

PORTABLE GAUGING DEVICE LICENSE APPLICATION CHECKLIST

- This checklist is for applicants applying for a radioactive materials license authorizing possession and use of portable gauging devices.
- U.S. DOT regulations (49 CFR) are available on the Internet at < <http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>>.
- To prevent the potential for identity theft, never submit documentation that lists individuals’ social security numbers or birth dates.

CHECK WHEN ADDRESSED	APPLICATION ITEM	NOTES
<input type="checkbox"/>	1.a. Name/Mailing Address	<ul style="list-style-type: none"> - Unless applying as an individual, list the registered business name. List the Federal Employer Identification (FEI) number if applicable; if doing business as (d/b/a) a fictitious name, add “d/b/a <i>Fictitious Name</i>” - Under “Mailing Address,” list address to be used for license-related correspondence
<input type="checkbox"/>	1.b. Location of Use and/or Storage	<ul style="list-style-type: none"> - For location of use, list “temporary job sites”; for location of storage, list the street address of the permanent facility where portable gauging devices will be stored & where records will be available for inspection; if gauges will also be stored overnight at temporary job sites, add temporary job sites”
<input type="checkbox"/>	2. License Category/Fee	<ul style="list-style-type: none"> - The license category is required for new license applications
<input type="checkbox"/>	3. Purpose of Application	<ul style="list-style-type: none"> - Check the appropriate box; if applying to renew a license, list the license number
<input type="checkbox"/>	4. Individual Users	<ul style="list-style-type: none"> - List the name of the RSO & all authorized users – individuals trained to use or supervise the use of portable gauging devices.
<input type="checkbox"/>	5. Rad. Safety Officer (RSO)	<ul style="list-style-type: none"> - List the name of the RSO
<input type="checkbox"/>	6. Training and Experience in Radiation Safety	<ul style="list-style-type: none"> - Enclose <u>relevant</u> documentation on training for the RSO & each authorized user.
<input type="checkbox"/>	7. Radioactive Material	<ul style="list-style-type: none"> - List the element, source manufacturer & model no., maximum activity for each source & no. of sources requested.
<input type="checkbox"/>	8. Use	<ul style="list-style-type: none"> - List the manufacturer, model no. & intended use for each device, & brief description of the intended use(s).
<input type="checkbox"/>	* Current RAM Inventory	<ul style="list-style-type: none"> - For renewal applications, submit current inventory of <u>all</u> radioactive material, including exempt, generally & specifically licensed sources/devices.
<input type="checkbox"/>	9. Radiation Detection Instruments	<ul style="list-style-type: none"> - Survey meters: list the manufacturer, model no., detection capability & range of each instrument. - Confirm access to an equivalent backup instrument when the primary meter is unavailable due to calibration or repair. - Confirm that arrangements have been made to obtain a calibrated survey meter for use in conducting radiation surveys in the event of an accident or to assess suspected damage to a portable gauging device.

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| <input type="checkbox"/> | 10. Calibration of Radiation Detection Instruments | – If applicable, list the name, license no. & address of the instrument calibration vendor (may include option of using other licensed vendors) & confirm annual calibration frequency; if seeking to conduct in-house calibrations, submit detailed procedures (additional guidance is available from the agency). |
| <input type="checkbox"/> | 11. Personnel Monitoring (PM) Devices | – List the type of whole body PM badge (e.g., FB, OSLD, TLD) used, the supplier, & exchange frequency (at least quarterly); if using gauges containing Am-241 sources, PM badges must be capable of detecting neutrons; a list of approved suppliers is available from the agency. |
| <input type="checkbox"/> | 12. Facilities & Equipment | – Submit a diagram of the permanent facility showing the portable gauging device storage location & all adjacent areas; indicate the storage area’s proximity to work stations.
– Describe the storage area (e.g., cabinet, locker, closet) demonstrates adequate capacity for maximum number of devices authorized by license.
– Describe security at the permanent facility to prevent access to stored devices (minimum of 2 independent physical controls representing tangible barriers must be used to secure the devices from unauthorized access or removal). |
| 13. Rad. Protection Program | | |
| <input type="checkbox"/> | A. Member of Public (MOP) Dose Study | – Refer to Appendices-forms for guidance.
– <u>New license applicants</u> : submit procedures for demonstrating compliance with MOP dose limits (< 2 mrem in any 1 hr in unrestricted areas, < 100 mrem/yr)
– <u>Renewals</u> : submit completed study demonstrating compliance with public dose limits |
| <input type="checkbox"/> | B. ALARA Policy | – Submit policy describing management's commitment to ALARA principles & to performance of an annual radiation protection program review/ALARA audit. |
| C. Radiation Safety Officer | | |
| <input type="checkbox"/> | (1) RSO Duties | – Describe the RSO’s duties. |
| <input type="checkbox"/> | (2) Notification of RSO Change | – Submit a statement confirming that written notification will be submitted to the agency within 30 days of a change of RSO or other safety positions. |
| D. Radiation Safety Training Program | | |
| <input type="checkbox"/> | (1) Instructions to Workers | – Describe how “Instructions to Workers” (radiation awareness) training will be provided to occupational radiation workers. |
| <input type="checkbox"/> | (2) AU Training | – Describe how authorized user training will be provided to all operators. |

