

**Checklist for Performing Acceptance Reviews for Non-Power Reactor
License Amendment Requests**

PURPOSE:

- Help the Research and Test Reactors Licensing Branch (PRLB) staff verify that the application meets the applicable regulatory requirements
- Assist the PRLB staff in identifying missing technical information that is necessary for a complete application

IS NRC APPROVAL REQUIRED?

- Review the application against regulatory requirements to determine if NRC approval is required prior to implementation of desired change.

10 CFR 50.59	For requirements and conditions necessary to make changes to the facilities and procedures as described in the safety analysis report, without prior NRC approval requirements.
10 CFR 50.54	For changes related to: <ul style="list-style-type: none"> • Quality Assurance Program, 10 CFR 50.54(a) • Security plan and Safeguards, 10 CFR 50.54(p) • Emergency Plan, 10 CFR 50.54(q)

ADMINISTRATIVE REVIEW:

- Review the application against administrative requirements for submitting an application

10 CFR 50.4	For requirements on written communications.
10 CFR 50.90	A license amendment request must fully describe the changes requested, and follow the form prescribed for original applications.
10 CFR 50.33	Each application should include items listed in 10 CFR 50.33
10 CFR 2.390	Must be marked in accordance with 10 CFR 2.390 , if the application contains security, sensitive or proprietary information that the licensee wishes to be withheld from public disclosure.
10 CFR 50.30(b)	A license amendment request must be executed in a signed original under oath or affirmation.

EVALUATION OF PROPOSED CHANGE:

□ Cover Letter /Summary Description	State license number and name of reactor site. Summarize the proposed amendment(s), the reason for the amendment(s), whether it's a temporary or permanent change, and the proposed schedule (the requested timeframe for obtaining the amendment, and the time frame of implementation after approval), reserving the details for later in the application.
□ Detailed Description	Include a detailed description of the proposed amendment(s), a discussion of conditions that the proposed amendment(s) is intended to resolve and an explanation of the circumstances that establish a need for the proposed amendment(s).
□ Technical Evaluation	<ul style="list-style-type: none"> • Follow requirements in 10 CFR 50.36 for amendments related to technical specifications. • Ensure changes are described using 10 CFR 50.34 for specific technical requirements for the application.

<ul style="list-style-type: none"> □ Regulatory Evaluation 	<ul style="list-style-type: none"> • Applicable Regulatory Requirements/Criteria: Describe in detail how the technical analysis satisfies all applicable regulatory requirements and criteria. • Precedent (Optional): If precedent can be identified, reference affected reactors and amendments numbers, and briefly discuss how the precedent applies to specific circumstances of proposed amendment. • No Significant Hazards Consideration (only for test reactors): As stated in 10 CFR 50.91a, it's necessary to perform an analysis on the issue of no significance hazard consideration. Ensure the significant hazards consideration follows the three standards set forth in 10 CFR 50.92.
<ul style="list-style-type: none"> □ Environmental Consideration 	<ul style="list-style-type: none"> • Consult 10 CFR 51.22 to determine if an environmental assessment is necessary for desired amendment. • If it is determined an environmental assessment is needed consider whether the staff will need to request significant information in accordance with 10 CFR 51.41.
<ul style="list-style-type: none"> □ References 	<p>Identify and number all references used to prepare the proposed amendment.</p>

ATTACHMENT TO THE ENCLOSURE:

<ul style="list-style-type: none"> □ Retyped Technical Specifications 	<ul style="list-style-type: none"> • Include retyped technical specifications with a change marks in the right hand margin next to each line changed. • Make sure to update the page numbers of the Technical Specifications.
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NRC REGULATIONS AND GUIDANCE REFERENCED IN THE CHECKLIST:

- 10 CFR 2.390, "Public inspections, exemptions, request for withholding"
- 10 CFR 50.4, "Written communications"
- 10 CFR 50.21, "Class 104 licenses; for medical therapy and research and development facilities"
- 10 CFR 50.30(b), "Filing of application for licenses; oath or affirmation"
- 10 CFR 50.33, "Contents of applications; general information"
- 10 CFR 50.34, "Contents of applications; technical information"
- 10 CFR 50.36, "Technical specifications"
- 10 CFR 50.54, "Conditions of licenses"
- 10 CFR 50.59 "Changes, tests, and experiments"
- 10 CFR 50.90, "Application for amendment of license, construction permit or early site permit"
- 10 CFR 50.91, "Notice for public comment; State consultation"
- 10 CFR 50.92, "Issuance of amendment"
- 10 CFR 51.22, "Criterion for categorical exclusion; identification of licensing and regulatory actions eligible for categorical exclusion or otherwise not requiring environmental review"
- 10 CFR 51.41, "Requirement to submit environmental information"
- NUREG 1537, "Guidelines for Preparing and Reviewing Applications for the Licensing of Non-Power Reactors"