

Ohio Department Of Health

Application for a License for Radioactive Material

1. This is an application for <input type="checkbox"/> Initial License – or – <input type="checkbox"/> Renewal or <input type="checkbox"/> Amendment of License Number:			
2. Name of applicant/licensee (Corporation or individual requesting to conduct activities described below.)			
3. Mailing address of licensee (A P.O. Box may be used here.)			
4. Billing address of licensee (A P.O. Box may be used here.) Indicate if same as mailing address. <input type="checkbox"/>			
5. Location(s) of use and storage (Do NOT use a P.O. Box. An actual street address or location description is required. Use additional pages if necessary.)			
a. Address			
b. Address			
c. Address			
d. Indicate if radioactive materials are to be used at temporary job sites in Ohio. <input type="checkbox"/>			
6. Licensee Contact Person <input type="checkbox"/> Indicate if Consultant or other non-employee			
Name	Phone	Fax	E-mail

Submit detailed information for items 7 through 13 as separate attachments. See instructions and refer to guidance documents for examples of type and scope of responses.

7. Radioactive Material(s) Requested		
a. Element and Mass Number (e.g. Hydrogen-3 or H-3)	b. Physical/Chemical Form (e.g. sealed source, liquid, metal foil)	c. Maximum activity requested (use SI units)
8. Purpose(s) for which radioactive material will be used (Describe how materials are to be used.)		
9. Radiation Safety Officer (Provide training, experience, and designation of individual by management.)		
10. Training Program (Include topics to be covered, frequency, and individuals or groups who will receive the training.)		
11. Facilities and Equipment (Attach drawings, floor plans, and other information as applicable.)		
12. Radiation Protection Program (Attach required information.)		
13. Waste Disposal / Waste Management (Attach information describing methods to be used.)		
14. Corporate Designation: Indicate if Applicant/Licensee is a <input type="checkbox"/> Domestic (In-State) or <input type="checkbox"/> Foreign (out-of-state) corporation. If a Foreign Corporate, provide name and contact information for the designated agent		
Name	Address	Phone ()
15. Application Certification		
The applicant stated herein, or any official executing this application on behalf of the applicant, certifies that:		
a. This application is prepared in conformity with Chapter 3748 of the Revised Code and rules adopted thereunder.		
b. All information contained herein, including supplements and attachments, is true and correct to the best of our knowledge and belief.		
Printed name and title of applicant /official executing this application		
	Signature	Date / /
16. Federal Tax ID Number: (If there is not a federal tax ID number, contact Bureau. DO NOT use social security number.)		
17. Reduced License Fees Certification		
The applicant stated herein, or any official executing this application on behalf of the applicant, certifies that:		
a. This Reduced License Fees Certification is prepared in conformity with Chapter 3748 of the Revised Code and rules adopted thereunder.		
b. All information contained herein, including supplements and attachments, is true and correct to the best of our knowledge and belief.		
c. The qualification for reduced license fees is based on OAC 3701:1-38-02, paragraph (J), subparagraph ().		
Printed name and title of applicant /official executing this application		
	Signature	Date / /
Submit completed license application, with all necessary attachments and supporting documentation, by one of these methods		
By Mail: Ohio Department of Health Bureau of Radiation Protection Attn: Materials Licensing 246 North High Street Columbus, Ohio 43215	By Fax: (614) 466-0381 Attn: Materials Licensing By E-mail: BRadiation@odh.ohio.gov Attn: Materials Licensing	

Ohio Department Of Health

Bureau of Radiation Protection

Instructions for Completing Form HEA-5133 “Application for a License for Radioactive Material”

Note: Please read the instructions below before completing Form HEA-5133. Type or print legibly and attach any necessary additional information. You may submit electronic copies of the application and additional information. Information on methods and addresses for submittal of the application to the Ohio Department of Health, Bureau of Radiation Protection (BRP) is provided at the end of these instructions and at the bottom of the application form.

