

INSTRUCTIONS FOR THE COMPLETION OF AN APPLICATION FOR A PERMIT TO IMPORT RADIOACTIVE MATERIAL

The Environmental Protection Department processes applications for the importation of radioactive materials. Radioactive material import permits must be issued prior to the importation of any radioactive material.

GENERAL INFORMATION:

■ ■ *Who requires a radioactive material import permit?*

- Any company wants to import radioactive material.
- Any company involved in the importation of radioactive material.

■ ■ *What material needs to be submitted?*

- A signed, completed application form.
- A list of all of the safety procedures covered in Section 6 of the application.

■ ■ *Who should the application be submitted to?*

- The Director
Environmental Protection Department
L. V. Harcourt Lewis Building
Dalkeith
St. Michael

■ ■ *License Information:*

- The license is valid for three (3) months from the date of approval.
- The license is valid only for the type of radioactive material indicated on the application.
- Renewals should be submitted no later than thirty (30) days before the expiration of the current permit.
- Any changes in personnel or procedures outlined in Section 6 or Section 7 of the application should be communicated to the Environmental Protection Department in writing no later than thirty (30) days after the change has taken effect.

INSTRUCTIONS:

This application form is divided into sections; all sections must be completed before submission.

- Please **PRINT** all responses.
- Enter the required information in the spaces provided.

1. Applicant Information:

The following information about the company making the application for a permit to import radioactive material is required:

- The first and last names of the person responsible for making the application on behalf of the company.
- The position of the person making the application.
- The name of the company making the application.
- The address, including the parish and postal code, of the company making the application for the permit.
- An e-mail address, telephone number and facsimile number for the contact person at the company making the application.
- A brief statement of the purpose for which the radioactive material will be used.

2. Supplier Information:

The information about the company responsible for supplying the radioactive material to the applicant that is required is:

- The first and last names of the person responsible for supplying the radioactive material.
- The name of the company that will be supplying the radioactive material.
- The address, including the state (if applicable), country and postal code of the company that will be supplying the radioactive material.
- An e-mail address, telephone number and facsimile number for the company supplying the radioactive material.

3. Customs Broker/Import Agent Information:

The information about the agent who will act on the behalf of the company making the application to import the radioactive material that is required is:

- The first and last names of the customs broker/import agent who will act on the behalf of the company applying for the import permit.
- The name of the company that will act as the broker/agent of the company making the application for the permit.
- The address, including parish and postal code, of the company that will act as broker/agent on behalf of the company making the application for the permit.
- An e-mail address, telephone number and facsimile number for the company that will act as broker/agent on the behalf of the company making the application to import the radioactive material.

4. Transport Information:

This is information about the method of transportation of the radioactive material overseas and overland (that is: from the supplier's country to Barbados and then overland from the port of entry to the location where the material will be stored and used.

- The method of import.
- The import transporter name.
- The import transporter address including the parish and postal code.
- An e-mail address, telephone number and facsimile number for the company that will be responsible for the import transportation of the radioactive material.
- The name, address and contact information including: telephone and facsimile numbers and e- mail address of the overland carrier of the radioactive material must be supplied.
- If there is a second overland transporter, the name, address and contact information including: telephone and facsimile numbers and e-mail address of the overland carrier of the radioactive material must be supplied.

5. Material Information:

This is the information about the radioactive material for which the application is being made. This information should be entered into the table under the appropriate headings.

- The product identification number of the radioactive material should be indicated under the column headed: Product ID No.
- A brief description of the radioactive material should be provided in the appropriate column.
- The physical characteristics of the radioactive material should be indicated in the space provided. (That is: solid, liquid, gas)
- The quantity of radioactive material should be indicated in the space provided.
- The activity of the radioactive material should be indicated in the space provided. This information should be supplied in GBq units.
- The nature of the radioisotope should be provided in the space provided.

6. Safety:

This is information required to ensure the safety of the radioactive material and the personnel exposed to the material.

First time applicants must provide all of the information required.

Renewal applications are not required to supply this information unless there have been changes to any of the aspects outlined.

- The names, qualifications and training of all persons who would be responsible for the handling of the material must be provided. Any personnel changes must be communicated to the EPD (new persons handling material etc)
- A detailed emergency plan of which personnel are trained in the procedures must be outlined. This emergency plan should be approved by the appropriate authorities including the EPD and the Fire Department.

- Monitoring procedures for persons exposed to the radioactive material should be supplied with the application.
- A detailed description of the storage facilities for the radioactive material must be provided. Any area containing radioactive material should be clearly labeled to inform of the hazard associated with the materials.
- A list of the appropriate safety and protective equipment available to the personnel who will be exposed to radioactive material should accompany the application. This includes during transportation, use and disposal of the radioactive material.
- Applicants should provide a detailed description of the method of the containment and material of construction of the containment. This containment construction should be approved the EPD.
- The proposed transportation route for the material should be provided. This route must be approved by the EPD prior to the commencement of the transportation of the radioactive material. This should also include at least one (1) alternate route.

7. Disposal of Obsolete Material:

Applicants are required to provide the method that will be utilized to dispose of the obsolete radioactive material.

- Applicants must provide an appropriate method of disposal for obsolete radioactive material.

8. Declaration

Ensure that all of the information entered on the application is accurate. Read the declaration.

Once the form has been completed, print, sign, affix the company stamp (if available) and date the application. Deliver to the EPD for processing.