

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