

INSTRUCTIONS FOR COMPLETING AGENCY FORMS GEN-4, GEN-4A and GEN-4B

IMPORTANT: Verify information about General License 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. Table 1 (at the end of these instructions) contains radioactivity (activity) units and abbreviations that are typically used with General License devices. Also contact the manufacturer for any additional information about Agency requirements. You may also review Section C.4.2(b) and other applicable portions of the *Rules and Regulations for the Control of Radiation* at: http://www.rules.state.ri.us/rules/released/pdf/DOH/DOH_3166.pdf

FORM GEN-4, GEN-4A and GEN-4B

General Licensee Information: Provide the requested information about you, the General Licensee.

Item 1: Please indicate if this is new General License Registration, required Annual Update of General License information or other report to the Agency regarding General License devices. New Registrations must be accompanied by a \$320 fee (check or money order payable to General Treasurer – State of Rhode Island) and a completed Taxpayer ID/Federal Employer ID form. There is no fee for submission of annual or other updates.

Item 2: Provide the mailing address where you wish to receive all future correspondence from the Agency regarding your General License. The mailing address should be specific to the physical location where the devices are used and/or stored (P.O. boxes may be used if this is the only available mailing address).

Item 3: Provide the street address/location where your device(s) are used. For portable devices, provide the storage location. P. O. Box addresses are not allowed. [**NOTE:** *Each address/ location of use for non-portable gauges requires a separate Registration.*]

Item 4: Provide the name, telephone number, and title of the individual responsible for your General License device(s). This individual should be available at the address provided in Item 3.

Item 5: This section is used to identify each new (i.e., not previously reported to the Agency) General License device subject to registration and in your possession. Complete an Item 5 entry on Agency Form GEN-4A for each new device. Devices subject to registration include those containing at least one of the radionuclides listed below, with the activity indicated, at the time of manufacture. [**NOTE:** *Please check "Not Applicable" for annual updates which do not include any new General License devices.*]

Radionuclide	Activity greater than or equal to:	
Strontium-90 (Sr-90)	3.7 megabecquerel (MBq)	0.1 millicurie (mCi)
Americium-24 (Am-241)	37 MBq	1 mCi
Californium-252 (Cf-252)	37 MBq	1 mCi
Cobalt-60 (Co-60)	37 MBq	1 mCi
Curium-244 (Cm-244)	37 MBq	1 mCi
Plutonium-238 (Pu-238)	37 MBq	1 mCi
Plutonium-239 (Pu-239)	37 MBq	1 mCi
Cesium-137 (Cs-137)	370 MBq	10 mCi

NOTE: *Static eliminators containing polonium-210 (Po-210), or luminous exit signs containing tritium (H-3) are not subject to registration.*

Item 6: This section is used to identify each General License device subject to registration that was previously reported to the Agency, but is no longer in your possession. Complete an Item 6 entry on Agency Form GEN-4B for each previously reported General License device that is no longer in your possession. [NOTE: Please check "Not Applicable" for new registrations or annual updates which do not identify any previously reported device that is no longer in your possession.]

Note to specific licensees: If the labels indicate the device is subject to a general license, then follow the instructions for "not in possession of device" on Form GEN-4B and complete one Item 6 entry per device transferred to your specific license.

Item 7: This section is only used to indicate that a required annual update contains no additional information for either Item 5 or Item 6. Check if applicable and enter the date of the previous new registration or annual update (as appropriate).

Item 8: This item must be verified and signed by the individual identified in Item 4 as being responsible for your General License device(s).

TABLE 1

ACTIVITY UNIT	ABBRVIATION	ACTIVITY UNIT	ABBRVIATION
picocurie	pCi	becquerel	Bq
nanocurie	nCi	kilobecquerel	kBq
microcurie	uCi OR μ Ci	megabecquerel	MBq
millicurie	mCi	gigabecquerel	GBq
curie	Ci	terabecquerel	TBq
pound	lb	microgram	ug OR μ g
		milligram	mg
gram	g	kilogram	kg