

# Online Form 313 User Guide

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# Introduction

This guide is intended for users of the Web-Based Licensing (WBL) online Form 313 portal. It provides step-by-step instructions for logging in, navigating the system, and creating, amending, and renewing license records.

## Logging Into the Web-Based Licensing System

The Web-Based Licensing (WBL) system is part of the Integrated Source Management Portfolio (ISMP) and is accessed via the internet from the U.S. Nuclear Regulatory Commission (NRC) public page at <https://www.nrc.gov/security/byproduct/ism/wbl.html>.

To login to WBL:

- Visit <https://www.nrc.gov/security/byproduct/ism/wbl.html> and click on the Login button below the WBL logo.

### Web-Based Licensing (WBL) System

As a key component of the [Integrated Source Management Portfolio \(ISMP\)](#), the Web-Based Licensing (WBL) system is a materials licensing system that supports the U.S. Nuclear Regulatory Commission (NRC) and [Agreement States](#) in managing the licensing information of businesses that use radioactive materials. Deployed on August 2012, WBL provides an up-to-date repository of all licenses nationwide, a web-based license system for NRC licensees, and an avenue for Agreement States to use the same licensing and information platform as the NRC. Designed to maintain information on materials licensees, WBL supports the entry of licensing information and license images that enables the NRC and Agreement States to manage the licensing life cycle from initial application through license issuance, amendment, reporting, and termination.

WBL is also used by the NRC as its materials licensing system, and can be used as a licensing system by any Agreement State that chooses to do so. In addition, this system replaces and improves upon the functionality previously embodied in several of the NRC's legacy systems, including the License Tracking System (LTS), Inspection Planning System (IPS), Reciprocity Tracking System (RTS), and Transportation Approval Package Information System (TAPIS).

For questions, issues, and system change requests related to WBL, please contact [Help Desk Support](#).



- Accept the warning message to continue to the WBL home page.

and/or disciplinary action.

UNAUTHORIZED ACCESS PROHIBITED BY LAW--TITLE 18, U.S. CODE SECTION 1030.

Public Law 99-474 provides that anyone who accesses a Federal computer system with or without authorization, and by means of such conduct obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer, shall be subject to fine or imprisonment, or both.

The burden to the public for this mandatory information collections is estimated to average 4 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information collection. Send comments regarding this burden estimate or any other aspect of these information collections, including suggestions for reducing the burden, to Information Services Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [INFOCOLLECTS@NRC.GOV](mailto:INFOCOLLECTS@NRC.GOV); and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0223), Office of Management and Budget, Washington, DC 20503.

Approved by OMB: NO. 3150-0202



Users are required to acknowledge the ISMP Rules of Behavior (ROB) annually and complete the ISMP Security Awareness Training (SAT). Upon logging in, users will be prompted to check the corresponding boxes and click “Save” before continuing.



## Creating a New Application of the 313 Form Step 1: Create an application

Select the Create an Application for Materials License button.



## Step 2: Select new license

Make sure that the New License radio button is selected.

Request ID:

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**NRC FORM 313**  
 (09-11-2024) U.S. AP  
 10 CFR 30, 32, 33, 34, 35, 36, 37, 39 and 40

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[1] This is an application for:

**New License**

Amendment to License Number:

Renewal of License Number:

### Step 3: Applicant tab

Scroll down to the Applicant tab.

[2,4] Applicant   [3] Locations   [5,6] Materials   [7,8] Individuals   [9,10,11] Other Info.   Attachments   [12] License Fees   Review and [13] Certification

Fill in the required information for this tab.

*Note: The Applicant Name is the name of the organization*

**[2] Name And Mailing Address of Applicant**

\*Applicant Name:

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*State:

\*Zip:

Province:

\*Country:

**[4] Name Of Person To Be Contacted About This Application**

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

Job Title:

\*Business Telephone No:

Business Cellular No:

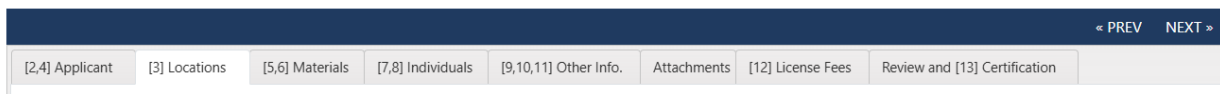
\*Business Email Address:

When all information is entered, select the Save and Continue button and click Next (at the top or bottom of the section) to move onto the next tab or click on the next tab header.



## Step 4: Locations tab

The information entered on this tab is the address(es) where the licensed materials will be used or possessed. Users have the option to manually type in the location address(es) or upload the information in the Attachments tab.



To add a location manually, select the add location button.

### [3] Address(es) Where Licensed Materials Will Be Used Or Possessed

Please list the address(es) and/or temporary job site address(es) where licensed materials will be used or stored. You may enter this information in the fields below or upload it to the Attachments tab. Additionally, any other required supplemental information must be uploaded to the Attachments tab.

+ Add Location										
SEQ	Address line 1	Address line 2	Address line 3	City	State	Zip	Province	Country	Edit	Remove

Below is an example of the required information for this tab.

*Note: If the location of the material is the same as the applicant address, select the Same as Applicant Address button to load the pre saved information from the previous tab.*

Add New Location: ✕

Same As Applicant Address:

\* Sequence #:

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:

\* State:

\* Zip:

Provinces:

\* Country:

When all information is entered, select the Save button. Below is an example of what the screen should look like after the information is saved.

[3] Address(es) where Licensed Materials will be Used or Possessed

+ Add Location										
SEQ	Address line 1	Address line 2	Address line 3	City	State	Zip	Province	Country	Edit	Remove
1	123 Company Road			Smithville	Indiana	47024		United States of America		

Select the Next button at the bottom of the screen to continue to the next tab or click on a tab header.



## Step 5: Materials tab

The information entered on this tab is the radioactive material and the purpose for which the licensed material will be used. Users have the option to manually type in the materials or upload the information in the Attachments tab.

< PREV								NEXT >	
[2,4] Applicant	[3] Locations	[5,6] Materials	[7,8] Individuals	[9,10,11] Other Info.	Attachments	[12] License Fees	Review and [13] Certification		

To manually add a material, select the Add Material button.

[5] Radioactive Material And [6] Purpose(s) For Which Licensed Material Will Be Used

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

+ Add Material								
Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Amount	Maximum Amount	Material Unit	Purpose(s) of Use	Edit	Remove

Below is an example of the required information for this tab.

Add New Material ✕

\* Sequence #:

\* Element & Mass No.:

Chemical and/or Physical Form:

Any Amount:

\* Maximum Amount:

\* Material Unit:

Purpose(s) for which Licensed Materials will be Used:

When all information is entered, select the Save button. Below is an example of what the screen should look like after the information is saved.

**[5] Radioactive Material And [6] Purpose(s) For which Licensed Material Will Be Used**

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

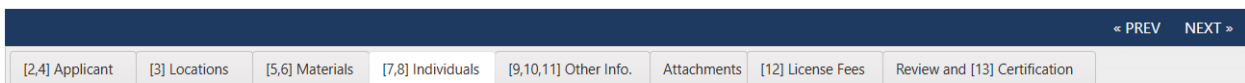
+ Add Material									
Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Amount	Maximum Amount	Material Unit	Purpose(s) of Use	Edit	Remove	
1	CO60	Solid	No	25,000	Ci		<input type="button" value="✎ Edit"/>	<input type="button" value="✕ Remove"/>	▲

Select the Next button at the bottom of the page to continue to the next tab or click on a tab header.



## Step 6: Individuals tab

The information entered on this tab is the individual(s) responsible for the radiation safety program and their training and experience. Users have the option to manually type in the individual information or upload the information in the Attachments tab.



To add an individual, select the add individual button.

[7] Individual(s) Responsible For Radiation Safety Program And Their Training And Experience

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

+ Add Individual				
Role	Individual	Training and Experience	Edit	Remove

Below is an example of the required information for this tab.

Add New Individual

\* Role: Radiation Safety Officer

Prefix:

\* First Name: Jane

Middle Name:

\* Last Name: Smith

Suffix:

Job Title:

Training and Experience:

When all information is entered, select the Save button. Below is an example of what the screen should look like after the information is saved.

[7] Individual(s) Responsible For Radiation Safety Program And Their Training And Experience

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

+ Add Individual				
Role	Individual	Training and Experience	Edit	Remove
Radiation Safety Officer	Jane Smith	Attended all required courses and attained needed certifications.	<input type="button" value="Edit"/>	<input type="button" value="Remove"/>

Training information may be added as an attachment in the Attachments tab.

Select the Next button at the bottom of the page to continue to the next tab or click on a tab header.

## Step 7: Other Information tab

No information can be added to this tab at this time. This information is added in the Attachments tab.

[9] Facilities And Equipment  
Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab.

Use the Attachments Tab to upload Facilities and Equipment information.

[10] Radiation Safety Program  
Use the Attachments Tab to upload Radiation Safety Program information.

[11] Waste Management  
Use the Attachments Tab to upload Waste Management information.

Select the Next button at the bottom of the page to continue to the next tab or click on a tab header.



