



## DEEP FORM 664

A current copy of this form can be found  
here: [Radiation \(ct.gov\)](https://www.ct.gov/radiation).



### GENERAL LICENSEE REGISTRATION SUBJECT TO 10 CFR 31.5

*(Please read the instructions before completing this form)*

All general licensed devices subject to 10 CFR 31.5 must be currently registered under a DEEP RMI registration for your facility. Attachment 1 must be completed, maintained and available for DEEP to inspect and copy upon request in accordance with the provisions of R.C.S.A §22a-153-20.

☐ A current Radioactive Materials and Industrial X-ray (RMI) registration was not found. Please complete an RMI registration and the required information below. Please use the link [DEEP EzFile Portal](https://www.ct.gov/deep/ezfile) to register. Completion of this form does not constitute a valid RMI registration.

☐ A current Radioactive Materials and Industrial X-ray (RMI) registration was found. Please verify the information contained in this form. If there are any changes or corrections to your company/facility or individual mailing or billing address or contact information, please perform a modification to your current RMI registration **AND** note the changes on this form. Completion of this form does not constitute a valid RMI registration.

**RMI Facility ID#**

**RMI Registration Expiration Date:**

#### Part I: General Licensee Information

Information provided below is from your current RMI registration for the general licensed devices subject to 10 CFR 31.5 possessed by you.

<b>1. General Licensee Registration Number (Assigned by DEEP): GL -</b>			
<b>2. General Licensee Applicant Name:</b>			
Mailing Address:			
City/Town:	State:	Zip Code:	
Business Phone:	ext.:		
Contact Person:	Phone:	ext.	
*E-mail:			
a) Licensee Applicant Type (check one):			
<input type="checkbox"/> individual <input type="checkbox"/> *business entity (*If a business entity complete i through iii):			
i) check type: <input type="checkbox"/> corporation <input type="checkbox"/> limited liability company <input type="checkbox"/> limited partnership			
<input type="checkbox"/> limited liability partnership <input type="checkbox"/> statutory trust <input type="checkbox"/> Other: _____			
ii) provide Secretary of the State business ID #: _____ This information can be accessed at the Secretary of State's database <a href="https://www.ct.gov/deep/ezfile">onlineBusinessSearch (ct.gov)</a> .)			
iii) <input type="checkbox"/> Check here if your business is <b>NOT</b> registered with the Secretary of State's office.			
<b>3. Billing contact, if different than the licensee applicant.</b>			
Name:			
Mailing Address:			
City/Town:	State:	Zip Code:	
Business Phone:	ext.:		
Contact Person:	Phone:	ext.	
*E-mail:			

**4. Primary contact for departmental inquiries, if different than the licensee applicant.**

Name:

Mailing Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.:

Contact Person:

Phone:

ext.

\*E-mail:

\*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

**Part II: Fee Information**

An annual registration fee is required by a general licensee subject to 10 CFR 31.5 **AND** an annual Radioactive Materials and Industrial X-ray registration fee as required in section 22a-148 of the Connecticut General Statutes. Payment of this annual registration fee subject to 10 CFR 31.5 does not constitute a valid RMI registration.

**1. LICENSE FEE INFORMATION**

*DO NOT submit fee payment with application.*

**FEE CATEGORY****3Q**

*After the application is received and entered, pay instructions will be emailed to the Billing Contact listed.*

*The application will not be processed without the payment of total fee amount ([See 10 CFR 170.31](#)). Fees required only for new applications, with few exceptions ([See RCSA 22a-153-6](#)). The fee shall be non-refundable and shall be paid through the [E-Payment portal](#).*

**Total Amount:****\$****Affirmative Action, Equal Employment Opportunity and Americans with Disabilities**

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act (ADA). Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

### Part III: Applicant Certification of General Licensee Registration Subject to 10 CFR 31.5

The applicant *and* the individual(s) responsible for preparing the registration form must sign this part. A registration form will be considered incomplete unless all required signatures are provided. An electronic signature is acceptable pursuant to CGS section 1-272. By their signature, they certify that to the best of their knowledge and belief, the information contained in the registration form, including all attachments, is true, accurate and complete.

If the applicant is the preparer, please mark N/A in the spaces provided for the preparer.

<p>"A physical inventory of the devices subject to registration requirements of 10 CFR 31.5 has been completed and the device information on this form has been checked against the device labeling."</p> <p>"A leak check has been completed subject to the requirements of 10 CFR 31.5(c)"</p> <p>"A proper operational test of the on-off mechanism and indicator has been completed, if applicable, subject to the requirements of 10 CFR 31.5(c).</p> <p>"I am aware of the requirements of the general license, provided in 10 CFR 31.5."</p> <p>"I have personally examined and am familiar with the information submitted in this document and all attachments thereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief."</p> <p>"I understand that a false statement in the submitted information may be punishable as a criminal offense, in accordance with the provisions of section 22a-6, section 53a-157b and section 22a-158c of the Connecticut General Statutes, and in accordance with any other applicable statute."</p> <p>"I certify that this general license registration subject to 10 CFR 31.5 is on complete and accurate forms as prescribed by the commissioner without alteration of the text.</p> <p>"By entering my name below, I agree that I am providing my legal signature, and am legally bound by the certifications above."</p>	
Signature of Licensee Applicant	Date
Printed Name of Licensee Applicant	Title (if applicable)
Signature of Preparer (if different than above)	Date
Printed Name of Preparer	Title (if applicable)
<p><input type="checkbox"/> Check here if additional signatures are required. If so, please reproduce this sheet and attach signed copies to this sheet. You must include signatures of any person preparing any report or parts thereof required in this application (i.e., professional engineers, surveyors, soil scientists, consultants, etc.)</p>	

