Radiological Protection Institute of Ireland
An Institiúid Éireannach um Chosaint Raideolaíoch

SCHEDULE 2 AMENDMENT

LICENCE AMENDMENT APPLICATION FORM TO BE COMPLETED IN THE EVENT OF PROPOSED CHANGES TO THE INVENTORY OF **UNSEALED** RADIOACTIVE SUBSTANCES AS LISTED ON SCHEDULE 2 OF YOUR LICENCE.

Licence No : _____

Please state the practices for which this licence amendment application relates[1]

_____

(Please photocopy this form for each unsealed radioactive substances that is being acquired or for which you wish to have removed from the licence[2])

Type of Amendment: (please tick appropriate box)

Addition to licence	
Removal from licence	
Correction/Amendment	

1. Please specify the reasons why this licence amendment is sought[3]

_____

2. (i) Name and address of supplier/agent

_____

_____

_____

(ii) Radioactive substance present _____

(iii) Is the radioactive substance in solid, liquid or gaseous form?

_____

(iv) Purpose _____

(v) Max. activity of radioactive substance to be handled daily _____

(vi) Total activity of radioactive substance to be handled per annum _____

(vii) Proposed method of disposal[4] _____

_____

3. (i) State location where radioactive substance(s) will be held and/or used

_____

(ii) Description of location where the radioactive substance is to be held/and used[5] e.g. dedicated laboratory

_____

4. Transportation arrangements for the unsealed radioactive substance(s)[6,7] e.g. from supplier to your premises

_____

_____

5. Description of packaging to be used for the transportation of unsealed radioactive[8] substance(s).

_____

I hereby apply for an amendment to the above licence. I declare to the best of my knowledge, the particulars given above are true and that the item is in a serviceable condition.

Signed:[9] _____

Name (Print or Type): _____

Position: _____

Date: _____

Notes.

1. Custody, Use and Disposal are normally the only practices that relate to unsealed radioactive substances. However if the radioactive substance is not being purchased from a licensed distributor then a licence for Importation (Exportation) and transportation will be required.

2. If space provided on this form is insufficient, please use separate sheets noting the number(s) of the question(s) to which the additional information applies

3. Acquisition of this radioactive substance may require modification of your radiation safety procedures or risk assessment. If this is the case your revised procedures shall be forwarded to the Institute within 30 days of the date of amendment.

4. If the radioactive substance in question is readily soluble or dispersible in water then the substance may be disposed of in accordance with the conditions laid down in your licence. If the substance cannot be disposed of in this manner please state in detail the proposed method of disposal.

5. Where appropriate, please consult the 'Code of Practice on the Design of Diagnostic Medical Facilities using Ionising Radiation', Nuclear Energy Board, 1988.

6. (i) Purchasers of sealed radioactive sources from other Member States of the European Union are required to complete a standard declaration document pursuant to Council Regulation (Euratom) No. 1493/93. This document must be stamped by the Institute before being sent by the applicant (licensee) to the supplier, allowing shipment of the source. Return of radioactive sources to a supplier in another Member State likewise requires the authorisation of the competent authority in that State.

   (ii) The importation/exportation of sealed radioactive sources from/to a country outside of the European Union requires an import/export licence. Such licences are issued by the Institute along with the general licence.

   (iii) For advice on the safe transport of radioactive sources by road, please consult the Institute's 'Notes for Drivers and Others Involved in Road Transport of Radioactive Materials'.

7. This is, generally, not applicable when the unsealed radioactive substance is being acquired through a licensed distributor in which case transportation will be covered under the licence of the licensed distributor in question. However, you should take note of the transport condition given in your general licence.

8. Packaging must comply with the requirements of the International Atomic Energy Agency Transportation Regulations, 1996. Safety Series Standards No. ST-1. This should be confirmed with the supplier of the unsealed radioactive substance in question.

9. For those licensees who have appointed an RPA, such as hospitals, this form must be signed by the RPA. Alternatively, following the approval of the RPA, the form may be signed by the Managing Director/Hospital Administrator/Chief Executive, or an equivalent member of senior management of the establishment making the amendment. In all other cases this form must be signed by the Managing Director/Chief Executive, (or equivalent member of senior management) or the Radiological Protection Officer (RPO) of the establishment making the application.

On completion, this form should be sent to: -

Regulatory Service
Radiological Protection Institute of Ireland
3 Clonskeagh Square, Clonskeagh Road
Dublin 14

Telephone: (01) 2697766
Fax: (01) 2605797
E-mail: regulatory@rpii.ie
Website: www.rpii.ie

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