



## **ATOMIC ENERGY COUNCIL**

### **Guidance Document for Filling Applications to Transport Radiation Sources**

## INTRODUCTION

This guidance document on filling applications for transport of radioactive sources was developed in order to assist facilities to follow systematic procedures and have the required documentation and controls in place in order to ease the review process.

No.	Requirement	Guidance
1.	Type of Authorization	<p>Specify whether it is a new application or a renewal of a permit that had been issued earlier.</p> <p><input type="checkbox"/> New application: tick checkbox if applying to transport a particular source for the first time.</p> <p><input type="checkbox"/> Renewal of authorization number: tick checkbox if applying for a renewal of a permit that expired before the radiation source was transported. Write the permit number being renewed e.g. AEC/TRA/9999</p> <p><b>Attach a copy of the expired permit in case of renewal of authorization</b></p>
2.	Name and address of the applicant	<p>The applicant is the person applying to transport a radiation source and is the legal person (individual or organisation). Full name of the applicant should be provided in this section using block letters in the part of the "Main address" e.g.</p> <p>ABC Ltd Plot 1, Street Name P.O Box 0000 Kampala Tel: +256 789 123456</p> <p>Mailing address and Address of use can be filled in the same way ONLY IF different from main address</p> <p><b>Attach copy of certificate of registration of organisation where available</b></p>
3.	a. Name and address of the Radiation Safety Officer b. Telephone Number Email c. Qualification d. Experience	<p>A Radiation Safety Officer (RSO) is an individual who is competent in radiation protection matters as provided for by section 36 of the Act, to oversee the implementation of the requirements of the Atomic Energy Regulations, 2012 and is recognized by Council;</p> <p>a. Name and address: e.g. Mr. John Doe ABC Ltd Plot 1, Street Name P.O Box 0000 Kampala</p> <p>b. Telephone Number e.g. +256 789 123456            c. Email address e.g. johndoe@abc.com            d. Qualification e.g. BSc Physics (highest qualification)            e. Experience e.g. 5 years (time spent working in radiation related field)</p>

		<p><b>Attach;</b></p> <p><b>i. copy of formal appointment letter of Radiation Safety Officer</b></p> <p><b>ii. copy of highest certificate of qualification in field related to radiation</b></p>
4.	<p>The representative of the applicant:</p> <p>a. Name</p> <p>b. Title</p> <p>c. Telephone number</p> <p>d. Email address</p>	<p>The applicant is the consignee to whom the source will be consigned and is therefore the legal person (individual or organisation). Where the applicant is an individual, the details of the applicant should be provided under this section. Where the applicant is an organization, the Head of the Organisation or his representative shall be the applicant whose details should be filled under this section. The required details include; name, title, telephone number and email address. e.g.</p> <p>Name: John Smith  Title: Managing Director  Tel: +256 789 123456  Email Address: johnsmith1@abcltd.co.ug</p>
5.	<p>Purpose for which the radioactive materials will be used</p>	<p>The applicant should declare the purpose for which the radiation sources will be used under this section as guided on the form e.g. treatment, diagnosis, gauging etc.</p>
6.	<p>Valid or previous permit of applicant</p>	<p>If the applicant has been issued any permits previously by Council, they should be indicated under this section.  e.g. AEC/TRA/9998, AEC/TRA/9999  <b>Attach copy of the permit</b></p>
7.	<p>Valid license or registration number for possession and use of radioactive materials by applicant intending to transport source in the country</p>	<p>The applicant must possess a valid license or permit to possess and use/ store/ sell/ decommission from the Atomic Energy Council in order to be able to transport a radioactive source within the country.</p> <p>The details of the license should be described under this section e.g. AEC/PU/1001  <b>Attach copy of the permit</b></p>
8.	<p>Valid license or registration number for possession and use of radioactive materials by prospective recipient in Uganda</p>	<p>In case the source is being transported to another legal person, the recipient must possess a valid license or permit to possess and use the source from the Atomic Energy Council in order to be able to transport a radioactive source within the country.</p> <p>The details of the license should be described under this section. e.g. AEC/PU/1001  <b>Attach copy of the permit</b></p>
9.	<p>Type of radioactive materials to be transported</p> <p>a. Sealed radioactive materials</p> <p>b. Radioactive materials for use as sealed</p>	<p>The applicant has the option of specifying details for a sealed radioactive material (the material is completely enclosed inside a piece of equipment) or an unsealed radioactive material (the material is in a container from which it can be retrieved).</p> <p>For sealed sources, the applicant should specify the equipment and the</p>

	sources	<p>nuclides it contains .e.g.: Nuclear gauge, Am-241:Be, Cs-137</p> <p>For unsealed sources, the applicant should specify the nuclides and their physical form e.g. Iodine-131, liquid</p> <p><b>Attach copy of source certificate from manufacturer for both sealed and unsealed sources</b></p>
10.	Describe the purpose of intended transport of the radioactive materials within or into the country	<p>Specify the reasons for transporting the sources from their current location to their new destination.</p> <p>e.g. transfer to a new construction site</p>
11.	Describe the packaging measures and methods made to comply with safety and transport requirements as per Regulations	<p>Specify the measures put in place to comply with safety and transport requirements specific to radioactive sources. This involves a description on how they intend to achieve the requirements of the transport regulations. e.g packaging details, security measures and</p>
12.	Describe the package details as established for compliance with Transport Regulations	<p>Specify the type of package detail as it is provided for in schedule 7(b) of the AER, 2012. e.g.; Excepted package/ Industrial type, Type A, B (M), B (U) or C package.</p>
13.	Planned means of Transport within country (e.g. from exit/entry point to the establishment)	<p>Specify ways of conveyance of how the source will be delivered to its destination. e.g. by road, air, water or rail</p>
14.	Give details of vehicle, company and personnel responsible for the conveyance of the radioactive materials packages	<p>Provide information concerning the transport vehicle such as the model, registration number (number plate) e.g. UAA 001A and details about the driver such as name and driver permit number e.g. Name: John Musisi, Driver permit: 7001011990087</p> <p><b>Attach copy of driver's permit</b></p>
15.	Give details of the preparations made with regards to safety for premises at the end point or establishment or radioactive materials will be stored managed, used:	<p>Describe the plans made for the storage of the radiation devices at the place where the facility is established. The storage facility shall be described in detail and photographs and structural layout of the storage facility including surrounding areas shall be attached.</p> <p><b>Attach printouts of photos of the storage facility and a detailed drawn layout of the storage area showing all the adjacent rooms or areas</b></p>
16.	Describe your emergency plan and preparedness procedures:	<p>Describe the actions to be taken in case of an accident or incident in order to avert the spread of the damage appropriate for the source and its associated risks such as in case of fire, theft or any other form of accident as its provided for in Regulation 68 of the AER, 2012.</p> <p><b>Note: Attach an extensive emergency plan</b></p>
17.	Declaration	<p>This section should be duly signed by the applicant, or his/her representative, declaring that all information provided in the application form, including any supplementary information attached thereto, are true, accurate and complete.</p> <p>e.g. John Doe, (Signature). Facility stamp maybe used where available</p>