



Republic of the Philippines
Department of Science and Technology



PHILIPPINE NUCLEAR RESEARCH INSTITUTE

1 June 2020

PNRI INFORMATION NOTICE 2020-03

GUIDELINES ON APPLICATION FOR RADIOACTIVE MATERIAL LICENSE, CERTIFICATE OF RELEASE, CERTIFICATE OF NON-RADIOACTIVE MATERIAL, AND PERMIT TO TRANSPORT

ADDRESSEES

All PNRI licensees and applicants of radioactive material license.

PURPOSE

The Philippine Nuclear Research Institute (PNRI) is issuing this information notice pursuant to PNRI Office Order No. 007 series of 2020 entitled “Interim Guidelines for the Prevention of the Spread of the Corona Virus Disease (COVID-19) in PNRI Offices, Laboratories, and Common Areas” dated 27 May 2020, to provide guidance on the application for radioactive material license, certificate of release, certificate of non-radioactive material and permit to transport to all licensees.

GUIDELINES

The application for licenses, certificates and permits shall be in accordance with the following guidelines:

- A. **New License/Renewal of License/Amendment to License.** A duly accomplished application form downloadable at the PNRI website, <https://www.pnri.dost.gov.ph/index.php/downloads/pnri-forms>, and all supplementary documents shall be filed online via email address nrd-re@pnri.dost.gov.ph, Monday to Friday, 9 AM – 4 PM, or at PNRI, by appointment, Monday, Wednesday and Friday, 9 AM – 4 PM.
- B. **Certificate of Release.** Application shall be filed online via email address nrd-re@pnri.dost.gov.ph, Monday to Friday, 9 AM – 4 PM. Scanned copies of the following requirements should be attached:
 - (1) Signed letter requesting Certificate of Release of Radioactive Material;

- (2) Duly accomplished National Single Window (NSW) form accessible at <https://nsw.gov.ph/>; and
- (3) Shipping documents pertaining to the subject consignment (i.e. Shipper's Declaration for Dangerous Goods, Air Waybill, and/or Packing List).

C. **Certificate of Exemption or Certificate of Non-Radioactive Material.** Application shall be filed online via email address nrd-lre@pnri.dost.gov.ph, Monday to Friday, 9 AM – 4 PM. Scanned copies of the following requirements should be attached:

- (1) Signed letter requesting Certificate of Exemption/Certificate of Non-Radioactive Material;
- (2) Copy of document describing the use and technical specification of the consignment (e.g. Product Brochure, Technical Manual, Material Safety Data Sheet, etc.); and
- (3) Supporting shipping document, if available.

D. **Permit to Transport.** Application shall be filed online via email address nrd-ie@pnri.dost.gov.ph, Monday – Friday, 9 AM – 4 PM. Scanned copies of the following requirements should be attached:

- (1) Signed letter requesting Permit to Transport of radioactive material;
- (2) Duly accomplished and signed Consignor's Declaration for the transport of radioactive material; and
- (3) Supporting shipping documents, if available.

A form/template for Consignor's Declaration may be obtained by emailing nrd-ie@pnri.dost.gov.ph.

E. A Statement of Charges will be issued and sent via email to the applicant within the day of application.

F. Filing of license application, claiming of license/certificate/permit shall be by appointment and in accordance with the following schedule:

- (1) License, Certificate of Exemption or Certificate of Non-Radioactive Material: 9 AM – 4 PM, Monday, Wednesday and Friday; and
- (2) Certificate of Release and Permit to Transport: 9 AM – 4 PM, Wednesday and Friday.

G. Scheduling of appointment shall be made online via <https://services.pnri.dost.gov.ph/portal/nrd/Appoint>. To ensure social distancing measures, a limited number of customers will be allowed per day. Request for appointment will therefore be on a first-come, first-served basis.

Only applicants with confirmed appointments will be allowed entry to PNRI. Exemptions may be allowed for some cases deemed important, as approved by the Division Chief concerned.

H. Payment of associated regulatory fees, as determined per PNRI Administrative Order No. 3, s. 2015 and PNRI Administrative Order No. 2, s. 2017, shall be made during the appointment schedule. The applicant shall present two (2) copies of the Statement of Charges issued on the day of application upon payment of the fee. License, certificate or permit will be released only after payment of appropriate fees.

- I. All transactions shall be made at the designated reception area located at PNRI Gate 2 (along Central Avenue). The applicant or their representative shall observe protocols while within the premises of the Institute, including thermal inspection upon entry, wearing of face mask and social distancing.

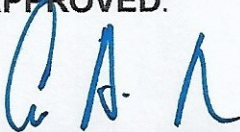
These guidelines shall take effect immediately until further announcement.

CONTACT

If you have any question about the information in this notice, please contact:

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APPROVED:



CARLO A. ARCILLA, Ph.D.
Director, PNRI

Date: JUNE 2, 2020