Virginia Department of Health
Radioactive Materials Program
(804) 864-8150

APPLICATION FOR RENEWAL OF A RADIOACTIVE MATERIAL LICENSE FOR BROAD SCOPE

The Virginia Department of Health (VDH) is requesting disclosure of information for renewing a radioactive material license. Failure to provide any information may result in denial or delay.

Instructions – Complete all items. Refer to VAREG 'Guidance for Licenses of Broad Scope'. Use supplementary sheets where necessary. Retain one copy and submit original of the entire application to the Virginia Department of Health, Radioactive Materials Program, 109 Governor Street, Room 730, Richmond, VA 23219.

APPLICATION TYPE

Item 1 Type Of Application (Check box)

☐ Renewal License Number

CONTACT INFORMATION

Item 2 Name And Mailing Address Of Applicant:	**Item 3 Person To Contact Regarding Application:**
, -	Name: E-mail: Telephone Number (Include area code) ( ) - x
Applicant's Telephone Number (Include Area Code): ( ) - x	

LOCATION OF RADIOACTIVE MATERIAL

Item 4 Address(es) Where Radioactive Material Will Be Used Or Possessed (Do not use Post Office Box):

☐ as listed on current license
OR
☐ as listed on current license and please add the listed additional locations
OR
☐ see provided information for current information

Address	Telephone Number (Include area code)
, -	( ) - x
Address	Telephone Number (Include area code)
, -	( ) - x
Address	Telephone Number (Include area code)
, -	( ) - x

Is radioactive material used at temporary job sites or locations for field studies, other off-site locations or special use facilities? ☐ Yes ☐ No

If yes, please attach an additional sheet(s) with the location address(es) and a list of activities to be conducted at each location.

INDIVIDUAL(S) RESPONSIBLE FOR RADIATION SAFETY PROGRAM

Item 5 Executive Management (Check box and provide the information requested)

☐ We will describe and provide administrative controls and provisions relating to organization, management and management review necessary to assure safe operations. We will also provide an organizational chart describing the management structure, reporting paths, and the flow of authority between executive management, the Radiation Safety Committee (for Type A Broad Scope), and the Radiation Safety Officer (for Type A and Type B Broad Scope).

Item 6 Radiation Safety Committee (RSC) (Check all that apply and provide the information requested)

☐ A description of the duties and responsibilities of the RSC is attached.

AND

☐ A description of the criteria used for selecting members of the RSC, including members and the number of members constituting a quorum is attached.

NOTE: Members should be indicated by position title, rather than by name. The chairperson should be identified by name, with training and experience submitted.

AND

☐ A description of the criteria used by the RSC and RSO for approving users and new uses is attached.

Item 7 Radiation Safety Officer (RSO) (Check all that apply)

1. ☐ As listed on the current license; OR
RSO Name –

Tel (Include area code): ( ) - x

E-mail:

2. ☐ **New proposed RSO (attach training and experience)**
RSO Name –

Tel (Include area code): ( ) - x

E-mail:

FOR TYPE C BROAD SCOPE

☐ We will submit the name of the person who will serve as the individual responsible for the day-to-day operation of the radiation safety program.

TRAINING FOR INDIVIDUALS WORKING IN OR FREQUENTING RESTRICTED AREAS

Item 8 Training For Individuals Working In Or Frequenting Restricted Areas (Occupationally exposed individuals and ancillary personnel) (Check box)

☐ A description of the radiation safety training program, including topics covered, groups of workers, assessment of training, qualifications of instructors and the method and frequency of training is attached.

RADIOACTIVE MATERIAL

Item 9 Radioactive Material (Attach additional pages if necessary)

☐ As listed on current license

OR

☐ As listed on the current license and see attached for additional material.

OR

☐ See below for requested material.

Atomic Number 1-83 Request

☐ We request authorization for radionuclides with Atomic Number 1-83 in any form with a maximum quantity of _____ per radionuclide and _____ maximum possession limit.

Intended uses include: ☐ non-human research and development activities.
☐ animal studies.
☐ other (list general category of use) _____

☐ **Radionuclides in Larger or Smaller Quantities than Atomic Number 1-83 Request - Unsealed sources of radioactive material**

Radioisotope				
Chemical/Physical Form				
Maximum Possession Limit				
Proposed Use of Radioactive Material				

☐ **Radionuclides in Larger Quantities than Atomic Number 1-83 Request - Sealed sources of radioactive material**

Radioisotope				
Sealed Source Manufacturer or Distributor and Model Number				
Device Manufacturer or Distributor and Model Number				
Maximum Possession Limit				
Proposed Use of Radioactive Material				

Note: If applicable, an evaluation or an emergency response plan is included for radionuclide(s) in excess of the amounts listed in **12VAC5-481-3740**.

FINANCIAL ASSURANCE AND RECORDKEEPING FOR DECOMMISSIONING

Item 10 Financial Assurance And Recordkeeping For Decommissioning (Check box)

☐ We will provide a decommissioning funding plan or a certification of financial assurance as required in **12VAC5-481-450 C**. (Attached if required)

FACILITIES AND EQUIPMENT

Item 11 Facilities And Equipment (Check all that apply and attach the requested information)

☐ A description of the criteria used by the RSC (Type A) or RSO (Type B), as appropriate, that will be used to review and approve facilities and equipment (research laboratories, iodination facilities, waste storage facilities, survey and counting equipment, etc.) is attached.

