

FINAL OMB SUPPORTING STATEMENT
FOR NRC FORM 664
GENERAL LICENSEE REGISTRATION
3150-0198

(EXTENSION RENEWAL WITH BURDEN ADJUSTMENT)

Description of the Information Collection

NRC Form 664, "General Licensee Registration," is used by the Nuclear Regulatory Commission (NRC) for the collection of information pertaining to generally licensed devices which are subject to registration. The registration criteria are based on the amount of byproduct material contained in the device at the time of purchase. If a generally licensed device contains one or more of the following isotopes, it is subject to registration: 1) 370 megabecquerel (10 millicurie) cesium-137; 2) 37 megabecquerel (1 millicurie) cobalt-60; 3) 37 megabecquerel (1 millicurie) Am-241, or any other transuranic; or 4) 3.7 megabecquerel (0.1 millicurie) strontium-90. The form and instructions will be provided by the NRC to all affected general licensees.

The NRC has developed a standard format, NRC Form 664, "General Licensee Registration," for general licensees to provide the required information. When sent to the general licensee by the NRC, the form will provide available information to the general licensee and requires the general licensee to verify and update the information as necessary. Essential information to be verified/updated on the form consists of: 1) the name, title, and telephone number of the individual responsible for the device; 2) a mailing address and an address of use or storage for the device; and 3) information pertaining to the device such as manufacturer's name, device serial number, device model number, and the isotope and activity contained within the device.

In 1999, the burden estimate was 4,300 responses. Based on the actual number of responses received over the past 3 years, the number of responses in this next clearance package will be 3,000.

A. JUSTIFICATION

1. Need for and Practical Utility of the Information Collection

In the past, general licensees were not contacted by the NRC on a regular basis for information on devices possessed, because of the relatively small radiation risk posed by these devices. However, there has been a number of occurrences involving generally licensed devices that suggest better accounting for such devices may be beneficial. For example, one or more cesium gauges were mixed in with scrap metal that was smelted to form steel, and the entire batch of steel was contaminated. There have been other types of incidents involving NRC generally licensed devices; however, loss of accountability remains the most common problem and the predominant concern.

The NRC has concluded that there is a lack of awareness of applicable regulations on the part of the device user and inadequate handling and accounting for these devices. NRC further concluded that these two problems can be addressed by more frequent and timely contact between the general licensee and NRC in the form of a registration program for the higher risk devices. NRC Form 664 is used for the collection of information pertaining to the registration program.

2. Agency Use of the Information

General licensees would be required to submit information which would allow the Agency to better track generally licensed devices, and so that licensees can be contacted or inspected to ensure that the devices can be identified even if lost or damaged.

3. Reduction of Burden Through Information Technology

There are no legal obstacles to reducing the burden associated with this information collection requirement through the use of information technology. In fact, the NRC encourages it. However, many licensees typically do not maintain required records on automated equipment. Therefore, the exclusive use of computers for reporting the requested information does not seem practical. However, NRC Form 664 is a scanable form, which will reduce NRC's burden in entering the data into a General Licensee Tracking System.

4. Effort to Identify Duplication and Use Similar Information

Those licensees covered under 10 CFR Part 32, who initially transfer devices containing byproduct material to generally licensed individuals, are required to submit a written report to the NRC, pursuant to 10 CFR 32.52, identifying each general licensee by name and address, and individual by name and/or position who may constitute a point of contact between the Commission and the general licensee, the type of device transferred, and the quantity and type of byproduct material contained in the device.

While this is essentially the information that will be requested to be verified and updated by the general licensee through the registration program, no current regulatory requirement would keep the information up to date with changes to location of use, and general licensee personnel responsible for the device. Although general licensees are required to notify the NRC of transfers, they are often not aware of this requirement, and do not make the notifications. The registration process is expected to improve general licensees' awareness of their responsibilities under this regulation.

