

## **Guidance for Licensees Applying for Reciprocal Recognition of Radioactive Materials Licenses (Reciprocity)**

This supplement is intended for use by applicants possessing a valid NRC or Agreement State radioactive materials license desiring to reciprocal licensure for authorization to possess, use, and store radioactive material in the State of California.

The document is intended for guidance only. Additional information may be requested for further processing if deemed necessary by the Department. Letters of request should be submitted at least three weeks in advance of the proposed work start date to allow ample time for processing and approval by the Department.

**For initial receipt and processing of Reciprocity Applications, each submittal must include the following:**

1. Payment of licensing fees. All fees are calculated in accordance with 17 CCR §30225(a)(6), §30230(e)(2), and §30230(f).
2. Complete copy of radioactive material license issued by the NRC or Agreement State and contact information for issuing agency (name, telephone, email, etc.).
3. Letter from the property owner indicating approval of work activity(ies) and dates work activity(ies) is to be performed.
4. Cover letter signed by the Radiation Safety Officer or member of Upper Management containing:
  - a. Name of company, business entity, or individual (self-employed) as it appears on the license in Item 2 above.
  - b. Physical address (may not be P. O. Box) and mailing address (may be P. O. Box).
  - c. Telephone number and email address for the RSO.
  - d. Schedule of activities at each work site with start and end dates for each location in which radioactive materials will be used (including weekends), if known. Proposed work dates may be changed if notification is provided to the Department at least 3 business days prior to initiating work activities in California.
  - e. Intended or proposed use of radioactive materials and type of work to be performed (i.e. portable moisture/density gauges, irradiator source exchange).
  - f. List of all radioactive materials that will be used, possessed, stored, installed, serviced, and/or tested including descriptions of the types, forms, and quantities. All sealed sources and/or devices must include manufacturer name and model number.
  - g. 24-hour Emergency Contact Telephone List for each worksite.

Written notification must be sent to the Department either via fax [916-636-6864] or email [RMLReciprocity@cdph.ca.gov].