

# Guidance for Termination or Decommissioning for Licensees Using Only Radioactive Materials in Sealed Sources

This guide is recommended for the purposes of terminating a Radioactive Materials License (RML), removing a use location or an area of use from a RML where the history of Radioactive Materials use only involved sealed sources. Ensure the following information is provided with the termination or decommissioning request letter:

1. Submit either:
  - a. A certifying statement from the RSO that the licensee never possessed or used any sealed sources that leaked or were damaged in accidents or other unusual incidents; or
  - b. If a leaking or damaged sealed source was possessed at the use location, submit a description of the sealed source, and the methods used to clean and dispose of contamination from the sealed source along with any associated survey results.
2. Provide an inventory list, including manufacturer, model number and serial number, of all sealed sources (including installed in a device) used or possessed since the most recent inspection or past 3 years, whichever is greater. Include a copy of the most current leak test report for each source.

**If you wish to terminate the RML, the following additional information must be supplied:**

3. Submit form CDPH 5314 (08/17) titled, "[Certificate of Disposition of Materials](#)", available at:  
<https://www.cdph.ca.gov/CDPH%20Document%20Library/ControlledForms/cdph5314.pdf>.  
The form must be signed by the current RSO or a member of upper management (CEO, Pres, etc.).
4. Account for all the sealed sources on the RML. Provide a signed receipt or disposal manifest from the authorized recipient indicating that they received the sealed sources or devices and a copy of their RML if not a California licensee. If the recipient is a California licensee, please provide their license number. Ensure the letter contains serial numbers of device or sealed sources if not installed in a device.