Device Serial Number:

Clear Device Info

Previous Save Save Cancel

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

The screenshot shows a web browser window with the URL `preprod.nrs.nrc-gateway.gov/nrs3/source/enterUnrecordedSourceSetup.do?method=setup`. The browser's address bar and tabs are visible at the top. The main content area displays the 'U.S. Nuclear Regulatory Commission' logo and the title 'Enter Unrecorded Source'. Below the title, there is a list of fields for entering source information, including 'Make', 'Model', 'Serial Number', 'Alternate Source ID', 'Manufacture Date', 'Isotopes', 'Greater Than Class C', 'Location Address', 'Originator', and 'Comment'. A red rectangular box highlights the 'Location Address' field, which contains the text 'TJS-8550 Wilkens Ave Baltimore MD 21123'. To the right of the form, there is a 'Print' button and a 'Back to Main Menu' link. At the bottom right, there is a 'Activity Date' field with a dropdown menu showing '05/25/2025'.

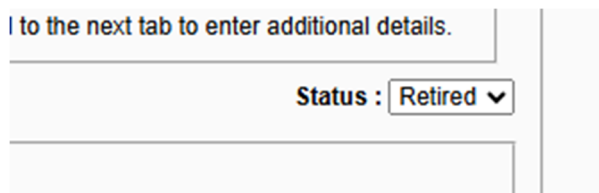
NOTE: For the other screens listed below, the TJS address will display with the “TJS - ” prefix in the location address drop-down:

- 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**”:

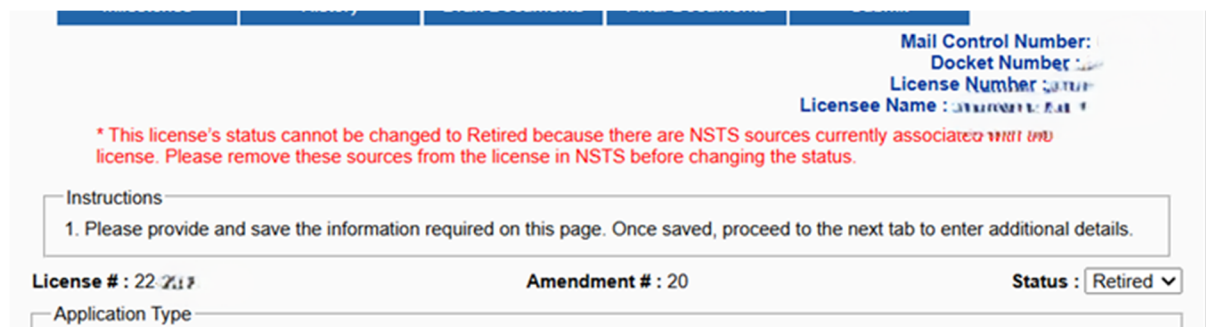


to the next tab to enter additional details.

Status : Retired ▼

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:



Mail Control Number: [redacted]
Docket Number: [redacted]
License Number: [redacted]
Licensee Name: [redacted]

* This license's status cannot be changed to Retired because there are NSTS sources currently associated with this license. Please remove these sources from the license in NSTS before changing the status.

Instructions
1. Please provide and save the information required on this page. Once saved, proceed to the next tab to enter additional details.

License # : 22-217 Amendment # : 20 Status : Retired ▼

Application Type

- 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**.”

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:

The screenshot displays a web form for amending a license record. At the top right, it shows 'Mail Control Number: 10222', 'Docket Number: 10222', and 'License Number: 37-31'. Below this, the 'Licensee Name' is listed. A red error message states: '* 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.' The form is divided into sections: 'Instructions' (1. Please provide and save the information required on this page. Once saved, proceed to the next tab to enter additional details.), 'License # : 37-31', 'Amendment # : 10', and 'Status : Active'. The 'Application Type' section is titled 'Amendment Application' and includes fields for 'Agency' (U.S. Nuclear Regulatory Commis), 'License Number' (37-31), and 'License Type' (Specific License). The 'Application Criteria' section shows 'Institution Code: 31259' and 'Action Type: Amendment'.

- 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 is associated with the "9011211 Blairsville PA 15717" address for

Review Licensee's Inventory

[Help](#)

Licensee:

Licensing Agency	License Number	Docket Number	License Name	License Category	Street Address
U.S. Nuclear Regulatory Commission					9011211 Blairsville PA 15717

Source Inventory:

One item found.

License Address	Make	Model	Serial Number	Source ID	Alternate Source ID	Isotope Name
9011211 Blairsville PA 15717						Iridium

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Official Use Only - Security-Related Information

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.

