APPLICATION PROCEDURE FOR RADIOISOTOPE LICENCE
IMPORT AND EXPORT PERMITS
BY CANADIAN USERS

PROCEDURE COVERING APPLICATION FOR RADIOISOTOPE LICENCE

(1) A person or organization proposing to use radioisotopes in Canada must obtain a Radioisotope Licence from the Atomic Energy Control Board as required by the Atomic Energy Control Regulations.

(2) Application for licence is to be made in quaduplicate using Form AECB 52 (Revised) 1970 entitled "Application for Radioisotope Licence", see Appendix A, and forwarded for processing to:

   Senior Administrative Officer,
   Atomic Energy Control Board,
   P.O. Box 1046,
   Ottawa, Ontario.

(3) The application is to be completed in full and must be signed by the applicant, if a person, or by a responsible officer, if an organization is applying.

(4) The application is to be completed in accordance with the instructions in "Information To Be Included On Application Form for Radioisotope Licence", see Appendix B attached.

(5) It is emphasized that complete information is to be provided for each section, and if space on the form is not sufficient, appended sheets may be used. Failure to provide complete information may result in delay while information necessary for processing is obtained.

(6) A Radioisotope Licence (see Appendix C) based on the application will be issued subject to any conditions imposed on the use as recommended to the Board by its health advisers.
(7) The Applicant’s copy and the Supplier’s copy of this licence are mailed to the licence holder. It is the responsibility of the licence holder to deliver the Supplier’s copy to the supplier promptly and if there are several suppliers, to provide each supplier with a photocopy or certified copy of the licence.

(8) It is emphasized that the Supplier’s copy of the licence must be in the Supplier’s possession before he may supply any of the radioisotopes authorized and hence it is in the interest of the licence holder to forward this Supplier’s copy promptly.

HEALTH SUPERVISION

(9) It is the responsibility of the Radiation Protection Division of the Department of National Health and Welfare to ensure that the laboratory facilities, equipment, design and installation and experience of the user are adequate to perform safely the functions for which the radioisotopes are being procured. All applications are therefore referred to that Division for health approval.

(10) To obtain health approval promptly, the applicant should provide sufficient pertinent information along with his application. Health assessment requires consideration of many diverse factors. In all but the simplest cases the following is to be supplied:

(a) Diagrams or blueprints of new laboratories, isotope storage areas, radiography room, industrial or medical installations. The drawing must show clearly the shielding provided, the location of sources with respect to occupied areas, occupation factors and other relevant details.

(b) The qualifications and experience of the responsible user, the health and safety officer if any, and any others likely to handle the radioactive material.

(c) The model number and manufacturer’s name for all devices. For new devices, complete blueprints are also to be submitted.

(d) For standard, new and research uses of radioisotopes in humans, the information to be provided is detailed in "Information to be Included on Application Form for Radioisotope Licence", Appendix B, paragraphs 10 to 13.
The Radiation Protection Division advise prospective users regarding health requirements and review plans and blueprints of proposed installations at any time. It is to the advantage of the applicant to request such guidance at an early stage of planning, before applying for a licence. Publications dealing with the health and safety requirements of radiation work may be obtained without charge by writing to the:

Radiation Protection Division,
Department of National Health and Welfare,
Brookfield Road,
Ottawa, Ontario.

PROCEDURE COVERING APPLICATION FOR EXPORT AND IMPORT PERMIT

A person or organization proposing to export or to import any radioactive material from or to Canada must obtain an export or import permit. This is in addition to his Radioisotope Licence.

Export Permit: - Application is to be made using the Application for Export Permit form (see Appendix D) and forwarded to:

Chief,
Export and Import Permits Branch,
Department of Industry, Trade and Commerce,
Ottawa, Ontario.

The application must show the quantity and type of radioactive material and the authorizing radioisotope licence number.

Import Permit: - Application is to be made using the Application for Import Permit form (see Appendix E) and forwarded in duplicate to:

Senior Administrative Officer,
Atomic Energy Control Board,
P.O. Box 1046,
Ottawa, Ontario.

