

Document	Description	Time Required
OSRP Database Information	Verify source information for your facility in OSRP database. Incomplete information should be supplied by e-mail or fax 505-665-7913	ASAP
Leak Test		<ul style="list-style-type: none"> • Submit no later than 1 month prior to shipment. • Should be performed within 6 months of source recovery. • Instrument MDA • Calibration date • Report leak rate values (not less than MDA or less than x micro-curies). • Prefer leak rate results provided in dpm or micro-curies.
Sealed Source Certificate or Sealed Source Test Report	These documents accompanied the source at the time of original shipment from the manufacturer. The certificate certifies the serial number, physical characteristics and integrity of the source at the time of shipment.	If available, this document provides all information necessary for eventual disposal. If not, a combination of the documents below may provide the necessary information.
License	Copy of license authorizing possession of sources.	
Analytical data	Isotopic analysis, dose rates or any other radiological analytical data on source(s).	
Drawings and Specifications	Copies of drawings or specifications on the source. Source dimensional information should be provided and every source should have a unique number.	
Loan or Lease agreements	Agreements received if the sources were from the Atomic Energy Commission or Department of Energy that indicates the government owns them, if applicable.	
Correspondence	Copies of any other relevant correspondence or source information that may be available.	
Other	Inform the OSRP Office if there are any extenuating circumstances surrounding the continued holding of the source by the owner.	
Regulatory Information	Provide the phone number and mailing address for your regulator. Following the recovery, a letter will be sent to your regulator.	
Digital Photograph	Photo should provide a clear view of any source markings.	