

Radioactive Substances Form RSA1c

Application for registration of premises to hold a high-activity or similar sealed source



Radioactive Substances Act 1993, Section 7

Please read through this form and the guidance notes that came with it. Please write clearly in the answer spaces.

It will take about 2 hours to fill in this form.

You'll need:

- Environment Agency guidance

This application form should be read and completed in conjunction with the current Environment Agency guidance, available on the Environment Agency website or on request from Environment Agency offices. Click here for general guidance on radioactive substances regulation and here for guidance on high-activity sealed sources.

This form should only be used for sealed sources (formerly known as closed sources) on a single defined premises.

Do not complete this form if your maximum holding of sealed sources is security category 5 (as defined in this form). Instead use form RSA1f. You do not need to register the use of sources which are within the scope of an exemption order, provided you can comply with all of the conditions in such an order.

If you need more space than this form allows, please continue on separate sheets. Please write the number of the question you are answering on the top of each continuation sheet.

When completed please send this form with your payment to: The Environment Agency, PO Box 4404, Sheffield, S9 9DA.

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A Company or organisation details

A1 Please give the name of the company or organisation responsible for the sealed sources on the premises.

Name

Registered office or business address

If no registered office, please give principal place of business.

Address

Postcode _____

Companies House registration number (if you have one)

A2 On behalf of what type of organisation are you applying?

Tick the option which is most appropriate.

- Sole trader
- Partnership
- Limited liability partnership
- Limited liability company
- Public limited company
- District or county council or unitary authority

A Company or organisation details, continued

Educational establishment

NHS trust

Private hospital

Other medical establishment

Please give details.

Non-governmental public body

Ministry of Defence

Other government department

Other

Please give details.

B Premises details

B1 Where are the premises you want to register for the use of sealed sources?

Address

Postcode _____

B Premises details, continued

Ordnance Survey national grid reference

_____ For example SJ 123 456.

Your grid reference number can be obtained from the Ordnance Survey web site (www.ordnancesurvey.co.uk/oswebsite/).

B2 Are the premises located on a nuclear licensed site (i.e. as a tenant)?

Yes

No

B3 Which council or unitary authority are the premises in?

If premises are on a boundary, please give names of all relevant authorities.

Borough or district council

Unitary authority

County council (unless there is a unitary authority)

B4 Who is the sewerage undertaker for the premises?

This is often the local water supply company.

B5 Which police force area are the premises in?

Please tick the appropriate box.

- | | | | |
|----------------------------|--------------------------|----------------------------|--------------------------|
| Avon and Somerset | <input type="checkbox"/> | Lincolnshire | <input type="checkbox"/> |
| Bedfordshire | <input type="checkbox"/> | Lothian and Borders | <input type="checkbox"/> |
| Cambridgeshire | <input type="checkbox"/> | Merseyside | <input type="checkbox"/> |
| Central Scotland | <input type="checkbox"/> | Metropolitan | <input type="checkbox"/> |
| Cheshire | <input type="checkbox"/> | Ministry of Defence Police | <input type="checkbox"/> |
| City of London | <input type="checkbox"/> | Norfolk | <input type="checkbox"/> |
| Civil Nuclear Constabulary | <input type="checkbox"/> | Northamptonshire | <input type="checkbox"/> |
| Cleveland | <input type="checkbox"/> | Northern | <input type="checkbox"/> |
| Cumbria | <input type="checkbox"/> | Northumbria | <input type="checkbox"/> |
| Derbyshire | <input type="checkbox"/> | North Wales | <input type="checkbox"/> |
| Devon and Cornwall | <input type="checkbox"/> | North Yorkshire | <input type="checkbox"/> |
| Dorset | <input type="checkbox"/> | Nottinghamshire | <input type="checkbox"/> |
| Dumfries and Galloway | <input type="checkbox"/> | Northern Ireland | <input type="checkbox"/> |
| Durham | <input type="checkbox"/> | South Wales | <input type="checkbox"/> |
| Dyfed-Powys | <input type="checkbox"/> | South Yorkshire | <input type="checkbox"/> |
| Essex | <input type="checkbox"/> | Staffordshire | <input type="checkbox"/> |
| Fife | <input type="checkbox"/> | Strathclyde | <input type="checkbox"/> |
| Gloucestershire | <input type="checkbox"/> | Suffolk | <input type="checkbox"/> |
| Grampian | <input type="checkbox"/> | Surrey | <input type="checkbox"/> |
| Greater Manchester | <input type="checkbox"/> | Sussex | <input type="checkbox"/> |
| Gwent | <input type="checkbox"/> | Tayside | <input type="checkbox"/> |
| Hampshire | <input type="checkbox"/> | Thames Valley | <input type="checkbox"/> |
| Hertfordshire | <input type="checkbox"/> | Warwickshire | <input type="checkbox"/> |
| Humberside | <input type="checkbox"/> | West Mercia | <input type="checkbox"/> |
| Kent | <input type="checkbox"/> | West Midlands | <input type="checkbox"/> |
| Lancashire | <input type="checkbox"/> | West Yorkshire | <input type="checkbox"/> |
| Leicestershire | <input type="checkbox"/> | Wiltshire | <input type="checkbox"/> |

