NONSUBSTANTIVE CHANGE REQUEST

FOR

NRC FORM 313, “APPLICATION FOR MATERIALS LICENSE”

3150-0120

NRC Form 313 is prepared by applicants to the U.S. Nuclear Regulatory Commission (NRC) requesting a license, amendment, or renewal of a license for byproduct or source material. As discussed in the July 22, 2016, OMB Memorandum, *Flexibilities under the Paperwork Reduction Act for Compliance with Information Collection Requirements*, the NRC is requesting a nonsubstantive change to the NRC Form 313 to introduce an online version of this form to simplify the filing of an application for a materials license. This change is not anticipated to affect the burden for the form.

The NRC utilizes the Web-Based Licensing (WBL) System to store and manage information collected by Form 313 and to track and manage progress associated with the license, amendment, or renewal of a license for byproduct or source material. The online Form 313 is linked to the NRC’s WBL System and, for applicants requesting an amendment or renewal of a license for byproduct or source material, information from WBL will pre-populate Form 313 accordingly. To prevent fraudulent requests for byproduct or source materials licenses, users will be credentialed for access to WBL’s online form.

The online Form 313 is being separated into Tabs with a step through process to assist the applicant. The information request by the online form has not changed from Form 313. A description of the online form is provided below and screen designs are attached. The screen designs are provided to better describe how the online form will step an applicant through providing the information approved for collection in Form 313.

* **Screen header.** Each Tab will include consistent header information. The NRC Form 313, its expiration date, and title will appear in the upper left corner. Beneath this will be the information collected in Form 313 Item 1. For amendment or renewal requests, credentialed users will be able to select from a pre-populated drop-down menu the license number associated with their amendment or renewal request.
* **Applicant Tab.** This tab collects information consistent with Form 313 items 2 and 4. For amendment or renewal requests, the information in this tab will be pre-populated from the license information stored within WBL.
* **Location Tab.** This table collects information consistent with Form 313 item 3 and includes the ability for the applicant to enter multiple locations of use. Once the first location of use is saved, a grid with this entered information appears at the bottom of the screen. For amendment or renewal requests, the grid at the bottom of the screen is pre-populated with information from the license. The applicant is able to add, edit, delete and/or save as many locations of use as needed prior to submission of the application.
* **Materials Tab.** This tab collects information consistent with Form 313 items 5 and 6. Once the information on the first radioactive material in the application request is saved, a grid with the with this entered information appears at the bottom of the screen. For amendment or renewal requests, the grid at the bottom of the screen is pre-populated with information from the license. The applicant is able to add, edit, delete and/or save as many radioactive materials and their purpose of use as needed prior to submission of the application.
* **Individuals Tab.** This tab collects information consistent with Form 313 items 7 and 8. Once the information on the first individual responsible for radiation safety in the application request is saved, a grid with the with this entered information appears at the bottom of the screen. For amendment or renewal requests, the grid at the bottom of the screen is pre-populated with information from the license. The applicant is able to add, edit, delete and/or save as many radioactive materials and their purpose of use as needed prior to submission of the application. Supporting documentation to demonstrate an individual’s qualification is attached in the Attachments Tab.
* **Other Information Tab.** This tab collects information consistent with Form 313 items 9, 10, and 11. In NRC Form 313 the information collected in items 9 (Facilities and Equipment), 10 (Radiation Safety Program), and 11 (Waste Management) is submitted as an attachment to the form. In this online Form 313, applicants can either enter the information into the provided text boxes or attach this documentation in the Attachments Tab.
* **Attachments Tab.** Form 313 allows for the attachment of information needed by NRC staff associated with the license, amendment, or renewal of a license for byproduct or source material. Once the first attachment is saved, a grid with this saved information will appear at the bottom of the screen. The applicant is able to attach, edit, delete and/or save as many as documents as needed prior to submission of the application.
* **Review Tab.** This tab allows the applicant to review their assembled application prior to submittal. The assemble application displays as a completed Form 313. On this page, applicants are also provided the option to download or print their application for their personal needs.
* **Submit Tab.** This tab collects information consistent with Form 313 items 12 and 13. It includes a link to Form 531 similar to Form 313. This online form includes options for the applicant to submit their payment either electronically through pay.gov or they can mail their payment to one of the 4 NRC addresses indicated at the bottom of this tab.

**SCREEN DESIGN OF THE FORM 313 ONLINE ENTRY FORM**