## Step 8: Attachments tab

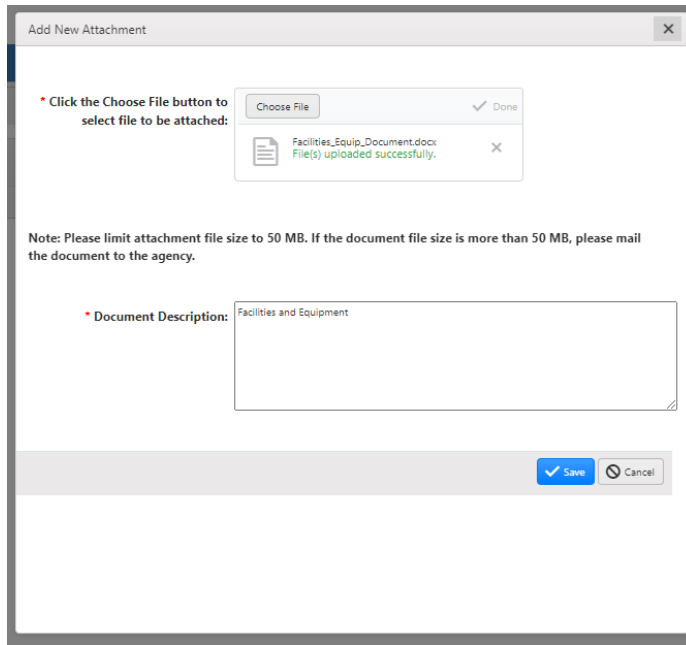
To add an attachment, click on the add attachment button.

Add all attachments using the upload button below. Once uploaded, you can arrange the order of attachments by dragging and dropping them within the list. Only PDF files are accepted. Do not include locked PDFs, as they will not be added to the application package.

+ Add Attachment

Sort	File Name	Description	Attached By	Attached Timestamp	Edit	Remove
------	-----------	-------------	-------------	--------------------	------	--------

Below is an example of the required information for this tab. Note: Only PDF files are accepted. The system will not accept locked PDFs. A locked PDF is a file that is password-protected or restricted from printing, copying, or editing. Please limit attachment file size to 50 MB. If the document exceeds 50 MB, you may either break it into smaller PDF files under 50 MB each and upload them separately, or contact the agency (via the WBL Help Desk) for additional instructions.



The attachments to be added in this tab includes the listed required information from the “other information” tab. This is the facilities and equipment information, radiation safety program information, and waste management information, as appropriate.

Below is an example of what the screen should look like after the attachments are uploaded. The Generated Application Package section at the bottom of the screen will display a file once the draft application package is generated from the Review and Certification tab.

« PREV NEXT »

[2,4] Applicant [3] Locations [5,6] Materials [7,8] Individuals [9,10,11] Other Info. Attachments [12] License Fees Review and [13] Certification ▶

**Add all attachments using the upload button below. Once uploaded, you can arrange the order of attachments by dragging and dropping them within the list. Only PDF files are accepted. Do not include locked PDFs, as they will not be added to the application package.**

+ Add Attachment

Sort	File Name	Description	Attached By	Attached Timestamp	Edit	Remove
☰	Cover letter.pdf	Cover letter	Ernesto Quinones	08/04/2025 08:06 AM		
☰	RSO Qualifications.pdf	RSO qualifications	Ernesto Quinones	08/04/2025 08:06 AM		
☰	Facility description with image.pdf	Facility description	Ernesto Quinones	08/04/2025 08:06 AM		

**Generated Application Package**  
If you need to make changes to the Generated Application Package, first delete the file below. Then, update the necessary information (e.g., add or rearrange attachments, update contact information) and re-generate the application package in the Review and Certification tab.

View	File Name	Attached By	Attached Timestamp	Remove

« PREV NEXT »



The Show an Example button provides further instruction on how the License Fee Category is determined as well as the fee amount to be paid.

Show an Example

Note: to determine the License Fee Category in 10 CFR 170.31, combine the "License Category" number and the "Type of Fee" letter.

3. Byproduct material:		
A.	Licenses of a broad scope for the possession and use of byproduct material ...	\$14,800.
B.	Other licenses for possession and use of byproduct material issued under part 30 ...	\$4,100.
C.	Licenses issued under §§ 32.72 and/or 32.74 of this chapter that authorize the processing or manufacturing and distribution ...	\$5,900.

License Fee Category: 3B  
Fee Amount: \$4,100

To make a payment please pay through Pay.gov and record the amount paid in the "Amount paid through Pay.gov" field.

**Important Note:** Effective October 1, 2024, the NRC no longer accepts paper-based payments, including checks. All payments must be made electronically through [Pay.gov](#). For comprehensive instructions, refer to [NUREG/BR-0254, Revision 13](#) and the NRC's "Pay.gov Guide" ([ML24038A004](#)). If you have questions or need assistance, contact the NRC's Fees Resource Help Desk at 301-415-7554.

Amount paid through Pay.gov

When all information is entered, select the Save button and the Next button at the bottom of the screen.

## Step 10: Review and Certification tab

This tab is used to do a final check of the previously entered information and to see what the completed application package will look like. Select the Generate Application Package button to create a pdf version of the completed license to check if any changes are needed before signing the application.

[2,4] Applicant	[3] Locations	[5,6] Materials	[7,8] Individuals	[9,10,11] Other Info.	Attachments	[12] License Fees	Review and [13] Certification
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Generate the draft application and verify that all information is correct before signing. If you need make changes to the application package after it has been generated, delete the file in Attachments tab, make the necessary changes, and re-generate the application package.

Generate Application Package

Below is an example of the completed draft application pdf.

**NRC Form 313 (01/2020)** Application for Materials License

**APPROVED BY OMB: NO. 3160-0120** EXPIRES DATE: 07/31/2028

**U.S. Nuclear Regulatory Commission**

**APPLICATION FOR MATERIALS LICENSE**

Examinee certifies per response to comply with this mandatory collection request: 4.3 hours. Subtitle of the application is necessary to determine that the applicant is qualified and that adequate procedures exist to protect the public health and safety. Send comments regarding burden estimate to the PDA, Library, and Information Collection Branch (744 AT&T), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001; or by e-mail to [Information\\_Collection\\_Branch@nrc.gov](mailto:Information_Collection_Branch@nrc.gov); and the OMB Reviewer at OMB Office of Information and Regulatory Affairs, (3300-0120), Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street NW, Washington, DC 20503, email [omb-nrc@omb.eop.gov](mailto:omb-nrc@omb.eop.gov). The NRC may not conduct or sponsor an information collection and a person is not required to respond to an information collection unless the document specifies the collection displays a currently valid OMB control number.

**APPLICANT / Licensee Name: Smith Company**  
**License No:**

**5. Radioactive Material and 6. Purpose(s) for which Licensed Material will be Used**

Element & Mass No.	Chemical and/or Physical Form	Any Amount	Maximum Amount	Material Unit	Purpose(s) of Use
1 CO60	Solid	No	25.000000000	CI	

**7. Individual(s) Responsible for Radiation Safety Program and their Training and Experience**

Role	Individual	Training and Experience
Radiation Safety Officer	Jane Smith	Attended all required courses and attained needed certifications.

**Note: All other required application form information has been provided via online attachments to the application record.**

- Facilities and Equipment (Facilities\_Equip\_Document.docx)
- Waste Management (Waste\_Management.docx)
- Training Document (Site\_Training.pdf)

Once this file is generated, it is saved in the attachments tab. If changes need to be made, delete the file and make the necessary changes in the other tabs, then generate the new draft.

« PREVIOUS NEXT »

[2,4] Applicant [3] Locations [5,6] Materials [7,8] Individuals [9,10,11] Other Info. Attachments [12] License Fees Review and [13] Certification

Add all attachments using the upload button below. Once uploaded, you can arrange the order of attachments by dragging and dropping them within the list. Only PDF files are accepted. Do not include locked PDFs, as they will not be added to the application package.

File Name	Description	Attached By	Attached Timestamp	View
Cover letter.pdf	Cover letter	Ernesto Quinones	08/04/2025 08:06 AM	
RSO Qualifications.pdf	RSO qualifications	Ernesto Quinones	08/04/2025 08:06 AM	
Facility description with image.pdf	Facility description	Ernesto Quinones	08/04/2025 08:06 AM	

**Generated Application Package**

If you need to make changes to the Generated Application Package, first delete the file below. Then, update the necessary information (e.g., add or rearrange attachments, update contact information) and re-generate the application package in the Review and Certification tab.

View	File Name	Attached By	Attached Timestamp	Remove
<a href="#">View</a>	Request_116_Forms313Application.pdf	Ernesto Quinones	08/04/2025 10:42 AM	

« PREVIOUS NEXT »

After the pdf has been reviewed and the information has been verified as correct, return to the Review and Certification tab and enter the Certifying Officer applicable information and click the Save button.

**[13] Certification**

*(Must be completed by applicant) THE APPLICANT UNDERSTANDS THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE BINDING UPON THE APPLICANT THE APPLICANT AND ANY OFFICIAL EXECUTING THIS CERTIFICATION ON BEHALF OF THE APPLICANT, NAMED IN ITEM 2, CERTIFY THAT THIS APPLICATION IS PREPARED IN CONFORMITY WITH TITLE 10, CODE OF FEDERAL REGULATIONS, PARTS 30, 32, 33, 34, 35, 36, 37, 39, AND 40, AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF. WARNING: 18 U.S.C. SECTION 1001 ACT OF JUNE 25, 1948 62 STAT. 749 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.*

**Certifying Officer**

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

\*Job Title:

A “Data Saved Successfully” message will appear at the top of the screen.

Request ID: 41

**Data Saved Successfully**

NRC FORM 313  
(09-11-2024)  
10 CFR 30, 32, 33, 34, 35, 36, 37, 39 and 40

U.S. NUCLEAR REGULATORY COMMISSION  
APPLICATION FOR MATERIALS LICENSE

**[1] This is an application for:**

- New License**
- Amendment to License Number:
- Renewal of License Number:

INSTRUCTIONS: SEE THE CURRENT VOLUMES OF THE NUREG-1556 TECHNICAL REPORT SERIES (“CONSOLIDATED GUIDANCE ABOUT MATERIALS LICENSES”) FOR DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM: <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>

PERSONS LOCATED IN AGREEMENT STATES SEND APPLICATIONS TO THE U.S. NUCLEAR REGULATORY COMMISSION ONLY IF THEY WISH TO POSSESS AND USE LICENSED MATERIAL IN STATES SUBJECT TO U.S. NUCLEAR REGULATORY COMMISSION JURISDICTIONS.

