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:

Link will go to a page that will include the following information:

U.S.NRC
United States Nuclear Regulatory Commission
Protecting People and the Environment

Enter term or ADAMS #   SEARCH

REPORT A SAFETY CONCERN

| NUCLEAR REACTORS | NUCLEAR MATERIALS | RADIOACTIVE WASTE | NUCLEAR SECURITY | PUBLIC MEETINGS & INVOLVEMENT | NRC LIBRARY | ABOUT NRC |

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Home > Nuclear Security and Safeguards > Radioactive Material > ISMP > NSTS > How to Report to NSTS > **Alternate Methods of Reporting**
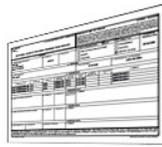
Alternate Methods of Reporting

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 fax, with a fax cover sheet, to 1-888-821-2534.

Licensees may also report by telephone to the NSTS Help Desk , with follow-up by fax or mail, as described above.

NRC Form 748

Transaction Types:

- Transfer 🔺: Complete this form only for source transfers.
- Receipt 🔺: Complete this form only for source receipts.
- Disposal 🔺: This form should only be used by licensees authorized for final disposal of sources.
- New Manufactured Source 🔺: This form should only be used by manufacturers. Licensees receiving a newly manufactured source should report this as a "Receipt" using the link above.
- Import 🔺: Complete this form only for source imports.
- Export 🔺: Complete this form only for source exports.
- Disassemble 🔺: This form should only be used by licensees authorized to disassemble sources.
- Multiple Types of Transactions 🔺: Use this form to report **2 or more** different types of transactions at one time (for example: receipt of one source and transfer of another source).

If you have questions about which form you should use or how to complete the form, please call the NSTS help desk:

Hours:	Monday – Friday: 8:00 am to 8:00 pm (ET)
Phone:	1-877-671-6787
Email:	NSTSHelp@nrc.gov

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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Submit by Email

NRC FORM 748
(6-2010)
10 CFR 20.2207

U.S. NUCLEAR REGULATORY COMMISSION

APPROVED BY OMB: NO. 3150-0202   EXPIRES: 12/31/2012

Estimated burden per response to comply with this mandatory information collection request: 15 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, and to the Desk Officer, Office of Information and Regulatory Affairs, NEOB-10202, (3150-0202), Office o f 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.

NATIONAL SOURCE TRACKING TRANSACTION REPORT

1. LICENSEE INFORMATION

A. LICENSEE NAME | B. LICENSE NO. | C. LICENSEE STREET ADDRESS1 | D. CITY | E. STATE | F. ZIP CODE

2. TRANSACTION DATE
(Only transactions completed on the same date may be reported together on this form)

3A. TRANSACTION INFORMATION
[ ] NEW   [ ] CORRECTION
IF CORRECTION, PREVIOUS TRANSACTION DATE:

3B. TRANSACTION TYPE (Check all that apply)
[ ] REPORT SOURCE INVENTORY   [ ] TRANSFER   [ ] IMPORT   [X] RECEIPT
[ ] 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 forms include instructions for filling out and submitting the form:

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, 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
For most timely processing, click the "Submit by Email" button on page 1. You may also:
> manually submit this form by email to: NSTSFax.Resource@nrc.gov.
> FAX to: 1-888-821-2534, or
> mail to: NSTS Help Desk
30 West Gude Drive, Suite 300
Rockville, MD 20850