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## INSPECTION PROCEDURE 87250

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### LOCATING MISSING MATERIALS LICENSEES

PROGRAM APPLICABILITY: 2800

#### 87250-01 INSPECTION OBJECTIVE

The objective of this procedure is to give guidance on how to locate missing materials licensees.

#### 87250-02 INSPECTION REQUIREMENTS

02.01 Regional staff should attempt to locate missing materials licensees through routine staff inquiries, without unduly disrupting other licensing and inspection activities. In those instances when a licensee cannot readily be located, each Region should follow its internal procedures to authorize the services of a contractor to locate the licensee (see paragraphs 03.03, 03.04 and 03.05). In addition, other cognizant offices (e.g., Office of Nuclear Material Safety and Safeguards, Office of the Chief Financial Officer, etc.) should be notified of the status of the licensee.

#### 87250-03 INSPECTION GUIDANCE

03.01 Often, the fact that a materials licensee has moved from the location specified in the license is first discovered when the post office returns mail. On other occasions, when inspectors have gone to the designated location, they have found the licensed location apparently abandoned. It is important to locate missing licensees to determine whether they still possess the licensed radioactive material, whether the materials have been properly transferred or disposed, and if the facility has been properly decommissioned, to ensure that no danger to public health and safety exists. This is particularly true in the case of licensees such as radioographers or well loggers who operate at many locations and may possess gigabecquerel (multicurie) quantities of material.

03.02 In attempting to locate missing materials licensees, the staff should use any or all of the following techniques:

- a. If the licensee's former location is currently occupied by tenants other than the licensee, contact them to determine if they have any information regarding the licensee's workers or new location.
- b. If the licensee was the property owner or occupant and sold the property without requesting that NRC terminate the license, contact the new owner.

- c. Consult the local county or municipal land title office for property transfer records.
- d. Use directory assistance to locate the telephone number of the licensee.
- e. Use directory assistance to locate the home telephone numbers of last-known licensee contacts, such as the current or former licensee radiation safety officer and company officials.
- f. Make official telephone contacts with last known suppliers such as radiography suppliers; major suppliers of unsealed isotopes for research; local nuclear pharmacies; medical consultants, etc.
- g. Make informal contacts with local fire and police departments and the U.S. Postal Service.
- h. Use available electronic media such as CD ROM databases and Internet search capabilities. See Appendix A for some helpful Internet search information.
- i. Contact the regional Office of Investigation staff to assist in locating the last known licensee contact(s).

03.03 If the routine staff inquiry is unable to locate the missing licensee and there is a health and safety concern, a contractor should be employed to locate the licensee. Obtain a contract for a service called a routine "whereabouts" trace, otherwise known as a "skiptrace." Attorneys and collection agents regularly employ such types of locating services. Many companies offer this service throughout the country.

03.04 Arrange contracts for these services in accordance with the Small Purchase provisions of Management Directive 11.1. The Region should provide funding from available budgeted resources.

03.05 Ensure that the contractor understands that the service is limited to locating the licensee or the former owner. The contractor must not carry out any activity beyond the location of the individual(s) in question. Staff must contact and follow up with the licensee, once the licensee is located. If the contractor investigation and/or staff follow up results in indications of wrongdoing or willful violations of regulatory requirements, staff should follow procedures in Management Directive 8.8, regarding referral to the Office of Investigations.

03.06 If all attempts to locate the licensee are unsuccessful, the Regional office should prepare a written record of all methods used in its attempt to locate the missing licensee. The record should document the following:

- a. Actions taken to locate the missing licensee.
- b. The reason for not using a contractor to locate the licensee, if a contractor was not used.
- c. An evaluation of the health and safety risks and consequences related to the missing licensee.
- d. A conclusion as to why further effort to find the licensee or the licensed material will not be expended.

The region should place this record into ADAMS. Finally, the region should conduct any further miscellaneous licensing action as necessary.

87250-04 STAFF RESOURCE ESTIMATE

04.01 Normally, staff efforts devoted to routine inquiries regarding locating a missing licensee should not exceed hours per licensee. However, this time may be increased if it is believed that the missing/unaccounted for material involves health and safety concerns and/or consequences.

04.02 Record staff time for inspection efforts in the STARFIRE Financial and Resource Management System under this Inspection Procedure Number (87250) along with all other applicable time and labor reporting codes (i.e., Docket Number for the licensee, Report Number, etc.)

END

Attachments:

Appendix A, Internet Searches

## APPENDIX A

### INTERNET SEARCHES

Forward: Material on the World Wide Web can be transitory in nature. Consequently, any of the following Internet web addresses and search information is subject to change without notice.

#### SEARCH ENGINES

Search engines work in different ways. In order to enhance the ability to get the information needed, it is helpful to understand how different search engines work. For information on how various search engines behave, see the following web site: <http://www.onlineinc.com/database/DB1999/net2.html>.

Common search engines include:

- [www.altavista.com](http://www.altavista.com)
- [www.alltheweb.com](http://www.alltheweb.com)
- [www.lycos.com](http://www.lycos.com)
- [www.hotbot.com](http://www.hotbot.com)
- [www.excite.com](http://www.excite.com)
- [www.infoseek.com](http://www.infoseek.com)
- [www.northernlight.com/search.html](http://www.northernlight.com/search.html)

#### INTERNET RESOURCES

For a wealth of information on Internet resources, visit the following web site.

<http://www.searchengineshowdown.com/>

#### COMPANY ACQUISITIONS/MERGERS

When one company acquires or merges with another, it is useful to find the new owner by use of the company trademark. For information about company trademarks, visit the following web site:

<http://www.uspto.gov/web/menu/tm.html>

For information on company merges, see <http://www.corporateaffiliations.com>

#### SEARCHES BY CITY AND ZIP CODE

When the only information available on a company is its city and zip code, it can be useful to locate the company via the zip code. To do so, visit:

[http://www.framed.usps.com/ncsc/lookups/looup\\_ctystzip.html](http://www.framed.usps.com/ncsc/lookups/looup_ctystzip.html)