Note: Please submit the completed form including all attachments to:

RADIOACTIVE MATERIALS PROGRAM  
RADIATION DIVISION  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

Please submit an executed electronic copy of this completed form to [DEEP.LRMReg@ct.gov](mailto:DEEP.LRMReg@ct.gov). DO NOT submit fee payment with application. After the application is received and entered, pay instructions will be emailed to the Billing Contact listed.

## Attachment 1: General Licensed Devices Subject to Registration Under 10 CFR 31.5 Compliance Checklist

Please complete, maintain and make available to DEEP to inspect and copy upon request in accordance with the provisions of R.C.S.A §22a-153-20. Use additional sheets for each general licensed device subject to registration under 10 CFR 31.5.

MANUFACTURER OR INITIAL TRANSFEROR:	
MODEL NUMBER:	
SERIAL NUMBER:	

- ☐ A physical inventory of the devices subject to registration requirements of 10 CFR 31.5 has been completed and the device information on this form has been verified to match the device labeling.
- ☐ All radioactive material labels are attached to the device, are maintained, and comply with label requirements.
- ☐ A leak check has been completed subject to the requirements of 10 CFR 31.5(c)
- ☐ A proper operational test of the on-off mechanism and indicator has been completed, if applicable, subject to the requirements of 10 CFR 31.5(c).
- ☐ The general licensed device is in operating condition per manufacturer's specifications.
- ☐ Maintain this attachment and make available to DEEP to inspect and copy upon request in accordance with the provisions of R.C.S.A §22a-153-20.

## STATE OF CONNECTICUT GENERAL LICENSEE REGISTRATION SUBJECT TO 10 CFR 31.5

**PLEASE READ THIS INFORMATION AND THESE INSTRUCTIONS BEFORE COMPLETING DEEP FORM 664**

### INSTRUCTIONS FOR COMPLETING

#### DEEP FORM 664 " GENERAL LICENSEE REGISTRATION"

- All general licensed devices subject to 10 CFR 31.5 shall **ALSO** be registered in accordance with section 22a-148 of the Connecticut General Statutes. The information provided on this form has been obtained using the information from the RMI registration of this facility.
- Review all sections of this registration form. If any information is incorrect or missing, make corrections in the applicable sections. If you have more devices than space provided in the form, use additional pages as needed.
- Refer to 10 CFR 31.5(i) for criteria of registering general licensed devices subject to 10 CFR 31.5.

#### Criteria for Registration

Radionuclide	Activity greater than or equal to:
Strontium-90, Radium-226	3.7 megabecquerels (0.1 millicurie)
Cobalt-60, Curium-244, Americium-241, Californium-252, or any other transuranic.	37 megabecquerels (1 millicurie)
Cesium-137	370 megabecquerels (10 millicuries)

- Verify the model and serial number information about the devices by reviewing the label on the outside of the device. **For safety reasons, DO NOT TRY TO TAKE APART any device to verify this information.** If you are uncertain how to identify the device's label, contact the device's manufacturer or an authorized service agent for this information. Also, contact the manufacturer for any additional information about DEEP requirements. You may also review general license information at the DEEP Radiation website located at [Radiation \(ct.gov\)](http://Radiation.ct.gov).

- **Note to specific licensees:** If you believe the device(s) listed on the registration form are possessed under your specific license, then verify the device label does not state the device is subject to a general license. If the labels indicate the device is subject to a general license, then complete the registration form as instructed.

**Part I - General Licensee Information.** Provide the requested information about you, the general licensee.

Do not write in the box marked **DEEP Radiation or DEEP CPPU Use Only**

**Part II – Fee Information –** An annual registration fee is required by a general licensee subject to 10 CFR 31.5 **AND** an annual Radioactive Materials and Industrial X-ray registration fee is required subject to section 22a-148 of the Connecticut General Statutes. Payment of this annual registration fee subject to 10 CFR 31.5 does not constitute a valid RMI registration.

**Part VI - Certification and Signature.** The responsible individual(s) must certify, sign, and date Part VI.

#### **Attachment 1. General Licensed Devices Subject to Registration Under 10 CFR 31.5 Compliance**

**Checklist-** Complete this attachment, and retain for inspection, for each general licensed device subject to 10 CFR 31.5 (c)(13)(iii). **Before starting, copy this Attachment as needed for your additional devices.**

**Please submit this completed form to:**

RADIOACTIVE MATERIALS PROGRAM  
RADIATION DIVISION  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
79 ELM STREET  
HARTFORD, CT 06106-5127

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