Paperwork Checklist

☐ Specific Gauge License

☐ Regulations – A copy of the NRC or Agreement State regulations.

☐ Employee Training Records
  - Gauge Safety Class Certification
  - U.S. DOT Hazardous Materials (HAZMAT) Training
  - RSO Training – If required
  - Annual Refresher – If required

☐ Notice to Employees Poster

☐ Personnel Gauge Radiation Exposure Records – Dosimetry Records

☐ Inventory and Gauge Receipt Records

☐ Leak Test Reports

☐ Daily Utilization Logs

☐ Special Form Certificate required by IAEA – Certificate of Competent Authority

☐ Sealed Source and Device (SSD) Sheets

☐ Original License Application Package – Application + supporting documents

☐ Extra Labels

☐ Type “A” Package Test Results

☐ Radiation Safety Program

☐ Annual Audits

☐ Transport Documents – Bills of lading + Emergency Response Sheet

☐ Field Gauge Operating Procedures

☐ Emergency Procedure Documents/Procedures/Plans

☐ Gauge Documents Package for File and Gauge Case
a) Copy of original gauge receipt with gauge and source serial numbers
b) Copy of license
c) Gauge manual
d) Emergency procedures with contact names and telephone numbers
   1) RSO office, mobile & home number
   2) Regulatory agency emergency number
   3) Gauge manufacturer’s emergency number
   4) Local police number
   5) Local fire & rescue number
   6) NRC 24 hr emergency 301-816-5100
   7) U.S. DOT 24 hr emergency number 800-424-8802
e) Copy of Bill of Lading (Keep another copy within reach during transport)
f) Copy of Emergency Response Sheet (Keep another copy within reach during transport)
g) Gauge Calibration data with telephone number for gauge manufacturer or service center
h) Field operating procedures
i) Emergency responder hand-out (police, fire, rescue, hazmat)
j) Current Leak Test Report
k) Media hand-out