5. Effort to Reduce Small Business Burden

Because the majority of the general licensees are small businesses, care was taken to require only the minimum amount of information needed in order to assure that the health and safety of the public is protected. In an effort to simplify the process, licensees will be provided with information from the NRC database for verification and correction, rather than being required to provide all information on a blank form. It is not possible to further reduce burden on small businesses by reducing the information collection and still adequately track ownership and disposition of the devices.

6. Consequences to Federal Program or Policy Activities if the Collection is not Conducted or is Conducted Less Frequently

Periodic reporting is essential to assure that devices containing byproduct material are maintained and transferred properly. Less frequent reporting would result in a higher probability of devices being inadvertently discarded, and could lead to a diminished level of protection for the health and safety of the public, and the environment.

7. Circumstances Which Justify Variation From OMB Guidelines

There is no variation from OMB guidelines.

8. Consultation Outside the NRC

The opportunity comment on the information collection requirements was published in the Federal Register on September 3, 2003 (FR 68 52429). No comments were received.

9. Payment or Gift to Respondents

Not applicable.

10. Confidentiality of Information

Not Applicable.

11. Justification for Sensitive Questions

None.

12. Estimated Burden and Burden Hour Cost

Approximately 3,000 general licensees are expected to respond to written registration requests from the NRC annually. The average burden per response to these written requests is 20 minutes for an overall estimated annual burden of 1,000 hours (3,000 x 1/3 hour), and a cost of approximately \$158,000 (1,000 x \$158/hour).

13. Estimate of Other Additional Costs

There are no other additional costs.

14. Estimated Annualized Cost to the Federal Government

Based on the current estimate of affected licensees, the estimated annualized cost to the Federal Government for registration, as a result of the amendment to 10 CFR 31.5(c)(11) is as follows:

Mailing a request for verification of devices possessed by general licensees and logging the response into the computerized directory or recording that verification has been received, will take approximately 150 hours (3,000 requests @ 3 minutes per request). The annual cost would be approximately \$23,700 (150 hours x \$158 per hour).

Although the initial implementation period has passed, it is still estimated that approximately 900 general licensees (30%) will call for technical assistance in each round for the next two years. Approximately 15 minutes of staff time will be required to respond to each of about 300 of these requests, or 75 hours. Approximately 30 minutes of staff time will be required to respond to each of the other 600 technical requests, or 300 hours, for a total of 375 hours, each year. The annual cost for the first two years will be approximately \$59,250 (375 hours x \$158 per hour). After the first two years, the technical assistance requests should drop to approximately 300 requests per year, and 15 minutes staff time for each request, or 75 hours, and an estimated annual cost of \$11,850 (75 hours x \$158 per hour). Thus the average cost for technical assistance requests is approximately \$43,450 per year over the first 3 year period $((375 \text{ hours} \times 2 + 75)/3 = 275 \text{ hours} \times \$158)$.

The total annual average registration cost to the Federal Government estimated for the next three years is \$67,150 (\$23,700 + \$43,450). Note that this does not include the costs associated with the scanning of the returned registrations, nor the resolutions of discrepancies associated with those registrations.

This cost is fully recovered through fee assessments to NRC licensees pursuant to 10 CFR Parts 170 and/or 171.

15. Reasons for Changes in Burden or Cost

The change in the overall burden estimate for licensees to register general licensed devices containing radioisotopes on NRC Form 664 has decreased because of a re-estimate of the number of annual responses based on the actual number of responses received during the past 3 years. The number of responses decreased by 1,300 (from 4,300 to 3,000) resulting in a reduction of 433 hours (from 1,433 to 1,000 hours).

The rate has increased from \$143 per hour to \$158 per hour in accordance with Part 170.

Based on comments received from general licensees during the initial use of this form, the form was revised to improve its clarity. However, the changes have minimal impact on the burden.

16. Publication for Statistical Use

None.

17. Reason for not Displaying the Expiration Date

The date will be displayed on the form.

18. Exceptions to the Certification Statement

None.

B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS

Statistical methods are not used in this collection of information.

Attachment: NRC Form 664