



**IMPORT SOURCE  
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 FOIA, Library, and Information Collections Branch (T-6 A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to [Infocollects.Resource@nrc.gov](mailto:Infocollects.Resource@nrc.gov), and the OMB reviewer at: OMB Office of Information and Regulatory Affairs, (3150-0202), Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street NW, Washington, DC 20503; e-mail: [oir\\_submission@omb.eop.gov](mailto:oir_submission@omb.eop.gov). The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the document requesting or requiring the collection displays a currently valid OMB control number.

**1. LICENSEE INFORMATION**

A. LICENSEE NAME	B. LICENSE NO.	C. LICENSEE STREET ADDRESS	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"/> RECEIPT	<input type="checkbox"/> DISPOSAL
IF CORRECTION, PREVIOUS TRANSACTION DATE:		<input type="checkbox"/> NEW SOURCE MANUFACTURED	<input type="checkbox"/> IMPORT	<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)

**10. SOURCE IMPORT DATA**

A1. FOREIGN COMPANY NAME	B1. IMPORT LICENSE NO.	C1. FOREIGN COMPANY ADDRESS	D1. CITY	E1. COUNTRY		
F1. SOURCE MAKE	G1. SOURCE MODEL	H1. SOURCE SERIAL NUMBER	I1. ISOTOPE	J1. ACTIVITY AND UNIT	K1. ACTIVITY DATE	L1. COMMENTS
M1. SOURCE LOCATION ADDRESS	N1. CITY	O1. STATE	P1. ZIP CODE	Q1. SAME AS STREET ADDRESS		
				<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.

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(continued)**

**10. SOURCE IMPORT DATA**

A2. FOREIGN COMPANY NAME		B2. IMPORT LICENSE NO.	C2. FOREIGN COMPANY ADDRESS		D2. CITY	E2. COUNTRY
F2. SOURCE MAKE	G2. SOURCE MODEL	H2. SOURCE SERIAL NUMBER	I2. ISOTOPE <input type="text"/>	J2. ACTIVITY AND UNIT <input type="text"/>	K2. ACTIVITY DATE	L2. COMMENTS
M2. SOURCE LOCATION ADDRESS		N2. CITY	O2. STATE <input type="text"/>	P2. ZIP CODE	Q2. SAME AS STREET ADDRESS <input type="checkbox"/>	
A3. FOREIGN COMPANY NAME		B3. IMPORT LICENSE NO.	C3. FOREIGN COMPANY ADDRESS		D3. CITY	E3. COUNTRY
F3. SOURCE MAKE	G3. SOURCE MODEL	H3. SOURCE SERIAL NUMBER	I3. ISOTOPE <input type="text"/>	J3. ACTIVITY AND UNIT <input type="text"/>	K3. ACTIVITY DATE	L3. COMMENTS
M3. SOURCE LOCATION ADDRESS		N3. CITY	O3. STATE <input type="text"/>	P3. ZIP CODE	Q3. SAME AS STREET ADDRESS <input type="checkbox"/>	

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(continued)**

**10. SOURCE IMPORT DATA (continued)**

A4. FOREIGN COMPANY NAME		B4. IMPORT LICENSE NO.	C4. FOREIGN COMPANY ADDRESS		D4. CITY		E4. COUNTRY
F4. SOURCE MAKE		G4. SOURCE MODEL	H4. SOURCE SERIAL NUMBER	I4. ISOTOPE <input type="text"/>	J4. ACTIVITY AND UNIT <input type="text"/>	K4. ACTIVITY DATE	L4. COMMENTS
M4. SOURCE LOCATION ADDRESS		N4. CITY		O4. STATE <input type="text"/>	P4. ZIP CODE	Q4. SAME AS STREET ADDRESS <input type="checkbox"/>	
A5. FOREIGN COMPANY NAME		B5. IMPORT LICENSE NO.	C5. FOREIGN COMPANY ADDRESS		D5. CITY		E5. COUNTRY
F5. SOURCE MAKE		G5. SOURCE MODEL	H5. SOURCE SERIAL NUMBER	I5. ISOTOPE <input type="text"/>	J5. ACTIVITY AND UNIT <input type="text"/>	K5. ACTIVITY DATE	L5. COMMENTS
M5. SOURCE LOCATION ADDRESS		N5. CITY		O5. STATE <input type="text"/>	P5. ZIP CODE	Q5. SAME AS STREET ADDRESS <input type="checkbox"/>	

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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, 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 E-mail" button on page 1.

You may also:

> manually submit this form by email to: [NSTSFax.Resource@nrc.gov](mailto:NSTSFax.Resource@nrc.gov),

> FAX to: 1-888-821-2534, or

> mail to: NSTS Help Desk

9737 Washingtonian Blvd, Room #5145, Mail Stop #11  
Gaithersburg, MD 20878