

UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
OFFICE OF FEDERAL AND STATE MATERIALS  
AND ENVIRONMENTAL MANAGEMENT PROGRAMS  
WASHINGTON, D.C. 20555

December 3, 2009

**NRC REGULATORY ISSUE SUMMARY 2009-15  
NATIONAL SOURCE TRACKING SYSTEM  
ANNUAL INVENTORY RECONCILIATION**

**ADDRESSEES**

All licensees possessing Category 1 or Category 2 quantities of radioactive materials.  
All Radiation Control Program Directors and State Liaison Officers.

**INTENT**

The U.S. Nuclear Regulatory Commission (NRC) is issuing this Regulatory Issue Summary (RIS) to inform addressees of the process to complete the National Source Tracking System (NSTS) Annual Inventory Reconciliation and to inform licensees that the primary communication tool for NSTS updates will be the NSTS Blog (<http://www.nrc.gov/security/byproduct/nsts/blog.html>) and the NSTS website (<http://www.nrc.gov/security/byproduct/nsts.html>). No specific action nor written response is required. NRC is providing this RIS to the Agreement States for their information and for distribution to their licensees as appropriate.

**BACKGROUND**

The NSTS was deployed in December of 2008, and was available for use in January of 2009.

Licensees possessing Category 1 and Category 2 radioactive sources were required to report their initial source inventories to NSTS and to begin reporting source transactions by January 31, 2009. Transactions include manufacture of a new source, transfer, receipt, disassembly, and disposal.

In addition, the regulations for NSTS require licensees to annually reconcile their NSTS inventories in the month of January (10 CFR 20.2207(g) or Agreement State equivalent).

**SUMMARY OF ISSUE**

January 2010 marks the first Annual Inventory Reconciliation. Licensees can complete this process either through the online NSTS or manually via fax, mail, or email. Part of the reconciliation process will include resolving any discrepancies between the information in the NSTS and the actual inventory. The reconciliation is to occur during the month of January, and by January 31, 2010, each licensee must submit confirmation to the NSTS that the data in the system is correct. For the licensees with online access to NSTS, the Annual Inventory

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Reconciliation feature will be deployed with the December system update. The NRC encourages licensees to complete the Annual Inventory Reconciliation online. Completing the Annual Inventory Reconciliation online is quick and simple. The process will consist of:

- Logging into the system
- Viewing the inventory
- Reconciling the source information
- Submitting the confirmation of accuracy

For those users without online access, the process will consist of:

- Receiving a copy of the inventory via email or mail
- Viewing the inventory
- Reconciling the source information
- Submitting the confirmation of accuracy, via fax, email, or mail

The NSTS Help Desk will send each licensee **without online access** a copy of their inventory for reconciliation purpose. This inventory report will be distributed to the attention of the Primary Contact on the license record in NSTS. It will be emailed to the email address on the license record in NSTS. If there is no email address provided, the report will be mailed to the mailing address on the license record in NSTS. If you do not receive your inventory report by **January 8, 2010**, please contact the NSTS Help Desk ([NSTS.Help@nrc.gov](mailto:NSTS.Help@nrc.gov) or 1-877-671-6787).

Licensees are reminded that information submitted to the Commission (including reports of transactions involving nationally tracked sources and the confirmation required as part of the licensee's annual reconciliation of its NSTS inventory) must be complete and accurate in all material respects. This includes reports and information submitted electronically, by facsimile, by mail, on-line via the National Source Tracking System, and by phone to the NSTS Help Desk or NRC staff. In addition, §20.2207 (g) requires licensees to correct errors in previously filed reports and to report missed transactions within 5 business days of the discovery of the error or missed transaction. This applies to errors or missed transactions identified by the licensee, or brought to the attention of the licensee by another entity such as a licensee involved in the transaction, the NSTS Help Desk, the NRC staff, or staff of an Agreement State.

Since January 2010 is the first time the Annual Inventory Reconciliation will be completed, the NRC staff developed a User Guide which provides step-by-step instructions for completing the Annual Inventory Reconciliation. This User Guide is available on the website: <http://www.nrc.gov/security/byproduct/nsts.html>. A paper copy of the User Guide is available by request through the NSTS Help Desk (1-877-671-6787).

The NSTS Blog (<http://www.nrc.gov/security/byproduct/nsts/blog.html>) is the primary method of NRC communications with the NSTS licensees. There is a subscription capability available on the site to receive email notifications when there is a new Blog posting. To ensure you do not miss important NSTS information, you may subscribe to the Blog updates. The NRC is using the Blog to communicate information such as website updates, notification of upcoming events such as NSTS training or industry meetings, and information on using NSTS online.

## **BACKFIT DISCUSSION**

This RIS requires no action or written response and the backfit rule (10 CFR 50.109, 70.76, 72.62, or 76.76) does not apply. Consequently, the NRC staff did not perform a backfit rule analysis.