An import permit may be specific or general depending on the terms of the underlying radioisotope licence and the wishes of the licence holder.

A specific import permit is issued to authorize one importation from one supplier.
(18) A general import permit is issued to authorize a number of importations over the valid period of the related radioisotope licence from a number of suppliers located in one or several countries. When using a general import permit, a C6 Special Form has to be completed at the time of each shipment being cleared at the local Port of Entry. This form can be obtained at the Port of Entry and must be completed and contain the details shown in the "Information Sheet - C6 Special Form - Data Required by AECB", Appendix F.

(19) The application for import permit must specify the quantity and type of radioactive material being imported, the name of the supplier, the authorizing radioisotope licence, and indicate whether a general or specific import permit is required.

SUPPLY OF APPLICATION FORMS

(20) All application forms can be obtained from the Atomic Energy Control Board, P.O. Box 1046, Ottawa.

(21) Application for Export Permit forms can also be obtained from the Local Collector of Customs or directly from the Export and Import Permits Branch, Department of Industry, Trade and Commerce.

(22) Application for Import Permit forms can also be obtained from the Local Collector of Customs.

CO-ORDINATION

(23) Information regarding the licensing procedure and supply of all necessary application forms as well as information regarding the status of Radioisotope Licences, Export Permits and Import Permits either as applications, licences or permits can be obtained by contacting the following Board officers:

Mr. E.M. Nolan,
Senior Administrative Officer.

Telephone: Area Code 613: 992-8816

OR

Mr. A.S. Ennis-Smith,
Administrative Officer - Licensing.

Telephone: Area Code 613: 992-7761
Application for Radioisotope Licence

2. FOR USE IN CANADA PLEASE ADD 2 COPIES

3. REFERENCE APPLICANT'S NAME AND ADDRESS OF SUPPLIER(S)

4. NAME AND ADDRESS OF APPLICANT

5. ISOTOPE

6. OTHER SPECIFICATIONS (FORM OF ISOTOPE, SEALED SOURCE, LABELLED COMPOUND ETC.)

7. TOTAL ACTIVITY (REQUIREMENTS FOR TWO YEARS)

8. MAXIMUM DELIVERY RATE (PER WEEK, MONTH ETC. TO CONFORM WITH TOTAL ACTIVITY ABOVE)

9. NAME AND TITLE OF INDIVIDUAL WHO WILL SUPERVISE AND BE RESPONSIBLE FOR USE OF THE MATERIAL

10. ADDRESS(S) WHERE MATERIAL WILL BE USED

11. EXPERIENCE

12. STATEMENT OF INTENDED USE (GIVE GENERAL PLAN INCLUDING HOUSED INCLUDING TYPE OF CAMERA AND MODEL NO. ETC.)

13. LIST OF INSTRUMENTS TO BE USED FOR DETECTION AND MONITORING

<table>
<thead>
<tr>
<th>TYPE</th>
<th>NUMBER AVAILABLE</th>
<th>SENSITIVITY RANGE</th>
<th>USE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>(mA/hr)</td>
<td>(SURVEY, MONITORING, ETC.)</td>
</tr>
</tbody>
</table>

14. WHEN "USE" INVOLVES APPLICATION TO HUMANS, COMPLETE THIS SECTION 14 FOR EACH CHEMICAL FORM OF EACH ISOTOPE:

<table>
<thead>
<tr>
<th>MATERIAL TO BE USED</th>
<th>9. FOR</th>
<th>10. ROUTINE ADMINISTERED</th>
<th>11. DOSE</th>
<th>12. ESTIMATED</th>
</tr>
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<tr>
<td>IN CHILDREN UNDER 15</td>
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<td></td>
<td></td>
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<tr>
<td>IN PREGNANT WOMEN</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(i) INVESTIGATION</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>(ii) THERAPY</td>
<td></td>
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</tbody>
</table>

15. APPROVAL OF LOCAL ISOPTO COMMITTEE IF APPLICABLE

SIGNATURE OF CHAIRMAN


SIGNED THIS DATE ____________________________ BY ____________________________

TITLE ____________________________

A.E.C.B. 82 (REVISED) 1970
Schedule of Conditions

1. This Schedule of Conditions forms part of the "Application for Radioisotopes". "The applicant" means the institution listed in Item 4 of the Application.

