



EM Environmental Management

safety ❖ performance ❖ cleanup ❖ closure

DOE Packaging Certification Program

User Registration Form

For use of a Certified Type B or Fissile Radioactive Material Package or Special Form Source for Offsite Shipments by DOE Elements or their Contractors

The Department of Energy (DOE) Packaging Certification Program (PCP) prepared this form to implement a compliance process for the "user registration" requirements of DOE Order 460.1D, *Hazardous Materials Packaging and Transportation Safety*, for offsite use of a certified Type B or fissile radioactive material (RAM) package or special form source by DOE elements or persons under contract to DOE elements. This form must be submitted by the applicant and approved by the PCP Manager, for the DOE Headquarters Certifying Official (HCO), prior to use or consignment of the aforementioned package or source. Upon PCP approval, the applicant will receive notification by email from the DOE Docket Manager and be added to the list of registered users for the applicable certificate on the RAMPAC website at <https://rampac.energy.gov/home/package-certification-information/guidance/registered-users>.

Use of a certified Type B or fissile RAM package includes all package operations, acceptance testing, and maintenance in accordance with the requirements of the certificate and Chapters 7 and 8 of the respective Safety Analysis Report for Packaging. Special Form RAM certificates require consignors in the United States to satisfy the applicable requirements of Subpart H of 10 CFR 71. DOE ensures its consignors meet this requirement by registering with the DOE HCO.

INSTRUCTIONS: Complete the registration form, sign and date it, and email it to rampac@srs.gov

Users or consignors must –

1. Have a 10 CFR 71 Subpart H Quality Assurance Program approved by the DOE (see RAMPAC at <https://rampac.energy.gov/home/quality-assurance/qa-docket-status>).
2. Register in writing prior to use or consignment of the certified package or special form source. Registration is not complete until PCP approves the registration form.
3. Obtain the required documentation for use of the certified package or special form source.
4. Make shipments/consignments in accordance with the terms and conditions specified in the certificate.

I, the applicant listed below, am submitting this form to register with the DOE PCP to become a user/consignor of the following DOE, DOT, or NRC certified Type B or fissile package, or DOT-IAEA Special Form Certificate, and will meet the requirements listed above, prior to use or consignment under the applicable certificate.

Signature: _____

Date: _____

Name (print): _____ Job Title (print): _____

Email: _____ Office Phone: _____ Mobile: _____

Certificate Type (click only one): DOE , NRC , DOT Competent Authority Certification , DOT Special Form

Certificate Number (directly from the certificate): _____

DOE element affiliation: _____

(name of the DOE Program Office, Field Site, or Laboratory/Technology Center where use/consignment occurs)