C Contact details

We need the names and details of members of your organisation to help us deal with your application quickly and efficiently.

Application contact

C1 Who can we contact with questions about your application?

Name

Title _____

First name _____

Last name _____

Position

Address

Postcode _____

Contact numbers, please include the area code

Phone _____

Fax _____

Mobile _____

Email _____

Operational contact

C2 Who will be responsible for day-to-day supervision of the keeping and use of the sealed sources? If different people are responsible for some sources, please give details of one person we can contact the first time we need to speak to you.

Name

Title _____

First name _____

Last name _____

Position

Address

Postcode _____

C Contact details, continued

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

Payments and invoices

C3 Who can we contact about payment of fees and charges?

Name

Title

First name

Last name

Position

Address

Postcode

Contact numbers, please include the area code

Phone

Fax

Mobile

Email

D Type of application

D1 When would you like the registration to start?

We will try to meet your needs but it can take up to four months from date of receiving a valid application with all of the information we need (and fee), before you are registered.

Date (DD/MM/YYYY)

D2 When would you like any current registration to be cancelled?

This will be the same date on which your new registration starts unless you tell us otherwise.

Date to cancel any existing registration (DD/MM/YYYY)

D Type of application, continued

D3 Have you made any other application to the Environment Agency (or previously HMIP) for any permission under the Radioactive Substances Acts, 1960 or 1993?

Yes

No Go to Section E.

D4 Where relevant, please give details of a current or previous registration for these premises.

User

Registration number

Date of registration (DD/MM/YYYY)

D5 Are you applying for:

- a registration for premises you do not hold a current registration for?
- a variation to a registration for your existing premises?
- a new registration to enable you to move your sources to new premises?
- a new registration for a new legal entity?
- a variation to a registration because you have changed your name but not your legal status?
- a registration to hold sealed sources on premises already registered for open sources?

E Using sources

E1 Practice

We need to know the practice or work activity for which sources are to be used.

By 'practice', we mean the work you use your sealed sources for. Please read the list of existing practices in annex 3 of the guidance available on the Defra website at:

www.defra.gov.uk/environment/radioactivity/government/legislation/pdf/justification-guidance.pdf

Please tell us the number and purpose (shown in the Defra guidance) of the class or type of practice you use radioactive substances for. If there is more than one that applies to you, please enter the information for each one.

For example, if you use radioactive substances in medical diagnostics, you should put '19' in the 'Number' box and 'Diagnosis – medical' in the 'Purpose' box.

Number	Purpose
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

If your work is not listed in the Defra guidance, please tick the appropriate boxes to tell us if it involves any of the following:

- You use NORM (substances that are naturally radioactive) as a laboratory chemical.
- You use NORM as a balance weight (e.g. depleted uranium in aircraft).

E Using sources, continued

- You use NORM (depleted uranium) to shield radiation.
- You have NORM as a result of producing gas and oil.
- You use NORM for some other reason.
- The Ministry of Defence (MoD) uses radioactive substances on the premises.
- A contractor to the MoD uses radioactive substances on the premises for military purposes.