- 1. This is an Application For** – Mark the appropriate box. For renewal or amendment applications, indicate the current license number.
- 2. Name of Applicant/Licensee** – This should be the applicant’s corporate name or an individual’s name if an individual is applying for a license.
- 3. Mailing Address of Licensee** – Provide the mailing address where license related correspondence should be sent. A post office box is acceptable as a mailing address.
- 4. Billing Address of Licensee** – Provide the billing address where invoices and other fiscal information should be sent. Indicate if this is the same as the mailing address. A post office box is acceptable as a billing address.
- 5. Location(s) of Use or Storage** – List all addresses of use or storage for the radioactive material(s). List the mailing address if that is also a location of use or storage. Indicate if the licensee will use materials at temporary job sites in Ohio (5.d). Though field instruments such as portable gauges or instruments may be used at multiple sites within the state, the location(s) where the source of radiation is stored must be listed. **Note:** A post office box is **NOT** acceptable as an address of use or storage. If a street address is not available, provide a sufficient description to allow identification of the location.
- 6. Licensee Contact Person** – The person whom the BRP should contact if there are questions about the application. Normally, the BRP will contact the radiation safety officer (RSO), and correspondence will also generally be directed to the RSO. If the contact person is a consultant or other non-employee, please indicate.
- 7. Radioactive Material(s) Requested** – Provide the following information for the types and quantities of radioactive material(s) requested:
 - a. Element and Mass Number** – Radioactive materials to be used must be listed individually and must identify both the element and isotope. For specific applications that use a variety of isotopes, such as for medical use, list “any material per [cite]” where [cite] represents the specific regulation.
 - b. Physical/Chemical Form** – If the radioactive material is in a sealed source, and the source is in a source housing, the applicant must list both the radioactive material source and the housing (storage container) manufacturer and model number. Additional detail such as manufacturer’s drawings, diagrams or photographs may be necessary if the source is not listed in the Sealed Source and Device Registry. If the radioactive material is not in a sealed source (e.g. ores used for processing, liquids containing the radioactive material), then state the chemical and physical form in which the material will be used.
 - c. Maximum Activity Requested** – List the maximum activity of each single source of a radioactive material requested (e.g. 37 megabecquerels (1.0 millicurie)) and the total activity requested for each radionuclide.
- 8. Purpose(s) for which Radioactive Material will be Used** – State the proposed use(s) of the radioactive material (e.g. for measuring physical properties of materials in portable gauging devices, medical use per [cite]). Be sure to list all planned uses.
- 9. Radiation Safety Officer** – Provide the name and qualifications of the RSO, with contact information including mailing address, phone number and e-mail address. Attach a delegation of authority statement for the RSO from the applicant’s management. The individual designated as RSO must have training and experience in the handling of the radioactive material(s) and the use(s) requested. The individual listed as the RSO in an industrial setting for a gauge would have different training and experience from the individual listed for a large hospital. Depending on the license category, the training may range from completion of a manufacturer-conducted training session on a specific device up to a college degree, years of experience, and training with a preceptor. A review of applicable sections of the Ohio Administrative Code and licensing guidance documents for training and expertise requirements for the RSO is recommended prior to completion of this section. Contact the BRP for further information.
- 10. Training Program** – Each individual or class of individuals who will be using the radioactive material(s) under the license must be trained in the use of the material and such training must be documented. As in the case of the RSO, this training and experience will vary widely depending

on the use of the radioactive material. A review of applicable sections of the Ohio Administrative Code and licensing guidance documents for training and expertise requirements for users of radioactive materials is recommended prior to completion of this section.

- a. Note:** If there are ancillary staff or workers who could frequent the area (e.g. cleaning staff, maintenance workers, nurses, etc.), these individuals must also receive training so they know how to accomplish their assigned tasks without risk of exposure/contamination from radioactive material in the area.
- b. Note:** Nuclear medicine technologists and radiation therapy technologists must be licensed by the State of Ohio. Proof of licensure must be provided to the BRP upon initial application or upon request.

11. Facilities and Equipment – Describe the locations where radioactive material(s) will be used or stored within the applicant's facilities. Floor plans or drawings, if provided, should clearly indicate use and storage areas and must include any radioactive waste storage areas if waste will accumulate at a licensed site. Physical features and engineering controls (e.g. fume hoods, sinks, interlocks, etc.) used in radiological operation(s) should also be described and annotated on such plans or drawings.

12. Radiation Protection Program – The applicant's radiation protection program must include all activities and account for all radioactive material possessed from the time it is received to when it is disposed of. Essential elements of the program will include: audit procedures to verify compliance of the program; termination of licensed activities; radiation detection and measurement; material receipt and accountability; ALARA program; occupational dose; public dose; operating and emergency procedures; leak tests; maintenance; and transportation. The applicant's response to this section should include the following information as applicable:

- a. The type of personnel monitoring equipment that will be used to provide a permanent dose record, with the name of the dosimetry supplier and period of exchange or use (e.g. monthly, quarterly). If use of radioactive material could result in internal deposition of radionuclides, indicate the method to be used for determination of internal deposition. This can be a description or copy of the applicant's bioassay program.
- b. Indicate all instrumentation available to be used for routine and non-routine radiological surveys, including laboratory instrumentation and field or hand-held instrumentation. List the manufacturer, model number, quantity available, type of radiation detected, expected use, calibration frequency and who will perform calibrations.
- c. Provide a general description of operating and emergency procedures to be followed. For certain uses of radioactive materials entire procedures may be required. Note: Applicants who commit to the use of procedures that have been approved through secondary reference, such as the NUREG 1556 series available from the U.S. Nuclear Regulatory Commission (NRC) or the BRP's NMS-LIC-NN series, may follow that guidance regarding the level of detail required for adequate BRP review. Copies of the applicable NMS-LIC-NN guidance documents may be obtained from the BRP.