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13. Rad. Protection Program (contd.)		
<input type="checkbox"/>	D.(3) Hazmat Employee Training	– Describe hazmat employee training provided to satisfy 49 CFR Part 172; training may be done in-house or by third parties, & may be part of radiation awareness/authorized user training; address record-keeping requirements per 49 CFR 172.704
<input type="checkbox"/>	E. PM Program	– Submit instructions for administration of the Personnel Monitoring program.
<input type="checkbox"/>	F. Operating & Emergency (O&E) Procedures	Procedures must address all applicable subjects.
<input type="checkbox"/>	(1) Operating Procedure	– Provide general instructions for maintaining exposures ALARA, use of personnel monitoring devices, methods and occasions for conducting radiation surveys, securing portable gauging devices from unauthorized access or removal, and routine maintenance and availability of procedures.
<input type="checkbox"/>	(a) Procedure Availability	–
<input type="checkbox"/>	(i) O&E Procedures	– Provide instructions to have a copy of the O&E procedures accompany portable gauging devices at all times
<input type="checkbox"/>	(ii) Gauge Manuals	– Provide a commitment to maintain copies of the manufacturer’s operation/maintenance manuals for each device model authorized by the license on file for reference
<input type="checkbox"/>	(b) PM Procedures	– Submit instructions for use of PM badges.
<input type="checkbox"/>	(c) General Rules of Use	– Model procedures
<input type="checkbox"/>	(i) ALARA Principles	– Provide instructions on proper handling & use of devices to minimize exposures
<input type="checkbox"/>	(ii) Precautions	– Provide instructions to: (a) use devices in accordance w/ manufacturer’s instructions; (b) not open/remove sources from source holders; (c) prohibit contact with or direct viewing of source rod or placement of hands, etc. in radiation field
<input type="checkbox"/>	(iii) Radiation Surveys	– Provide instructions to have the RSO arrange for a survey to be performed if damage to a portable gauging device is suspected
<input type="checkbox"/>	(d) Security	– Provide instructions on securing portable gauging devices to prevent unauthorized access, including a commitment to maintain direct surveillance when not in storage, & to provide two locks between a stored device & the public.
<input type="checkbox"/>	(e) Routine Maintenance	– Provide instructions to: (a) restrict performance of routine maintenance & cleaning to authorized users in accordance w/ manufacturer’s instructions; & (b) prohibit non-routine maintenance or repair requiring removal of the source/source rod.
<input type="checkbox"/>	(f) Special Procedures for Depth Probes	– If requesting authorization for depth probes (devices capable of extending to depths > 3'), include O&E procedures providing instructions specific to those devices.
<input type="checkbox"/>	(2) Emergency Procedures	– Provide instructions for handling portable gauging device loss, theft or damage; include emergency notification numbers for the RSO & agency.

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	13. Rad. Protection Program	(contd.)
<input type="checkbox"/>	F.(3) Ordering, Receiving, Opening & Shipping	<ul style="list-style-type: none"> - Provide instructions for ordering, receiving and opening shipments. - Provide instructions for transport of portable gauging devices per DOT regs (inspection, packaging, marking, labeling, blocking/bracing, security). 49 CFR - Provide sample shipping papers & an emergency response information (ERI) sheet.
<input type="checkbox"/>	(4) Posting	- Provide instructions to address posting requirements.
<input type="checkbox"/>	(5) Record Retention Procedure	<ul style="list-style-type: none"> - Submit procedure addressing record-keeping requirements. - Provide commitment to maintain on file, for at least 2 years after the last shipment, copies of the testing methods & results for each Type A package in use (contact device manufacturers for the documentation).
	G. Leak Testing (LT)	- Listing procedures
<input type="checkbox"/>	(1) LT Kit & Vendor	- List: (a) manufacturer name & model no. of LT kit used, & (b) name & license no. of vendor contracted to perform LT sample analysis (may include option of using other licensed vendors)
<input type="checkbox"/>	(2) LT Procedure	- Provide instructions for: (a) the interval LTs will be performed (6/12 months) & (b) collecting LT samples
<input type="checkbox"/>	H. Inventory	- Submit procedure for performance of semi-annual physical inventories, including sample inventory form.
<input type="checkbox"/>	I. Notification and Reporting Procedure	- Submit procedure addressing applicable notification and reporting requirements.
<input type="checkbox"/>	14. Waste Disposal	- Submit procedure with a commitment that portable gauging devices will be transferred only to licensed recipients.
<input type="checkbox"/>	15. Certificate	- Have application signed & dated by a certifying official – a person authorized to make legally binding statements on behalf of the applicant; e.g., president, CEO, etc.

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