

## TEXAS DEPARTMENT OF STATE HEALTH SERVICES APPLICATION FOR A GENERAL LICENSE ACKNOWLEDGEMENT OF DEVICES CONTAINING RADIOACTIVE MATERIAL

**Instructions:** Complete **ALL ITEMS** of the application. Submit the completed application and appropriate fee to the Texas Department of State Health Services, Radiation Safety Licensing Branch MC-2003, P.O. Box 149347, Austin, Texas 78714-9347. Retain a copy for your files. Upon completion of processing, the applicant will receive a General License Acknowledgement (GLA) issued in accordance with the provisions of Title 25 Texas Administrative Code Chapter 289 (25 TAC §289) and the Texas Radiation Control Act.

<p>1. Legal Business Name and Business Mailing Address of Applicant <i>(Texas address only)</i>:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>2. Responsible Person (RP) <i>(person responsible for maintaining records)</i>:</p> <p>_____</p>
<p>4. Records Location <i>(Provide only if address in Item 1 is not a physical location address)</i>:</p> <p>_____</p> <p>_____</p>	<p>3. Office Telephone No: _____</p> <p>Cell Telephone No: _____</p> <p>FAX Telephone No: _____</p> <p>E-mail Address: _____</p>
<p>5. Address (including ZIP Code) where radioactive material will be used and/or stored <i>(if multiple sites, list each site)</i>:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Temporary Job Sites</p>	

6. This application is for:

<p><input type="checkbox"/> New GLA (Attach appropriate Fee and <a href="#">RC Form 252-1</a>)*</p> <p><input type="checkbox"/> New GLA by amendment of License No. L0 _____ **</p> <p><input type="checkbox"/> Amendment of GLA No. G0 _____</p>	<p>If this is an amendment request, check the applicable box below:</p> <p><input type="checkbox"/> Business Name Change      <input type="checkbox"/> Device Addition</p> <p><input type="checkbox"/> Address Change              <input type="checkbox"/> Device Transfer</p> <p><input type="checkbox"/> RP Change                      <input type="checkbox"/> Change in Radionuclides</p> <p><input type="checkbox"/> Other: _____</p>
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\*Complete and attach RC Form 252-1 (Business Information Form) with your application.

\*\*Check this box and provide the license number if you currently hold a radioactive material license in Texas and want the acknowledgement incorporated in the license.

7. DEVICE DATA		List for each device possessed <i>(Continue on a supplemental sheet if necessary)</i>			
Device Manufacturer	Device Model	Device Serial Number	Source Serial Number	Isotope	Activity

8. **CERTIFICATION**

I certify that all information submitted is true and correct to the best of my knowledge.

\_\_\_\_\_

Signature of Applicant or Representative                      Typed or Printed Name                      Date

**PRIVACY NOTIFICATION:** If you are applying as an individual, with few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.state.tx.us/policy/privacy.shtm> for more information on Privacy Notification. (Reference: Government Code, Section 552.021, 552.023, 559.003 and 559.004).

Listed below are detailed instructions for completing the application. Complete all applicable items. Because space on the form is limited, additional sheets should be used if necessary. When applying for a NEW General License Acknowledgement (GLA), in addition to this application form, please complete and include RC Form 252-1 [Business Information Form]. Additionally, please remit the appropriate 2-year application fee with the application. The 2-year application fee can be determined by referring to Section (§) 289.204 of Title 25 of the Texas Administrative Code for the amount specified for "General License Acknowledgement - Gauge." This section may be accessed via the Internet at <http://www.dshs.state.tx.us/radiation/rules.shtm>. If more than one site is specified for possession and use of a device and/or maintenance of records, an additional fee of 25% of the base fee is required for each additional site, up to a maximum of 50 sites. To ensure the appropriate 2-year fee is remitted, please call 512-834-6688 and ask for the Agency's Fee Billing Office. Review of the application will not begin until the fee has been received.

**ITEM 1** - Indicate the name and mailing address of the applicant in Texas. The applicant should be the corporation or other legal entity applying for the GLA. If the applicant is an individual, the individual should be acting in a private capacity and the use of the radioactive material should not be connected to the individual's employment with a corporation or other legal entity.

**ITEM 2** - The Responsible Person (RP) is the individual responsible for ensuring compliance with the regulatory requirements. The RP maintains the GLA and associated records and is the primary contact with the Agency on matters pertaining to the GLA and use of the radioactive material. If you have more than one Primary Storage/Use location, only one individual shall be designated as RP for all locations.

**ITEM 3** - Enter the contact information of the RP, including the area code.

**ITEM 4** - Provide only if the address in ITEM 1 is not a physical address (i.e., P.O. Box).

**ITEM 5** - a) Specify the location of use and/or storage by street address, city, and **Zip Code**. If necessary, provide a descriptive address (e.g., five miles east of FM Road 14 on Highway 10) that will allow the Agency to easily locate the facility. A post office box alone is not acceptable. If you have more than one permanent storage and/or use location, indicate such on additional paper if required. b) If you possess a portable/mobile generally licensed (GL) device, check the "Temporary Job Site" box if it will be used at temporary sites throughout Texas. Radioactive material shall not be used or stored in residential locations, including self-storage, unless authorized by the Agency.

**ITEM 6** - Check "New GLA" if the applicant does not have a GLA issued by the Agency. Check "Amendment" and enter the GLA number if the applicant is updating information previously submitted. When amending the GLA, check the appropriate box that specifies the type of amendment you are requesting (e.g., business name change, RP change).

**ITEM 7 - DEVICE DATA:** Only report devices required by Title 25 TAC §289.251(g)(1): i.e., those containing 10 millicuries or greater of cesium-137, 1.0 millicurie or greater of americium-241 or any transuranic (i.e., elements with atomic numbers greater than 92), 1.0 millicurie or greater of cobalt-60, and 0.1 millicuries of strontium-90. The following information may be obtained by visual inspection of the permanently attached label located on the device. The application cannot be processed unless the device information is provided.

Device Manufacturer - List the name of the manufacturer.

Device Model Number - List the device model number.\*

Device Serial Number - List the device serial number.

Source Serial Number - List the serial number of the sealed source(s).

Radionuclide & Activity - List the radionuclide, such as cesium-137 (Cs-137) and include the activity for each sealed source. The activity should be expressed in curies (Ci), millicuries (mCi), or microcuries (µCi).

\* - In a few instances a device manufacturer may provide a serial number only for either the device or the sealed source.

**IF YOU CAN NOT LOCATE ALL THE DEVICE DATA, CONTACT THE DEVICE MANUFACTURER OR DISTRIBUTOR FOR ASSISTANCE.**

**ITEM 8** - The application must be signed and dated by the applicant or representative of the company. **The signature certifies the above information is true and correct as verified by a physical inventory and checking of the information on the label of the devices.**