



**FACILITY CLOSE-OUT FORM/PROPERTY RELEASE  
AND/OR LICENSE TERMINATION CHECKLIST**  
NORTH DAKOTA DEPARTMENT OF ENVIRONMENTAL QUALITY  
RADIATION CONTROL PROGRAM  
SFN 58229 (9-2021)

Submit requests for facility close-out, property release and/or license termination to:  
North Dakota Department of Environmental Quality, Radiation Control Program, 4201 Normandy Street, 2nd Floor,  
Bismarck, ND 58503-1324 Phone: 701-328-5166 Fax: 701-328-5200

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