

**MARYLAND DEPARTMENT OF THE ENVIRONMENT
RADIOLOGICAL HEALTH PROGRAM
INSTRUCTIONS FOR COMPLETION OF
GENERAL LICENSE DEVICE REGISTRATION FORM**

The following instructions apply to completion and submittal of the Microsoft Excel form titled **Maryland Radiological Health Program General License Device Registration**.

1. Open the file **GENERAL LICENSE DEVICE REGISTRATION FORM**.
2. When the file opens, press the option to **Enable Macros**.
3. The **GENERAL LICENSE REGISTRATION FORM** will open. Save this form to your computer or network as an Excel file titled **General_License**. (You will not be able to save any entries made online.)
4. The form consists of two parts. The first part is identification of your facility. Note the following:
 - “Storage Address” is the location where the device is secured when not in use.
 - “Address of Use” is the location where the device is used. If locations vary, you may enter in this block a larger area such as “Montgomery and Prince George’s Counties”, however, you must further explain your use of the device in the Comments block on the bottom right of the form.
5. The second part of the form is for entry of specific information for each device. This includes:
 - a. The manufacturer or specific licensee who transferred the device to you;
 - b. Model number of device;
 - c. Serial number of device;
 - d. Radioisotope contained in the device; and
 - e. Activity of the radioisotope (as indicated on the label).

NOTE: If you have more than one device, move to the next tab and enter the required information for the second device. The form will accommodate information for up to 12 devices. If you have more than 12 devices, you will need to complete another form.

6. There is also a space on the form for any explanatory comments you wish to make (bottom right of form).
7. **SAVE THE MICROSOFT EXCEL FORM** on your computer under the name **General_License**, and e-mail the completed form as an attachment to MDE.genlic@maryland.gov.

If you have any questions or require assistance in completion of this form, please call Jim Lewis of the Radiological Health Program at 410-537-3301.

NOTICE: General License Device **Certification** expired **October 1, 2013**, when possessors of devices described below were required to apply for a specific Maryland Radioactive Materials License.

Devices containing radioactive material which contains at least:

370 MBq (10 mCi) of cesium-137

3.7 MBq (0.1 mCi) of strontium-90

37 MBq (1 mCi) of cobalt-60

3.7 MBq (0.1 mCi) of radium-226, or

37 MBq (1 mCi) of americium-241 or any other transuranic element (i.e., element with atomic number greater than uranium (92), based on the activity indicated on the label