



Radioactive Material Licensing Radiation Section

RC Form 257-1 Application For Low Level Radioactive Waste Shipper Registration

Complete this application in accordance with the applicable regulations, Texas Health and Safety Code §401.052 "Rules for Transportation and Routing" and Title 25 Texas Administrative Code (25 TAC) §289.257 "Packaging and Transportation of Radioactive Material." These documents are available at <https://www.dshs.texas.gov/texas-radiation-control/applications-forms-radiation-control-program>. Retain a copy of the entire completed application for your files.

For a **New or Renewal registration**, submit the application at least **14 days prior** to making the first shipment.

New Shipper Registration - Provide the following information:

- Item 1 - RC 252-1 Business Information Form
- Item 2 - Contact Information
- Item 3 - Emergency Plan
- Item 4 - Quality Assurance Procedures for Packaging
- Item 5 - Certification

Renewal Shipper Registration No.: W

Provide the following information:

- Item 1 - RC 252-1 Business Information Form
- Item 2 - Contact Information
- Item 3 - Emergency Plan
- Item 4 - Quality Assurance Procedures for Packaging
- Item 5 - Certification

Amendment Registration No.: W

Check appropriate box and provide the following information:

- Item 1 - Business Name or Address Change
(Attach RC 252-1 Business Information Form)
- Item 2 - Contact Information
- Item 3 - Emergency Plan
- Item 4 - Quality Assurance Procedures for Packaging
- Item 5 - Certification

Item 1 - RC 252-1 Business Information Form

Provide legal business name and mailing address of applicant. A shipper who does business in Texas must be registered with the Texas Secretary of State's office. If registered with the Texas Secretary of State, please provide a copy of your certificate of filing.

If transporting through Texas to the compact facility, registration with the Texas Secretary of State's office is not necessary, but please submit RC 252-1 Business Information Form.

Item 2 - Contact Information

Contact Person

Office Number

Email Address

Emergency Number

Item 3 - Emergency Plan

Submit an emergency plan in accordance with 25 TAC §289.257(r). The plan should include the following information:

Basic Shipment Information: Provide a basic description of a typical shipment including the type(s) of vehicle, the type(s) of shipping container, isotopes, specific activity, total activity, material form (gas, powder, solid, special form) and any non-radioactive materials mixed with the waste. An example waste manifest may be used to fulfill this requirement.

Types of Accidents: Identify the types of accidents that may occur. Classify the accidents by severity and estimate the potential for release of material for each type of accident.

In-state shippers - provide additional procedures for emergencies that occur during preparation of the shipment prior to being handed over to the transporter.

Notifications: Identify the emergency number used on the shipping documentation. Explain how you will be notified in the event of a radiological emergency. Include procedures for notifying local law enforcement and the Texas Department of State Health Services (DSHS). The DSHS 24-Hour emergency phone number is (512) 458-7460.

Response: Identify plans to respond to the site of the emergency, if any, by staff or contractors. If available, include those response procedures to include scene evaluation, decontamination, repackaging or reclamation. Describe what processes or agreements the shipper has in place to mitigate accident consequences, including time frames for incident team response.

Item 4 - Quality Assurance Procedures for Packaging

Submit quality assurance (QA) procedure for packaging in accordance with 25 TAC §289.257(s)-(u). The plan should include the following information:

A list of U.S. Department of Transportation (DOT) and/or U.S. Nuclear Regulatory Commission (NRC) approved containers.

Package manufacturer and model number.

Certificate of compliance or other pertinent certifying documentation.

Procedures to ensure containers are properly packaged and prepared for shipment.

If you are producing your own packaging, submit a description of the quality assurance program for review in accordance with 25 TAC §289.257(s)(3). The quality assurance program must be approved by the department prior to shipment.

