

Event Reporting Schedule for Agreement States			
	REPORTABLE EVENT NOTIFICATION¹	AGREEMENT STATE REPORTING SCHEDULE TO NRC	REPORTING METHODS TO NRC⁴
IMMEDIATE	Significant reportable events requiring immediate notification (i.e., within 4 hours or less²) by Agreement State licensees.	Agreement States should report to NRC immediately of notification by an Agreement State licensee.	Report initial information to the NRC Operations Center⁵ (301) 816-5100 FAX #: (301) 816-5151 Email: HOO.HOC@nrc.gov
	Significant reportable events requiring notification within 24 hours or less, or next calendar day , by Agreement State licensees.	Agreement States should report to NRC within 24 hours of notification by an Agreement State licensee.	
24 HOURS	Events involving theft or terrorist activities should be reported to the FBI . ³	Agreement States should report to the FBI within 24 hours of notification.	
5 - 60 DAYS	5 – 60 day reportable events requiring greater than 24 hour notification by Agreement State licensee and event follow-up reports.	Agreement States should provide 5 - 60 day notification within the same timeframe licensees must report the event to the Agreement States, and any follow-up reports should be provided in a timely manner ⁶ .	Email: NMED@INL.GOV Telephone: 208-526-6904 Fax: 208-526-0990 or Mail: INL, P.O. Box 1625, MS 3870, Idaho Falls, ID 83415 Attn: Thomas W. Smith or Mail: U.S. NRC, Branch Chief of RMSB/MSSA, Mail Stop T-8-E24, Washington, DC 20555
VOLUNTARY	Lost, stolen, or abandoned sources reported to the Agreement State that are non-AEA or unlicensed material and not covered by the above two categories.	Voluntary reporting by the Agreement States and non-Agreement States. ⁷	Email: NMED@INL.GOV or NMEDNRC@NRC.GOV

- ¹ Privacy Act Information - Personal or sensitive information should not be included in event descriptions (e.g., names, personal addresses, or-social security-numbers).
- ² For example, events involving lost, actual or attempted theft, sabotage, or diversion of radioactive materials or devices containing “high-risk” sources in quantities greater than or equal to the *quantities of concern* (i.e., quantities greater than or equal to Category 2 sources listed in the International Atomic Energy Agency’s Code of Conduct and as outlined in reporting requirements in 10 CFR Part 20.2201
- ³ A revision to the U.S. Code assigns lead responsibility for material events involving possible theft or terrorist activities to the Federal Bureau of Investigation (FBI).
- ⁴ See following sample fax to the NRC Operations Center. It will be available in Appendix D of FSME procedure SA-300.
- ⁵ The NRC Operations Center staff will promptly notify the appropriate Region Duty Officer (RDO) and Headquarters staff of Agreement State events. Therefore, no separate notification to other NRC staff by an Agreement State is necessary.
- ⁶ See following example of the minimum basic event information required for a complete record. It will be available in Appendix E of SA-300.
- ⁷ Voluntary reporting is a joint national effort of the NRC and the Conference of Radiation Control Program Directors (CRCPD) to track certain non-AEA, unlicensed or non-reportable AEA lost and found radioactive material. More information about the national program may be found in SA-300.

FAX TO: NRC OPERATIONS CENTER

Agreement State Agency:	[State] Dept. of Health, Division of Radiation Protection
Event Report ID No.:	State ID, YY, No., e.g. TN-06-0001
License No.:	CL-Z00X-1
Licensee:	County Inspection Inc.
Event date and time:	Month XX, YYYY, between 4:00 and 5:00 am
Event location:	City, State
Event type:	Stolen Radiography Device
Notifications:	[State] Dept. of Health has notified local police, and the FBI due to possibility of unlawful criminal activity. Press release has not been issued at this time.
Event description:	<p>[State] Dept. of Health was notified on [date], by a representative from [licensee], of the theft of a radiography exposure device [camera] from a locked equipment trailer on Thursday morning, April 6, 2006. The locked camera and the keys to the camera were stolen. The radiography camera is identified as XYZ Company, Model 160B, serial No. B-3333, containing [radionuclide] [activity, when known] 88.3 curies of Iridium-192. The device cables were not stolen.</p> <p>The State has an inspector on site and will continue to keep NRC informed of the status of our investigation.</p>
Transport vehicle description:	N/A
Media attention:	[State] Dept. of Health has received inquiries from the media
Point of contact:	Minnie C. Gauges, 301-415-0001

Minimum Required Information for a Complete Event Report	
1. Essential Details (Provide)	3. Device/Associate Equipment
a. Narrative event description (e.g., Event circumstances and details including source radionuclide and activity)	For equipment/device involved indicate the manufacturer, model and serial number, and provide clear description of any equipment problems.
b. Report identification number	4. Release of Licensed Material or Contamination
c. Event date and notification date	Release type (air or water); contamination (person or surface); isotope and activity released
d. Licensee/reporting party information (i.e., name license number, and address).	5. Medical Event
e. Location (site) of event.	a. Procedure administered; dose intended and actual dose administered; isotope and activity administered; target organ.
f. Whether the event is NRC reportable and the applicable reporting requirement.	b. Patient and Referring Physician notified?
g. Cause and corrective actions (States and licensees actions)	6. Overexposure
h. Notifications: local police, FBI, and other States; as needed.	a. Radiation source and activity
i. Indicate if there are any generic implications (i.e., generic issues or concerns).	b. Exposure dose and exposure type (e.g., whole body, extremity, etc.)
2. Source/Radioactive Material	7. Transportation
Isotope and activity; manufacturer, model and serial number, and leak test results, if applicable.	Type of transport; identity of shipper; package type and ID number (if available)