



**FACILITY CLOSE-OUT FORM/PROPERTY RELEASE
AND/OR LICENSE TERMINATION CHECKLIST**
NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY
RADIATION CONTROL PROGRAM
SFN 58229 (3-2019)

Submit requests for facility close-out, property release and/or license termination to:
North Dakota Department of Environmental Quality, Radiation Control Program, 918 E Divide Avenue, 2nd Floor,
Bismarck, ND 58501-1947 Phone: 701-328-5188 Fax: 701-328-5185

Licensee	Contact/RSO		
Address	City	State	ZIP Code
Phone Number	Fax Number	Email	
License Number	Reference Number	License Type	
Radioactive Materials Transferred To	Transferee Contact	Transferee License	

1. Request Release of Facility or Equipment for Unrestricted Use? Yes No

<input type="checkbox"/> Close-Out Survey Conducted		
Performed by	Date	Meter used
Calibrated on	Serial number	
<input type="checkbox"/> Confirmatory Survey Conducted (at Department discretion)		
Performed by	Date	
Meter		
Comments		
<input type="checkbox"/> Leak Test Results Submitted for each source transferred (attach additional sheets as needed)		
Analyzed by	Test Date(s)	
<input type="checkbox"/> Provide a copy of survey results and Department letter approving property release to landlord or subsequent tenant of facility.		

Include copies of the instrument calibration certificate(s) with your request.

2. Request Termination of Existing North Dakota License? Yes No

<input type="checkbox"/> Form RCP-13 (SFN 18941) Completed and Submitted to the Radiation Control Program	
Signed by	Date
<input type="checkbox"/> Transferee License Authorizes Possession of these Radioactive Materials	
Signed by	Date
<input type="checkbox"/> Verification of Receipt by Transferee	
Received by	Date

Include a copy of the verification of receipt with your request.

Signature of RSO or President

Date