When ready to sign and submit the application, select the “I have reviewed the application form and I am ready to certify and digitally sign it” button. The Submit Date will automatically populate.

**Submit Application for Signature**

I have reviewed the application form and I am ready to certify and digitally sign it

Submit Date:

After clicking on the Submit for Digital Signature button below you will receive an email from ISMP HELPDESK via DocuSign to request your digital signature on the NRC Form 313. If you do not receive the email message within 15 minutes after submitting the application for signature, please check your junk mail or spam folder in case the email got delivered there instead of your inbox. If you do not receive the email, please contact the WBL Help Desk at 1-877-671-6787 or [WBLHelp.Resource@nrc.gov](mailto:WBLHelp.Resource@nrc.gov) for further assistance.

Click the Submit for Digital Signature button.

A warning message will appear to ensure that once the application is signed, it is locked and changes can no longer be made. Click the OK button if you are ready to proceed with signing the application.

**preprod.wbl.nrc-gateway.gov says**

Please review the Forms 313 application on the attachments tab for accuracy. Once this application is signed, it is locked, and no more changes can be made. Are you ready to sign this application ?

OK Cancel

Once the OK button is clicked, it will return you to the Application Status page.



**Application Status**

Request ID	Mail Control Number	License Number	Application Type	Status	Status Date	Reviewer	Reviewer Email	Delete	Notifications Status	View PDF
117			New	Awaiting Digital Signature	08/04/2025				None	<a href="#">PDF Link</a>
116		19-35811-01	Amendment	Awaiting Digital Signature	08/04/2025				None	<a href="#">PDF Link</a>
115		19-35811-01	Amendment	Revoked	07/31/2025			<a href="#">Delete</a>	None	

### Step 11: Status Check

The application status can be seen by clicking the Application Status button on the home page.



User: Ernesto Quinones (ismpelq001) Agency: U.S. Nuclear Regulatory Commission



**Form 313**  
Create an Application for Materials License



**Form 241**  
Create an Application for Reciprocity License



**Form 7**  
Create an Application for Import/Export License



**Application Status**  
View Application Status

**Notifications**

The status notes that the document is “Awaiting Digital Signature.”



Application Status


Request ID	Mail Control Number	License Number	Application Type	Status	Status Date	Reviewer	Reviewer Email	Delete	Notifications Status	View PDF
117			New	Awaiting Digital Signature	08/04/2025				None	<a href="#">PDF Link</a>






A pdf of the license application can be found on the status page as well.

## Step 12: Digital Signature

An email from ISMP Help Desk via DocuSign will be sent within 20 minutes after submitting the application for signature. The email might get sent to junk mail or spam folder, so be sure to check. If the email does not arrive within 20 minutes, contact the WBL Help Desk at 1-877-671-6787 or [WBLHelp.Resource@nrc.gov](mailto:WBLHelp.Resource@nrc.gov) for further assistance.


[External\_Sender] Please digitally sign the completed Form 313 application. The Request ID is 117


 DocuSign NA4 System <dse\_NA4@docusign.net>  
 To Ernesto Quinones  
Retention Policy 7 Year Deletion Policy (7 years) Expires 8/2/2032  
Mon 8/4/2025 1:44 PM

 Reply
  Reply All
  Forward
 


🔍 If there are problems with how this message is displayed, click here to view it in a web browser.

**docusign**



ISMP HELPDESK sent you a document to review and sign.

REVIEW DOCUMENT

**ISMP HELPDESK**  
[ISMPHelp.Resource@nrc.gov](mailto:ISMPHelp.Resource@nrc.gov)

Dear Ernesto Quinones,

Please digitally sign the completed Form 313 application. The Request ID is 117.

Thank you for your prompt attention to this matter.

Best Regards.

When the email arrives, click the Review Document button.

The screenshot shows a Docusign interface with the following elements:

- DocuSign logo** at the top left.
- Review and continue** as the main heading.
- Message from ISMP HELPDESK, Carahsoft OBO Nuclear Regulatory Commission (NRC)**
- Dear Ernesto Quinones,**
- Please digitally sign the completed Form 313 application. The Request ID is 117.**
- Thank you for your prompt attention to this matter.**
- Best Regards.**
- At the bottom, there are three buttons: **Change Language - English (US)** (with a dropdown arrow), **Other Options** (with a dropdown arrow), and **Continue** (in a dark purple box).

A message will appear asking to digitally sign the completed application. Click the Continue button.

The screenshot shows the 'Review and complete' screen for NRC Form 313. The form is titled 'APPLICATION FOR MATERIALS LICENSE' and includes the following sections:

- DocuSign Envelope ID:** FE913713-FF10-4E43-9C33-B670F1E5933A
- APPROVED BY OMB:** NO. 3150-0120
- EXPIRES DATE:** 07/31/2026
- INSTRUCTIONS:** SEE THE CURRENT VOLUMES OF THE NUREG-1506 TECHNICAL REPORT SERIES 'CONCISE GUIDANCE ABOUT MATERIALS LICENSES' FOR DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM.
- APPLICATION FOR DISTRIBUTION OF EXEMPT PRODUCTS FILE APPLICATIONS WITH:** MATERIALS SAFETY AND LICENSING BRANCH, DIVISION OF MATERIALS SAFETY, SECURITY, STATE AND TRIBAL PROGRAMS, OFFICE OF NUCLEAR MATERIALS SAFETY AND SAFEGUARDS, U.S. NUCLEAR REGULATORY COMMISSION, 1189 ROCKVILLE PIKE, ROCKVILLE, MD 20852-2738.
- IF YOU ARE LOCATED IN:** ALABAMA, ARIZONA, ARKANSAS, CALIFORNIA, COLORADO, HAWAII, IDAHO, KANSAS, LOUISIANA, MISSISSIPPI, MONTANA, NEBRASKA, NEVADA, NEW MEXICO, NORTH DAKOTA, OKLAHOMA, OREGON, PACIFIC TRUST TERRITORIES, SOUTH DAKOTA, TEXAS, UTAH, WASHINGTON, OR WYOMING.
- SEND APPLICATIONS TO:** LICENSING ASSISTANCE TEAM, DIVISION OF RADIOLOGICAL SAFETY AND SECURITY, U.S. NUCLEAR REGULATORY COMMISSION, REGION I, 478 ALLENDALE ROAD, SUITE 102, KING OF PRUSSIA, PA 19406-1415.
- PERSONS LOCATED IN AGREEMENT STATES SEND APPLICATIONS TO THE U.S. NUCLEAR REGULATORY COMMISSION ONLY IF THEY WISH TO POSSESS AND USE LICENSED MATERIAL IN STATES SUBJECT TO U.S. NUCLEAR REGULATORY COMMISSION JURISDICTIONS.**
- 1. THIS IS AN APPLICATION FOR:**  A. NEW LICENSE,  B. AMENDMENT TO LICENSE NUMBER.
- 2. NAME AND MAILING ADDRESS OF APPLICANT:** Ernesto Testing Services, 132 Main St, Rockville, Maryland 20850.

The application will appear on the screen for review. Click the Start button at the top of the screen.

**Review and complete** **Finish** ▾

<p>3. LIST ADDRESS AND/OR TEMPORARY JOB SITE, (TJIS) ADDRESS, WHERE LICENSED MATERIALS WILL BE USED OR POSSESSED</p>	<p>4. NAME OF PERSON TO BE CONTACTED ABOUT THIS APPLICATION Ernesto Quinones</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">BUSINESS TELEPHONE NUMBER 3014159271</td> <td style="width: 50%;">BUSINESS CELLULAR TELEPHONE NUMBER</td> </tr> <tr> <td colspan="2">BUSINESS E-MAIL ADDRESS ernesto.quinones@nrc.gov</td> </tr> </table>	BUSINESS TELEPHONE NUMBER 3014159271	BUSINESS CELLULAR TELEPHONE NUMBER	BUSINESS E-MAIL ADDRESS ernesto.quinones@nrc.gov	
BUSINESS TELEPHONE NUMBER 3014159271	BUSINESS CELLULAR TELEPHONE NUMBER				
BUSINESS E-MAIL ADDRESS ernesto.quinones@nrc.gov					
<p>SUBMIT ITEMS 5 THROUGH 11 ON 8-1/2 X 11" PAPER. THE TYPE AND SCOPE OF INFORMATION TO BE PROVIDED IS DESCRIBED IN THE APPLICABLE <a href="#">LICENSING GUIDANCE</a></p>					
<p>5. RADIOACTIVE MATERIAL.</p> <p>a. Element and mass number, b. chemical and/or physical form, and c. maximum amount which will be possessed at any one time.</p>	<p>6. PURPOSE(S) FOR WHICH LICENSED MATERIAL WILL BE USED.</p>				
<p>8. TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS.</p>	<p>7. INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE.</p>				
<p>10. RADIATION SAFETY PROGRAM.</p>	<p>9. FACILITIES AND EQUIPMENT.</p>				
<p>12. LICENSE FEES (Fees required only for new applications at time of application submission, with few exceptions*) (See 10 CFR 170 and Section 170.31) *Amendments/Renewals that increase the scope of the existing license to a new or higher fee category will require a fee.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">FEE CATEGORY 3B</td> <td style="width: 30%;">AMOUNT (to be paid via www.gov.gov)</td> <td style="width: 40%;">\$2,000.00</td> </tr> </table>	FEE CATEGORY 3B	AMOUNT (to be paid via www.gov.gov)	\$2,000.00	<p>11. WASTE MANAGEMENT.</p>	
FEE CATEGORY 3B	AMOUNT (to be paid via www.gov.gov)	\$2,000.00			
<p>PER THE DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-154), YOU ARE REQUIRED TO PROVIDE YOUR TAXPAYER IDENTIFICATION NUMBER. PROVIDE THIS INFORMATION BY COMPLETING NRC FORM 531 <a href="http://www.nrc.gov/reading-rm/doc-collections/forms/nrc531info.html">http://www.nrc.gov/reading-rm/doc-collections/forms/nrc531info.html</a> FAX THE COMPLETED NRC FORM 531 TO (801) 414-8725.</p>					
<p><b>CERTIFICATION. (Must be completed by applicant) THE APPLICANT UNDERSTANDS THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE BINDING UPON THE APPLICANT.</b></p> <p>THE APPLICANT AND ANY OFFICIAL EXECUTING THIS CERTIFICATION ON BEHALF OF THE APPLICANT, NAMED IN ITEM 2, CERTIFY THAT THIS APPLICATION IS PREPARED IN CONFORMITY WITH TITLE 10, CODE OF FEDERAL REGULATIONS, PARTS 30, 32, 33, 34, 36, 37, 39, AND 40, AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF.</p> <p>WARNING: 18 U.S.C. SECTION 1001, ACT OF JUNE 25, 1948 (2 STAT. 749) MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.</p>					
<p>CERTIFYING OFFICER - TYPED/PRINTED NAME AND TITLE</p> <input style="width: 100%;" type="text"/>	<p>SIGNATURE</p> <div style="text-align: center;"> </div>				
<p>DATE 8/4/2025</p>					

NRC FORM 313 (10-13-2023)

Fill in the Certifying Officer Name and Title.