E2 Please tick the appropriate boxes to show which activities are carried out on the premises with sources.

We have included this list to give us more details about why you, or somebody else with your permission, uses sources.

- Research and development of products, services, items or properties of materials
 - Manufacturing products
 - Carrying out repairs
 - Carrying out maintenance
 - Supplying radioactive sources
 - Assembling radioactive sources or equipment containing radioactive sources
 - Handling radioactive sources
 - Testing radioactive sources against quality standards
 - Storing radioactive sources
 - Using radioactive sources
 - Decommissioning or disposing of waste radioactive substances
 - Other
- Please say what

E3 Please describe how and why you intend to use the sources.

We need to know:

- how you intend to use the sealed sources
- why you need to use the sealed sources
- why you cannot use sources that are of lower activity than the ones you propose.

E Using sources, continued

E Using sources, continued

E4 Please give us details of the sealed sources to be brought onto the premises.

List all sealed sources that you want registered for these premises

- including those covered by any existing registrations, but excluding exempt sources
- in order, starting with the highest activity material and finishing with the lowest activity material.

If you intend to hold several sources of the same radionuclide with approximately the same activity you can describe them together in a single line in the table below. Refer to the maximum activity of an individual source. (For example, Caesium-137, three sources, maximum activity for each 100 Megabecquerels would cover sources of 75, 85 and 95 Megabecquerels activity.)

You do not need to include radionuclides which are present as a result of radioactive decay of the listed radionuclides.

You may apply for the maximum number of sources that you reasonably expect to hold in the foreseeable future (i.e. the next 1–2 years).

If you want to hold large numbers of relatively small sources, you can opt to register them as a group. (For example, beta/gamma emitting radionuclides, alpha emitting radionuclides.) However, it will help us process your

E Using sources, continued

application if you provide as much information as possible about the proposed individual radionuclides you intend to use. If you do this the maximum activity of any single source must not exceed the HASS threshold (see Environment Agency HASS guidance annex) for that radionuclide.

Using becquerels

You should list activity in SI units (becquerels). Write the prefix kilo, mega, giga, tera or peta clearly (in full) to minimise the risk of error.

Rounding up substances of nominal activity

If you use radioactive substances of nominal activity (particularly with radionuclides of short half-life), you may round up the figure to ensure you do not risk exceeding your registered limit (even temporarily). If you do round up a figure, please make sure you say how and where you have done this.

Depleted uranium

You should be aware that some sources may be supplied in depleted uranium containers. Where necessary you should give the masses for depleted uranium (for example, in source containers, counterbalance weights) in kilograms.

Please continue on separate sheets if you need to.

Radionuclide	Number of sources	Maximum activity of each source

E Using sources, continued

E5 Where will you store the sealed sources when they are not in use?

Please provide a summary of storage arrangements.

E6 Is the work with radioactive sources being carried out solely for or on behalf of the Ministry of Defence?

Yes

No

F Security of sources

The Environment Agency now has regulatory powers over the protective security of certain sealed sources. Consideration of security is required for high-activity sources and where the activity level of sources, in the opinion of the Environment Agency, constitutes a similar level of potential hazard to that arising from high-activity sources. It is our opinion that any source, or aggregation of sources in a single premises, which falls in any of source categories 1 to 4 in the scheme set out in the Security Requirements Document, constitutes a similar level of potential hazard to a high-activity sealed source (HASS). All users, applicants and other interested parties who need to see the Security Requirements Document should ask their police force Counter Terrorism Security Adviser (CTSA) for a copy.

Where sources are not considered to constitute a similar level of potential hazard to that from high-activity sources, the Environment Agency will be requiring users to take simple precautions to protect radioactive sources.

You do not need to complete Part F if your premises are located on a nuclear licensed site.

F1 Please confirm that you hold a copy of the document 'Security Requirements for Radioactive Sources' May 2008, and that you understand its requirements.

This is available from your local police Counter Terrorism Security Adviser.

Yes

No

F2 Please provide the following details of the location and maximum holding of sealed sources.

