

<u>U.S. DEPARTMENT OF COMMERCE</u> Bureau of Industry and Security <u>U.S. NUCLEAR REGULATORY COMMISSION</u> Office of Nuclear Materials Safety and Safeguards		Date Received (Leave Blank)
ADDITIONAL PROTOCOL REPORT		
FORM AP-A: CERTIFICATION		
Provide the information requested below in Questions A.1 through A.6.		
A.1	Company or Organization Name:	
A.2	Mailing Address:	
	City:	State: Zip Code:
A.3	Name of Report Point of Contact (R-POC):	
	R-POC's Telephone Number:	ext.
	R-POC's Fax Number:	
	R-POC's E-mail Address:	
A.4	Type of Report (Check only one box) <input type="checkbox"/> INITIAL REPORT: For Reporting Year (YYYY): _____ <input type="checkbox"/> ANNUAL UPDATE REPORT: For Reporting Year (YYYY): _____ <input type="checkbox"/> PROCESSING OF IAEA SAFEGUARDS-TERMINATED WASTE MATERIAL REPORT <input type="checkbox"/> EXPORT OF SPECIFIED EQUIPMENT & NON-NUCLEAR MATERIALS REPORT <input type="checkbox"/> IMPORT OF SPECIFIED EQUIPMENT & NON-NUCLEAR MATERIALS CONFIRMATION REPORT <input type="checkbox"/> SUPPLEMENTAL INFORMATION REPORT <input type="checkbox"/> AMENDED REPORT: For Reporting Year (YYYY): _____	
A.5	Forms Submitted (State the number of forms (non-zero) for each of the following) AP-B: ___ AP-C: ___ AP-D: ___ AP-E: ___ AP-F: ___ AP-G: ___ AP-H: ___ AP-I: ___ AP-J: ___ AP-K: ___ AP-L: ___ AP-M: ___ AP-N: ___ AP-O: ___ AP-P: ___	
CERTIFICATION		
I hereby certify that I have reviewed the attached documents and that, to the best of my knowledge and belief, the submitted information is true and complete.		
A.6	Name and Title of Responsible Official (type or print):	
	Signature:	
	Date Signed (MM-DD-YYYY):	

FORM AP-A: Certification

Reporting requirements are set forth in 10 CFR Parts 75 and 110 of the U.S. Nuclear Regulatory Commission (NRC) Regulations.

INSTRUCTIONS:

This form must be submitted for the following types of reports: Initial, Annual Update, Processing of IAEA Safeguards-Terminated Material, Import Confirmation, Supplemental Information, or Amended. Only NRC and Agreement State licensees with a site of an IAEA-Selected Facility should submit Forms AP-A through AP-Q. All other NRC and Agreement State licensees where reportable activities are conducted should use report Forms AP-1 through AP-17. A separate certification form must be submitted for each site with reportable activities.

Questions A.1 and A.2 Company or Organization Name and Mailing

Address: Provide the name of your company or organization and the mailing address to which all general mailings will be sent.

Question A.3 Name of Report Point of Contact (R-POC) and Other

Requested Information: Designate an R-POC. The R-POC should be a person whom the NRC or BIS may contact for the purposes of: (1) clarification of information provided in the report; and (2) for general information. The R-POC need not be the person who prepares the forms or certifies the report, but should be familiar with the content of the reports.

Question A.4 Type of Report: Check the box to indicate the type of report that is being submitted and indicate the date or year for which the information applies (where applicable). If submitting an Amended Report, check the box for Amended Report and the boxes for the reports for which you are submitting amendments.

INITIAL REPORT: A licensee with a site of an IAEA-Selected Facility must report all relevant nuclear fuel cycle-related activities that are active as of the date specified in the notification of reporting requirements letter received from the NRC. If you have already submitted an initial report and are adding a new activity at your site, you should submit the information using the Annual Update report.

ANNUAL UPDATE REPORT: You must submit either an Annual Update Report or a No Changes Report by January 31st, if, during the previous calendar year, you continued to engage in nuclear fuel cycle-related activities at a site for which you submitted an Initial Report. Submit an Annual Update Report if you have updates or changes to report concerning your site's activities during the previous calendar year. When preparing your Annual Update Report, you must complete the same report forms that you used for submitting your Initial Report on these activities. Additional report forms are required if your site engaged in new reportable activities.

AMENDED REPORT: You must submit an Amended Report to change or correct information in the last submitted report.

PROCESSING OF IAEA SAFEGUARDS-TERMINATED

WASTE MATERIAL REPORT: You must submit this form to provide information, location, and dates for/of processing of waste material on which IAEA safeguards was terminated.

EXPORT OF EQUIPMENT & NON-NUCLEAR MATERIAL

REPORT: You must submit this report quarterly to report the export of any item listed in Supplement 3 of this Handbook.

Quarterly reports are due to BIS by April 15, July 15, October 15, and January 15.

IMPORT OF EQUIPMENT & NON-NUCLEAR MATERIAL

CONFIRMATION REPORT: You must submit this report if you

receive a notice from the NRC with a request for import information.

SUPPLEMENTAL INFORMATION REPORT: If you are contacted by the NRC with a request for new or additional information about activities conducted at your site, you must submit a Supplemental Information Report.

Question A.5 Forms Submitted: In the blank next to the form name state the number of each form included in the report. All reports must include Forms AP-A, AP-B, and AP-C, with the exception of a No Changes Report, which only includes Form AP-Q. Submit the applicable forms for each reportable activity conducted at your site:

Form	Reportable Activities
AP-B	Contact Information
AP-C	Building Information
AP-D	R&D with U.S. Government Involvement
AP-E	R&D without U.S. Government Involvement
AP-F	Manufacturing, Assembly, Construction Activities
AP-G	Concentration Plant Operations
AP-H	Holdings of Impure Source Materials
AP-I	Imports and Exports of Impure Source Material
AP-J	Holdings of IAEA Safeguards-Exempted Material
AP-K	Location of IAEA Safeguards-Terminated Waste Material
AP-L	Processing of IAEA Safeguards-Terminated Waste Material
AP-M	Export of Equipment & Non-Nuclear Materials Report
AP-N	Import of Equipment & Non-Nuclear Materials Confirmation Report
AP-O	Supplemental Information Report
AP-P	Continuation Form

Question A.6 Certification: The report must be signed and dated by a company or organization official who is authorized to certify the accuracy and completeness of the information submitted. The signature block must contain an original signature.