Mail Control Number: 6011211
Docket Number: 15717
License Number: 15717
Licensee Name: U.S. Nuclear Regulatory Commission

Instructions:
Please provide address for location of use or storage. For more than one location, enter and save a new record.

* This address has sources associated in NSTS. Please ensure that no sources are associated with a storage address before proceeding.

Locations

☐ same as mailing address

Location Type: Field Station

SEQ: 2 NSTS Source Storage?: ☐

Location Name: Pennsylvania Main Office

*Address Line 1:

Address Line 2:

Address Line 3:

Building Name:

Room Number:

*City: Blairsville

*State: Pennsylvania

*Zip: 15717

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.

Escalated Enforcement? ☐ Yes ☒ No ☐ Not Sure

Corrected Copy? ☐ Yes ☒ No ☐ Not Sure

LER/NMED? ☐ Yes ☒ No ☐ Not Sure

Temporary Job Sites? ☐ Yes ☒ No

Authorized for Source Changers? ☐ Yes ☒ No

- 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:

Information	Program Code	Locations	Materials	Authorized Use	Conditions
Authorized Users	ARSO	Distribution	FinAssurance	LicExemption	Permissions
Milestones	History	Draft Documents	Final Documents	Submit	

Mail Control Number: 411
Docket Number: 711
License Number: 01.011
Licensee Name: 1111111111111111

*** 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:

Information	Program Code	Locations	Materials	Authorized Use	Conditions
Authorized Users	ARSO	Distribution	FinAssurance	LicExemption	Permissions
Milestones	History	Draft Documents	Final Documents	Submit	

Mail Control Number: 1
Docket Number: 711
License Number: 01.011
Licensee Name: 1111111111111111

Instructions
Please provide address for location of use or storage. For more than one location, enter and save the addresses one at a time.

*** 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.**

Locations

☐ same as mailing address

Location Type:

SEQ: NSTS Source Storage?: ☐

Location Name:

*Address Line 1:

Address Line 2:

Address Line 3:

*City:

State:

Zip:

Province:

- 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 view-only in NSTS and the NSTS user cannot modify or delete these contacts in NSTS. This includes:
 - Main license contact (Licensing Manager Contact)
 - RSO contact
 - 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.

Contact fax

Contact Email

Additional Contact

Additional Contact

Enter the number of additional contact for this license, and click on Add Contacts.

Number of Additional Contact * :

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.

Enter Additional Contact Information [Help](#)

* indicates required field

Contact 1:

Contact Type *

Contact Title

Contact Salutation

Contact Name

Contact Address

Contact Address

Contact Address

Contact Address

Contact Address

City:

State:

Zip:

Contact Phone

Contact Fax

Contact Email

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:

View License

* indicates required field

Licensing Agency * :

License Number * :

Docket Number: (NRC License only)

Licensee Name * :

Licensee 2:

Street Address:

Line1 * :

Line2:

City * :

State * :

Zip * :

Mailing Address:

Same as the Street Address? Yes ☐

Line1:

Line2:

City:

State:

Zip:

Company Phone:

Company Fax:

Comment:

This license authorized for temporary job sites? Yes ☐

Location Address 1:

Line1 * :

Line2:

City * :

State * :

Zip * :

Status: Approved

Additional Location Address

Additional Location Address

Copy the Street Address to the Location Address? Yes ☐

Enter the number of additional Location Address for this license, and click on Add Locations.

Number of Additional Location Address * :

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.

dev.nsts.ismp.nrc-gateway.gov

dev.nsts.ismp.nrc-gateway.gov/NSTSQC/dominion/updateLicenseSearch.do?method=updateLicenseSetup

Contact 5:

Primary Contact ☐

Contact Type *

Contact Title

Contact Salutation

Contact Name

First Name * :

Middle Initial

Last Name * :

Contact Address

Line1:

Line2:

City:

State:

Zip:

Contact Phone

Contact Fax

Contact Email

Contact 6:

Primary Contact ☐

Contact Type *

Contact Title

Contact Salutation

Contact Name

First Name * :

Middle Initial

Last Name * :

Contact Address

Line1:

Line2:

City:

State:

Zip:

Contact Phone

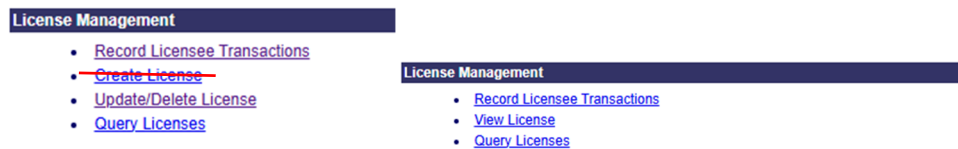
Contact Fax

Contact Email

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.