



**RC Form 257-1 APPLICATION FOR LOW LEVEL RADIOACTIVE
WASTE SHIPPER REGISTRATION**

Complete this application in accordance with the applicable regulations, Texas Health and Safety Code §401.052 "Rules for Transportation and Routing" and Title 25 Texas Administrative Code (25 TAC) §289.257 "Packaging and Transportation of Radioactive Material" available at <https://www.dshs.texas.gov/radiation/ram/laws-rules.aspx>. Retain a copy of the entire completed application for your files.

**Item 1. Legal business name and mailing address of applicant
(Attach RC 252-1 Business Information Form)**

Item 2. Registration Action Type (check appropriate box):

- New Registration (Provide Items 1 through 6)
- Renewal of Registration No. W0 (Provide Items 1 through 6)
- Amendment to Registration No. W0

(Check the applicable changes for the registration amendment. All items are required for new and renewal applications)

- Business Name (Attach RC Form 252-1 Business Information Form)
- Address change (Attach RC Form 252-1 Business Information Form)
- Contact person
- Emergency plan (Attach Procedures)
- Quality assurance program for packaging (Attach Procedures)

Note: For a new or renewal registration, submit the application at least 14 days prior to making the first shipment.

Item 3. Contact information

Contact Person

Office Number

Emergency Number

Email address

Item 4. Shipper's Emergency Plan

Submit an emergency plan in accordance 25 TAC §289.257(r). The plan should include the following information:

- Basic Shipment Information: Provide a basic description of a typical shipment including the type(s) of vehicle, the type(s) of shipping container, isotopes, specific activity, total activity, material form (gas, powder, solid, special form) and any non-radioactive materials mixed with the waste. An example waste manifest may be used to fulfill this requirement.
- Types of Accidents: Identify the types of accidents that may occur. Classify the accidents by severity and estimate the potential for release of material for each type of accident.

In-state shippers provide additional procedures for emergencies that occur during preparation of the shipment prior to be handed off to the transporter.

- Notifications: Identify the emergency number used on the shipping documentation. Explain how you the shipper will be notified in the event of a radiological emergency. Include procedures for notifying local law enforcement and the Texas Department of State Health Services (DSHS). The DSHS 24-Hour emergency phone number is (512) 458-7460.
- Response: Identify plans to respond to the site of the emergency, if any, by staff or contractors. If available, include those response procedures including scene evaluation, decontamination, repackaging or reclamation. Describe what processes or agreements the shipper has in place to mitigate accident consequences, including time frames for incident team response.

Item 5. Quality Assurance Procedures for Packaging

Before the use of any package for the shipment of low level radioactive waste, each shipper shall submit documentation on the type of package used. For U.S. Department of Transportation (DOT) and/or U.S. Nuclear Regulatory Commission (NRC) approved containers, the shipper shall submit the following:

- a list of U.S. Department of Transportation (DOT) and/or U.S. Nuclear Regulatory Commission (NRC) approved containers;
- package manufacturer;
- model number;
- certificate of compliance or other pertinent certifying documentation.

Submit procedures to ensure containers are properly packaged and prepared for shipment.

If you are producing your own packaging submit a description of the quality assurance program for Agency review in accordance with 25 TAC §289.257(s)(3). The quality assurance program must be approved by the agency prior to shipment.

The quality assurance program must include the following:

- Authority and Duties: Clearly establish and delineate, in writing, the authority and duties of persons and organizations performing activities affecting the functions of structures, systems, and components that are important to safety. [25 TAC §289.257(t)(2)]
- Quality Assurance Functions: Assure that an appropriate quality assurance program is established and effectively executed, and verifying, by procedures such as checking, auditing, and inspection, that activities affecting the functions that are important to safety have been correctly performed. [25 TAC §289.257(t)(3)]
- Authority and Freedom of Quality Assurance Personnel: Assure that persons performing quality assurance have the authority and freedom to identify quality problems; initiate, recommend, or provide solutions; and verify implementation of solutions. [25 TAC §289.257(t)(4)]

Item 5. Quality Assurance Procedures for Packaging (continued)

- Material Covered: Identify the material and components to be covered by the quality assurance program, the major organizations participating in the program, and the designated functions of these organizations. [25 TAC §289.257(u)(1)(C)]