Building or facility name or number	Radionuclide(s) and practice(s) from Table 1 Security Requirements Document See note	Maximum total activity of each radionuclide (in gigabecquerels)	Source category (1 to 4) See note	Security group (A to D) See note

F Security of sources, continued

The Security Requirements describe how to calculate the category and relevant security group. You should do this on the basis of aggregating all the sealed sources that may be held in a single building on the premises at any one time.

If you hold HASS or sources of similar level of potential hazard, then we will need to consider whether or not all of your sources are vulnerable to the same hazard, and our assessment of security group may differ from your initial one. If this means that you need additional security measures, we will give you the opportunity to amend your application.

If your assessment of the category of your sources indicates that you need significant expenditure to meet the Security Requirements, or if your sources are distributed around more than one building on the premises, you may consider discussing your situation with your local police Counter Terrorism Security Adviser before completing this form.

If your maximum holding of sealed sources is security category 5 you should not complete this form. Instead use form RSA1f.

F3 If you consider your premises to be in Security Groups A, B or C, have you met all of the requirements of the Security Requirements for the security group you consider your premises to be in?

Yes

No

G High-activity sealed sources

Completion of Part G of this form indicates that you are applying to have those sources registered as high-activity sealed sources (HASS). See the Environment Agency’s Guidance on HASS. <http://publications.environment-agency.gov.uk/pdf/PMHO0206BKIA-e-e.pdf>

You must complete Part G if you intend to hold a HASS. You do not need to complete Part G if you have no plans to hold HASS (see Environment Agency Guidance for definition of a HASS).

G1 Are any of the sources high-activity sealed sources?

Yes

No

If not there is no need to complete Part G.

G2 Which of the sources are high-activity sealed sources?

Radionuclide	Number of sources	Maximum activity of each source in gigabecquerels

G High-activity sealed sources, continued

G3 Management of HASS – Please confirm you have a management system, organisational structure and resources adequate to achieve compliance with the limitations and conditions of any registration issued by the Environment Agency resulting from this application.

Yes

No

See the Environment Agency Guidance for details.

G4 Please confirm that the management system includes:

Specification of responsibilities

Specification of competencies

Provision of information and training

Operating procedures

Maintenance of sources and associated equipment, including leakage tests

Emergency procedures.

If unable to confirm any of these please give details of why your management system does not include these and when you expect to include them.

Before you bring any HASS onto the premises you need to have suitable arrangements in place for each source to cover financial provision and safe management of disused sources as specified in G5 to G7.

G5 Please confirm you have read the requirements of the Defra guidance on financial and other provision for each high-activity source.

(High-activity Sealed Radioactive Sources and Orphan Sources Directive (Council Directive 2003/122/Euratom) Guidance to the Environment Agency)

Yes

No

G6 Which mechanism are you proposing to use for this purpose?

You will need to include sufficient documentation with the application to enable us to assess whether your proposed provision is adequate.

G High-activity sealed sources, continued

G7 Please specify which of the following arrangements you have in place for the safe management of high-activity sources when you no longer have any use for them. Do you intend to send them to:

a manufacturer?

a supplier?

another registered or authorised user?

a nuclear site licensee?

If none of these, please describe how you intend to manage high-activity sources you no longer have any use for.

G8 Do you manufacture HASS?

We need to know if you manufacture HASS sources because we need to include additional conditions into your registration if you do.

Yes Please give brief details.

No

You should tick Yes even if manufacture is incidental to your main practice, e.g. irradiation of cyclotron targets.

H Data handling

H1 Commercial in confidence

Is there any information in the application which you believe should be restricted on the grounds that the information relates to a ‘relevant process’ or trade secret?

‘Relevant process’ means any process applied for the purposes of, or in connection with, the production or use of radioactive material.

Yes Please describe the information and explain why you believe it should be restricted.

No

H Data handling, continued

H2 National security

Is there any information in the application which you believe should be restricted on the grounds of national security?

Yes Please enclose a copy of any request for a Direction which you have made to the Secretary of State or National Assembly for Wales. The Environment Agency already holds a Direction requiring it to ensure that no information relating to sealed source applications is to be included in public registers. Pursuant to Section 25(3)(b) of RSA 93 no such information will be sent to local authorities.

