

Information for General Licensees

Know your responsibilities as a General Licensee of measuring, gauging, or controlling devices. Review the following clarifying information on Wis. Admin. Code §§ DHS 157.11(2)(b) and 157.32.

Labels are important. The label contains key safety requirements. As such, the label must be kept on the device in good condition and all instructions and precautions on the label must be followed.



What are the requirements for testing?

The device must be leak tested every six months or as specified on the label. If the device has an “on-off” mechanism and indicator, those must also be tested every six months or as specified on the label.



What do I do with devices that are out of use?

You must dispose of or transfer devices that are not used for longer than two years. If the device has a shutter, the shutter needs to be locked in the closed position while the device is out of use.



What must I do when I transfer a device?

You must report all transfers of devices to the Department of Health Services within 30 days. Transfers must be made to authorized recipients, as follows:

- **Used devices** that remain in use at the same installed location may be transferred to the new owner.
- Otherwise, **used devices** (including for disposal) must be transferred to those specifically licensed to receive them.
- **Unused devices** in their original shipping container may be transferred to another general licensee.



What records do I need to maintain and for how long?

You must maintain records of all required testing (for example leak testing and “on-off” testing), installing, servicing, and removal for three years or until the device is transferred or disposed of.



What must I do when a device is lost, stolen, or there is an incident?

In most cases, incidents must be reported to the Department of Health Services. Depending on the type and quantity of radioactive material involved, you may be required to report incidents to the Department of Health Services immediately or within 30 days.

Inspections:

You may be inspected at any time by the Department of Health Services.



Questions? Contact DHS! Business Hours: 608-267-4797 After Hours: 608-258-0099

RADIATION PROTECTION SECTION

Wisconsin Department of Health Services | Division of Public Health
608-267-4797 | dhs.wisconsin.gov/radiation

