



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

(FSME-10-052, June, Program, NSTS)

June 25, 2010

ALL AGREEMENT STATES, MICHIGAN

DISTRIBUTION OF INFORMATIONAL BROCHURE ON THE NATIONAL SOURCE TRACKING SYSTEM (FSME-10-052)

Purpose: To encourage the Agreement States to promote the online use of the National Source Tracking System (NSTS) by their licensees and to provide reference information to aid in this effort.

Background: In December 2008, the U.S. Nuclear Regulatory Commission (NRC) initiated the process of credentialing potential NSTS users in order for them to access the system and report their source transactions online. Since the process began, the NRC has approved access to over 900 individuals representing over 600 licensees. The credentialing process is contractually required in order to obtain the necessary Level 4 security certificate and requires a rigorous and time consuming identity proofing process. Although the process is lengthy and technically challenging, the NRC strongly encourages licensees to use the online system as it is the most effective, efficient, and most accurate method to report their source transactions. While the regulations allows for various methods to report source transactions, many licensees have opted to report their transactions via fax, which has proved to create a number of issues. These known issues have been relayed to licensees through the NSTS Blog.

Discussion: Many licensees have transitioned from reporting their transactions via fax to using the NSTS online system; however, there are still a large number of licensees who continue to fax in their source transactions. While faxing is not new technology, with email and mobile computing, it is becoming a less frequently used technology. Infrequent use can lead to issues with sending faxes. One of the main issues with the fax technology involves static on the fax line which can slow or interrupt transmission of data packets between the two fax machines. This static can cause issues with the fax receipt such as scrambled text, partial transmission, or failed transmission. Another common issue relates to how the individuals feed the paper through the fax. Each fax machine has its own requirements; therefore, if the paper is fed in the wrong direction, it can result in receipt of a blank fax.

As a result of these common issues with the faxing technology as well as to reduce the backlog of faxed information, the NRC strongly encourages the Agreement States to serve as ambassadors for NSTS to help promote the reporting of source transactions via the online system. The use of the online system allows licensees to receive real time confirmation that their source transfers are accurately reflected in the NSTS. As opposed to faxing information, the real time entry of information into NSTS is an incentive for licensees as it ensures minimum or no difficulty in complying with the reporting requirements due to a backlog of faxed information required to be manually entered by the NRC's contractor. Reporting online greatly simplifies the reporting process for users, reduces data entry errors by providing prompt feedback to users, and increases accountability by providing the most accurate and up-to-date information on nationally tracked sources.

As part of the NSTS outreach activities, the NRC has developed an NSTS brochure as a reference for licensees and regulators. The brochure provides key facts, such as the number of licensees possessing Category 1 and Category 2 sources, the steps involved in the credentialing process, transaction reporting to NSTS, annual inventory reconciliation, and how to contact the Help Desk. Copies of the NSTS brochure for your use and for distribution to your licensees have been enclosed for your convenience.

If you have any questions or comments regarding this communication or need additional copies of the brochure, please contact me at 301-415-3340, or the individual named below.

POINT OF CONTACT: Kathryn Derr
TELEPHONE: (301) 415-5027

INTERNET: Kathryn.derr@nrc.gov
FAX: (301) 415-5955

/RA/ by Terrence Reis

Robert J. Lewis, Director
Division of Materials Safety and State Agreements
Office of Federal and State Materials
and Environmental Management Programs

Enclosure:
As stated

NSTS Updates and Support

NSTS Blog

The NSTS blog is the NRC's primary method of communication with licensees about the NSTS. The blog provides information such as Web site updates, notifications of upcoming events (e.g., NSTS training or industry meetings), and information on using the NSTS online. Stay up-to-date on all NSTS-related activities by subscribing to the NSTS blog.

NSTS Help Desk

The NRC maintains a Help Desk to assist users by answering questions and resolving issues related to credentialing,



login procedures, system use, transaction reporting, and any other problems encountered while using the NSTS. Users may also contact the Help Desk to submit system change requests (to remedy defects or enhance functionality). The NRC logs and tracks each inquiry for future reference.

Help Desk availability is as follows:

Hours: Monday–Thursday 8:00am to 5:00pm (EST)
Friday 8:00am–3:00pm (EST)

Phone: 1-877-671-6787

E-mail: NSTS.Help@nrc.gov

The NRC and the NSTS staff are interested in hearing from you. Submit your suggestions, comments, or questions online when you visit the NSTS Web site.

