



Texas Department of State Health Services Radiation Safety Licensing Branch

Regulatory Guide 2.7

GUIDE FOR THE PREPARATION OF RADIOACTIVE MATERIAL LICENSE APPLICATIONS FOR USE OF FIXED GAUGES

I. Introduction

A. Licensing Process

The acquisition, possession, use, manufacture, production, transport, transfer, and processing of byproduct radioactive material in Texas shall be authorized by the Texas Department of State Health Services (DSHS), Radiation Safety Licensing Branch. The branch issues such authorization as a license. A license indicates what type, quantity, form, and use of radioactive material is authorized and any special conditions under which the radioactive material must be used. This guide describes the process for application for a license and for amendment, renewal, and termination of a license.

B. DSHS Contacts

The DSHS radiation control program maintains an Internet site. The site contains the rules and forms referenced in this regulatory guide, as well as information on who to contact at DSHS with questions, information on the activities and structure of the agency, topics of interest about radiation, and links to other radiation-related web sites.

The agency website is located at: <http://www.dshs.state.tx.us/radiation>

If you do not have access to the world-wide web and need additional information, please call (512) 834-6688 and ask for the following.

1. Industrial Licensing Program - for questions regarding the regulation of fixed gauges and the application for radioactive material license and any related correspondence.

Regulatory Guides are issued to assist applicants and licensees/registrants in developing operational procedures acceptable to the Department of State Health Services, Radiation Safety Licensing Branch (agency), that are compliant with specific sections of Title 25 Texas Administrative Code Chapter 289. Regulatory Guides are NOT substitutes for regulations and compliance with them is not required. Methods for compliance with regulations different from those set out in guides will be acceptable if they are considered by agency staff to provide for public health and safety and demonstrate compliance with regulations.

Comments and suggestions for improvements in Regulatory Guides are encouraged. Letters containing comments and suggestions should be sent to the Policy/Standards/Quality Assurance Branch, Radiation Group Manager, Department of State Health Services, 1100 W. 49th Street, Austin, Texas 78756-3189. Regulatory guides may be reproduced or may be obtained by contacting the agency at (512) 834-6688 or accessing the agency web page at www.tdh.state.tx.us/radiation

II. Applicable Regulations

- A. The requirements of the following sections of Title 25, Texas Administrative Code (TAC), Chapter 289 (formerly known as the *Texas Regulations for Control of Radiation*) apply to the use of radioactive material in fixed gauge operations:
- §289.201 General Provisions for Radioactive Material
 - §289.202 Standards for Protection Against Radiation from Radioactive Material
 - §289.203 Notices, Instructions, and Reports to Workers; Inspections
 - §289.204 Fees for Certificates of Registration, Radioactive Material Licenses, Emergency Planning and Implementation, and Other Regulatory Services
 - §289.205 Hearing and Enforcement Procedures
 - §289.251 Exemptions, General Licenses, and General License Acknowledgements
 - §289.252 Licensing of Radioactive Material
 - §289.257 Packaging and Transportation of Radioactive Material
- B. You may obtain copies of the applicable sections of the rules from the agency website (see paragraph B, above). If you do not have access to the web, one copy of the rules will be provided to you free of charge. It is then the licensee's responsibility to ensure that its facility and any additional authorized sites are provided with copies of the applicable rules. For a charge, you may request rules on disk or additional hard copies.

III. License Fees

- A. A nonrefundable fee must be submitted with each new application. Refer to §289.204 to determine the fee that should accompany the application. Review of the application will not begin until the proper fee is received by DSHS. The check or money order should be made payable to the Department of State Health Services.
- B. Once a license has been issued, a nonrefundable fee must be paid biannually for each radioactive material license. The fee must be paid in-full 2 years on or before the last day of the expiration month of the license. For example, if the license expires September 30, 2005, the biannual fees are due on or before September 30 of each odd-numbered calendar year. You will receive a bill from the DSHS for your biannual fee approximately 60 days prior to the fee due date.
- C. Do not submit a fee with a request for renewal or amendment. If an amendment changes or adds a category of use or adds an authorized use site, the biannual fee will be adjusted accordingly. The adjustments will be reflected on your next fee bill.

