

KYDPH FORM RPS-526

KENTUCKY DEPT. FOR PUBLIC HEALTH, RADIATION HEALTH BRANCH

SMALL ENTITY CERTIFICATION
(Effective July 1, 2015)

If you have **QUESTIONS**, mail them to Radiation Health Branch, 275 East Main Street, Mailstop HS1C-A, Frankfort, KY 40621

SEE IMPORTANT INSTRUCTIONS FOR KYDPH FORM RPS-526. PLEASE READ CAREFULLY.
DO NOT COMPLETE OR RETURN THIS FORM IF YOU DO NOT QUALIFY AS A SMALL BUSINESS ENTITY.
A Licensee that is a subsidiary of a large entity, including foreign entities, does NOT qualify as a small entity.

NAME AND ADDRESS OF LICENSEE (as it appears on the invoice):	INVOICE NUMBER	BUSINESS TELEPHONE NUMBER
	LICENSE NUMBER	CONTACT NAME

EMAIL ADDRESS	COMPANY WEBSITE ADDRESS www.	CONTACT TELEPHONE NUMBER
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SIZE STANDARDS (Check only 1 box below).		MAXIMUM ANNUAL FEE PER LICENSED CATEGORY (See Items 2 and 3 on back)
1. SMALL BUSINESS A for-profit concern that is not engaged in manufacturing with average GROSS receipts of \$7.0 million or less over its last 3 completed fiscal years. For further information see 1a and 1b of attached instructions.	<input type="checkbox"/> A. \$485,000 TO \$7,000,000	\$ 2,800
	<input type="checkbox"/> B. LESS THAN \$485,000	\$ 600
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):	<input type="checkbox"/> A. 35 to 500 EMPLOYEES	\$ 2,800
	<input type="checkbox"/> B. LESS THAN 35 EMPLOYEES	\$ 600
3. SMALL ORGANIZATION A not-for-profit organization that is independently owned and operated and has annual GROSS receipts of \$7.0 million or less. For further information see 1 a and 1 b of attached instructions	<input type="checkbox"/> A. \$485,000 TO \$7,000,000	\$ 2,800
	<input type="checkbox"/> B. LESS THAN \$485,000	\$ 600
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 information see 1f of attached instructions.	<input type="checkbox"/> A. 20,000 TO 49,999 POPULATION OF JURISDICTION.	\$ 2,800
	<input type="checkbox"/> B. LESS THAN 20,000 POPULATION	\$ 600
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.	<input type="checkbox"/> A. 35 to 500 EMPLOYEES	\$ 2,800
	<input type="checkbox"/> B. LESS THAN 35 EMPLOYEES	\$ 600

CERTIFICATION

This certification MUST be signed by the owner of the entity named above or an official empowered to act on behalf of the entity.

I certify that the above named KYDPH/RHB licensee qualifies as a small entity under the size standards established by the cabinet for its licensees in 902 KAR 100. The licensee qualifies as a small entity under the specific size standard indicated above.

WARNING: KRS 523.100 makes it a **criminal offense** to make a willfully false statement or representation to the Cabinet for Health and Family Services as to any matter within its jurisdiction. The submittal of willful false statements is punishable by fine or imprisonment, or both, and for purposes of this certification, may result in revocation or suspension of the license.

I CERTIFY UNDER PENALTY OF PERJURY THAT THE FOREGOING IS TRUE AND CORRECT.	TYPED OR PRINTED NAME AND TITLE	SIGNATURE	DATE

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

SMALL ENTITY CERTIFICATION

A licensee who qualifies as a small entity under a specific size standard established by the KYDPH/RHB may pay a reduced annual fee by filing the required certification on KYDPH Form RPS-526. A separate KYDPH Form RPS-526 is required for each invoice. Licensees who do not qualify under one of the five (5) size standards shown on KYDPH Form RPS-526 should disregard this form.

1. Complete all items on KYDPH Form RPS-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 KYDPH Form RPS-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 email 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 three completed fiscal years. (For additional information on calculating annual receipts, see Small Business Administration's regulations 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. KYDPH'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 KYDPH's regulations on the subject, KYDPH's regulations are applicable to KYDPH 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 Form 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 KYDPH Form RPS-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 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 KYDPH Form RPS-526. However, if the invoice amount is greater than the reduced small entity annual fee, file KYDPH Form RPS-526 and pay the amount applicable to the size standard you checked on the form.
3. The completed KYDPH Form RPS-526 must be submitted with the required annual fee payment and the payment copy of the invoice to the address shown on the invoice.
4. 902 KAR 100:012, Section 2 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 KYDPH Form RPS-526 at the time the annual fee is paid.

KYDPH Form RPS-526 can be accessed on the RHB's public website at: <http://www.chfs.ky.gov/dph/radioactive.htm>

NRC's Small Entity Compliance Guide is available online in the NRC Library at: <http://www.nrc.gov/reading-rm/adams.html>. From this page, the public can gain entry into the Agencywide Documents Access and Management System (ADAMS), which provides text and image files of the NRC's public documents.

To obtain information quickly regarding small entities and annual fees, please contact the KYDPH/RHB at (502) 564-3700.