NSTS Quick References

NSTS Online Resources

To learn more about the continuing developments and implementation of the NSTS, please visit us online!

NSTS Web site

- Get credentialed
- Report sources
- <http://www.nrc.gov/security/byproduct/nsts.html>

NSTS Blog

- Stay up-to-date on all NSTS activities
- Subscribe for updates

Frequently Asked Questions about the NSTS

- Answers to inquiries regarding general information, credentialing, and expansion

Resources for Online Reporting

- Web-based training
- NSTS User Guide
- NSTS Training Guide

Thank you for using the NSTS!



U.S. Nuclear Regulatory Commission
Washington, DC 20555-0001

NUREG/BR-0472
March 2010

National Source Tracking System

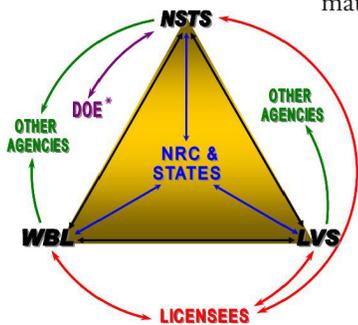


What is the National Source Tracking System?

The National Source Tracking System (NSTS), a major security initiative of the U.S. Nuclear Regulatory Commission (NRC), is a secure, user-friendly, Web-based database that tracks NRC- and Agreement State-regulated Category 1 and Category 2 radioactive sources. The NSTS tracks these high-risk, radioactive sources from the time of their manufacture or import through the time of their disposal or export, or until they decay enough to no longer be of concern. The NSTS meets the U.S. Government's commitment to implement a national source registry as described in the 2004 International Atomic Energy Agency (IAEA) Code of Conduct on the Safety and Security of Radioactive Sources and later mandated in the Energy Policy Act of 2005.

Approximately 1,400 licensees possessing over 70,000 Category 1 and Category 2 sources began reporting source information in January 2009.

The NSTS is a crucial component of a comprehensive integrated source management system intended to improve the security and control of radioactive material. This integrated system will also include Web-Based Licensing (WBL) and a License Verification System (LVS), currently under development.



*U.S. Department of Energy

Credentialing

The easiest way to report to the NSTS is electronically online. In order to report to the NSTS online, you will need to enroll for a digital certificate, which is loaded onto a hard token or smart card. A digital certificate is an electronic identification which establishes a user's credentials when processing transactions on the Web. Digital certificates allow the NSTS to uniquely identify each user.



The process of obtaining the digital certificate is called credentialing.

The credentialing process takes approximately 30 days from start to finish. There are three steps for the applicant to complete: (1) enrollment, (2) completion of the subscriber agreement, and (3) smart card activation. Licensees possessing Category 1 or Category 2 sources may begin the credentialing process online. Enrollment is easy and should take no more than 10 minutes.

All NSTS users with digital certificates issued prior to July 2009 must renew their digital certificates 1 year from the card-issued date to maintain access to the NSTS. Once an NSTS user renews the certificate, it is valid for the next 2 years.

Please find detailed, step-by-step instructions for the credentialing process and certificate renewal on the NSTS Web site.

Source Reporting

Once an NSTS user completes the credentialing process, all source transactions may be completed by logging into the NSTS.

The NRC prefers and strongly encourages online reporting. Online reporting provides for more timely and accurate tracking. Licensees may also report transactions for inclusion in the NSTS by completing the paper-based NRC Form 748, "National Source Tracking Transaction Report," and submitting it by fax. Users may also make reports by telephone to the NSTS Help Desk with fax or mail followup.

Visit the NSTS Web site to access online reporting training modules and guides. NRC Form 748 and examples of completed transaction reports may also be found online.

Annual Reconciliation

The NRC requires all licensees using the NSTS to review and confirm their inventory annually in the NSTS. Licensees must conduct an inventory reconciliation each January beginning in 2010. Licensees must complete reconciliation by January 31st. A specially formatted inventory report has been created to confirm inventory and ensure that all records in the NSTS are correct.

NSTS users completing their annual inventory reconciliation may do so by logging into the NSTS and following the instructions provided online.