IV. Licensing Process

- A. Completing the Application
1. Submit BRC Form 252-2, "Application for Radioactive Material License," for the use of fixed gauges.
 2. Complete all items on the application in sufficient detail to allow the licensing

- reviewers to make a complete evaluation of the program for use of radioactive material in fixed gauges.
3. Submit two copies of the application and all attachments and keep a complete copy for your records.
 4. Complete Items 1-15 on the application.
 5. Additional sheets will be necessary to submit all of the information in items 8-14 on the application. Identify each separate sheet or document submitted with the application by referencing the application item number to which it refers.
 6. Submit all documentation, including pages, sketches, and drawings, on 8-1/2 x 11 inch paper to ease handling and review. If larger drawings are necessary, they should be folded to 8-1/2 x 11 inches.

Items 1-15 of the application are discussed below:

Item 1 - NAME AND MAILING ADDRESS OF APPLICANT: Enter the legal operating entity (company name) and mailing address. The applicant is the organization or person legally responsible for the possession and use of the radioactive material. The address specified here must be your mailing address for correspondence. This may or may not be the same as the address where the material will be stored or used. The DSHS will not issue a license addressed to a company or person residing outside the state of Texas.

Item 2 - LOCATIONS WHERE RADIOACTIVE MATERIAL WILL BE USED: Specify all locations of storage or use by designating the street address, city, and state, or by designating a descriptive address. A post office box address is not acceptable in Item 2. The number of authorized sites will affect the amount of license fee. Each additional storage and/or records location will add 25% to the base license fee.

Item 3 - Self-explanatory.

Item 4 - LOCATION WHERE RECORDS WILL BE KEPT: Provide the appropriate information even though it may be the same as the information in Item 1. If applying for additional authorized use/storage sites, please specify which site will be designated as the main site (e.g., home office or office location of the RSO). Please note that each permanent site where radioactive material will be stored or used is required to maintain records pertinent to the operations at that site. Copies of all required records also need to be maintained for agency review at the designated main site.

Item 5 - INDIVIDUAL USERS AND THEIR TITLES: List the names and titles of the individuals who will be using the gauge(s). The Radiation Safety Officer (RSO) may designate users if the users have received the training as indicated in Item 12.

Item 6 - RADIATION SAFETY OFFICER (RSO): The RSO is the person designated to be responsible for the day-to-day radiation safety program. The RSO maintains all records required by the agency rules, and is the primary contact with the agency on matters pertaining to the license and the use of radioactive materials. The RSO must have the authority to enforce radiation safety policy, suspend activities deemed unsafe, and require

remedial action when necessary. Submit the following information concerning the RSO:

1. The RSO's training and experience with radioactive materials and in the field of radiation safety.
2. Indicate the name of the RSO and telephone number(s), FAX number(s), and electronic mail address(es) where the RSO may be contacted.
3. If multiple sites are requested, indicate the name(s) and qualifications (same as above) of the Site RSO and the telephone number(s) for each site.

Item 7 - RADIOACTIVE MATERIALS DATA: All of the information necessary for this item of the application is available from radioactive sealed source and device manufacturers.

1. To complete this item you should:
 - a. List radioactive material to be possessed by isotope, such as cesium-137 (Cs-137), cobalt-60 (Co-60), etc.
 - b. Specify the manufacturer's name and model number for each type of sealed source requested.
 - c. Specify the maximum number of sealed sources of each isotope to be possessed. Include the activity for each sealed source and the total activity of each isotope to be possessed for each model gauge.
 - d. Specify the intended use of the gauge and enter the manufacturer's name and model number for each gauge.
2. Licensees are encouraged to perform frequent inventory checks to guard against loss or theft.

Item 8 - FACILITIES:

1. Describe the permanent storage facility for radioactive material, to include the following.
 - a. Indicate security precautions to be taken to prevent theft or unauthorized use of the radioactive materials.
 - b. Provide a sketch and/or description of the storage location for each gauge within the facility, indicating the proximity to work stations and activities of personnel working in the area.
 - c. Describe the storage location in relation to and distance from occupied areas within the facility and location of neighboring businesses and/or residences.
 - d. Indicate construction materials used and the dimensions of the storage location, including wall thicknesses.
 - e. Describe the environmental conditions to which the gauges will be exposed (e.g. temperature, corrosive atmosphere, vibration). If the ambient temperature will exceed the maximum operating temperature specified by the manufacturer, provide a description of the means used to maintain a lower temperature.
2. If the proposed storage facility is not owned by your company, please provide a copy of a letter from the owner of the property or his agent stating that they are aware that you are storing devices containing radioactive material on the property.