2. The applicant shall not, without the written permission of the Board,
   (i) Use the radioisotopes supplied against this application for purposes other than those approved by the Atomic Energy Control Board.
   (ii) Use these radioisotopes at addresses other than those approved by the Atomic Energy Control Board.
   (iii) Sell, rent, transfer these radioisotopes to others

3. In the use and disposal of radioisotopes supplied against this authorization the applicant shall comply with such directions as may be given by the Atomic Energy Control Board or appropriate Health Authorities to prevent over-exposure of humans to radiation or to prevent contamination of facilities, equipment or frequented regions.

4. Neither the Government of Canada, nor any agency of the Government of Canada shall be responsible for any injury or damage arising out of the handling or use of any radioactive material supplied and full responsibility in this regard shall be assumed by the applicant except for injury or damage caused solely by faulty or inadequate packaging by an agency of the Government of Canada.

5. Unless otherwise expressly provided, neither the Government of Canada, nor any agency of the Government of Canada, makes any warranty that the services or the radioactive isotopes supplied against this application
   (i) will not result in injury or damage
   (ii) will accomplish the results for which they are requested, or
   (iii) are of a particular quality or quantity.
Information
To Be Included On
Application Form for Radioisotope Licence

APPENDIX 'B'

General

1. The recent announcement by the Board requiring the renewal of Radioisotope Licences every two years has the effect of

a) cancelling the Radioisotope Licence on the Expiry Date shown on the licence and

b) making the Radioisotope Licence an accounting document which, when issued, will show the radioactive materials on hand and the radioactive materials required during the next two year period.

2. In order to obtain or to renew a Radioisotope Licence an Application for a Radioisotope Licence must be completed and forwarded to the Board.

3. The Application for Radioisotope Licence is to include an inventory of the radioactive material in your possession and the estimated requirement for radioactive material for the next two years.

Completion of Application Form

4. The various sections of the form are to be completed as follows:

a) Section 4 - The Company or institution rather than the individual is to be shown along with the mailing address.

b) Section 5 - The Company and street address of actual supplier of the radioactive material is required - not the local agent. If there are more than one, number them and if necessary, attach a list. However for labelled compounds which are not to be used in humans, it will be sufficient to indicate "Various Suppliers".

c) Section 6 - List the isotope(s) only and number if more than one.

d) Section 7 - Activity for each isotope and each compound is required expressed in curie units.

e) Section 8 - Relate to each compound/source.

f) Section 9 - Relate to each compound/source.

g) Section 10 - The name of the person responsible is required.

h) Section 11 - Complete address required including street number and laboratory or room number(s).

i) Section 12 - Brief outline of use with model number if applicable.

j) Section 13 - List instruments available.

k) Section 14 - To be completed only when isotopes will be used in humans. See details below.

l) Section 15 - If Committee is formed, comments should be included.

m) Section 16 - Must be signed by an official of the applicant. Note schedule on back.

5. If the requirement is for several isotopes in various chemical forms, it may be more convenient to use a separate sheet and attach it to the application.

6. When the attached sheet is used the application form may be completed by filling in the applicable sections with "See Attached Sheet" or something similar.
7. The attached sheet should include the same information as required in the application but set up in columns to include:

a) Section 6
b) Section 8
c) Section 7
d) Section 9
e) Section 5
f) Section 12

Radioactive Material on Hand

8. A complete inventory of the radioactive sources (Calibration, Gauges etc.) with half lives of six months or more and any radioactive labelled compounds in quantities which may not be used up within the next six months and in which the contained isotope has a half life of six months or more is to be included with the application.

9. This inventory of the stock on hand may be included separately or by adding further columns to the attached sheet above. Indication is required of the isotope, compound if applicable, activity on hand (number of sources).

