

INSTRUCTIONS
for
REGISTRATION FORM

DEFINITIONS:

Facility- A building, series of buildings, complex, or other physical structure(s) with a separate identifiable location, (a street address), where sources are located.

Source(s) - Any equipment, machine or device capable of emitting nonionizing radiation.

Regulated Source(s)- Any equipment, machine or device capable of emitting nonionizing radiation between and including the frequencies of 300 kHz and 100 Ghz range.

FIRST PAGE: The three sections on the first page ask for basic address information. If the Facility and/or Billing information is identical to the Business/Owner information, check the box in the lower right corner of the appropriate section.

Note on Business/Owner section: It is required under N.J.A.C. 7:28-48.3(c) that the "Owner" of regulated sources register those sources and include on the registration form information including the owner's name, address and telephone number. Owner is defined as any "person" (which includes an individual, corporation, partnership, firm, association, trust, estate, public or private institution, group, municipality, any state or other legal entity; and any legal successor, representative agent, or agency), who has title to a radiation source, or who possesses a radiation source as a lessee, bailee or pursuant to the terms of a registration issued by the Department, by a Federal agency, or by any other state.

If your facility does not utilize any sources which could be considered regulated pursuant to N.J.A.C. 7:28-48, check the box on the lower right hand corner of the form. Upon completing the registration form, you must print your name and title, then sign and date the bottom.

SECOND & THIRD PAGE: If you have sources within your facility(ies) which require registration, you must list each source on the second and third pages, and provide the information on each source as noted on the form. The following is an explanation of what information is required in each column:

1. **TYPE:** Enter an "RF" for Radiofrequency, or a "MW" for microwave in this space.
2. **SOURCE DESCRIPTION:** Enter information on what type of RF or MW source this is; i.e. a "Heat Sealer", "Industrial Oven", "Package Sealer", "Sterilizer", "Analyzer"; etc.
3. **MANUFACTURER:** Enter the manufacturer's name here; i.e. "Thermatron", "Kabar", "CEM", "Cosmos"
4. **MODEL NO.:** Enter the Model/Model No. listed for the source; i.e. "AVC-80", "650", "500-DT"
5. **SERIAL NO.:** Enter the Serial No. listed on the machine; i.e. "83628", "9389J"; in this space.
6. **ADDITIONAL IDENTIFIER:** Enter any additional information in this space which may help identify this machine. This may include any ID. number that you have assigned to this machine.
7. **FREQUENCY OR RANGE:** Enter the frequency or range of frequencies the source is capable of operating at; i.e. "27.12 MHZ", "2450 MHZ", "250kHz-800kHz", within this space. Please note that the convention for writing "Kilohertz" is "kHz"; for Megahertz is "MHZ"; and for "Gigahertz" is "GHZ". Megacycle is the same as Megahertz.
8. **OPER. FREQ.** (Operating Frequency)- Enter the frequency at which the source is normally operated at within this space. This applies only to a variable frequency source.
9. **MAX. POWER** -Enter the sources maximum rated power.
10. **OPER. POWER** – Enter the power at which the source is normally operated.
11. **DATE MFD.** (Date Manufactured) – Enter the date the source was manufactured in this space
12. **SOURCE NO. – DO NOT FILL OUT THIS LAST COLUMN, THIS IS FOR BUREAU USE ONLY**



BUREAU USE ONLY	
Facility No.:	
Received:	
Received By:	

REGISTRATION FORM

for

Radiofrequency and Microwave Heaters, Sealers, and Industrial Ovens

IMPORTANT:

1. Please complete ALL sections of this form.
2. USE SEPARATE FORMS FOR DIFFERENT FACILITY LOCATIONS!
3. If you do NOT utilize the type of equipment noted in this form, complete this page only and check the box at the bottom.
4. Return the completed form by mail to:

NJDEP, Division of Environmental Safety and Health
Radiation Protection Programs, Nonionizing Registration
PO 420 (Mail Code 25-01)
Trenton, NJ 08625-0420
(609) 984-5400
5. DO NOT SEND A CHECK! Your facility will be evaluated and an invoice issued, if applicable, at a later date.

Business Name/Owner, Address and Contact Person

<p>Business Name: _____</p> <p>_____</p> <p>Street Address: _____</p> <p>City: _____ State: _____</p> <p>Zip Code: _____</p>	<p>Contact Person: _____</p> <p>Contact Title: _____</p> <p>Tel No.: _____ Ext.: _____</p> <p>Fax No.: _____</p> <p>E-Mail: _____</p>
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Facility Name, Address and Contact Person

CHECK THIS BOX IF THE SAME AS THE BUSINESS ADDRESS:

<p>Facility Name: _____</p> <p>_____</p> <p>Street Address: _____</p> <p>City: _____ State: _____</p> <p>Zip Code: _____</p>	<p>Contact Person: _____</p> <p>Contact Title: _____</p> <p>Tel No.: _____ Ext.: _____</p> <p>Fax/Modem No.: _____</p> <p>E-Mail: _____</p>
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Billing Name, Address and Contact Person

CHECK THIS BOX IF THE SAME AS THE BUSINESS ADDRESS:

<p>Billing Name: _____</p> <p>_____</p> <p>Street Address: _____</p> <p>City: _____ State: _____</p> <p>ZipCode: _____</p>	<p>Contact Person: _____</p> <p>Contact Title: _____</p> <p>Tel No.: _____ Ext.: _____</p> <p>Fax/Modem No.: _____</p> <p>E-Mail: _____</p>
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CHECK THIS BOX IF YOUR FACILITY DOES NOT UTILIZE THE TYPE OF EQUIPMENT NOTED ON THIS FORM:

Person Completing Form:	Title:	Signature:	Date:

Regulated Source Information
Source(s) with Frequencies within the 300kHz to 100 GHz Range
 See instruction sheet for information on how to fill out this form.

Bureau Use
Only

No.	Type	Source Description	Manufacturer	Model	Serial No.	Add. Ident.	Frequency or Range	Oper. Freq.	Max. Power	Oper. Power	Date Mfd.	Source No.
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

Regulated Source Information Continued
Source(s) with Frequencies within the 300 kHz to 100 GHz Range
 See instruction sheet for information on how to fill out this form.

Bureau Use
Only

No.	Type	Source Description	Manufacturer	Model	Serial No.	Add.Ident.	Frequency or Range	Oper. Freq.	Max. Power	Oper. Power	Date Mfd.	Source No.
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												

Optional Section

Source(s) with Frequencies within the 3 kHz to 300 GHz or 100 to 300 GHz Range
 Current regulations do not require registration of these sources. This information is voluntary.

Bureau Use
Only

No.	Type	Source Description	Manufacturer	Model	Serial No.	Add.Ident.	Frequency or Range	Oper. Freq.	Max. Power	Oper. Power	Date Mfd.	Source No.
1												
2												
3												
4												
5												
6												
7												