NOTE: See Appendices K and L of VAREG 'Guidance for Licenses of Broad Scope' for guidance.

RADIATION SAFETY PROGRAM

Item 12 Radiation Safety Program

Item 12.1 Audit Program (Check all that apply)

☐ A description of the mechanisms used by executive management to ensure that adequate oversight of the Broad Scope Radiation Safety program is exercised, is attached.

AND

☐ A description of the audit mechanism implemented by the RSO to determine user compliance with **12VAC5-481 'Virginia Radiation Protection Regulations'**, the terms and conditions of the VDH license, the requirements of the RSC (Type A) or RSO-approved permits (Type B) as appropriate, and good health physics practices are attached.

NOTE: The applicant is not required to submit its audit program to the agency for review during the licensing phase. This matter will be examined during an inspection.

Item 12.2 Radiation Monitoring Instruments (Check all that apply)

☐ A description of the criteria used by the RSC (Type A) or RSO (Type B), as appropriate, to review and approve radiation monitoring instrumentation to assure that appropriate radiation monitoring equipment will be used during licensed activities is attached.

AND

☐ A description of how the RSC (Type A) or RSO (Type B), as appropriate, will assure that instruments are properly calibrated at prescribed frequencies is attached.

AND ONE OF THE FOLLOWING

☐ Instruments will be calibrated by an organization licensed by VDH, the NRC or another Agreement State to perform instrument calibrations.

OR

☐ We will follow the procedures for instrument calibrations in Appendix O of VAREG 'Guidance for Licenses of Broad Scope'.

OR

☐ A description of alternative procedures is provided for ensuring that proper calibration of survey equipment will be performed. (Procedures are attached)

Item 12.3 Material Receipt And Accountability (Check all boxes)

☐ A description of administrative procedures to assure control of procurement and use of radioactive material is attached.

AND

☐ A description of administrative controls and provisions relating to material control, accounting and security is attached.

AND

☐ We will develop, implement, and maintain procedures for safe opening of packages containing radioactive material. (Procedures are attached)

Item 12.4 Occupational Dosimetry (Check one box)

☐ We will maintain, for inspection by VDH, documentation demonstrating that unmonitored individuals are not likely to receive, in one year, a radiation dose in excess of 10 percent of the allowable limits in **12VAC5-481-640**.

OR

☐ We will provide dosimetry processed and evaluated by a NVLAP-approved processor that is exchanged at a frequency recommended by the processor.

Item 12.5 Public Dose

No response is required, in this license application, however the licensee's evaluation of public dose will be examined during an inspection.

Item 12.6 Safe Use Of Radionuclides And Emergency Procedures (Check one box)

☐ We will develop, implement and maintain procedures for the safe use of radionuclides and emergencies that will meet the criteria in the section titled 'Safe Use of Radionuclides and Emergency Procedures' in VAREG 'Guidance for Licenses of Broad Scope'. (Procedures are attached)

OR

☐ We will follow procedures for the safe use of radionuclides and emergencies in Appendix R of VAREG 'Guidance for Licenses of Broad Scope'.

Item 12.7 Leak Tests (Check one box)

☐ Leak tests analysis will be performed by an organization authorized by VDH, the NRC or another Agreement State to provide leak testing services to other licensees; or by using a leak test kit supplied by an organization licensed by VDH, the NRC or another Agreement State to provide leak test kits to other licensees according to kit supplier's instructions.

List name and license number of organization authorized to perform or analyze leak test (Specify whether VDH, NRC, or another Agreement State)

Organization Name: _____ License Number: _____

Note: An alternate organization may be used to perform or analyze other leak test, without amending the license, provided the organization is specifically authorized by VDH, NRC, or another Agreement State.

OR

☐ We will perform leak testing and sample analysis and will follow the model procedures in Appendix T of VAREG 'Guidance for Licenses of Broad Scope'.

OR

☐ We will submit alternative procedures. (Procedures are attached)

Item 12.8 Surveys (Check one box)

☐ We will develop, implement and maintain procedures for area surveys that will meet the criteria in the section titled 'Surveys' in VAREG 'Guidance for Licenses of Broad Scope'. (Procedures are attached)

OR

☐ We will follow the procedures for area surveys in Appendix S of VAREG 'Guidance for Licenses of Broad Scope'.

Item 12.9 Termination Of Activities

☐ We will notify the agency, in writing, within 60 days of the decision to permanently cease radioactive material use per **12VAC5-481-510 D**.

Item 12.10 Transportation

No response is needed from applicant during the licensing process; this issue will be reviewed during inspection.

Item 13 Waste Management (Check box)

☐ We will develop, implement and maintain procedures for waste collection, storage, and the disposal of radioactive material, that will meet the criteria in the section titled 'Waste Management' in VAREG 'Guidance for Licenses of Broad Scope'. (Procedures are attached)

Note: Appendix V in VAREG 'Guidance for Licenses of Broad Scope' provides sample procedures for waste management.

LICENSE FEE

Item 14 License Fees (Refer to **12VAC5-490**.)

CERTIFICATION (To be signed by an individual authorized to make binding commitments on behalf of the applicant.)

Item 15

I hereby certify that this application was prepared in conformance with the **12VAC5-481 'Virginia Radiation Protection Regulations'** and that all information contained herein, including any supplements attached hereto, is true and correct to the best of my knowledge and belief.

SIGNATURE - Applicant Or Authorized Individual	Date signed
Print Name and Title of above signatory	