

APPLICATION GUIDE FOR LABORATORIES

A review of the North Carolina Regulations for Protection Against Radiation 15A NCAC 11 must be done with particular consideration to the section that is applicable to the license you are applying for and section .1600, Standards for Protection Against Radiation. Items that need to be addressed in section .1600 include:

- a) .1603 Radiation Protection Program
- b) .1604 Occupational Dose Limits for Adults, including establishing investigational levels
- c) .1610 Dose to an Embryo/fetus
- d) .1611 Dose Limits for Individual Members of the Public
- e) .1627 Procedures for Receiving and Opening Packages

All of these items need to be addressed in the form of a policy or procedure. These policies and procedures must be written according to the regulations, so you must review each area before you write your policy or procedure.

1. Fill out the enclosed Application for Radioactive Material License form completely. Use attachments when necessary. ***This form must be signed and dated by highest ranking company officer.*** Please state who may sign for future amendments in the form of a memorandum from the president.

- Item 1 a- State name and mailing address. This is the mailing address and should include the nine digit Zip Code.
- Item 1 b- Provide telephone number and extension if applicable
- Item 1 c- Provide facsimile number.
- Item 1 d- This is the physical address at which radioactive materials will be used (DO NOT LIST A P.O. BOX HERE).
- Item 2- Please indicate what departments will be using radioactive material.
- Item 3- Please indicate current license number or if you are applying for a new license, please state.
- Item 4- All individual users must be listed. Attach additional sheets if necessary.
- Item 5- Indicate who will serve as the Radiation Safety Officer. Provide training for the Radiation Safety Officer along with information required in Items 8 & 9 below.

NOTE: The information referenced in Items 6 through 15 should be included as attachments to the application

- Item 6 a- Please list all isotopes that will be used.
- Item 6 b- List the chemical or physical form of the radioactive material you have requested and the maximum amount you plan to possess.
- Item 7- Describe all uses the radioactive material will be used for.
- Item 8&9- Documented training of previous radioactive material work and radiation safety needs to be submitted for each individual users listed in item 4 and also the radiation safety officer designated in item 5. This can be submitted in the form of a resume or training certificates. If these people will be supervising work of other individuals in the lab, please describe to what extent this supervision will be and what type of initial training will be performed for these individuals.
- Item 10- All survey instrumentation must be listed.
- Item 11- Indicate all information concerning the calibration of the survey instrumentation and who will calibrate them.
- Item 12- Indicate what types of dosimetry you will be using and who your supplier will be. If bioassays will be performed, please submit the policy regarding necessity and frequency.
- Item 13- Indicate which attachment is the sketch of your facility. Indicate where the hoods, sinks, work areas and shielding is located. If you have a hood, indicate the face velocity, and frequency of calibration.
- Item 14- This is to be incorporated into the radiation protection program already discussed on

page one. Please enclose all information about leak testing sealed sources that exceed 100 microcuries under an attachment and indicate here. State frequency of leak test and who will perform them.

Item 15- If you hold waste on site, please submit your procedure to assure the waste is at background radiation levels before disposal. Waste must be held for 10 half lives and radiation levels must be at background before disposal. All labels must be defaced or removed before disposal. Please indicate on the sketch of your facility where the storage area of waste for decay is located. If a commercial disposal company is used, please state name and address.

Item 16- ***The application must be dated and signed by the owner, manager or someone in management within the company.*** Mail the entire application packet to Chief, Radioactive Materials Section, Division of Radiation Protection, 3825 Barrett Drive, Raleigh, NC 27609-7221. ***Be sure to retain a copy for your records. If the form is not signed, the application will be mailed back to you.***

2. Submit samples of forms used for receipt, use, disposal and physical inventory of sealed sources of radioactive materials.
3. Submit procedures for the following areas:
 - a) Emergency procedure for spills and accidents.
 - b) Surveys of use areas. Equipment that will be used to count the samples, frequency of the surveys and level of contamination that will require clean-up and re-survey.
 - c) Describe how records will be maintained of receipt, use and disposal of radioactive materials to assure the possession limit will not be exceeded.
 - d) Proper clothing is worn and personnel follow safety rules while in the labs.
4. Describe security of labs when not in use and training of auxiliary personnel in regard to the hazards of radiation.
5. Address training of ancillary personnel.
6. Address plans for periodic inservices for laboratory personnel
7. If you do not own the building or property listed in Section 1(d). of the application form, you must supply a notarized letter from the landlord stating that he/she is aware of the storage and/or use of radioactive materials at the facility.
8. Review 15A NCAC 11 .0353 & .0354 concerning financial assurance for decommissioning. If the calculations demonstrate that no financial assurance is necessary, simply state in the application that it is not required. If some form of surety is necessary, contact the Radioactive Materials Section and ask to speak with a health physicist. They will be able to assist you in this process.
9. All applicants for a Radioactive Materials License must provide documentation from the N.C. Secretary of State which indicates their legal business name in North Carolina. Other forms of this documentation may be acceptable to the agency. If you have questions, call the Radioactive Materials Branch for assistance.

Additional information is being compiled for inclusion in our website. Please visit the site often to check for the most up-to-date information (www.drp.enr.state.nc.us).