

**4731.2705 NATIONAL SOURCE TRACKING TRANSACTION REPORTING.**

Subpart 1. **Report required.** Each licensee who manufactures, transfers, receives, disassembles, or disposes of a nationally tracked source must complete and submit a National Source Tracking Transaction Report as specified in subparts 2 to 6 for each type of transaction.

Subp. 2. **Manufacturing report requirements.** Each licensee who manufactures a nationally tracked source must complete and submit a National Source Tracking Transaction Report. The report must include the following information:

- A. the name, address, and license number of the reporting licensee;
  - B. the name of the individual preparing the report;
  - C. the manufacturer, model, and serial number of the source;
  - D. the radioactive material in the source;
  - E. the initial source strength in becquerels or curies at the time of manufacture;
- and
- F. the manufacture date of the source.

Subp. 3. **Transfer report requirements.** Each licensee that transfers a nationally tracked source to another person must complete and submit a National Source Tracking Transaction Report. The report must include the following information:

- A. the name, address, and license number of the reporting licensee;
- B. the name of the individual preparing the report;
- C. the name and license number of the recipient facility and the shipping address;
- D. the manufacturer, model, and serial number of the source or, if not available, other information to uniquely identify the source;
- E. the radioactive material in the source;
- F. the initial or current source strength in becquerels or curies;
- G. the date for which the source strength is reported;
- H. the shipping date;
- I. the estimated arrival date; and
- J. for nationally tracked sources transferred as waste under a Uniform Low-Level Radioactive Waste Manifest, the waste manifest number and the container identification of the container with the nationally tracked source.

Subp. 4. **Material received report requirements.** Each licensee that receives a nationally tracked source must complete and submit a National Source Tracking Transaction Report. The report must include the following information:

- A. the name, address, and license number of the reporting licensee;
- B. the name of the individual preparing the report;
- C. the name, address, and license number of the person that provided the source;
- D. the manufacturer, model, and serial number of the source or, if not available, other information to uniquely identify the source;
- E. the radioactive material in the source;
- F. the initial or current source strength in becquerels or curies;
- G. the date for which the source strength is reported;
- H. the date of receipt; and
- I. for material received under a Uniform Low-Level Radioactive Waste Manifest, the waste manifest number and the container identification with the nationally tracked source.

Subp. 5. **Disassemble report requirements.** Each licensee that disassembles a nationally tracked source must complete and submit a National Source Tracking Transaction Report. The report must include the following information:

- A. the name, address, and license number of the reporting licensee;
- B. the name of the individual preparing the report;
- C. the manufacturer, model, and serial number of the source or, if not available, other information to uniquely identify the source;
- D. the radioactive material in the source;
- E. the initial or current source strength in becquerels or curies;
- F. the date for which the source strength is reported; and
- G. the disassemble date of the source.

Subp. 6. **Disposal report requirements.** Each licensee who disposes of a nationally tracked source must complete and submit a National Source Tracking Transaction Report. The report must include the following information:

- A. the name, address, and license number of the reporting licensee;
- B. the name of the individual preparing the report;
- C. the waste manifest number;

- D. the container identification with the nationally tracked source;
- E. the date of disposal; and
- F. the method of disposal.

Subp. 7. **Report submission.** The reports discussed in subparts 2 to 6 must be submitted by the close of the next business day after the transaction. A single report may be submitted for multiple sources and transactions. The reports must be submitted to the National Source Tracking System by:

- A. using the online National Source Tracking System;
- B. electronically using a computer-readable format;
- C. facsimile;
- D. mail to the address on the National Source Tracking Transaction Report Form (NRC Form 748); or
- E. telephone with follow-up by facsimile or mail.

Subp. 8. **Report corrections.** Each licensee must correct any error in previously filed reports or file a new report for any missed transaction within five business days of the discovery of the error or missed transaction. Errors may be detected by a variety of methods including administrative reviews or by physical inventories required by regulation. In addition, each licensee must reconcile the inventory of nationally tracked sources possessed by the licensee against that licensee's data in the National Source Tracking System. The reconciliation must be conducted during the month of January in each year. The reconciliation process must include resolving any discrepancies between the National Source Tracking System and the actual inventory by filing the reports identified by subparts 2 to 6. By January 31 of each year, each licensee must submit to the National Source Tracking System confirmation that the data in the National Source Tracking System is correct.

Subp. 9. **Initial inventory.** Each licensee that possesses Category 1 or Category 2 nationally tracked sources must report its initial inventory of Category 1 and Category 2 nationally tracked sources to the National Source Tracking System by January 31, 2009. The information may be submitted by using any of the methods identified by subpart 7, items A to D. The initial inventory report must include the following information:

- A. the name, address, and license number of the reporting licensee;
- B. the name of the individual preparing the report;
- C. the manufacturer, model, and serial number of each nationally tracked source or, if not available, other information to uniquely identify the source;
- D. the radioactive material in the sealed source;

- E. the initial or current source strength in becquerels or curies; and
- F. the date for which the source strength is reported.

**Statutory Authority:** *MS s 144.1202; 144.1203*

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