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**ARRA INFORMATION NOTICE 2014-IN-02: National Source Tracking System(NSTS)  
Annual Inventory Reconciliation**

Each licensee is required to reconcile the inventory of nationally tracked sources possessed by the licensee against the licensee's inventory in the NSTS. The reconciliation must be conducted during the month of January of each year. The reconciliation process must include resolving any discrepancies between the NSTS and the actual inventory by filing a report described in paragraphs (a) through (e) of 10 CFR 20.2207 or Agreement State equivalent regulations. By **January 31<sup>st</sup>** of every year, licensees possessing Category 1 or Category 2 sources must submit to the NSTS confirmation that the data in the NSTS is correct. Licensees can submit the confirmation online in NSTS or by fax, email, or mail to the NSTS Help Desk.

All licensees with "Above Threshold" sources in their NSTS inventory at the end of December will receive, by certified return-receipt mail, an inventory reconciliation package.

The inventory package will contain the following:

- An envelope marked "Inventory Enclosed" containing a printed hard-copy of the licensee's source inventory from NSTS
- Annual Inventory Reconciliation Instructions
- A pre-populated (with licensee information) Annual Inventory Reconciliation Confirmation Form
- A pre-populated (with licensee information) Annual Inventory Reconciliation Correction Form

The licensee will compare the printed version of the NSTS inventory report and the actual inventory of nationally tracked sources in its possession as of the date on the NSTS inventory report. If there is a discrepancy found between the information on the printed inventory and the actual inventory of nationally tracked sources, the licensee needs to correct the discrepancy and have the corrections incorporated into their inventory before submitting confirmation of the AIR. Any differences can be resolved by submitting a report for a transaction that may not have been made or completed during the year. Any other corrections to the source information can be documented in writing on the provided Correction Form and submitted to the NSTS Help Desk by email ([NSTSHelp@nrc.gov](mailto:NSTSHelp@nrc.gov)), fax (1-888-821-2534), or mail (address provided in the packet).

If there are no discrepancies between the inventory report and the actual inventory of nationally tracked sources, licensees will then be able to submit confirmation of accurate source inventory in NSTS. The two ways to complete confirmation are as follows:

1. Licensees with online access can provide confirmation electronically. Sign in to NSTS, and click on the link for **Annual Inventory Reconciliation** under the Source Management header on the

NSTS main menu. The source inventory will be displayed. At the bottom of the Annual Inventory Reconciliation window, click the button that reads “Verify Annual Inventory.” The reconciliation window will be displayed. Type in your name and the date, and click the “Save” button. A confirmation of completion will be displayed.

2. Licensees without online access to NSTS can provide confirmation by signing and dating the Annual Inventory Reconciliation Confirmation Form that will be included in the source inventory report package. This form can be submitted to the NSTS Help Desk by email ([NSTSHelp@nrc.gov](mailto:NSTSHelp@nrc.gov)), fax (1-888-821-2534), or mail (address provided in the packet). Ensure that you enter your email address legibly on the form, so the NSTS Help Desk can contact you with confirmation that your reconciliation is complete.

I have attached the “Frequently Asked Questions About AIR” document for your benefit. If you have any questions about the information above, contact the NSTS Help Desk at 1-877-671-6787, [nsts.help@nrc.gov](mailto:nsts.help@nrc.gov), or myself directly at [bgoretzki@azrra.gov](mailto:bgoretzki@azrra.gov) or 602-255-4840. This is an information only letter and does not require a response. Thank you for continuing to have an effective radiation safety program.

Sincerely,

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