Digitally sign the document as prompted. Click the Sign icon.

### Adopt Your Signature ✕

Confirm your name, initials, and signature.

**Full Name \***

**Initials \***

[SELECT STYLE](#)   [DRAW](#)   [UPLOAD](#)

PREVIEW [Change Style](#)

Signed by:

Ernesto Quinones

7FC205C994EF4...

DS

E

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts.

Adopt and Sign

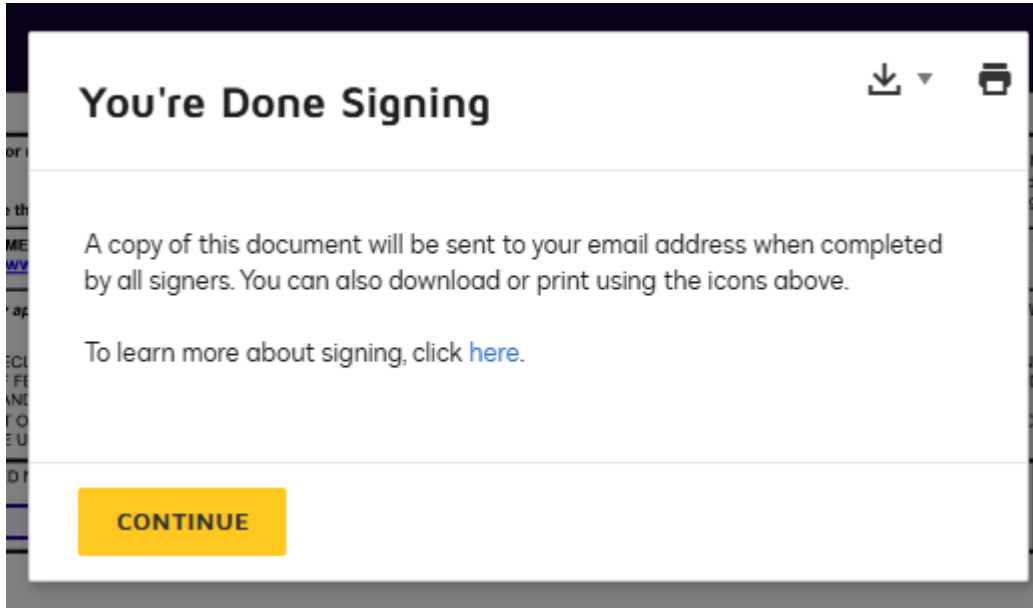
Cancel

Click the Adopt and Sign button when ready.

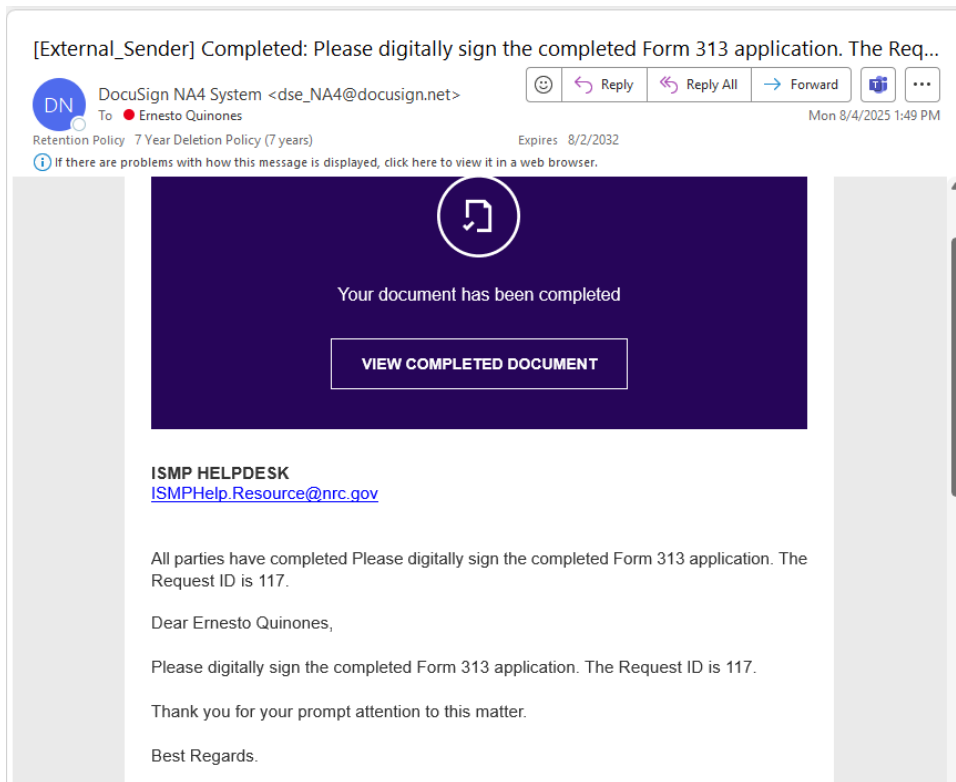
	<p>Radiation Safety Officer   Jane Smith   Attended all required courses and attained needed certifications.</p>	
<p>Ready to Finish?</p> <p style="font-size: x-small;">You've completed the required fields. Review your work, then select Finish.</p> <div style="display: flex; justify-content: center; gap: 20px;"> <div style="background-color: #000080; color: white; padding: 5px 15px; border-radius: 5px; cursor: pointer;">Finish</div> </div>		

Click the Finish button.

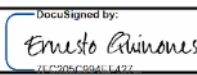
A prompt will appear indicating that the copy of the sign document will be emailed and that the document can be downloaded or printed as well. Click the Continue button.



An email will be sent from DocuSign with the completed document. Click View Completed Document.



The completed signed document will appear. Click the Close button.


<b>1. THIS IS AN APPLICATION FOR (Check appropriate item)</b> <input checked="" type="checkbox"/> A. NEW LICENSE <input type="checkbox"/> B. AMENDMENT TO LICENSE NUMBER <input type="checkbox"/> C. RENEWAL OF LICENSE NUMBER		<b>2. NAME AND MAILING ADDRESS OF APPLICANT (Include zip code)</b> Ernesto Testing Services 123 Main St Rockville, Maryland 20850	
<b>3. LIST ADDRESS AND/OR TEMPORARY JOB SITE (TJS) ADDRESS, WHERE LICENSED MATERIALS WILL BE USED OR POSSESSED</b> .		<b>4. NAME OF PERSON TO BE CONTACTED ABOUT THIS APPLICATION</b> Ernesto Quinones <b>BUSINESS TELEPHONE NUMBER</b> 3014150271 <b>BUSINESS CELLULAR TELEPHONE NUMBER</b> <b>BUSINESS E-MAIL ADDRESS</b> ernesto.quinones@nrc.gov	
SUBMIT ITEMS 5 THROUGH 11 ON 8-1/2 X 11" PAPER. THE TYPE AND SCOPE OF INFORMATION TO BE PROVIDED IS DESCRIBED IN THE APPLICABLE <a href="#">LICENSING GUIDANCE</a>			
<b>5. RADIOACTIVE MATERIAL</b> a. Element and mass number; b. chemical and/or physical form; and c. maximum amount which will be possessed at any one time.		<b>6. PURPOSE(S) FOR WHICH LICENSED MATERIAL WILL BE USED.</b>	
<b>8. TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS.</b>		<b>7. INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM AND THEIR TRAINING AND EXPERIENCE.</b>	
<b>10. RADIATION SAFETY PROGRAM.</b>		<b>9. FACILITIES AND EQUIPMENT.</b>	
<b>11. WASTE MANAGEMENT.</b>		<b>12. LICENSE FEES (Fees required only for new applications at time of application submission, with few exceptions*)</b> <small>(See 10 CFR 170 and Section 170.31)</small> *Amendments/Renewals that increase the scope of the existing license to a new or higher fee category will require a fee.	
		FEE CATEGORY: 3B	AMOUNT (to be paid via www.pay.gov): \$2,000.00
<b>PER THE DEBT COLLECTION IMPROVEMENT ACT OF 1996 (PUBLIC LAW 104-134), YOU ARE REQUIRED TO PROVIDE YOUR TAXPAYER IDENTIFICATION NUMBER. PROVIDE THIS INFORMATION BY COMPLETING NRC FORM 531: <a href="http://www.nrc.gov/reading-rm/doc-collections/forms/nrc531info.html">http://www.nrc.gov/reading-rm/doc-collections/forms/nrc531info.html</a> FAX THE COMPLETED NRC FORM 531 TO (301) 415-6725.</b>			
<b>13. CERTIFICATION. (Must be completed by applicant) THE APPLICANT UNDERSTANDS THAT ALL STATEMENTS AND REPRESENTATIONS MADE IN THIS APPLICATION ARE BINDING UPON THE APPLICANT.</b> THE APPLICANT AND ANY OFFICIAL EXECUTING THIS CERTIFICATION ON BEHALF OF THE APPLICANT, NAMED IN ITEM 2, CERTIFY THAT THIS APPLICATION IS PREPARED IN CONFORMITY WITH TITLE 10, CODE OF FEDERAL REGULATIONS, PARTS 30, 32, 33, 34, 35, 36, 37, 39, AND 40, AND THAT ALL INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT TO THE BEST OF THEIR KNOWLEDGE AND BELIEF. WARNING: 18 U.S.C. SECTION 1001 ACT OF JUNE 25, 1948 62 STAT. 749 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.			
CERTIFYING OFFICER -- TYPED/PRINTED NAME AND TITLE Ernesto Quinones		SIGNATURE 	DATE 8/4/2025
NRC FORM 313 (10-13-2023)			

Request\_117\_Forms313Application.pdf

1 of 5

An acknowledgment email will be sent approximately 20 minutes after the application is signed, confirming that the NRC has received it and that it has been forwarded to the appropriate NRC staff for initial processing.

