



CERTIFICATION OF SMALL ENTITY STATUS

RMCP 526

INDIANA DEPARTMENT OF HOMELAND SECURITY RADIOACTIVE MATERIALS CONTROL PROGRAM

302 West Washington Street, Room E208

Indianapolis, IN 46204

Telephone: (317) 232-2222

E-mail: RMCP@dhs.IN.gov

Website: www.dhs.in.gov

SEE IMPORTANT INSTRUCTIONS FOR RMCP 526 -- PLEASE READ CAREFULLY -- DO NOT RETURN THIS FORM IF YOU HAVE NOT COMPLETED ALL OF THE INFORMATION BELOW.

For example, an incomplete form will be returned without processing. This includes an incomplete Name and Address; Invoice Number; Contact Name, E-mail address, NAICS Code or Signature.

A licensee must submit a new Small Entity Certification Form with payment **each year** in order to be considered for small entity status.

In order to expedite the processing of your small entity certification form, it is recommended that a copy be sent to RMCP@dhs.in.gov along with a copy of your receipt from the [payment portal](#).

APPLICANT INFORMATION	
Licensee Name:	Contact Name:
Address:	Contact Email:
Business Phone:	Contact Phone:
Invoice Number:	Company Website Address:

SIZE STANDARDS (Check only 1 box below).	MAXIMUM ANNUAL FEE PER LICENSED CATEGORY
1. Small Business A for-profit concern that is not engaged in manufacturing with average GROSS receipts of \$8.0 million or less over its last 5 completed fiscal years. For further information see 1a and 1b of attached instructions	☐ A. \$550,000 to \$8,000,000 \$5,800 ☐ B. Less than \$550,000 \$1,100
2. Manufacturing Industry A manufacturing concern with an average number of 500 or fewer employees based upon employment during each pay period for the preceding 12 calendar months. NAICS Business Code: _____ (See 1b and 1e of attached instructions)	☐ A. 35 to 500 Employees \$5,800 ☐ B. Less than 35 Employees \$1,100
3. Small Organization A small not-for-profit organization that is independently owned and operated and has an annual GROSS receipts of \$8.0 million or less. For further information see 1a and 1b of attached instructions.	☐ A. \$550,000 to \$8,000,000 \$5,800 ☐ B. Less than \$550,000 \$1,100
4. Small Governmental Jurisdiction (Including Publicly Supported Educational Institutions) A government of a city, county, town, township, village, school district, or special district with a population of less than 50,000. For further instructions see 1f of attached instructions.	☐ A. 20,000 to 49,999 population of jurisdiction \$5,800 ☐ B. Less 20,000 population of jurisdiction \$1,100
5. Small Educational Institution that is not State or Publicly Supported Only applicable to such small educational institutions if they have 500 or less employees. For further information see 1b and 1f of attached instructions.	☐ A. 35 to 500 Employees \$5,800 ☐ B. Less than 35 Employees \$1,100

13. CERTIFICATION (Must be completed by applicant)		
This certification MUST be signed by the owner of the entity named above or an official empowered to act on behalf of the entity. The applicant understands that all statements and representations made in this application are binding upon the applicant.		
The applicant and any official executing this certification on behalf of the applicant, named in item 2, certify that this application is completed in conformity with 290 IAC 3 and that all information is completed to the best of their knowledge and belief.		
Certifying Officer (Name and Title)	Signature:	Date:

IMPORTANT INSTRUCTIONS FOR RMCP 526 -- PLEASE READ CAREFULLY
DO NOT COMPLETE OR RETURN THIS FORM IF YOU DO NOT QUALIFY AS A SMALL ENTITY

A licensee who qualifies as a small entity under a specific size standard established by the NRC may pay a reduced annual fee by filing the required certification on RMCP 526, which is on the reverse side of this page. A separate RMCP 526 is required for each invoice. Licensees who do not qualify under one of the 5 size standards shown on RMCP 526 should disregard this form.

1. Complete all items on RMCP 526 as follows: **(NOTE: Incomplete or improperly completed forms will be returned as unacceptable.)**

- Enter the licensee's name and address exactly as they appear on the invoice. Annotate name and/or address changes for billing purposes on the payment copy of the invoice -- Correcting the name and/or address on RMCP 526 or on the invoice does not constitute a request to amend the license.
- Enter the invoice number exactly as it appears on the invoice.
- Enter the company's business telephone number.
- Enter the contact person's name and e-mail address. Enter the company's website address (if applicable), and the contact person's telephone number.
- Check the appropriate size standard under which the licensee qualifies as a small entity. Check one box only. Note the following:
 - a. A licensee that is a subsidiary of a large entity, including foreign entities, does not qualify as a small entity. The calculation of a firm's size must include the employees or receipts of the parent company and all other affiliates. Affiliation with another concern is based on the power to control whether exercised or not. Such factors as common ownership, common management and identity of interest are indications of affiliation. The affiliated business concerns need not be in the line of business listed in the license.
 - b. Gross annual receipts, as used in the size standards, include all revenue received or accrued by your company from all sources, regardless of the form of the revenue, and not solely receipts from licensed activities. Receipts of a for-profit concern not engaged in manufacturing means average gross receipts over its last five completed fiscal years. (For additional information on calculating annual receipts, see 13 C.F.R. 121.104.) By contrast, number of employees of a manufacturing concern is based on employment during each pay period for the preceding 12 calendar months. (For additional information on calculating number of employees, see 13 C.F.R.121.106.)
 - c. Indiana has adopted the 10 CFR 171.16(c) by reference and thus will utilize NRC's small-entity standards in 10 CFR 2.810. NRC's size standards on small entity are generally based on the Small Business Administration's regulations (13 C.F.R. Part 121). However, where there is a direct conflict between the Small Business Administration's regulations and NRC regulations on the subject, NRC regulations are applicable to NRC licensees.
 - d. The size standards apply to the licensee, not to the individual authorized users who may be listed in the license.
 - e. If you are a manufacturer, enter your North American Industry Classification System business code in the narrow, elongated box provided for that purpose under MANUFACTURING INDUSTRY on RMCP 526. In accordance with the North American Industry Classification System (NAICS), each business is assigned a NAICS business code. If you do not know your NAICS business code it can be obtained on the internet at www.census.gov.

f. As used in RMCP 526, "educational institution" means an entity that has education as its primary function; that offers programs accredited by a nationally recognized accrediting agency or association; that is legally authorized to provide a program of organized instruction or study; that provides an educational program for which it awards academic degrees; and that makes its educational programs available to the public.

2. If the invoice states the "Amount Billed Represents 50% Proration," the amount due is not the prorated amount shown on the invoice, but rather one-half of the maximum small entity annual fee shown on RMCP 526 for the size standard under which the licensee qualifies (either \$2,900 or \$550) for each category billed.
3. If the invoice amount is less than the reduced small entity annual fee shown on this form, pay the amount on the invoice; there is no further reduction. In this case, do not file RMCP 526. However, if the invoice amount is greater than the reduced small entity annual fee, file RMCP 526 and pay the amount applicable to the size standard you checked on the form.
4. The completed RMCP 526 must be submitted with the required annual fee payment and proof of payment to RMCP@dhs.in.gov.
5. 290 IAC 3-18-2 (10 CFR 171.16(c)(3)) provides that a licensee must submit a new certification with its annual fee payment each year. A licensee must pay the full amount of the invoice, if the licensee fails to submit Form 526 at the time the annual fee is paid.