

## NATIONAL SOURCE TRACKING TRANSACTION REPORT

Estimated burden per response to comply with this mandatory information collection request: 9.5 minutes. NRC requires this information to populate the National Source Tracking System for certain sealed sources. Send comments regarding burden estimate to the Records and FOIA/Privacy Services Branch (T-5 F53), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by internet e-mail to [infocollects.resource@nrc.gov](mailto:infocollects.resource@nrc.gov), and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0202), Office of Management and Budget, Washington, DC 20503. If a means used to impose an information collection does not display a currently valid OMB control number, the NRC may not conduct or sponsor, and a person is not required to respond to, the information collection.

### 1. LICENSEE INFORMATION

A. LICENSEE NAME	B. LICENSE NO.	C. LICENSEE STREET ADDRESS <sup>1</sup>	D. CITY	E. STATE	F. ZIP CODE

### 2. TRANSACTION DATE

### 3A. TRANSACTION INFORMATION

### 3B. TRANSACTION TYPE (Check all that apply)

(Only transactions completed on the same date may be reported together on this form)	<input type="checkbox"/> NEW <input type="checkbox"/> CORRECTION	<input type="checkbox"/> REPORT SOURCE INVENTORY <input type="checkbox"/> TRANSFER <input type="checkbox"/> IMPORT <input type="checkbox"/> RECEIPT
	IF CORRECTION, PREVIOUS TRANSACTION DATE:	<input type="checkbox"/> NEW SOURCE MANUFACTURED <input type="checkbox"/> DISPOSAL <input type="checkbox"/> EXPORT <input type="checkbox"/> DISASSEMBLE

### 4. PREPARER INFORMATION

A. NAME OF PREPARER	B. DATE PREPARED	C. PREPARER PHONE	D. PREPARER E-MAIL REQUIRED FOR CONFIRMATION

### 7. SOURCE RECEIPT DATA

A1. SENDING LICENSEE NAME	B1. SENDING LICENSEE LICENSE NO.	C1. SENDING LICENSEE SHIPPING ADDRESS	D1. CITY	E1. STATE	F1. ZIP CODE		
G1. SOURCE MAKE	H1. SOURCE MODEL	I1. SOURCE SERIAL NUMBER	J1. ISOTOPE	K1. ACTIVITY AND UNIT	L1. ACTIVITY DATE	M1. WASTE MANIFEST NO. (For waste shipments only)	N1. CONTAINER ID (For waste shipments only)
O1. SOURCE LOCATION ADDRESS	P1. CITY	Q1. STATE	R1. ZIP CODE	S1. SAME AS STREET ADDRESS	T1. COMMENTS		
				<input type="checkbox"/>			

WARNING: FALSE STATEMENTS IN THIS CERTIFICATE MAY BE SUBJECT TO CIVIL AND/OR CRIMINAL PENALTIES. NRC REGULATIONS REQUIRE THAT SUBMISSIONS TO THE NRC BE COMPLETE AND ACCURATE IN ALL MATERIAL RESPECTS. 18 U.S.C. SECTION 1001 MAKES IT A CRIMINAL OFFENSE TO MAKE A WILLFULLY FALSE STATEMENT OR REPRESENTATION TO ANY DEPARTMENT OR AGENCY OF THE UNITED STATES AS TO ANY MATTER WITHIN ITS JURISDICTION.

**NATIONAL SOURCE TRACKING  
TRANSACTION REPORT (continued)**

**7. SOURCE RECEIPT DATA (continued)**

A2. SENDING LICENSEE NAME		B2. SENDING LICENSEE LICENSE NO.		C2. SENDING LICENSEE SHIPPING ADDRESS		D2. CITY		E2. STATE		F2. ZIP CODE					
G2. SOURCE MAKE		H2. SOURCE MODEL		I2. SOURCE SERIAL NUMBER		J2. ISOTOPE		K2. ACTIVITY AND UNIT		L2. ACTIVITY DATE		M2. WASTE MANIFEST NO. (For waste shipments only)		N2. CONTAINER ID (For waste shipments only)	
O2. SOURCE LOCATION ADDRESS				P2. CITY		Q2. STATE		R2. ZIP CODE		S2. SAME AS STREET ADDRESS <input type="checkbox"/>		T2. COMMENTS			
A3. SENDING LICENSEE NAME		B3. SENDING LICENSEE LICENSE NO.		C3. SENDING LICENSEE SHIPPING ADDRESS		D3. CITY		E3. STATE		F3. ZIP CODE					
G3. SOURCE MAKE		H3. SOURCE MODEL		I3. SOURCE SERIAL NUMBER		J3. ISOTOPE		K3. ACTIVITY AND UNIT		L3. ACTIVITY DATE		M3. WASTE MANIFEST NO. (For waste shipments only)		N3. CONTAINER ID (For waste shipments only)	
O3. SOURCE LOCATION ADDRESS				P3. CITY		Q3. STATE		R3. ZIP CODE		S3. SAME AS STREET ADDRESS <input type="checkbox"/>		T3. COMMENTS			

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**NATIONAL SOURCE TRACKING  
TRANSACTION REPORT (continued)**

