



Radioactive Material Licensing Radiation Section

RC Form CI-40 General License Acknowledgement (GLA) Self-Evaluation Form

Complete this form and return within 30 days to **RAMLicensing@dshs.texas.gov**. Retain a copy of the completed form for your files.

GLA NUMBER:

1. Legal business name and mailing address

2a. Address of radioactive material use and/or storage

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2b. Address where records will be maintained (*Provide physical location address only if different than 2a.*)

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3. Responsible Person

Office Number

Emergency Number

Email address

4. DEVICE DATA: List each device possessed. Complete ALL fields (*continue on a supplemental sheet if necessary*).

Device Manufacturer	Device Model Number	Device Serial Number	Source Serial Number	Radionuclide	Activity

Possession and control of generally licensed sources may not be transferred to another General Licensee except under very limited circumstances. (The device must be returned to the manufacturer FIRST, and then redistributed to the new General Licensee.)

5. CERTIFICATION

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

Signature of Applicant

Title

Typed/Printed Name

Date

I had changes or need an amendment to my GLA: Complete RC Form 251-2 "Application for a General License Acknowledgement" **and** submit along with this form.

Visit <https://www.dshs.texas.gov/texas-radiation-control/radioactive-material-licensing-radiation-control-program/general-license-acknowledgements-gla> for Applications and Forms.

Relevant requirements are emphasized below and explained in more detail in **25 TEXAS ADMINISTRATIVE CODE §289.251 Exemptions, General Licenses, and General Licenses Acknowledgments.**

Label Requirements

- Proper and legible warning/information labels are required on all devices possessed under your GLA. Replace with manufacturer-supplied labels any missing or illegible labels.

Testing Requirements

- The sealed source(s) of radioactive material installed in any device possessed under your GLA must be tested for leakage/contamination at six-month intervals or at such other intervals as may be specified on the device label.
- Immediately report to the Department any sources found to have 0.005 μCi or more of leakage/contamination.
- "On-Off" mechanisms for all devices possessed under your GLA must be periodically tested for proper operation.
Report to the Department within 24 hours of determining the failure any "On-Off" mechanism that fails to operate as designed.
- Required testing (for leakage/contamination and proper operation of the "On-Off" mechanism) can be performed either by the GLA Holder or by a specifically licensed person. The tests must be conducted in accordance with instructions provided by the manufacturer of the device, unless performed by an entity specifically licensed to provide the service.
- The General Licensee is required to maintain (for review by the department) copies of all manufacturer instructions if the General Licensee perform the tests.

Service/Repair

- Servicing of these devices, such as component failures that require the repair or replacement of a generally licensed device, may not be performed by the General Licensee. Any such devices must be removed from service and reported to the Department within 24 hours.
- Records of leak testing, mechanism testing, and major servicing must be maintained for inspection by the Department.

Device Disposition

- Report a loss or theft of a generally licensed source to the Department immediately, and also in writing within 30 days of the event.

For Portable / Mobile Devices

- Maintain assignment/utilization logs (check-out/check-in records) for each portable/mobile device possessed under your GLA.
- Copies of appropriate operating and instruction manuals (from device manufacturer), plus any additional procedures established by the General Licensee, must be available for each portable/mobile device authorized by your GLA.
- During the time that a portable/mobile device authorized by your GLA is in use at a temporary jobsite (any site not specifically listed on your GLA), the daily assignment/utilization log must be available for inspection by the Department at the jobsite.