



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR THOMAS P. D'AGOSTINO
ADMINISTRATOR
NATIONAL NUCLEAR SECURITY ADMINISTRATION

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FROM: GLENN S. PODONSKY
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SUBJECT: Reporting of Radiological Sealed Sources Transactions

The requirements for reporting transactions involving radiological sealed sources are identified in Department of Energy (DOE) Notice (N) 234.1, *Reporting of Radioactive Sealed Sources*. The data reported in accordance with DOE N 234.1 are maintained in the DOE Radiological Source Registry and Tracking (RSRT) database by the Office of Information Management, within the Office of Health, Safety and Security. This memorandum provides additional information needed to facilitate data reporting.

Mr. Robert McMorland has been assigned as the RSRT Manager. Please have the applicable data forwarded to him.

Transactions involving Category 1 and 2 radiological sources, as defined in DOE N 234.1, will be reported from DOE to the Nuclear Regulatory Commission (NRC) National Source Tracking System (NSTS) by the RSRT Manager. The NRC has assigned the following information to be used for all DOE transactions in the NSTS:

Licensee Name - DOE
License No. - DOE-001
License Address - 19901 Germantown Road, Germantown, MD 20874.

Please note that whenever a radiological sealed source is transferred by DOE or a DOE contractor to a NRC or NRC Agreement State licensee, the DOE licensee name, license



number, and license address (previously referenced) must be included with the shipping information so that the recipient organization can identify the transaction and properly acknowledge receipt of the source in the NSTS. Similarly, when ordering a radiological sealed source from a NRC or NRC Agreement State licensee, the same DOE licensee name, license number, and license address needs to be included in the procurement documents, so that the source provider can enter them into NSTS when reporting the source transfer to DOE or DOE contractor.

The actual location including site name and address of each radiological sealed source will be maintained in the RSRT for each transaction, both internal and external to DOE. However, only the Germantown address will be reported in the NSTS regardless of the actual location of the radiological sealed source.

If you have any questions, please contact Mr. Robert McMorland, RSRT Manager, at (202) 586-0057, or by e-mail at Robert.McMorland@hq.doe.gov.

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