Item 9 - OPERATING, SAFETY, AND EMERGENCY PROCEDURES: If entry into a vessel containing a fixed gauge, installation, relocation, repair, and/or maintenance of the gauging system is performed, operating, safety, and emergency procedures must be written and

submitted to the agency for approval as part of your application [§289.252(e)(7)].

The purpose of operating, safety, and emergency procedures is to provide personnel with clear and specific guidance and instructions for the use of radioactive material. The manual should include, but not be limited to the following topics:

1. Management Structure and Its Responsibilities. Provide a description of the management structure, and the RSO's position in that structure. Describe the applicant's position on radiation safety in relation to the work environment.
2. Radiation Safety Officer Duties. Explain the RSO's duties in the company with emphasis on overseeing the radiation safety program. Describe records of administration, radiation surveys, periodic field inspections, etc. that will be maintained by the RSO.
3. Individual Monitoring Devices (if necessary). Individual personnel monitoring is required in accordance with §289.202(q). Individual monitoring devices shall meet the requirements of §289.202(p)(3).
6. Emergency Procedures. Describe the actions to be taken by the user when emergency situations involving radioactive material occur. These situations could involve the theft of the gauge, loss of control, an accident that damages or destroys the gauge, the loss or damage to the technician's individual monitoring device, or the accidental exposure of workers. Also, describe the actions to be taken by the RSO when emergency situations occur.
7. Recordkeeping. Provide a description of all records that will be maintained to document operations involving the use of radioactive material. Records should include, but not be limited to:
 - a. receipt, transfer, and disposal;
 - b. leak tests;
 - c. utilization logs;
 - d. individual monitoring reports, if applicable; and
 - e. training.
8. Equipment Maintenance and Inspection Procedures. Describe routine maintenance and inspections to be performed on the gauge(s), indicating what items are to be checked, the documentation of and specific intervals for the maintenance and/or inspections to be performed.

Item 10 - RADIATION DETECTION INSTRUMENTATION: Radiation survey instruments are required when installation, relocation, repair, and/or maintenance of the gauging system is to be performed by the applicant

Item 11 - LEAK TESTING: Sealed sources shall be leak tested every six months [§289.201(g)]; describe the method to be used for leak testing. Certain fixed gauging devices have a 36-month leak test interval. Manufacturers and distributors of gauging devices will have information on specific leak testing requirements.

Item 12 - TRAINING AND EXPERIENCE: Qualifications and training requirements for users of this type of device are minimal, if the applicant does not wish to perform installation,

relocation, repair, and/or maintenance of the gauging devices. Each user must successfully complete a radiation safety course (equivalent to that offered by the gauge manufacturer) to perform the above services. Also, the RSO should successfully complete such a course before assuming the duties of the RSO. Provide copies of the certificates that indicate successful completion of the course. Explain any variations from this policy.

Item 13 - WASTE DISPOSAL: The applicant must describe how the radioactive material will be disposed of when it is no longer needed or can no longer be used. Disposal of radioactive material shall satisfy the general requirements in §289.252(cc). Waste disposal can usually be accomplished by returning all sources to the manufacturer. Disposal options also include the original supplier, a commercial firm licensed by the NRC or an agreement state to accept radioactive waste from other persons, or another specific licensee authorized to possess the radioactive material. All records of receipt, transfer, and disposal as well as all survey records pertaining to these actions shall be retained for DSHS inspection.

Item 14 – FINANCIAL QUALIFICATION AND FINANCIAL ASSURANCE: See 25 TAC §289.252(gg) to determine if financial assurance must be provided. Unless license authorizations include large amounts of long-lived radioactive material (i.e., half-lives of greater than 120 days), financial assurance is not required and financial qualification can be established via self-attestation on BRC Form 252-1, Business Information Form. Spinning pipe gauge licenses typically do not require financial assurance.