Radioisotopes For Use in Humans

10. If the radioisotopes are for use in humans, Sections 5 and 14 must be completed for each chemical form of each isotope required.

11. If an attached sheet is being used additional columns may be included to give the information required in Section 14A, B, C, D, and E. In ‘C’ the Standard Dose used should be stated. In ‘D’ the number of repeat administrations of the Dose and their frequency should be given.

12. Every new responsible user of radioisotopes in humans is required to submit to: The Secretary, Advisory Committee on the Clinical Uses of Radioisotopes, Radiation Protection Division, Department of National Health and Welfare, Ottawa, Ontario,

   a) A curriculum vitae;
   b) A list of papers published;
   c) The names of two persons who have personal knowledge of the training received in nuclear medicine.

13. For all research and new uses of radioisotopes in humans, a fully documented proposal in the form of a formal scientific proposal is required to support the application for Radioisotope Licence. This proposal must be complete and include photocopies of the relevant literature and the details concerning the normal controls and dosimetric calculations.

Amendments to Licences

14. A Radioisotope Licence may be amended to reflect a new requirement for isotopes. This may be forwarded in letter form giving the complete details rather than by submitting a new application form for a radioisotope licence.
# Radioisotope Licence

## Appendix C

### 1. Licence

- **Licence Number:**
- **Issue Date:**
- **Date of Expiry:**

Renewal of licence is required after date of expiry.

### 2. Name and Address

### 3. Name and Address of Supplier(s):

### 4. Isotope(s):

### 5. Total Activity:

### 6. Maximum Delivery Rate:

### 7. Other Specifications:

### 8. Address Where Material May Be Used:

### 9. Individual Responsible for Use:

### 10. Approved Use:

### 11. Other Conditions:

- Wear of Monitoring Films is **not** required.

### 12. Method of Disposal:

### 13. Related Permits or Licences

### 14. The procurement and use of the above-mentioned material is authorized subject to the conditions noted above and otherwise subject to the provisions of the Atomic Energy Control Regulations.

### 15. Copy for

<table>
<thead>
<tr>
<th>HEALTH APPROVAL</th>
<th>MEDICAL APPROVAL</th>
<th>ATOMIC ENERGY CONTROL BOARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>By...</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important:**

See notice on reverse side.

Date: 23 May 1970
NOTICE TO APPLICANT

This Licence has been issued on your application. If you are a Canadian applicant, a copy of your application is returned herewith. Your attention is directed to the Section below.

IMPORTANT This Licence is not a purchase order, even though a supplier may be named.

1. You will find enclosed an extra copy of this licence designated “Suppliers Copy.” This copy should be sent immediately to the supplier named in your licence as this shipment cannot be made to you until it is in his possession.

If a supplier is not named in your licence, this copy should be sent to the supplier of your choice.

If more than one supplier is indicated in the licence, you may forward a photocopy of the licence to each supplier.

2. If your supplier is not located in Canada a Permit to Import will be required when clearing the radioisotope shipment from Canadian Customs. This permit can be obtained by submitting two copies of the form entitled “Application for Permit to Import Controlled Goods” to the Atomic Energy Control Board, P.O. Box 1046, Ottawa, Ontario, for approval. On the application for permit to import show the number of the relative Radioisotope Licence with the words “As described on Radioisotope Licence No. ..........” or other words to the same effect.

Copies of this form may be obtained from your local Customs Office.

NOTICE TO SUPPLIER

1. AUTHORITY

This licence is your authority to supply the radioisotopes in the amounts specified. It must not, however, be considered as a purchase order.

2. REPORTING SHIPMENTS

If you are a Canadian supplier you are required to obtain a “suppliers” radioisotope licence. You are required to report receipts and sales of radioactive materials in accordance with the conditions of your radioisotope licence to:

Atomic Energy Control Board
P.O. Box 1046
Ottawa, Ontario.

3. EXPORT AND IMPORT OF RADIOISOTOPES

If the applicant is a resident of a country other than that in which the supplier resides, the customs regulations of the respective countries must be observed.

