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REQUIREMENTS FOR REGISTRATION OF
RADIOACTIVE MATERIALS



NEW JERSEY, (STATE) DEPARTMENT OF HEALTH
TRENTON 25, N. J.

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H4/R211
1961

COPY NO. 1

REGULATION SHELF

REQUIREMENTS FOR REGISTRATION AND INSTRUCTIONS FOR THE
SUBMISSION OF THE FORM FOR REGISTRATION OF RADIOACTIVE
MATERIALS TO COMPLY WITH CHAPTER 116, PUBLIC LAWS 1958

(Please Type or Print Clearly When Completing Form)

A. GENERAL INSTRUCTIONS

1. Responsibility.

Except as otherwise specifically exempted by the New Jersey State Department of Health, the owner of every radioactive material shall register or cause them to be registered with the New Jersey State Department of Health, State House, Trenton 25, New Jersey, on forms available from the Department.

There is no fee for registration.

2. Date registration is due.

The registration of radioactive materials began April 15, 1960. Subsequent to this date the acquisition of radioactive materials carries with it the responsibility for its registration within 15 days after its acceptance by the owner.

3. Amendments to registration.

Changes in the information provided in items 1, 2, 3 and 4 (excluding 3b and 3c) of the current registration shall require an "Amendment to Current Registration" within 15 days after such change. An Amendment shall also be required whenever the amounts given in items 5c and 5e are increased by 50%.

4. Permanent discontinuance of all radioactive materials.

Whenever the owner permanently discontinues use of all registered radioactive materials, the owner shall within 30 days of such discontinuance give written notice to the New Jersey State Department of Health. This notice shall indicate the date, the amount, the manner and location of permanent disposal.

5. Procedure for registration.

A complete registration form is required for each owner of radioactive materials.

Complete and forward the *original and first copy* to the New Jersey State Department of Health, Radiological Health Program, Trenton 25, New Jersey. After review for compliance with registration requirements, a Registration Number will be affixed to both copies and the one copy will be returned to the owner. This returned copy shall be retained by the individual primarily responsible for radiation protection named in item 3 of the registration form.

If there is insufficient space provided by the registration form for the information necessary for a complete answer to one or more questions, additional pages, sketches of floor plans, work place

lay-outs, blue prints or any other form of descriptive material, may be submitted in support of this registration. Each additional page shall be attached to the registration form and be signed and dated by the same individual who signed the registration form.

The returned copy of registration shall not imply the approval of the New Jersey State Department of Health of the purchase, storage, use or operation described in the registration, but shall merely indicate that the Department of Health has a record of the location and installations where radioactive materials are used.

6. Exempt from registration.

See the New Jersey Radiation Protection Code, Chapter I, Section 4.1 Exempt Quantities of Radioactive Materials and Section 4.2 Exempt Concentrations of Radioactive Materials.

B. SPECIFIC INSTRUCTIONS FOR EACH ITEM ON REGISTRATION FORM

re: Item 1 NAME OF OWNER OF RADIOACTIVE MATERIALS

Name of owner of radioactive materials must be the "person" having legal title to, or legal possession of as lessee or bailee of the radioactive materials. "Person" means: (1) an individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, federal agency, municipality, any state, foreign government, or nation, other legal entity; and (2) any legal successor, representative, agent, or agency of the foregoing.

re: Item 2 MAILING ADDRESS OF OWNER OF RADIOACTIVE MATERIALS

The information pertaining to the address at which the owner regularly receives mail shall be inserted here.

re: Item 3 INDIVIDUAL IN CHARGE OF RADIATION PROTECTION

The individual in charge of radiation protection may be the owner or an individual designated by the owner.

Where the individual has obtained an AEC license in order to possess radioactive materials this license number(s) shall be inserted here. Where the individual has obtained a professional license in order to be able to conduct his professional activities, which include the use of non AEC licensed radioactive materials within the State of New Jersey, this license number shall be inserted here.

re: Item 4 LOCATION OF RADIOACTIVE MATERIALS

If the source is one that is ordinarily never moved once it has been installed, insert same address in 4(a) and 4(b).

Indicate the usual specific location(s) where used and usual specific locations of its storage when not in use.

If the source is one that is ordinarily used in more than one

specific location, indicate building numbers, floors, rooms or any other place where source may be used. Sketches may be included to clarify.

If your company has in the past buried radioactive wastes, please indicate on a separate sheet the location including depth (by sketch if necessary), kind, or type, amount, and other pertinent information concerning the material.

re: Item 5 SOURCES

Identify the isotope, give strength and maximum amount on hand at any one time for sealed sources, and amount used annually and on hand at any one time for unsealed sources. Indicate nature of use. Estimate the amount of radioactive waste that is discharged to the air, sewer, or collected by a commercial service. See Item 4 above concerning buried wastes.

e.g. 5. (a) - Ra ²²⁶, Co ⁶⁰, Sr ⁹⁰

e.g. 5. (f) - Medical diagnosis or therapy, medical or industrial research, industrial radiography, or other industrial application.

re: Item 6 TYPE OF REGISTRATION

If this is the first time that these radioactive materials are being registered (Original Registration) by you, check the box in line (a). If this is a "Renewal Registration" of radioactive materials which you have previously registered, AND there are no changes in the information required in Items 1, 2, 3, 4 or 5 on the form, check the box in line (b), and indicate the current registration number.

re: Item 7 NAME AND SIGNATURE OF THE INDIVIDUAL FILLING OUT THIS REGISTRATION FORM

The owner, as defined in specific instructions, for Item 1, is responsible for proper completion and submission of the registration form. He may designate an agent to act on his behalf in meeting the requirements of this registration.