Item 15 - CERTIFICATION: The application must be dated and signed by a representative of the corporation or legal entity who is authorized to sign official documents and to certify that the application contains information that is true and correct to the best of the applicant's knowledge and belief. Unsigned applications will be returned for signature.

As a part of an application for new license or renewal of an existing license you must submit a completed and signed BRC Form 252-1 Business Information Form.

COMPLETING THE APPLICATION FOR TECHNICAL RENEWAL: Because of the advances in radiation safety techniques, the changes in licensee operations and DSHS rule changes during the term of the license, a complete renewal application must be submitted like the original application. For personnel added since the license was issued, a statement must confirm that the training and experience of new workers is in accordance with Item 12 of the application. If the application has made any changes in the training program, address those changes in Item 12 of the application. DSHS should be contacted directly for assistance in answering questions concerning the renewal and the procedure for addressing specific items.

SUBMITTING A REQUEST FOR LICENSE AMENDMENT OR LICENSE TERMINATION

1. Submit an amendment request by letter, rather than on an application form. Always reference your license number when corresponding with DSHS. Amendments submitted on an application form may cause a processing delay.

2. Specify exactly what you want changed on the license. Always furnish a justification for the request.
3. Plan ahead whenever possible. For instance, if you have placed a bid on a job and know that an amendment to the license will be required (i.e., new storage/use location, additional radioactive material, etc.), forward your request for amendment to DSHS immediately. **PLEASE DO NOT WAIT** until after you are awarded the contract to request an amendment.
4. Send your amendment to the Industrial Licensing Program.
5. You will receive your license amendment by mail. No authorizations are issued via telephone.
6. Always submit the request in duplicate, including attachments. For licensees with more than one permanent use/storage facility listed on the license or for amendment requests, you may be asked to submit more than two copies of your request. If you are asked to submit several additional copies of the request to the agency, it would be advantageous to always submit that requested number of copies with future amendment requests.
7. Send routine amendment requests separately from amendment requests that are more complex. For example, if you are changing RSO and also need to release a permanent storage/use facility for unrestricted use, you should submit each request in separate letters. Many times DSHS will perform a confirming close-out survey of your facilities before they are authorized to be released for unrestricted use. This will cause a delay in processing the requested RSO change.
8. If you have a license and a certificate of registration (an authorization for the use of x-ray machines) or multiples of either, always submit the changes that affect the radioactive material license to the Industrial Licensing Program and changes that affect the certificate of registration to the Industrial Registration Program. Submit changes that affect both documents to each program as separate requests.
9. When requesting the relocation of a permanent storage/use facility, note that the new facility must be authorized on the license before relocation can occur. After the amendment is issued and you have relocated to your new facility it is important that you submit a request to terminate the former facility. This request should be accompanied by a close-out radiation survey [§289.202(ccc)].
10. The agency will accept facsimile transmissions as a formal request for amendment. Please limit facsimiles to no more than ten pages, thus originals need **NOT** be sent by regular mail.
11. To terminate your license, the agency requires the following.
 - a. Request should specify that you want to **terminate** the license.
 - b. Copies of surveys (or current leak tests) required by §289.202 (p), if applicable.
 - c. All fees shall be paid/current. Not paying your annual fee does **NOT** automatically terminate your license.
 - d. Documentation of radioactive material disposition and radiation surveys (or current leak tests) required by §289.252(l)(4)(C).
 - e. All Notices of Violation shall be resolved through the DSHS Policy/Standards/Quality Assurance's Radiation Group.
12. DSHS reserves the right to conduct a confirming radiation survey and facility evaluation prior to the release of controlled areas for unrestricted use. It is the

licensee's responsibility to decontaminate facilities to levels allowing release for unrestricted use. If residual radiation levels or contamination levels exceed the applicable release limits contained in §289.202, your license will not be terminated until release limits have been met.

13. Always address license amendment or license termination requests to:

Texas Department of State Health Services
Radiation Safety Licensing Branch
Attn: Industrial Licensing Program
1100 West 49th Street
Austin, Texas 78756-3189