[External\_Sender] Ernesto Testing Services, New Materials License, Request ID # 117

 donotreply@wbl.nrc-gateway.gov  
 To: Ernesto Quinones  
 Retention Policy: 7 Year Deletion Policy (7 years)      Expires: 8/2/2032      Mon 8/4/2025 2:04 PM

Ernesto Testing Services  
 Ernesto Quinones  
 123 Main St  
 Rockville, Maryland 20850  
 United States of America

SUBJECT: Ernesto Testing Services, New Materials License, Request ID # 117

Ernesto Testing Services:  
 This notice is to acknowledge receipt of your application for a New Materials License.


Your application was submitted on 08/04/2025 and will be forwarded to the NRC staff for initial processing.

Please log in to the Web-Based Licensing (WBL) application on the NRC website at <https://www.nrc.gov/security/byproduct/ismp/wbl.html> and click the View Application Status button to see the status of your application. You can also view your completed Application Form through the PDF Link on the View Application Status page. Please do not reply to this email.

Thank you for your submittal.

In the Application Status page, the document status now appears as Submitted.



Application Status 

Request ID	Mail Control Number	License Number	Application Type	Status	Status Date	Reviewer	Reviewer Email	Delete	Notifications Status	View PDF
117			New	Submitted	08/04/2025				None	<a href="#">PDF Link</a> ▲

This completes the instruction on the creation and submission of a new 313 Form.

# Creating an Amendment Application of the 313 Form

## Step 1: Create an application

Select the Create an Application for Materials License button.

U.S. NRC United States Nuclear Regulatory Commission

WBL Web-Based Licensing

User: Kim Lukes (ismpkkl002) Agency: U.S. Nuclear Regulatory Commission

Form 313 Create an Application for Materials License

Form 241 Create an Application for Reciprocity License

Form 7 Create an Application for Import/Export License

Form 313 Status View Application Status

Notifications

## Step 2: Select Amendment

Select Amendment to License Number: and select the applicable license number from the dropdown menu.

Request ID:

**NRC FORM 313**  
(09-11-2024)  
10 CFR 30, 32, 33, 34, 35, 36, 37, 39 and 40

**U.S. NUCLEAR REGULATORY COMMISSION**  
APPLICATION FOR MATERIALS LICENSE

**INSTRUCTIONS:** SEE THE CURRENT VOLUMES OF THE NUREG-1556 TECHNICAL REPORT SERIES ("CONSOLIDATED GUIDANCE ABOUT MATERIALS LICENSES") FOR DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM: <http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1556/>

**PERSONS LOCATED IN AGREEMENT STATES SEND APPLICATIONS TO THE U.S. NUCLEAR REGULATORY COMMISSION ONLY IF THEY WISH TO POSSESS AND USE LICENSED MATERIAL IN STATES SUBJECT TO U.S. NUCLEAR REGULATORY COMMISSION JURISDICTIONS.**

**APPROVED BY OMB: NO. 3150-0120**  
Estimated burden per response to comply with procedures exist to protect the public health Commission, Washington, DC 20555-0001 for the Nuclear Regulatory Commission, 72 unless the document requesting or requiring a currently valid OMB control number.

**EXPIRES: 07/31/2026**

[1] This is an application for:

- New License
- Amendment to License Number:
- Renewal of License Number:

13-03284-02

13-26526-01

13-32721-01

13-35049-01

21-02802-03

21-04073-01

21-16955-01

24-01565-01

24-16275-01

24-35524-01

32-31395-01

41-32720-05MD

## Step 3: Applicant tab

Scroll down to the Applicant tab.



Below is an example of the information that is autopopulated in the fields from the active license record.

### [2] Name And Mailing Address of Applicant

\*Applicant Name:

\*Address Line 1:

Address Line 2:

Address Line 3:

\*City:

\*State:

\*Zip:

Province:

\*Country:

### [4] Name Of Person To Be Contacted About This Application

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

Job Title:

\*Business Telephone No:

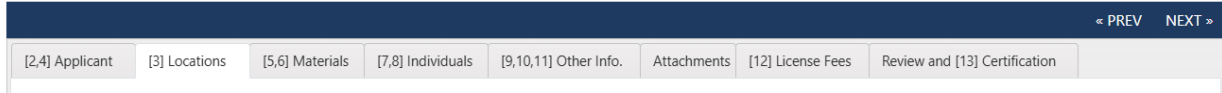
Business Cellular No:

\*Business Email Address:

When all information is reviewed and/or modified, select the Save and Continue button and click Next (at the bottom of the screen) to move onto the next tab.

## Step 4: Locations tab

The information entered on this tab is the address(es) where the licensed materials will be used or possessed.



Again, the locations will be prepopulated based on what is currently authorized on the active license.

### [3] Address(es) Where Licensed Materials Will Be Used Or Possessed

Please list the address(es) and/or temporary job site address(es) where licensed materials will be used or stored. You may enter this information in the fields below or upload it to the Attachments tab. Additionally, any other required supplemental information must be uploaded to the Attachments tab.

+ Add Location										
SEQ	Address line 1	Address line 2	Address line 3	City	State	Zip	Province	Country	Edit	Remove
1	1100 Reid Pkwy.			Richmond	Indiana	47374		United States of America		
2	1200 Reid Pkwy.			Richmond	Indiana	47374		United States of America		

To add a new location, select the Add Location button. To edit a current authorized location, use the Edit button. Users have the option to manually type in new locations, edit existing locations, or upload the information in the Attachments tab. Click the Save button when completed.

The dialog box contains the following fields and controls:

- Same As Applicant Address:
- \* Sequence #:
- \* Address Line 1:
- Address Line 2:
- Address Line 3:
- \* City:
- \* State:
- \* Zip:
- Province:
- \* Country:

Buttons:

To remove a current authorized location use the Remove button. A warning message will be displayed to ensure deletion of the location. Click the OK button if agree to the deletion.

preprod.wbl.nrc-gateway.gov says  
Are you sure you want to delete this record?

OK Cancel

**[3] Address(es) Where Licensed Materials Will Be Used**  
Please list the address(es) and/or temporary job site address(es) where the licensed material will be used. Additionally, any other required supplemental information must be provided in the fields below or upload it to the Attachments tab.

+ Add Location

SEQ	Address line 1	Address line 2	Address line 3	City	State	Zip	Province	Country	Edit	Remove
1	1300 Reid Pkwy.			Richmond	Indiana	47374		United States of America	Edit	Remove
2	1200 Reid Pkwy.			Richmond	Indiana	47374		United States of America	Edit	Remove

Select the Next button at the bottom of the screen to continue to the next tab.



## Step 5: Materials tab

The information entered on this tab is the radioactive material and the purpose for which the licensed material will be used.

< PREV NEXT >

[2,4] Applicant [3] Locations [5,6] Materials [7,8] Individuals [9,10,11] Other Info. Attachments [12] License Fees Review and [13] Certification

Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Amount	Maximum Amount	Material Unit	Purpose(s) of Use	Edit	Remove
1	10 CFR 35.100	Any	Yes			For use in uptake, dilution and excretion studies permitted by 10 CFR 35.100.	Edit	Remove
2	10 CFR 35.200	Any	Yes			For use in imaging and localization studies permitted by 10 CFR 35.200.	Edit	Remove
3	10 CFR 35.300	Any	No	1.000	Ci	For any use permitted by 10 CFR 35.300.	Edit	Remove
4	I125.400	Sealed Sources	No	1.000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.	Edit	Remove
5	PD103.400	Sealed Sources	No	1.000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.	Edit	Remove
6	10 CFR 31.11	Prepackaged Kits	No	50.000	mCi	For use in in-vitro studies.	Edit	Remove
7	IR192.600	Sealed Sources	No	21.600	Ci	One source for medical use permitted by 10 CFR 35.600, in a Varian Medical Systems, Inc. Model Bravos HDR remote afterloader. The source activity may not exceed 15 curies at the time of medical use. Physics tests, calibrations, spot checks and training are included in this authorization. One source in its shipping container as necessary for replacement of the source in the remote afterloader unit.	Edit	Remove

Again, the materials will be prepopulated based on what is currently authorized on the active license.

