

**REPORT OF PROPOSED ACTIVITIES WITHIN NEW JERSEY JURISDICTIONAL  
BOUNDARIES INCLUDING OFFSHORE AND STATE WATERS  
NJRAD Form-241**

**NJRAD Form-241 INSTRUCTIONS**

Licensees *cannot* perform work with licensed material in areas of New Jersey's exclusive jurisdiction without either (a) filing (and receiving approval of) [NJRAD Form-241](#) for reciprocity in accordance with [N.J.A.C. 7:28-62.1](#) (see [10 CFR 150](#)) or (b) applying for (and receiving approval of) a specific New Jersey radioactive materials license. An area of exclusive New Jersey State jurisdiction is an area over which the State government exercises legal control without interference from the jurisdiction and administration of Federal law. If the work is to be performed on Federal property within New Jersey, the licensee must first determine the jurisdictional status of the area where the licensee plans to work. If the jurisdictional status of the work site is unknown to the licensee, the licensee should contact the Federal agency that controls the facility where the work is to be performed. A written statement concerning the jurisdictional status is not required in order to file for reciprocity; however, it is recommended that the licensee obtain such a statement for the file for future reference and inspection purposes.

Licensees seeking to conduct activities under reciprocity for the first time in a calendar year must submit NJRAD Form-241, one copy of the NRC or Agreement State specific license and one-half the fee listed in Tables 1 and 2 of [N.J.A.C. 7:28-64.2](#). NJDEP must receive this filing at least 3 days prior to the licensee engaging in activities permitted under the General License established by N.J.A.C. 7:28-62.1 (10 CFR 150). Payment in the form of a check made payable to "Treasurer, State of New Jersey" must be received by the NJDEP Bureau of Environmental Radiation before approval of a Reciprocity Application. **The preferred method of filing is through EMAIL at [NJReciprocity@dep.nj.gov](mailto:NJReciprocity@dep.nj.gov)** or facsimile transmission at (609)-633-2210 as long as NJDEP receives the information at least 3 days before the licensee engages in the activity. **NO ACTIVITIES MAY BE CARRIED OUT WITHOUT FIRST RECEIVING APPROVAL OF A RECIPROCAL APPLICATION.**

It is important that the information submitted on NJRAD Form-241 be specific regarding the location and date of use as well as the activity requested. If it is not possible to provide complete information, such as addresses for the locations of work, the licensee should provide as much information as possible. The licensee is responsible for providing additional information, revisions or clarifications as soon as such information becomes available.

**Item 1:** Complete this section with the name that appears on the license under which reciprocity is being sought.

**Item 2:** If this is the first application form submitted in the calendar year, check "**Annual**". If applying for reciprocity but do not have specific dates & locations yet write "TBD" in items 12 & 13.

If this a new work location from one that was previously approved or no locations were previously submitted, check "**New Job**". To update usage days or to change any other information that was previously approved, check "**Modify**". Changes include additional work days, additional work locations, changes to radioactive material, work activities, information that clarifies or deletes specific locations or work sites, modifies work site contacts, or adds or deletes dates of work.

***It is not necessary to resubmit the NRC or Agreement State license unless the license has been amended since the "Annual" filing of the NJRAD Form-241.***

Item 3: Provide the address of the licensee seeking reciprocity in this section and an email address where Form 241 can be returned when approved by DEP staff; the email address should belong to the RSO, their designee or a member of licensee management.

Item 4: The RSO or their designee

Items 5 & 6: Include the best numbers to reach the Licensee Contact.

Item 7: Check the most appropriate box for the type of work requested.

Items 8-11: Include all information including area codes & zip codes.

Item 12: Record the proposed beginning and ending dates of work for each work location.

Item 13: Record the total number of work days planned.

Item 14: If this is a **Modify** report and work days must be added, complete this section.

Item 15: Indicate dates when work was not performed, as previously requested; these shall be deleted from the total work days by DEP staff.

Item 16: The Program Code is the basis for [determining your fee](#). This will be assigned to your application by a DEP staff member.

Item 17: Licensees should identify the isotope & activity of radioactive material to be used including specific make and model numbers of sealed sources and devices if applicable.

Item 18: Include Radioactive Materials License information in this section.

Item 19: RSO or licensee management must sign and date the application.

**Completed application forms may be electronically signed and emailed to [NJReciprocity@dep.nj.gov](mailto:NJReciprocity@dep.nj.gov)**

Alternatively, forms may be submitted to New Jersey Department of Environmental Protection, Bureau of Environmental Radiation, Radioactive Materials Program, P.O. Box 420, Mail Code 25-01, Trenton, NJ 08625-0420 or sent via facsimile to (609) 633- 2210. If you wish to overnight your application and/or payment to our office, please send it to our physical location at: New Jersey Department of Environmental Protection, Bureau of Environmental Radiation, Radioactive Materials Program, 25 Arctic Pkwy, Ewing, NJ 08638.

**Any missing or incomplete information will result in a delay in processing the application.**

Under the general license, reciprocity activities are authorized only as long as the licensee holds a valid radioactive material license. If the license expires during the year, an extension letter or a renewed license issued by the regulating agency must be submitted to NJDEP before performing any additional work under reciprocity.

Under the general license, reciprocity activities, including storage (usage), conducted in New Jersey State jurisdiction, are limited to a total of 180 days in any calendar year. NJDEP tracks reciprocity usage on the basis of approved usage days. NJDEP will not approve any activity under the general license which causes the total usage days to exceed 180 days. It is important that licensees track the days of use and clarify or delete dates of work when applicable.

NOTE: Inspections by NJDEP of activities performed in New Jersey's exclusive jurisdiction, operating under the general license in N.J.A.C. 7:28-62.1 (10 CFR 150), will be conducted at the listed work site location(s). Failure to file an NJRAD Form 241 may result in the issuance of formal enforcement actions.

For questions about reciprocity in New Jersey, please contact Jack Tway at [jack.tway@dep.nj.gov](mailto:jack.tway@dep.nj.gov).