Authority and Duties - A core requirement of the quality assurance (QA) program is to clearly establish and delineate in writing the authority and duties of persons and organizations performing activities that affect the functions of structures, systems, and components important to safety[25 TAC §289.257(t)(2)]

Quality Assurance Functions - The QA functions are defined as:

- Assuring that an appropriate QA program is established and effectively executed.
- Verifying that activities affecting safety-related functions have been correctly performed, using methods such as checking, auditing, and inspection. [25 TAC §289.257(t)(3)]

Authority and Freedom of QA Personnel - The persons and organizations performing QA must have:

- Sufficient authority to identify quality problems.
- Organizational freedom to initiate, recommend, or provide solutions.
- Freedom to verify the implementation of solutions. [25 TAC §289.257(t)(4)]

QA Program - A QA program must:

- Be established at the earliest practicable time in alignment with the schedule for accomplishing activities.
- Documented via written procedures or instructions throughout the period in which the packaging is used.
- Identify the material and components covered by the QA program, the major organizations participating in the program, and the designated functions of these organizations.
- Provide control over activities affecting the quality of the identified materials and components to an extent consistent with their importance to safety, and as necessary to assure conformance to the approved design of each individual package used for the shipment of radioactive material.

- Assure activities affecting quality are accomplished under suitable controlled conditions to include the use of appropriate equipment; suitable environmental conditions for accomplishing the activity, such as adequate cleanliness; and all prerequisites for the given activity are satisfied.
- Consider the need for special controls, processes, test equipment, tools, and skills to attain the required quality, and the need for verification of quality by inspection and test. [25 TAC §289.257(u)]

QA Procedures - The requirements and procedures of the quality assurance program shall be based on the complexity and intended use of the package and its components and consider the following:

- Impact of malfunction or failure on safety
- Design and fabrication complexity or uniqueness
- Need for special controls and surveillance
- Degree of demonstrable functional compliance
- Quality history and standardization. [25 TAC §289.257(u)(3)]

Training - Personnel performing QA-related activities must receive indoctrination and training to ensure proficiency and consistency.

Periodic Review - The status and adequacy of the QA program must be reviewed at established intervals by management. Participating organizations must regularly review the QA program components they execute.

Item 5 – Certification - (Application Must be Signed to be Accepted)

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

Signature of Applicant	Title
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Typed/Printed Name	Date
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Send the application and required procedures to:

ramlicensing@dshs.texas.gov

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.texas.gov> for more information on Privacy Notification (Reference: Government Code, Section 552.021, 552.023, 559.003, and 559.004).

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Item 1 - RC 252-1 Business Information Form

Indicate the legal business name and mailing address of the applicant. The applicant should be a corporation or other legal entity applying for the waste shipper registration. If the applicant is an individual, the individual should be acting in a private capacity, and the use of radioactive material should not be connected to the individual's employment with a corporation or other legal entity.

A shipper who does business in Texas must be registered with the Texas Secretary of State's office. If a doing business as (DBA) or assumed name is used, it must also be registered. To register a business name or DBA, contact the Texas Secretary of State's Corporations Section at <http://www.sos.state.tx.us/corp/sosda/index.shtml>.

If any of the conditions below are met, you must register with the Texas Secretary of State and provide "certificate of status". If using a DBA, also submit your "certificate of filing."

- Does your company maintain an office in the State of Texas?
- Does your company regularly solicit to residents (businesses) in the State of Texas?
- Does your company have employees that reside in the State of Texas?

Note: Financial assurance is not required.

Item 2 - Contact Information

The Contact Person (CP) is the individual responsible for ensuring compliance with the regulatory requirements. The CP maintains the registration and associated records and is the primary contact with the Department on matters pertaining to the registration. Enter the contact person's information.

Item 3 - Emergency Plan

Procedures must include information about the shipment, types of accidents that may occur, whom to notify in the event of an emergency and plans to respond to the site of the emergency. Local law enforcement and the Texas Department of State Health Services (DSHS) must be notified. The DSHS 24-Hour emergency phone number is (512) 458-7460. Procedures must demonstrate that the transporter will contact the shipper in case of emergency and verify that in-state shippers have been provided with an emergency plan for emergencies that occur during preparation of the shipment prior to being handed off to the transporter.

Item 4 - Quality Assurance Procedures for Packaging

Submit a list of U.S. Department of Transportation (DOT) and/or U.S. Nuclear Regulatory Commission (NRC) approved containers, the name of the package manufacturer, the model number, and the certificate of compliance or other pertinent certifying documentation. If you are producing your own packaging, you must submit your quality assurance program. Submit detailed procedures for the different types of packages, materials and how they are prepared for shipment.

Item 5 - Certification

The application must be signed and dated by a person duly authorized to act on behalf of the applicant. The signature certifies the above information is true and correct.