



Ohio Department of Health

Application for a License for Radioactive Material

1. Application Type (select one): <div style="display: flex; justify-content: space-around; width: 100%;"> NEW RENEWAL AMENDMENT </div>			2. License Number (if existing):		
3. Name of Applicant/Licensee (Person requesting to conduct licensed activities.)					
4. Mailing Address of Applicant/Licensee (P.O. Box may be used here.)					
5. Billing Address of Applicant/Licensee or indicate if same as mailing address. (P.O. Box may be used here).					
6. Federal Tax ID Number: (DO NOT use social security number.)			7. Reduced License Fees: Indicate if licensee is eligible for reduction of fees under O.A.C. 3701:1-38-02(J). If eligible, indicate applicable Subparagraph () and attach supporting documentation.		
8. Location(s) of Use and/or Storage (NO P.O. Boxes, an actual street address/location description is required. Use additional pages if necessary.)					
a. Address 1					
b. Address 2					
c. Indicate if material is to be used at temporary job sites in Ohio. <input type="checkbox"/>					
9. Licensee Contacts					
a. Radiation Safety Officer (RSO) Name			Phone:	E-mail:	
			Cell:		
b. Assistant RSO (if applicable) or other individual			Phone:	E-mail:	
			Cell:		
10. Designated Agent: If Applicant/Licensee is a Foreign (out-of-state) corporation, provide information for the designated agent in Ohio.					
Designated Agent Name:			Address:	Phone:	

Submit detailed information for items 11 through 17 below as separate attachments. See instructions and refer to guidance documents for examples of type and scope of response.

11. Radioactive Materials Requested: Element and mass number, physical/chemical form, activity per source (if applicable), and maximum activity requested.
12. Purpose(s) for which radioactive material will be used: Describe how each material is to be used.
13. Radiation Safety Officer (RSO) and Assistant RSO (if applicable): Describe training and experience for each individual, and provide designation by management.
14. Training Program: Include outline of topics to be covered, frequency, and individuals or groups who will receive the training.
15. Facilities and Equipment: Attach drawings, floor plans, and other information as applicable.
16. Radiation Protection Program: Attach information describing procedures and equipment to be used and personnel responsibilities.
17. Waste Disposal/Waste Management: Attach information describing methods to be used.

18. Application Certification		
The applicant stated herein, or any official executing this application on behalf of the applicant, certifies that:		
a. This application (including any Reduced Fee Certification from Item 7 above, if applicable) 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

Submit completed license application, with all necessary attachments and supporting documentation, by one of these methods:

By Mail: Ohio Department of Health
 Bureau of Environmental Health and Radiation Protection
 Attn: Agreement State Program
 246 North High Street
 Columbus, Ohio 43215

By E-mail: BRadiation@odh.ohio.gov
 Subj: Agreement State Program

By Fax: (614) 466-0381
 Attn: Agreement State Program

Ohio Department of Health

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 submittal of the application to the Ohio Department of Health (ODH) is provided at the end of these instructions and at the bottom of the application form.

1. **Application Type** – Mark the appropriate box for the type of application being submitted.
2. **License Number** – For Renewal and Amendment applications, provide the current Ohio radioactive materials license number.
3. **Name of Applicant/Licensee** – This should be the applicant's corporate name or an individual's name.
4. **Mailing Address of Applicant/Licensee** – Provide the mailing address where license related correspondence should be sent. A post office box is acceptable as a mailing address.
5. **Billing Address of Applicant/Licensee** – Provide the billing address where invoices and other fiscal information should be sent **OR** indicate if this is the same as the mailing address. A post office box is acceptable as a billing address.
6. **Federal Tax ID Number** – Provide the applicant's Federal Tax ID Number. This 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 ODH for further instructions.
7. **Reduced License Fees** – Indicate if the applicant is eligible for reduced fees in accordance with Ohio Administrative Code (OAC) 3701:1-38-02(J). 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 eligible, applicant should indicate the appropriate subparagraph and attach the necessary required supporting documentation.
8. **Location(s) of Use and/or Storage** – List all addresses of use and/or storage for the radioactive material(s). Use additional pages if more than two locations. Indicate if the licensee will use materials at temporary job sites in Ohio (8.c). **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.
9. **Licensee Contacts** – Indicate the person(s) to contact if there are questions about the application. Normally, this would be the Radiation Safety Officer (RSO) or Assistant RSO (ARSO). Correspondence will generally be directed to the RSO.
10. **Designated Agent** – If Applicant/Licensee is a Foreign (out-of-state) corporation, provide name and contact information for the designated agent in Ohio as required by Section 1703.041 of the Revised Code. A “domestic corporation” means a corporation for profit formed under the laws of Ohio. A “foreign corporation” means a corporation for profit formed under the laws of another state.

Supplemental Information (Items 11 – 17): This information to be submitted as attachment(s) to the application.

11. **Radioactive Material(s) Requested** – Provide the following information for the types and quantities of radioactive material(s) requested:
 - 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.
 - 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 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.
 - Activity per Source and 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.
12. **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.
13. **Radiation Safety Officer (RSO) and Assistant RSO (if applicable)** – Provide the name(s) and qualifications of the RSO and Assistant RSO, with contact information including mailing address, phone number and e-mail address. Attach a delegation of authority statement for the RSO and ARSO from the applicant's management. The individual(s) designated as RSO and ARSO must have training and experience in the handling of the radioactive material(s) and the use(s) requested. Training and experience 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 OAC and licensing guidance documents for training and expertise requirements for the RSO and ARSO is recommended prior to completion of this section. Contact ODH for further information.

14. 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 OAC 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.

15. 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 operations should also be described and annotated on such plans or drawings.

16. 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) may follow that guidance regarding the level of detail required for adequate ODH review.

17. 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 of 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.

18. 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.

Submitting Applications – ODH requests applications be submitted in an electronic format (e.g. e-mail attachments or electronic media) if possible. This will simplify downloading application materials to the RADMAT database. Applications may be submitted as follows:

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

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

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

Applications may also be submitted online using the RADMAT licensing database. Access to RADMAT requires designation as RADMAT User and receipt of a password from ODH. An application for designation of an individual as an authorized user of the ODH RADMAT database system is included on page 3 of these instructions.

Note: Please DO NOT send any fees with the application. If the application is for a new license or to amend an existing license, ODH will generate an invoice for the proper fees upon receipt and review of the application. There is no fee for the renewal of an existing license. Existing licensees will continue to be invoiced each year for the applicable annual license fees.

Application for Designation of Authorized User of ODH RADMAT Database 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 All Information

Proposed RADMAT Authorized User's Name:
Proposed RADMAT Authorized User's Title:
Proposed RADMAT User's E-mail address:
Licensee Name:
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 Environmental Health and 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 Environmental Health and Radiation Protection in the event I terminate my employment relationship with this licensee.

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

Ohio Department of Health
Bureau of Environmental Health and Radiation Protection
Attn: Materials Licensing
246 North High Street
Columbus, Ohio 43215

Or e-mail to: BRadiation@odh.ohio.gov

Or via fax to: (614) 466-0381

For ODH Use Only

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