

APPLICATION GUIDE FOR SERVICE AND CONSULTANT

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
- c) .1610 Dose to an Embryo/fetus
- d) .1611 Dose Limits for Individual Members of the Public
- e) .1612 Compliance with Dose Limits for Members of Public
- f) .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- Not applicable
- 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. If you do not have ample space to list all users, indicate which attachment contains this information.
- Item 5- Indicate who will be the Radiation Safety Officer.

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

- Item 6 a- Indicate what isotopes you are requesting.
- Item 6 b- If the isotopes will be in the form of a sealed sources, indicate as such. Please state the manufacturer, model and maximum activity you will possess at one time.
- Item 7- List all uses the radioactive material will be used for.
- Item 8&9- Please submit all training for all users listed in item 4. If one users will be supervising the use of material, describe to what extent the supervision will be and what initial training the employees will have.
- Item 10- All survey meters must be listed.
- Item 11- Indicate all information concerning the calibration of the survey meters and who will calibrate them.
- Item 12- Indicate what dosimetry service you will be using.
- Item 13- Describe the facilities and indicate which attachment is the sketch of your storage facility. Indicate where the material is used/stored.
- 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 under an attachment and indicate here. State frequency of leak test and who will perform them.

Item 15-State how radioactive material will be disposed of when no longer needed.

Item 16-***The application must be dated and signed by the highest ranking corporate official (e.g., President, CEO, etc.).*** 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. If you will be providing a leak test service, please submit:
 - a) Equipment used to count the leak test sample.
 - b) Calibration sources used for your equipment.
 - c) Procedure for calibrating, counting, and certifying the source is not leaking
 - d) Copy of certificate that will be given to customer.

3. If you will be providing survey meter calibrations, submit:
 - a) Sources used to calibrate instruments.
 - b) Procedure used for calibration to include where calibrations will take place.
 - c) Copy of certificate that will be given to customer.

4. If you will be providing quality control testing for dose calibrators in nuclear medicine departments, please submit:
 - a) Indicate what quality control tests you will be performing and submit the procedures.
 - b) Sources that will be used for these tests.
 - c) Copy of certificate that will be given to customer.

5. If you will be providing shielding determinations, submit:
 - a) Type, quantity and activity of radioactive material that will be used.

6. Describe security of all sources when in storage and in transport. Please submit shipping papers that will be used for transporting your sources.

7. Submit procedures for conducting physical inventory of sealed sources.

8. Submit emergency procedures.

9. If sources will be transported, submit copy of transportation procedures, including Bill of Lading.

10. 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.

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).