### [5] Radioactive Material And [6] Purpose(s) For Which Licensed Material Will Be Used

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

+ Add Material

Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Amount	Maximum Amount	Material Unit	Purpose(s) of Use	Edit	Remove
1	10 CFR 35.100	Any	Yes			For use in uptake, dilution and excretion studies permitted by 10 CFR 35.100.	Edit	Remove
2	10 CFR 35.200	Any	Yes			For use in imaging and localization studies permitted by 10 CFR 35.200.	Edit	Remove
3	10 CFR 35.300	Any	No	1.000	Ci	For any use permitted by 10 CFR 35.300.	Edit	Remove
4	I125.400	Sealed Sources	No	1.000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.	Edit	Remove
5	PD103.400	Sealed Sources	No	1.000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.	Edit	Remove
6	10 CFR 31.11	Prepackaged Kits	No	50.000	mCi	For use in in-vitro studies.	Edit	Remove
7	IR192.600	Sealed Sources	No	21.600	Ci	One source for medical use permitted by 10 CFR 35.600, in a Varian Medical Systems, Inc. Model Bravos HDR remote afterloader. The source activity may not exceed 15 curies at the time of medical use. Physics tests, calibrations, spot checks and training are included in this authorization. One source in its shipping container as necessary for replacement of the source in the remote afterloader unit.	Edit	Remove

To add a new material, select the Add Material button. To edit a current authorized material, use the Edit button. Users have the option to manually type in new materials, edit existing materials, or upload the information in the Attachments tab. Click the Save button when completed.

To remove a current authorized material use the Remove button. A warning message will be displayed to ensure deletion of the material. Click the OK button if agree to the deletion.

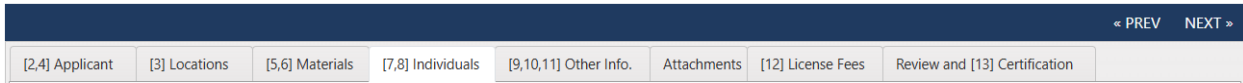
Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Am						
1	10 CFR 35.100	Any	Yes					excretion studies permitted	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
2	10 CFR 35.200	Any	Yes					For use in imaging and localization studies permitted by 10 CFR 35.200.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
3	10 CFR 35.300	Any	No	1,000	Ci			For any use permitted by 10 CFR 35.300.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
4	1125.400	Sealed Sources	No	1,000	Ci			For any manual brachytherapy procedure permitted by 10 CFR 35.400.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
5	PD103.400	Sealed Sources	No	1,000	Ci			For any manual brachytherapy procedure permitted by 10 CFR 35.400.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>
6	10 CFR 31.11	Prepackaged Kits	No	25,000	mCi			For use in in-vitro studies.	<input type="button" value="Edit"/> <input type="button" value="Remove"/>

Select the Next button at the bottom of the screen to continue to the next tab.



## Step 6: Individuals tab

The information entered on this tab is the individual(s) responsible for the radiation safety program and their training and experience.



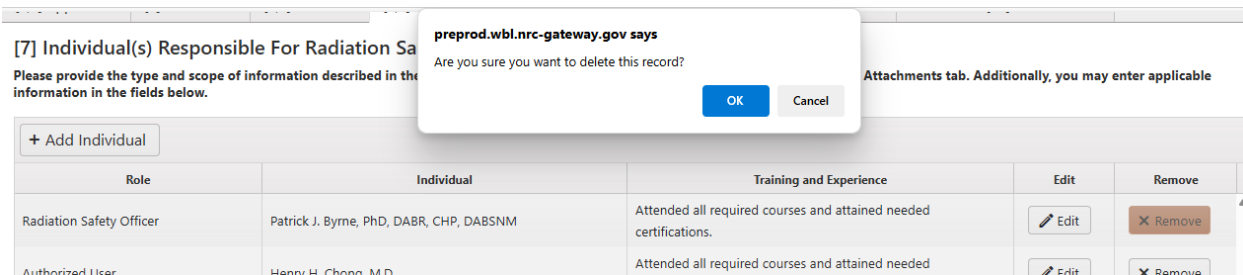
Again, the individuals will be prepopulated based on what is currently authorized on the active license.

### [7] Individual(s) Responsible For Radiation Safety Program And Their Training And Experience

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

+ Add Individual				
Role	Individual	Training and Experience	Edit	Remove
Radiation Safety Officer	Patrick J. Byrne, PhD, DABR, CHP, DABSNM	Attended all required courses and attained needed certifications.		
Authorized User	Henry H. Chong, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Fred H. Francis, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Tyler Brooks Fredenburg, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	William Cory Gray, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Jeffrey L. Haist, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Jason Darnell Hinton, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Beth E. Ingram, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Michael G. Khamis, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Yunjie Xie Lin, M.D.	Attended all required courses and attained needed certifications.		

To add a new individual, select the Add Individual button. To edit a current authorized individual, use the Edit button. To remove a current authorized individual, use the Remove button. A warning button will appear when you click Remove. Users have the option to manually type in new individuals, edit existing individuals or upload the information in the Attachments tab. Click the Save button when completed.

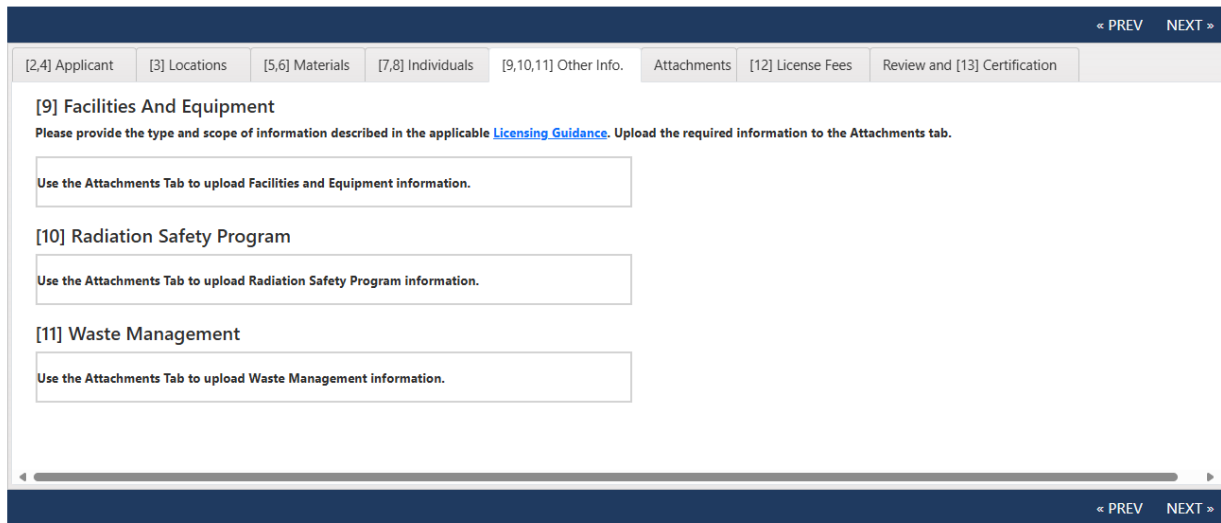


Select the Next button at the bottom of the screen to continue to the next tab.



## Step 7: Other Information tab

No other information should be added to this tab at this time. This information is added in the next tab.



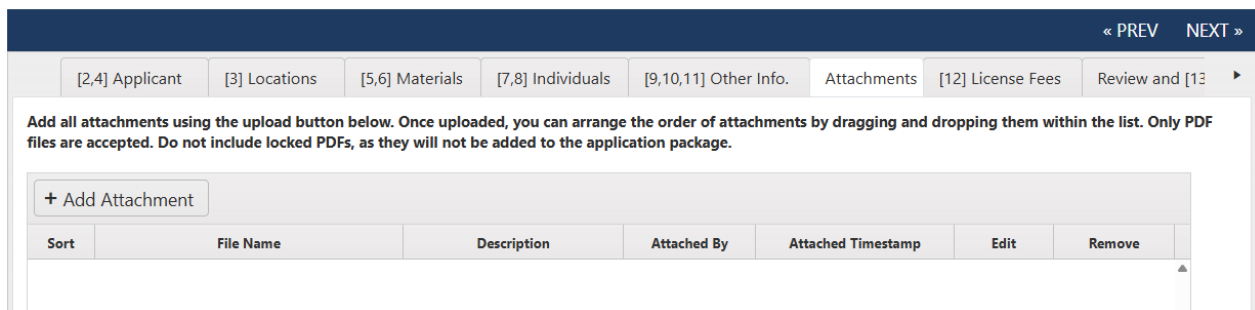
Select the Next button at the bottom of the page to continue to the next tab.



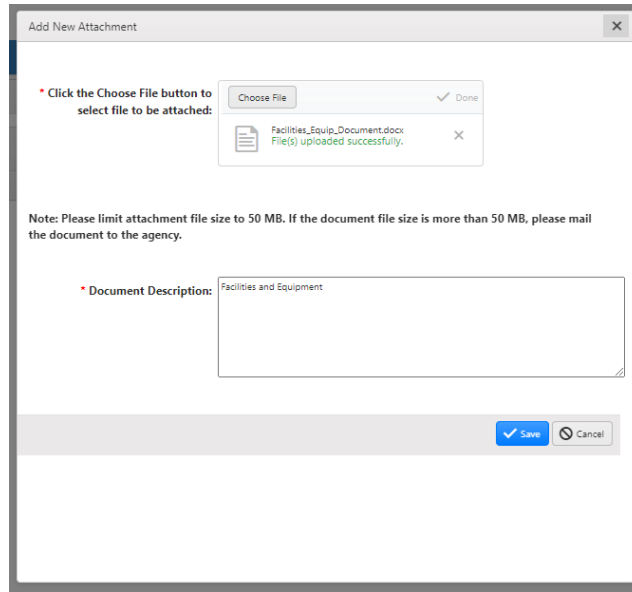
## Step 8: Attachments tab

## Step 8: Attachments tab

To add an attachment, click on the add attachment button.