## **FEDERAL REGISTER NOTIFICATION**

A notice of opportunity for public comment on this RIS was not published in the Federal Register because it is informational and does not represent a departure from current regulatory requirements.

## **CONGRESSIONAL REVIEW ACT**

This RIS is not a rule as designated by the Congressional Review Act (5 U.S.C. §§ 801-886) and, therefore, is not subject to the Act.

## **PAPERWORK REDUCTION ACT STATEMENT**

This RIS does not contain any new or amended information collection requirements subject to the Paperwork Reduction Act of 1995 (44 U.S.C. § 3501 et seq.). Existing requirements were approved by the Office of Management and Budget, control numbers 3150-0014 and 3150-0202.

## **PUBLIC PROTECTION NOTIFICATION**

The NRC may not conduct or sponsor, and a person is not required to respond to, a request for information or an information collection requirement unless the requesting document displays a currently valid OMB control number.

## **CONTACT**

This RIS requires no specific action nor written response. If you have any questions about this summary, please contact the technical contact listed below or the appropriate regional office.

Robert J. Lewis, Director **/Duncan White for/**  
Division of Materials Safety and State Agreements  
Office of Federal and State Materials and  
Environmental Management Programs

Contact: Angela Randall, FSME  
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E-mail: [angela.randall@nrc.gov](mailto:angela.randall@nrc.gov)

Enclosure:  
List of Recently Issued FSME Generic Communications

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<b>NAME</b>	ARandall	AMauer	BJones	NSanchez for TRothschild
<b>DATE</b>	11/16/09	11/16/09	11/19/09	11/17/09
<b>OFC</b>	OIS	OE	FSME:MSSA	
<b>NAME</b>	TDonnell	Kerstun Day for NHilton	RLewis	
<b>DATE</b>	11/19/09	11/19/09	12/02/09	

**OFFICIAL RECORD COPY**

List of Recently Issued Office of Federal and State Material and Environmental Management Programs Generic Communications			
Date	GC No.	Subject	Addressees
08/28/09	IN-2009-15	Varian Medical Systems Varisource High Dose-Rate Remote Afterloader Events: Source Retraction Problems	All U.S. Nuclear Regulatory Commission (NRC) medical use licensees and NRC master materials licensees authorized to possess or use a Varian Medical Systems VariSource High Dose Rate Remote Afterloader (VariSource HDR). All Agreement State Radiation Control Program Directors and State Liaison Officers.
08/28/09	IN-2009-17	Reportable Medical Events Involving Treatment Delivery Errors Caused by Confusion of Units for the Specification of Brachytherapy Sources	All U.S. Nuclear Regulatory Commission (NRC) medical use licensees and NRC master materials licensees. All Agreement State Radiation Control Program Directors and State Liaison Officers
09/18/09	IN-2009-18	Performance of Required Shutter Checks and Reporting of Gauge Shutter Failures	All U.S. Nuclear Regulatory Commission specific and renewal fixed gauge materials licensees. All Agreement State Radiation Control Program Directors and State Liaison Officers.
10/13/09	IN-2009-24	Sources of Information Related to Potential Cyber Security Vulnerabilities	All holders of operating licenses or construction permits for nuclear power reactors or non-power (research or test) reactors under the provisions of Title 10 of the <i>Code of Federal Regulations</i> (10 CFR) Part 50, "Domestic Licensing of Production and Utilization Facilities." All holders of operating licenses for Category I fuel cycle facilities, Category III fuel cycle facilities, conversion facilities, uranium recovery facilities, and enrichment facilities. All holders of, and applicants for, combined licenses under the provisions of 10 CFR Part 52, "Licenses, Certifications, and Approvals for Nuclear Power Plants." All holders of licenses for the following types of facilities undergoing decommissioning: nuclear power plants, non-power reactors, fuel cycle facilities, and uranium recovery facilities.
07/13/09	RIS-2009-09	Use Of Multiple Dosimetry and Compartment Factors in Determining Effective Dose Equivalent from External Radiation Exposures	All U.S. Nuclear Regulatory Commission licensees, Agreement State Radiation Control Program Directors, and State Liaison Officers.
11/05/09	RIS-2009-14	Licensing Approach for Uranium In Situ Recovery Facility Applications	All holders of operating licenses for uranium in situ recovery (ISR) facilities and all companies that have submitted applications to construct new ISR facilities or letters of intent to submit such applications. In addition, the U.S. Nuclear Regulatory Commission is providing this Regulatory Issue Summary to appropriate Agreement States for their information.
<p>Note: This list contains the six most recently issued generic communications, issued by the Office of Federal and State Materials and Environmental Management Programs (FSME). A full listing of all generic communications may be viewed at the NRC public website at the following address: <a href="http://www.nrc.gov/reading-rm/doc-collections/gen-comm/index.html">http://www.nrc.gov/reading-rm/doc-collections/gen-comm/index.html</a></p>			