

Instructions for filling out the Tennessee General Licensed Device Registration Form

1. Please complete the form according to the instructions listed below. All information entered should be printed or typed.
2. This form is to be used for registerable Generally Licensed Devices (GLD) as defined by SRPAR 0400-20-10-.10(2) (c) 13, for a single physical location only. When there are several facilities owned by the same company in different locations within Tennessee where a registerable GLD is possessed, used, etc. a separate registration form shall be completed for each location. For items that are portable but are stored at one site during non-use, the storage site is the registerable site.

Item 1. Name of Company or Facility. The name of the company is the individual, corporation, organization, business association, institution, or agency having legal responsibility for the administrative control of the material, whether as owner, lessee, or otherwise.

Item 2. Mailing Address. The address to which all correspondence concerning the company or facility should be sent. Please include address, city, county, state, and zip code.

Item 3. Location Address. This is the physical location where the registered radioactive material is used. The location address should include the address, city, county, state, and zip code. If the physical location is the same as the mailing address, please put "Same" in the address block.

Item 4. Responsible Person: This is the Radiation Safety Officer, manager or individual responsible for the GLD(s).

Item 5. Radioactive License Statement: Complete if you possess a Radioactive Materials license of any type.

Item 6. Generally Licensed Devices or Sources listing: (please copy and continue on additional page as needed)

Item: Self-explanatory.

Device Manufacturer: Please state the manufacturer of the device.

Device Model: Please state the model of the device.

Device Serial No.: Self-explanatory.

Isotope: List the symbol and mass number of the isotope to be registered. (Example: Cs-137)

Activity - Please indicate the activity of the item in millicuries (mCi).

Item 7. Certification: The signer is the same as for item 4. By their signature, the responsible person certifies the statements as correct, and acknowledges understanding and responsibility for the basic precepts of the Generally Licensed Device Program. The programs primary points are listed below:

1. Labels on the device are not to be removed or defaced.
2. The device is to be inventoried, operationally inspected, and leak tested, every six-months or at such intervals as are specified on the device label.
3. Inventory and testing will be documented, with the records kept for three years.
4. Not use a device when a leak tests show 0.005 millicuries of removable activity, or if safety is compromised.
5. Shall transfer a device only to a proper recipient.