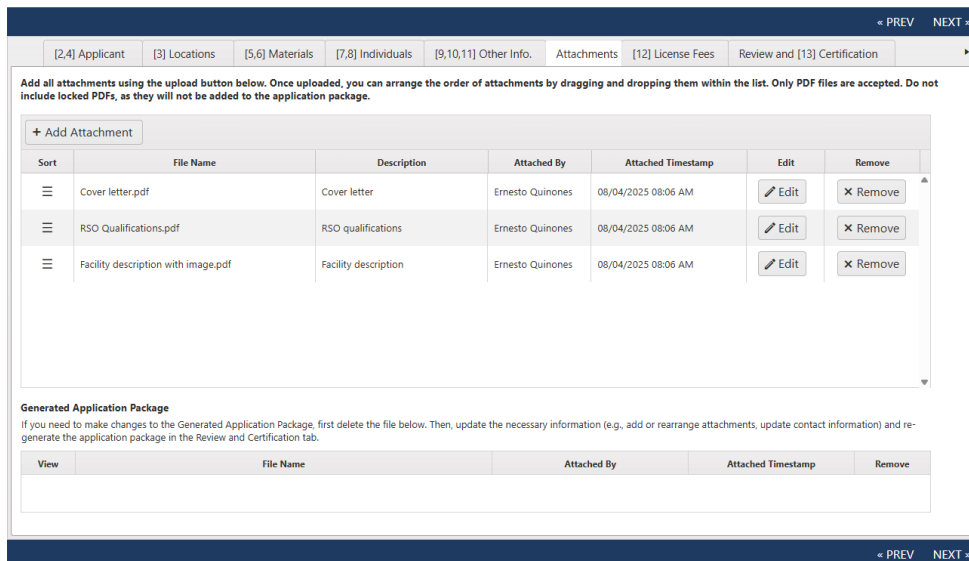


Below is an example of the required information for this tab. Note: Only PDF files are accepted. The system will not accept locked PDFs. A locked PDF is a file that is password-protected or restricted from printing, copying, or editing. Please limit attachment file size to 50 MB. If the document exceeds 50 MB, you may either break it into smaller PDF files under 50 MB each and upload them separately, or contact the agency (via the WBL Help Desk) for additional instructions.



The attachments to be added in this tab includes the listed required information from the “other information” tab. This is the facilities and equipment information, radiation safety program information, and waste management information, as appropriate.

Below is an example of what the screen should look like after the attachments are uploaded. The Generated Application Package section at the bottom of the screen will display a file once the draft application package is generated from the Review and Certification tab.

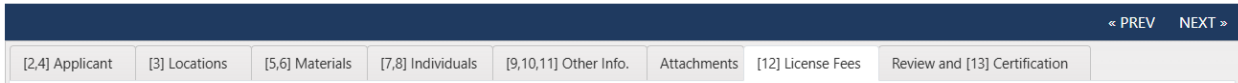


Select the Next button at the bottom of the page to continue to the next tab.



## Step 9: License Fees tab

The information entered on this tab is the license fee category and amount.



Certain amendments that expand the scope of an existing license – resulting in a new or higher fee category – will require a fee. If a fee is required, follow the steps noted in Step 9: License Fees tab of “Creating a New Application of the 313 Form.”

## Step 10: Review and Certification tab

This tab is used to do a final check of the previously entered information and to see what the completed license will look like.

Follow the steps noted in Step 10: Review and Certification tab of “Creating a New Application of the 313 Form.”

## Step 11: Status Check

Follow the steps noted in Step 11: Status Check of “Creating a New Application of the 313 Form.”

## Step 12: Digital Signature

Follow the steps noted in Step 12: Digital Signature of “Creating a New Application of the 313 Form.”

# Creating a Renewal Application of the 313 Form

## Step 1: Create an application

Select the Create an Application for Materials License button.

U.S. NRC United States Nuclear Regulatory Commission

WBL Web-Based Licensing

User: Kim Lukes (ismpkkl002) Agency: U.S. Nuclear Regulatory Commission

Form 313 Create an Application for Materials License

Form 241 Create an Application for Reciprocity License

Form 7 Create an Application for Import/Export License

Form 313 Status View Application Status

Notifications

## Step 2: Select Renewal

Select Renewal to License Number: and select the applicable license number from the dropdown menu.

Renewal of License Number: 13-03284-02

U.S. NRC United States Nuclear Regulatory Commission

WBL Web-Based Licensing

Request ID: 🏠

NRC FORM 313 (09-11-2024)  
10 CFR 30, 32, 33, 34, 35, 36, 37, 39 and 40

U.S. NUCLEAR REGULATORY COMMISSION APPLICATION FOR MATERIALS LICENSE

INSTRUCTIONS: SEE THE CURRENT VOLUMES OF THE NUREG-1556 TECHNICAL REPORT SERIES ("CONSOLIDATED GUIDANCE ABOUT MATERIALS LICENSES") FOR DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM: [http://www.nrc.gov/reading\\_rm/doc\\_collections/nuregs/staff/sr1556/](http://www.nrc.gov/reading_rm/doc_collections/nuregs/staff/sr1556/)

PERSONS LOCATED IN AGREEMENT STATES SEND APPLICATIONS TO THE U.S. NUCLEAR REGULATORY COMMISSION ONLY IF THEY WISH TO POSSESS AND USE LICENSED MATERIAL IN STATES SUBJECT TO U.S. NUCLEAR REGULATORY COMMISSION JURISDICTIONS.

[1] This is an application for:

- New License
- Amendment to License Number:
- Renewal of License Number:

APPROVED BY OMB: NO. 3150-0120

13-26526-01	Estimated burden per response to comply with this collection request: 4.3 hours. Submittal of the application is necessary to determine that the applicant is qualified and that adequate procedures exist to protect the public health and safety.	EXPIRES: 07/31/2026
13-32721-01	Comments regarding burden estimate to the FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001	
13-35049-01	for the Nuclear Regulatory Commission, 721 N. 17th St., Arlington, VA 22209. The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the document requesting or requiring it displays a currently valid OMB control number.	
21-02802-03		
21-04073-01		
21-16955-01		
24-01565-01		
24-16275-01		

## Step 3: Applicant tab

Scroll down to the Applicant tab.



Below is an example of the information that is autopopulated in the fields from the active license record.

### [2] Name And Mailing Address of Applicant

\*Applicant Name: Ernesto's Rad Tech Solutions

\*Address Line 1: 123 Main Street

Address Line 2:

Address Line 3:

\*City: Rockville

\*State: Maryland

\*Zip: 20852

Province:

\*Country: United States of America

### [4] Name Of Person To Be Contacted About This Application

Prefix:

\*First Name: Ernesto

Middle Name:

\*Last Name: Quinones

Suffix:

Job Title:

\*Business Telephone No: 3014150271

Business Cellular No:

\*Business Email Address: ernesto.quinones@nrc.gov

Save and Continue Cancel

When all information is reviewed and/or modified, select the Save and Continue button and click Next (at the bottom of the screen) to move onto the next tab.

## Step 4: Locations tab

The information entered on this tab is the address(es) where the licensed materials will be used or possessed.

Again, the locations will be prepopulated based on what is currently authorized on the active license.

**[3] Address(es) Where Licensed Materials Will Be Used Or Possessed**

Please list the address(es) and/or temporary job site address(es) where licensed materials will be used or stored. You may enter this information in the fields below or upload it to the Attachments tab. Additionally, any other required supplemental information must be uploaded to the Attachments tab.

+ Add Location										
SEQ	Address line 1	Address line 2	Address line 3	City	State	Zip	Province	Country	Edit	Remove
1	1100 Reid Pkwy.			Richmond	Indiana	47374		United States of America		
2	1200 Reid Pkwy.			Richmond	Indiana	47374		United States of America		

To add a new location, select the Add Location button. To edit a current authorized location, use the Edit button. Users have the option to manually type in new locations, edit existing locations, or upload the information in the Attachments tab. Click the Save button when completed.

Edit Location Sequence No: 1 ✕

Same As Applicant Address:

\* Sequence #:

\* Address Line 1:

Address Line 2:

Address Line 3:

\* City:

\* State:

\* Zip:

Province:

\* Country:

To remove a current authorized location use the Remove button. A warning message will be displayed to ensure deletion of the location. Click the OK button if agree to the deletion.

The screenshot shows the 'Locations' tab with a table of addresses. A modal dialog box is open, asking for confirmation to delete a record. The dialog text reads: 'preprod.wbl.nrc-gateway.gov says Are you sure you want to delete this record?' with 'OK' and 'Cancel' buttons.

SEQ	Address line 1	Address line 2	Address line 3	City	State	Zip	Province	Country	Edit	Remove
1	1300 Reid Pkwy.			Richmond	Indiana	47374		United States of America		
2	1200 Reid Pkwy.			Richmond	Indiana	47374		United States of America		

Select the Next button at the bottom of the screen to continue to the next tab.



## Step 5: Materials tab

The information entered on this tab is the radioactive material and the purpose for which the licensed material will be used.

The screenshot shows the navigation bar for the 'Materials' tab. The tabs are: [2,4] Applicant, [3] Locations, [5,6] Materials (selected), [7,8] Individuals, [9,10,11] Other Info., Attachments, [12] License Fees, and Review and [13] Certification. The 'NEXT >' button is visible on the right.

Again, the materials will be prepopulated based on what is currently authorized on the active license.

### [5] Radioactive Material And [6] Purpose(s) For Which Licensed Material Will Be Used

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Amount	Maximum Amount	Material Unit	Purpose(s) of Use	Edit	Remove
1	10 CFR 35.100	Any	Yes			For use in uptake, dilution and excretion studies permitted by 10 CFR 35.100.		
2	10 CFR 35.200	Any	Yes			For use in imaging and localization studies permitted by 10 CFR 35.200.		
3	10 CFR 35.300	Any	No	1.000	Ci	For any use permitted by 10 CFR 35.300.		
4	1125.400	Sealed Sources	No	1.000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.		
5	PD103.400	Sealed Sources	No	1.000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.		
6	10 CFR 31.11	Prepackaged Kits	No	50.000	mCi	For use in in-vitro studies.		
7	IR192.600	Sealed Sources	No	21.600	Ci	One source for medical use permitted by 10 CFR 35.600, in a Varian Medical Systems, Inc. Model Bravos HDR remote afterloader. The source activity may not exceed 15 curies at the time of medical use. Physics tests, calibrations, spot checks and training are included in this authorization. One source in its shipping container as necessary for replacement of the source in the remote afterloader unit.		

