

ABOUT THE REGULATORY AGENCIES

In general, the receipt, possession and use or processing of radioactive material, including low-level radioactive waste (LLRW), requires a radioactive material license from the appropriate New York regulatory agency or the U.S. Nuclear Regulatory Commission. Normally, a single license from a single licensing agency is all that is required for most institutions, corporations, utilities, etc. If an institution or corporation holds multiple licenses under which LLRW was generated, or if people in the organization hold individual licenses under which LLRW was generated, then all of those licenses and the respective licensing agencies must be identified. In that case, append a list of the license numbers and the licensing agencies to the Report Form. The licensing agencies and their respective jurisdictions are:

New York State Department of Health

- Regulates radioactive material users (e.g., hospitals and universities) in New York State outside of New York City, plus industrial users in New York City.

New York City Department of Health

- Regulates non-industrial radioactive material users in New York City.

U.S. Nuclear Regulatory Commission

- Regulates federal radioactive material users (e.g., Veterans Administration hospitals) and major nuclear facilities (e.g., nuclear power plants) in New York State.

GUIDELINES TO THE GENERATOR REPORT FORM

Waste Management Method	Description	Sections to Complete
Storage for Decay — On Site	LLRW containing radionuclides with half-lives up to 90 days stored on site for decay and eventual disposal as non-radioactive waste.	Sections I, II-A, II-G, IV, V NOTE: If managing LLRW by Storage for Decay only, use the condensed form
Storage for Decay — Off Site	Same as above. The LLRW being reported has been transferred to an off-site facility.	Sections I, II-A, II-D, II-G, IV, V See note directly above.
Interim Storage — On or Off Site	LLRW containing radionuclides with half-lives greater than 90 days being held in long-term storage pending disposal. THIS DOES NOT REFER TO ROUTINE ACCUMULATION OF LLRW FOR SUBSEQUENT TRANSFER TO A LICENSED DISPOSAL FACILITY.	Sections I, II-A through C, II-F through I, III, IV, V, VI
Interim Storage — On or Off Site after Processing	Same as above.	All
Ship for Disposal — Direct	LLRW received by a licensed disposal facility via direct transfer from generator.	Sections I, II-A through C, II-F through I, III, IV, V, VI
Ship for Disposal via Broker/Processor	Some LLRW may undergo additional treatment prior to disposal. Please consider this when reporting LLRW volume in Section II-E. If you use a broker to transport your LLRW, he/she can supply this information.	All

GENERAL INSTRUCTIONS

1. Please read these Instructions and the Reporting Regulations before completing the Report Form.
2. Pursuant to Public Authorities Law, Section 1854-d(1) (attached), as enacted by Ch. 673 L. 1986, any person who generates low-level radioactive waste (LLRW) in New York State is required to submit a report on such waste to NYSERDA annually.
3. Regulations governing the reporting of low-level radioactive waste have been promulgated as Part 502 of Chapter XI of Title 21 NYCRR, referred to herein as the "Reporting Regulations" (attached). You should note especially Sections 502.2 through 502.4 of the Reporting Regulations in preparing the Report Form. Terms defined in the Reporting Regulations (e.g., "LLRW," "generator") have the same meaning in the Report Form and these instructions. In the case of any perceived inconsistencies in information required by the Reporting Form and by the Reporting Regulations, the Regulations take precedence.
4. The Report Form for each calendar year must be completed and submitted no later than March 1st of the following year.
5. Only one report should be submitted for each facility. However, please note that pursuant to Section 502.3(a) of the Reporting Regulations, any generator who generates LLRW at facilities in New York State located more than 25 miles apart is required to submit a separate Report Form for each such facility. If a generator generates LLRW at facilities in the State located 25 miles or less apart for which separate disposal-site use permits or similar authorizations are held, the generator must submit a separate Report Form for each such facility.
6. If any response exceeds the space available for it in the Report Form, please type or print the response in Section III D.
7. The Report Form or any of its pages may be reproduced.
8. Please retain these Instructions and a copy of your completed Report Form in the office of the contact person identified in Section IA.
9. If you require assistance, please contact Alyse Peterson at (518) 862-1090, ext. 3274; e-mail llrwdadmin@nyserdera.org; or fax (518) 862-1091.
10. Please return the completed Report Form and attachments to:
Alyse Peterson, Project Manager
Radioactive Waste Policy and Nuclear Coordination
New York State Energy Research and Development
Authority
17 Columbia Circle
Albany, NY 12203-6399
llrwdadmin@nyserdera.org

SECTION I. Generator Information

- A** Please enter your 4-digit generator ID which can be found on the mailing label of your annual postcard. If you are a new generator, please contact NYSERDA and you will be assigned an ID.

Please enter the reporting year.

The "Contact Person" is the person you prefer we contact with any questions regarding your completed Report Form.

- B** Self-explanatory.

- C** Self-explanatory.

- D** Use the following "Facility Type Codes" table to determine the letter and number codes that describe your facility. Choose one letter from the left column and one number from the right column within the selected category.

Examples:

- Gauge manufacturer: H 2
- City-owned hospital: C 2
- Private medical research facility: D 5

- E** Self-explanatory.

SECTION II. Information on LLRW**A LLRW AS GENERATED**

- A-1 Select waste description code that best describes LLRW as generated (see the list in Section II).
- A-2 Storage for decay only, as indicated by W7 in the table. If you dispose LLRW, you must complete the long form.
- A-3 Select the appropriate storage site code (see the list in Section II).

SECTION III. Radionuclide Information for Waste Held for Decay

- A** Enter radionuclides contained in LLRW being held for decay **on site** as of December 31st.
- B** Enter radionuclides contained in LLRW being held for decay **off site** as of December 31st.
- C** Estimate maximum volume, in cubic meters (m³), of LLRW held on site in storage for decay at any one time.
- D** Self explanatory.

Facility Type Codes			
ELECTRIC UTILITY			
A	Nuclear Power Plant	1	Boiling Water Reactor
B	Other*	2	Pressurized Water Reactor
		3	Other*
MEDICAL			
C	Governmental	1	Medical School
D	Private	2	Hospital
E	College or University	3	Office
F	Other*	4	Laboratory, non-research
		5	Research
		6	Nuclear Pharmacy
		7	Other*
INDUSTRIAL			
G	Research and Development	1	Radiopharmaceuticals
H	Manufacturing	2	Devices and Gauges
I	Other*	3	Non-destructive Testing
		4	Nuclear Laundry
		5	Waste Broker/Processor
		6	Radiotracers
		7	Analysis
		8	Other*
ACADEMIC (NON-MEDICAL)			
J	College or University	1	Research, non-medical
K	Other*	2	Education and Training
		3	Other*
GOVERNMENTAL (NON-MEDICAL)			
L	New York State	1	Research
M	Other*	2	Laboratory, non-research
		3	Other*

*If you used any of the codes for "Other," an explanation must be provided in Section III D

Conversions for Units				
Quantity	SI* Unit	Conventional Unit	Value of Conventional Unit in SI Units	To Convert from Conventional Unit to SI Units
Volume	cubic meters (m ³)	cubic feet (ft ³)	0.028 m ³	ft ³ x 0.028 = m ³

* SI — International System