**7. SOURCE RECEIPT DATA (continued)**

A4. SENDING LICENSEE NAME		B4. SENDING LICENSEE LICENSE NO.		C4. SENDING LICENSEE SHIPPING ADDRESS		D4. CITY		E4. STATE	F4. ZIP CODE
G4. SOURCE MAKE		H4. SOURCE MODEL		I4. SOURCE SERIAL NUMBER	J4. ISOTOPE	K4. ACTIVITY AND UNIT	L4. ACTIVITY DATE	M4. WASTE MANIFEST NO. (For waste shipments only)	N4. CONTAINER ID (For waste shipments only)
O4. SOURCE LOCATION ADDRESS		P4. CITY		Q4. STATE	R4. ZIP CODE	S4. SAME AS STREET ADDRESS <input type="checkbox"/>		T4. COMMENTS	
A5. SENDING LICENSEE NAME		B5. SENDING LICENSEE LICENSE NO.		C5. SENDING LICENSEE SHIPPING ADDRESS		D5. CITY		E5. STATE	F5. ZIP CODE
G5. SOURCE MAKE		H5. SOURCE MODEL		I5. SOURCE SERIAL NUMBER	J5. ISOTOPE	K5. ACTIVITY AND UNIT	L5. ACTIVITY DATE	M5. WASTE MANIFEST NO. (For waste shipments only)	N5. CONTAINER ID (For waste shipments only)
O5. SOURCE LOCATION ADDRESS		P5. CITY		Q5. STATE	R5. ZIP CODE	S5. SAME AS STREET ADDRESS <input type="checkbox"/>		T5. COMMENTS	

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## INSTRUCTIONS TO NRC AND AGREEMENT STATE LICENSEES FOR REPORTING HIGH-RISK SEALED SOURCE TRANSACTIONS

The completed form is considered to be Official Use Only – Security Related Information; it is not considered to be Safeguards Information. Use an addendum sheet for reporting additional sources.

Note to Licensees: This form may be used to report source transactions in lieu of using the NSTS online application. Sections 1-4 on Page 1 of the form are required for all source transaction types. Sections 5 – 12 should only be populated for the associated Transaction Type (3B) selected. For example, when reporting a Source Transfer and a Source Export, Sections 6 and 11 should be populated. Multiple Transaction Types may be selected if they occur on the same Transaction Date, and should be reported on NRC Form 748. Licensees reporting only one transaction type may use the condensed form for the Transaction Type. For example, when reporting a Source Receipt, NRC Form 748c should be used.

1. **Licensee Information** – Enter the name and license number, and street address of the licensed facility
2. **Transaction Date** – Enter the date the transaction occurred, which would be the date of the transfer, receipt, manufacture, etc.
3. **Transaction Information and Transaction Type** – Indicate if this is a new transaction or a correction. For corrections, select the date of the previously submitted transaction that the correction should be associated with. Select the Transaction Type. Report Source should only be used for initial inventory submissions, or to report a source excluded from the initial inventory submission. Dispose Source should only be used by a Disposal Licensee. If you are sending your source back to the manufacturer, or sending it to a disposal facility, the transaction should be recorded as a Transfer. Multiple Transaction Types may be selected if they occur on the same Transaction Date.
4. **Preparer Information** – An email address is required for a confirmation. For regulatory purposes, your source transaction report is not considered complete without a confirmation from the NSTS Help Desk that the transaction report has been received.
5. **Source Inventory Data** – This section should only be used for initial inventory submissions. The Make, Model and Serial Number refer to the Source, not the Device. All fields are required in Section 5 EXCEPT G. Comments. If the licensee is reporting multiple sources on the Source Inventory transaction at the same Source Location Address, the location address information may be populated once, and referenced in the Comments block for the additional sources.
6. **Source Transfer Data** – For Transfer transaction reports, all fields in Section 6 are required EXCEPT M. Waste Manifest Number, N. Container ID, and P. Comments. If the licensee is reporting multiple sources on the Transfer transaction to the same Receiving Licensee, the receiving licensee information may be populated once, and referenced in the Comments block for the additional sources.
7. **Source Receipt Data** – For Receipt transaction reports, all fields in Section 7 are required EXCEPT M. Waste Manifest Number, N. Container ID, and T. Comments. If the licensee is reporting multiple sources on the Receipt transaction at the same Source Location Address, the location address information may be populated once, and referenced in the Comments block for the additional sources.
8. **Source Disposal Data** – For Disposal transaction reports, all fields in Section 8 are required EXCEPT J. Comments. If the licensee is reporting multiple sources on the Disposal transaction at the same Source Disposal Address, the source disposal address information may be populated once, and referenced in the Comments block for the additional sources.
9. **New Manufactured Source Data** – For New Manufactured Source transaction reports, all fields in Section 9 are required EXCEPT F. Comments. If the licensee is reporting multiple sources on the Manufacturer transaction at the same Source Location Address, the location address information may be populated once, and referenced in the Comments block for the additional sources.
10. **Source Import Data** – For Import Source transaction reports, all fields are required EXCEPT L. Comments. If the licensee is reporting multiple sources on the Import transaction at the same Source Location Address, the location address information may be populated once, and referenced in the Comments block for the additional sources.
11. **Source Export Data** – For Export Source transaction reports, all fields are required EXCEPT M. Comments. If the licensee is reporting multiple sources on the Export transaction to the same Foreign Company/Foreign Address, the information in cells A-E may be populated once, and referenced in the Comments block for the additional sources.
12. **Source Disassemble Data** – For Disassemble Source transaction reports, all fields are required EXCEPT H. Comments. If the licensee is reporting multiple sources on the Disassemble transaction at the same Source Location Address, the location address information may be populated once, and referenced in the Comments block for the additional sources.

### **DISTRIBUTION**

Mail one copy to: Lockheed Martin, NSTS Help Desk, 30 West Gude Drive, Suite 300, Rockville, MD, 20850  
or FAX a copy to: (240) 403-4391  
or Submit by email: [NSTS.Help@nrc.gov](mailto:NSTS.Help@nrc.gov) or by clicking the "Submit by Email" button at the top of the form.