13. Waste Disposal/Waste Management – Large facilities with multiple licenses, broad scope licensees and certain medical facilities may have a waste storage area for holding short half life radioactive material for decay. Other methods of waste management may be to return the material to the vendor or manufacturer, use the services of a waste broker or to contract directly with a disposal facility. The method(s) to be used by the applicant must be described in detail. Note: Some uses and quantities of radioactive material may require financial surety and decommissioning funding plans for ultimate license termination. These should be outlined and placed with this section as a separate document. Contact the BRP for more information regarding financial assurance and decommissioning funding plans.

14. Corporate Designation – Applicants should indicate their corporate designation in accordance with Section 1701.01 of the Revised Code, which provides the following definitions:

- a. "Corporation" or "domestic corporation" means a corporation for profit formed under the laws of this state.
- b. "Foreign corporation" means a corporation for profit formed under the laws of another state.
- c. Note: Applicants that meet the definition of "foreign corporation" must identify their "designated agent" as required by Section 1703.041 of the Revised Code.

15. Application Certification – Applications must be signed and dated by an officer of the applicant's corporation, or by the individual that is applying for the license. Unsigned applications may be returned without review.

16. Federal Tax ID Number – The Federal Tax ID Number is used to process invoices and adjustments to fees applicable to the license. **Note:** If the applicant is an individual and does not have a Federal Tax ID Number, **DO NOT** submit the individual's Social Security Number. In these cases, contact the BRP for further instructions.

17. Reduced License Fees Certification – Applicants should review the provisions in paragraph (J) of rule 3701:1-38-02 of the Ohio Administrative Code to determine if they qualify for a reduced fee. If requesting a reduction, the applicant must indicate the applicable subparagraph, sign the certification and attach the necessary required supporting documentation.

Submitting Applications – Applications should be submitted online using the RADMAT licensing database. Access to RADMAT requires

designation as RADMAT User and receipt of a password from the BRP. An application to become a RADMAT User is included on page 4 of these instructions. If the applicant chooses not to use the online RADMAT system, the BRP requests applications be submitted on electronic media if possible. This will simplify downloading application materials to the RADMAT database. Applications may be submitted by e-mail, fax or mail as follows:

By E-mail to: BRadiation@odh.ohio.gov
Subj: Materials Licensing

By Fax to: (614) 466-0381
Attn: Materials Licensing

By Mail to: Ohio Department of Health
Bureau of Radiation Protection
Attn: Materials Licensing
246 North High Street
Columbus, Ohio 43215

Note: Please DO NOT send any fees with an application. If the application is for a new license or to amend an existing license, the BRP will generate an invoice for the proper fees upon receipt and review of the application. New licensees and renewal applicants will continue to be invoiced each year for the annual license fees.

Designation of Authorized User for ODH RADMAT Computer System

The following individual has been designated as an Authorized RADMAT User for the Ohio Radioactive Materials License identified below and should be provided access to the ODH RADMAT computer system on our behalf:

Please Print or Type

RADMAT User's Name
RADMAT User's Title
Licensee Name
E-mail address
Ohio Radioactive Material License Number

Certifying Official Designation:

The individual named above has been designated as a RADMAT user for the ODH RADMAT computer system for the Ohio Radioactive Materials License number indicated above. I understand I am to notify the Ohio Department of Health, Bureau of Radiation Protection in the event the employment relationship with this individual is terminated.

Certifying Official's Signature	
Certifying Official's Printed Name	
Certifying Official's Title	Date / /

RADMAT User Statement of Understanding:

I have been designated as a RADMAT User for the ODH RADMAT computer system for the Ohio Radioactive Materials License number indicated above. I understand I am to notify the Ohio Department of Health, Bureau of Radiation Protection in the event I terminate my employment relationship with this licensee.

RADMAT User's Signature:	Date / /
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Return the completed form to:

For Medical Licenses

Ohio Department of Health
Bureau of Radiation Protection
Attn: Karl Von Ahn
246 North High Street
Columbus, Ohio 43215

Or e-mail to: Karl.VonAhn@odh.ohio.gov

Or to any of the above via fax to: (614) 466-0381

For Non-medical Licenses

Substitute:

Attn: Stephen James

Stephen.James@odh.ohio.gov

For Decommissioning Licenses

Substitute:

Attn: Chuck McCracken

Chuck.McCracken@odh.ohio.gov

For Bureau use Only

Log-in ID Authorized by	File #	Date: / /
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