

NSTS Webpage

Red circles show the path to get to the 748 Form. (Note: Licensees already use these links to get the 748 form).

Main Page:

NRC: National Source Tracking System - Microsoft Internet Explorer provided by USNRC

http://www.nrc.gov/security/byproduct/nsts.html

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Protecting People and the Environment

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National Source Tracking System

The NSTS is a major security initiative of the NRC. This highly secure, accessible and easy-to-use computer system tracks high-risk radioactive sources from the time they are manufactured or imported through the time of their disposal or export, or until they decay enough to no longer be of concern. This website has been developed to provide our stakeholders with the current status of program activities, tools and resources to aid in using the system, and mechanisms to provide direct feedback to us.

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How to Report to NSTS


NRC strongly encourages NSTS users to report online. Reporting online is easy to do. In order to start reporting online, you will need to get [credentialed](#). Once you have completed the credentialing process you may login below:



If circumstances preclude online reporting, please see our [Alternative NSTS Reporting Methods](#).

Updated link will go to a page that will include the following updated information:

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Alternate Methods of Reporting

As set forth in the [Final Rule](#), licensees have several options for reporting transaction information to the [National Source Tracking System](#) (NSTS). In addition to online reporting, licensees may report transactions for inclusion in the NSTS by completing the paper-based National Source Tracking Transaction Report NRC Form 748, and submitting it by email or fax. Licensees may also report by telephone to the [NSTS Help Desk](#), with follow-up by email, fax, or mail.

Form 748

Select the type of transaction you would like to report from the hyperlinks below:

Single type of transaction to report:

- [Report Source](#)
- [Transfer](#)
- [Receipt](#)
- [Disposal](#)
- [New Source Manufactured](#)
- [Import](#)
- [Export](#)
- [Disassembly](#)

More than one type of transaction to report:

- [Multiple Source Transaction Report](#) (Used to report 2 or more different types of transactions from the list above).

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The hyperlinks take the licensee directly to the form for the transaction type they wish to report.

Example: In order to report a Receipt, the licensee will click on the "Receipt" hyperlink and be taken directly to a PDF of the Receipt short form.

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NRC FORM 748
U.S. NUCLEAR REGULATORY COMMISSION
APPROVED BY OMB: NO. 3150-0202
EXPIRES: 12/31/2012

NATIONAL SOURCE TRACKING TRANSACTION REPORT

Estimated burden per response to comply with this mandatory information collection request: 15 minutes. NRC requires this information to operate the National Source Tracking System for certain sealed sources. Send comments regarding burden estimate to the Records and Policy Services Branch (TS-P3), U.S. Nuclear Regulatory Commission, Washington, DC 20545-0001, or by internet e-mail to info@nrc.gov, and to the Desk Officer, Office of Information and Regulatory Affairs, NESC-10202, (3150-0202), Office of Management and Budget, Washington, DC 20503. If a means used to ensure 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 ADDRESS1 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)

NEW CORRECTION REPORT SOURCE INVENTORY TRANSFER IMPORT RECEIPT

CORRECTION, PREVIOUS TRANSACTION DATE NEW SOURCE MANUFACTURED DISPOSAL EXPORT 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

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.

NRC FORM 748 (6-2010)

All form include instructions for filling out and submitting the form:

Screen shots of links to new form 748 (2) 11-17-10.docx - Microsoft Wo...
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rc748c_Receive Source: 07/07/10_AMK password re (4).pdf [SECURED] - Adobe Reader

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.

- Licensee Information** – Enter the name and license number, and street address of the licensed facility.
- Transaction Date** – Enter the date the transaction occurred, which would be the date of the transfer, receipt, manufacture, etc.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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 or by clicking the "Submit by Email" button at the top of the form.

100% Exchange

Start | Inbox - Microsoft Outlook | Sent Items - Microsoft Out... | NRC: Alternate Methods... | 748fom | Screen shots of links to n... | rc748c_Receive So... | 11:36 AM