- Process Control: The quality assurance program shall provide control over the following:
 - activities affecting the quality of the identified materials and components to an extent consistent with their importance to safety, and as necessary to assure conformance to the approved design of each individual package used for the shipment of radioactive material. [25 TAC §289.257(u)(2)(A)]

 - assure that activities affecting quality are accomplished under suitable controlled conditions which include the use of appropriate equipment, suitable environmental conditions for accomplishing the activity, such as adequate cleanliness and all prerequisites for the given activity have been satisfied. [25 TAC §289.257(u)(2)(B)]

 - take into account the need for special controls, processes, test equipment, tools, and skills to attain the required quality, and the need for verification of quality by inspection and test. [25 TAC §289.257(u)(2)(C)]

- Quality Assurance Procedures: The requirements and procedures of the quality assurance program shall be based on the following considerations concerning the complexity and proposed use of the package and its components:
 - the impact of malfunction or failure of the item to safety;

 - the design and fabrication complexity or uniqueness of the item;

 - the need for special controls and surveillance over processes and equipment;

 - the degree to which functional compliance can be demonstrated by inspection or test; and

 - the quality history and degree of standardization of the item.

Item 5. Quality Assurance Procedures for Packaging (continued)

- Training: Outline the training program for persons who perform duties affecting quality.
- Periodic Review: Establish a time interval for routine review of the quality assurance program. Identify who will participate in the review and what will be reviewed.

Item 6. 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

Send the application and required procedures to:

**Texas Department of State Health Services
Radioactive Material Licensing – MC 2835
P.O. Box 149347
Austin, Texas 78714-9347**

Or

email to: ramlicensing@dshs.texas.gov

PRIVACY NOTIFICATION: If you are applying as an individual, with few exceptions, you have the right to request and be informed about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. See <http://www.dshs.texas.gov> for more information on Privacy Notification (Reference: Government Code, Section 552.021, 552.023, 559.003, and 559.004).

INSTRUCTIONS FOR COMPLETING THE APPLICATION

Listed below are instructions for completing this application.

Item 1 - Indicate the legal business name and mailing address of the applicant. The applicant should be the corporation or other legal entity applying for the waste shipper registration. If the applicant is an individual, the individual should be acting in a private capacity and the use of the radioactive material should not be connected to the individual's employment with a corporation or other legal entity.

Item 2 - For a NEW/RENEWAL registration submit:

- RC Form 257-1, "Application for Low Level Radioactive Waste Shipper Registration"
- RC Form 252-1 Business Information Form*
- Emergency Plan and Quality Assurance Procedures.

For an AMENDMENT to a registration check the appropriate box that specifies the type of amendment you are requesting and provide procedures if applicable.

*A shipper who does business in Texas must be registered with the Texas Secretary of State's office. If a doing business as (DBA) or assumed name is used, it must also be registered. To register a business name or DBA, contact the Texas Secretary of State's Corporations Section at <http://www.sos.state.tx.us/corp/sosda/index.shtml>.

If any of the conditions below are met, you must register with the Texas Secretary of State and provide "certificate of status". If using a DBA, also submit your "certificate of filing."

- Does your company maintain an office in the State of Texas?
- Does your company regularly solicit to residents (Business) in the State of Texas?
- Does your company have employees that reside in the State of Texas?

Note: Financial assurance is not required.

Item 3 - The Contact Person (CP) is the individual responsible for ensuring compliance with the regulatory requirements. The CP maintains the registration and associated records and is the primary contact with the Agency on matters pertaining to the registration. Enter the contact information of the CP.

Item 4 – Emergency plan:

- Ensure that your procedures include notifying local law enforcement and the Texas Department of State Health Services (DSHS). The DSHS 24-Hour emergency phone number is (512) 458-7460.
- The procedures demonstrate that the transporter will contact the shipper in case of emergency.

Verify that the following additional information has been provide for in-state shippers:

- Emergency plan for emergencies that occur during preparation of the shipment prior to be handed off to the transporter.

Item 5 – Submit a list of U.S. Department of Transportation (DOT) and/or U.S. Nuclear Regulatory Commission (NRC) approved containers. Submit the name of the package manufacturer, the model number, and the certificate of compliance or other pertinent certifying documentation.

If you are producing your own packaging, you must submit your quality assurance program for agency review.

Submit detailed procedures for the different types of packages, materials and how they are prepared for shipment.

Item 6 - The application must be signed and dated by a person duly authorized to act on behalf of the applicant. The signature certifies the above information is true and correct.