No

H3 Data protection notice

The Environment Agency is responsible for regulating environmental protection, flood defence, water resources and fisheries. It has a duty to discharge its functions to protect and enhance the environment and to promote conservation and recreation.

The information provided will be processed by the Environment Agency to deal with your application, to monitor compliance with the licence/permit/registration conditions and to process renewals.

We may also process and/or disclose it in connection with the following:

- offering/providing you with our literature/services relating to environmental matters
- consulting with the public, public bodies and other organisations (e.g. Health and Safety Executive, local authorities, emergency services, Defra) on environmental issues
- carrying out statistical analysis, research and development on environmental issues
- providing public register information to enquirers
- investigating possible breaches of environmental law and taking any resulting action
- preventing breaches of environmental law
- assessing customer service satisfaction and improving our service
- reporting to the European Commission on the experience gained in implementing Council Directive 2003/122/Euratom
- exchanging information and co-operation with European Union Member States, third countries or relevant international organisations.

We may pass it on to our agents/representatives to do these things on our behalf.

You should ensure that any persons named on this form are informed of the contents of this data protection notice.

You should be aware that even where information has been excluded from one of the public registers held by the Environment Agency, it does not necessarily follow that the Environment Agency will not release this information should a request be made for it. Any information the Environment Agency holds may have to be released as a result of the obligations imposed on the Environment Agency under the Freedom of Information Act 2000 and the associated Environmental Information Regulations 2004.

H Data handling, continued

These pieces of legislation place the Environment Agency under a general obligation to make the information it holds available to the public, should a request be made for it. Although there are a number of exemptions/exceptions to this general principle allowing the Environment Agency to withhold information, these pieces of legislation impose a regime which is heavily biased towards the release of information. The exemptions, on the whole, can only be relied on to withhold information where in all the circumstances it is in the public interest to rely on that exemption and withhold that information. The majority of the information submitted as part of an RSA 93 application will be environmental information and any release would be dealt with under the Environmental Information Regulations. These regulations are particularly stringent, and the circumstances in which environmental information can be withheld from the public are very limited. The Environment Agency has been directed by the Government under RSA 93 to withhold certain information on sealed sources from public access.

The Environment Agency may be able to withhold environmental information which is commercially confidential in nature, but only where the public interest test favours withholding the information. Because of the application of the public interest test, the Environment Agency can never guarantee that it will always withhold information of a commercially confidential nature.

I Payment for your application

Please tell us the amount you have enclosed.

£

Please make cheques payable to 'Environment Agency'. If you want to pay by BACS or credit card, please contact us on 01142 800 678 or 01142 800 682.

J Declaration and signature

I declare that I am making this application for registration on behalf of the organisation named. I have the authority to act on behalf of the organisation in this regard. The information given in this application is correct, to the best of my knowledge and belief.

Signature

Name

Title

First name

Last name

Position

Date (DD/MM/YYYY)

K How to contact us

If you need help filling in this form, please contact the person who sent you it or contact us as shown below.

General enquiries: 08708 506 506 (Monday to Friday, 8am to 6pm)

Minicom: 08702 422 549 (Monday to Friday, 8am to 6pm)

E-mail: enquiries@environment-agency.gov.uk

Website: www.environment-agency.gov.uk

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

For Environment Agency use only	
New application number _____	National security? Yes <input type="checkbox"/>
Date received – Environment Agency date stamp <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Signature <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Existing sealed or closed source registration for premises? Yes <input type="checkbox"/> Existing number _____	No <input type="checkbox"/>
No <input type="checkbox"/>	Fee £ _____
New operator account? Yes <input type="checkbox"/> Invoice code _____	Date received (DD/MM/YYYY) _____
Date (DD/MM/YYYY) _____	Amount received £ _____
No <input type="checkbox"/>	Signature <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
Commercially confidential? Yes <input type="checkbox"/>	Declaration signed? Yes <input type="checkbox"/>
Signature <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	No <input type="checkbox"/>
No <input type="checkbox"/>	Nuclear site tenant? Yes <input type="checkbox"/>
	No <input type="checkbox"/>