To add a new material, select the Add Material button. To edit a current authorized material, use the Edit button. Users have the option to manually type in new materials, edit existing materials, or upload the information in the Attachments tab. Click the Save button when completed.

To remove a current authorized material use the Remove button. A warning message will be displayed to ensure deletion of the material. Click the OK button if agree to the deletion.

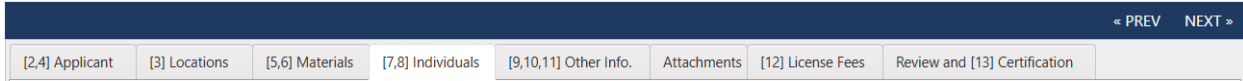
Sequence	Element & Mass No.	Chemical and/or Physical Form	Any Am		Purpose of Use	Edit	Remove	
1	10 CFR 35.100	Any	Yes		excretion studies permitted by 10 CFR 35.100.	Edit	Remove	
2	10 CFR 35.200	Any	Yes		For use in imaging and localization studies permitted by 10 CFR 35.200.	Edit	Remove	
3	10 CFR 35.300	Any	No	1,000	Ci	For any use permitted by 10 CFR 35.300.	Edit	Remove
4	1125.400	Sealed Sources	No	1,000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.	Edit	Remove
5	PD103.400	Sealed Sources	No	1,000	Ci	For any manual brachytherapy procedure permitted by 10 CFR 35.400.	Edit	Remove
6	10 CFR 31.11	Prepackaged Kits	No	25,000	mCi	For use in in-vitro studies.	Edit	Remove

Select the Next button at the bottom of the screen to continue to the next tab.



## Step 6: Individuals tab

The information entered on this tab is the individual(s) responsible for the radiation safety program and their training and experience.



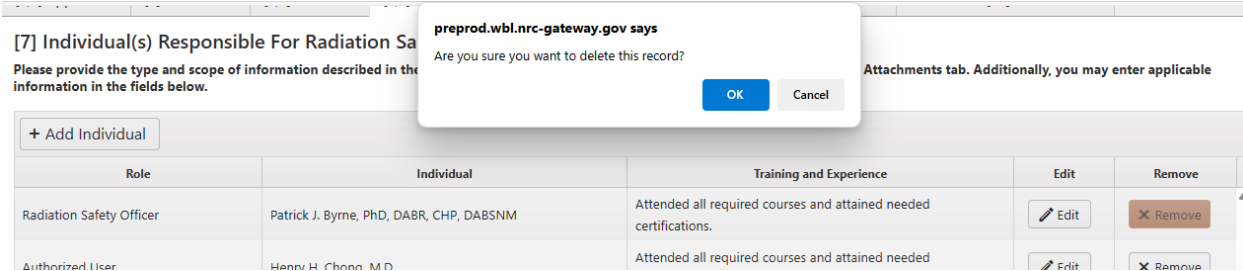
Again, the individuals will be prepopulated based on what is currently authorized on the active license.

### [7] Individual(s) Responsible For Radiation Safety Program And Their Training And Experience

Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab. Additionally, you may enter applicable information in the fields below.

+ Add Individual				
Role	Individual	Training and Experience	Edit	Remove
Radiation Safety Officer	Patrick J. Byrne, PhD, DABR, CHP, DABSNM	Attended all required courses and attained needed certifications.		
Authorized User	Henry H. Chong, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Fred H. Francis, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Tyler Brooks Fredenburg, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	William Cory Gray, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Jeffrey L. Haist, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Jason Darnell Hinton, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Beth E. Ingram, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Michael G. Khamis, M.D.	Attended all required courses and attained needed certifications.		
Authorized User	Yunjie Xie Lin, M.D.	Attended all required courses and attained needed certifications.		

To add a new individual, select the Add Individual button. To edit a current authorized individual, use the Edit button. To remove a current authorized individual, use the Remove button. A warning button will appear when you click Remove. Users have the option to manually type in new individuals, edit existing individuals or upload the information in the Attachments tab. Click the Save button when completed.



Select the Next button at the bottom of the screen to continue to the next tab.



## Step 7: Other Information tab

No other information should be added to this tab at this time. This information is added in the next tab.

[2,4] Applicant [3] Locations [5,6] Materials [7,8] Individuals [9,10,11] Other Info. Attachments [12] License Fees Review and [13] Certification

**[9] Facilities And Equipment**  
Please provide the type and scope of information described in the applicable [Licensing Guidance](#). Upload the required information to the Attachments tab.

Use the Attachments Tab to upload Facilities and Equipment information.

**[10] Radiation Safety Program**

Use the Attachments Tab to upload Radiation Safety Program information.

**[11] Waste Management**

Use the Attachments Tab to upload Waste Management information.

< PREV NEXT >

Select the Next button at the bottom of the page to continue to the next tab.

< PREV NEXT >

## Step 8: Attachments tab

To add an attachment, select the add attachment button.

[2,4] Applicant [3] Locations [5,6] Materials [7,8] Individuals [9,10,11] Other Info. Attachments [12] License Fees Review and [13] Certification

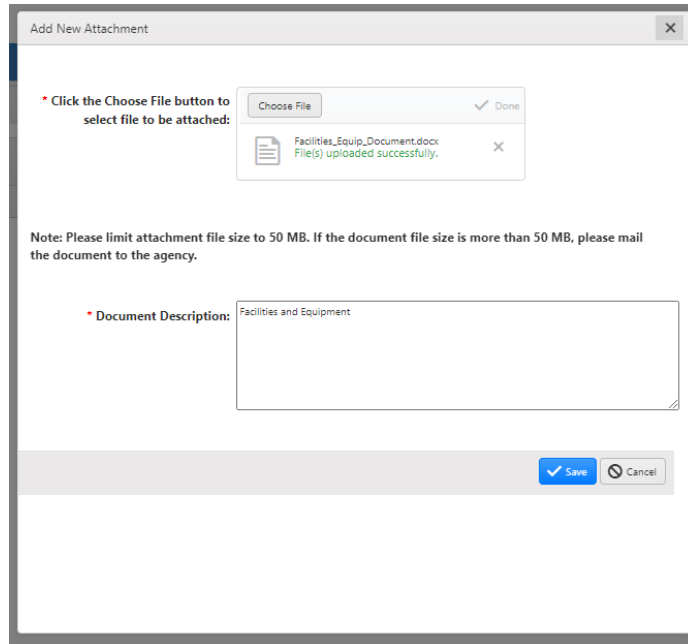
Add all attachments here and arrange them in the desired order for the application package by dragging and dropping. Only PDF files are accepted. Do not include locked PDFs, as they will not be added to the application package.

+ Add Attachment

Sort	File Name	Description	Attached By	Attached Timestamp	Edit	Remove
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< PREV NEXT >

Below is an example of the required information for this tab. Note: Only PDF files are accepted. The system will not accept locked PDFs. A locked PDF is a file that is password-protected or restricted from printing, copying, or editing. Please limit attachment file size to 50 MB. If the document exceeds 50 MB, you may either break it into smaller PDF files under 50 MB each and upload them separately, or contact the agency (via the WBL Help Desk) for additional instructions.



The attachments to be added in this tab includes the listed required information from the “other information” tab. This is the facilities and equipment information, radiation safety program information, and waste management information, as appropriate.

Below is an example of what the screen should look like after the attachments are uploaded. The Generated Application Package section at the bottom of the screen will display a file once the draft application package is generated from the Review and Certification tab.

« PREV						NEXT »	
[2,4] Applicant	[3] Locations	[5,6] Materials	[7,8] Individuals	[9,10,11] Other Info.	Attachments	Review	[12,13] Submit
+ Add Attachment							
File Name	Description	Attached By	Attached Timestamp	Edit	Remove		
Facilities_Equip_Document.docx	Facilities and Equipment	Alessandra Marra	01/23/2024 09:25 AM				
Waste_Management.docx	Waste Management	Alessandra Marra	01/23/2024 09:25 AM				
Site_Training.pdf	Training Document	Alessandra Marra	01/23/2024 09:26 AM				

#### Generated Application Package

If you need to make changes to the Generated Application Package, first delete the file below. Then, update the necessary information (e.g., add or rearrange attachments, update contact information) and re-generate the application package in the Review and Certification tab.

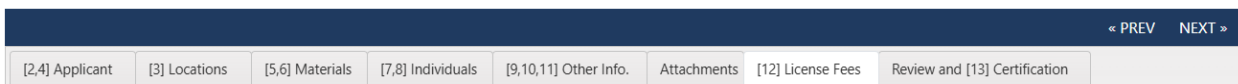
View	File Name	Attached By	Attached Timestamp	Remove

Select the Next button at the bottom of the page to continue to the next tab.



## Step 9: License Fees tab

The information entered on this tab is the license fee category and amount.



Certain renewals that expand the scope of an existing license – resulting in a new or higher fee category – will require a fee. If a fee is required, follow the steps noted in Step 9: License Fees tab of “Creating a New Application of the 313 Form.”

## Step 10: Review and Certification tab

This tab is used to do a final check of the previously entered information and to see what the completed license will look like.

Follow the steps noted in Step 10: Review and Certification tab of “Creating a New Application of the 313 Form.”

## Step 11: Status Check

Follow the steps noted in Step 11: Status Check of “Creating a New Application of the 313 Form.”

## Step 12: Digital Signature

Follow the steps noted in Step 12: Digital Signature of “Creating a New Application of the 313 Form.”