



RHODE ISLAND RADIATION CONTROL AGENCY 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 § 7.7.1 and other applicable portions of 216-RICR-40-20, *Radiation* at: <https://rules.sos.ri.gov/organizations/subchapter/216-40-20>

Note to specific licensees: If the labels indicate the device is subject to a general license, then complete the registration form as instructed below. If not, complete the registration as instructed below. However, follow the instructions for "not in possession of device" on Form GEN-4B and complete one Item 9 entry per device transferred to your specific license.

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.*]

Items 4-6: Provide the name, title, telephone number, and business e-mail of the individual responsible for your General License device(s). This individual should be available at the address provided in Item 3.

Item 7: This item must be verified and signed by the individual identified in Item 4 as being responsible for your General License device(s).

Item 8: This item 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 8 entry on Agency Form GEN-4A for each new device¹. Devices subject to registration include those containing at least one of the radionuclides listed in Table 1, 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.*]

¹ When entering isotope and unit information for your device(s), use the codes listed in Table 2 for isotope information, and use the codes from Table 3 for unit information



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Table 1 - Criteria for Registration

Radionuclide	Activity greater than or equal to:	
Strontium-90, Radium-226	3.7 megabecquerel (MBq)	0.1 millicurie (mCi)
Cobalt-60, Americium-241, Curium-244, Californium-252	37 MBq	1 mCi
Cesium-137	370 MBq	10 mCi
NOTE: <i>Static eliminators containing polonium-210 (Po-210), or luminous exit signs containing tritium (H-3) are not subject to registration.</i>		

Item 9: This item 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 9 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.]

Table 2 - Isotope Codes

Radionuclide	Isotope Code	Radionuclide	Isotope Code
Americium-241	Am241	Curium-244	Cu244
Californium-252	Cf252	Radium-226	Ra226
Cesium-137	Cs137	Strontium-90	Sr90
Cobalt-60	Co60		

Table 3 - Unit Codes

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