For example — if the supplier is located in Canada and the applicant in another country, the supplier must apply for a Permit to Export. “Application for Permit to Export Goods” forms may be obtained from your local customs office or by writing to:

Department of Industry, Trade and Commerce,
Export and Import Permits Section,
Ottawa, Ontario.

On the Application for permit to export show the number of the relative Radioisotope Licence with the words “As described on Radioisotope Licence No. ..........” or other words to the same effect.
APPLICATION FOR PERMIT TO IMPORT CONTROLLED GOODS
(Under the Customs Act and/or Other Acts Controlling the Import of Goods)

To: × Department of National Revenue, Customs and Excise
   × Atomic Energy Control Board

Ottawa, Ontario

Delete if inapplicable.

# Insert name of other controlling authority

The undersigned hereby make application for a permit to import the goods, articles or commodities described hereunder, in respect of which the information furnished herein is certified to be true and correct:

<table>
<thead>
<tr>
<th>NO. OF PACKAGES</th>
<th>QUANTITY</th>
<th>DESCRIPTION OF GOODS (BE CLEAR AND SPECIFIC, GENERAL TERMS SUCH AS DRY GOODS OR MACHINERY ARE NOT ACCEPTABLE.)</th>
<th>WEIGHT</th>
<th>COUNTRY OF PRODUCTION</th>
<th>VALUE IN CANADIAN DOLLARS</th>
</tr>
</thead>
</table>

COUNTRY FROM WHICH GOODS EXPORTED

Name of Consignor

City and Street Address

State hereunder the specific purpose for which the goods are required:

TRANSPORTATION

<table>
<thead>
<tr>
<th>Name Railway (Freight)</th>
<th>Name Express Company</th>
<th>Name Steamship</th>
<th>Name Airport</th>
<th>Mail</th>
</tr>
</thead>
</table>

GOODS WILL BE HELD FOR CLEARANCE AT THE CANADIAN CUSTOMS AT ON OR ABOUT

If applicant is not the importer or consignee, give name and address of latter:

Signature of Applicant

City and Street Address
INSTRUCTIONS
TO BE OBSERVED IN THE PREPARATION AND COMPLETION OF AN
APPLICATION FOR PERMIT TO IMPORT

1. A separate application is required for each shipment from any one consignor and may relate to
more than one commodity.

2. With the exception of the signature, the application should be typewritten, but will not be
rejected if written legibly in ink.

3. Where the exact number of packages cannot be ascertained at the time of application, estimates
should be given. Quantities and values should be exact.

4. A separate value should be given for each class of commodity referred to in the application.
These values should comprise the purchase price of the articles, and should not include
supplementary expenses, such as packing, freight, etc.

5. Unsigned applications or applications which omit essential information, will be returned.

6. The importation of a commodity differing in any way from that described in the permit, or any
unauthorized alteration of a permit after issuance, is punishable under the provisions of the
Customs Act and/or other acts controlling the import of goods.

7. Permits are not transferable.

8. Permit shall not be valid until checked by the Collector at the Customs port at which Customs
entry is to be passed against the copy received by him from the Department.

9. Applicants for permits to import goods from any country other than the United Kingdom or any
British country shall, in addition to the information required on the application form, furnish the
following additional particulars:
   (a) The total quantity to be delivered under contract with the consignor named in the application
       and of which the quantity referred to in this application forms a part, showing clearly the
       balance, if any, still to be delivered;
   (b) If the consignor is a broker, information should be provided as to who will eventually be paid
       for the goods;
   (c) The applicant should state positively whether or not he is satisfied that the material is
       necessary for normal peace-time production or trade; and
   (d) The applicant should furnish any other information which, in his opinion, would be helpful
       in deciding whether or not the permit should be granted.
INFORMATION SHEET

C-6 SPECIAL ENTRY FORM - DATA REQUIRED BY A.E.C.B.

1. "IMPORT PERMIT NUMBER"

AE2 number allotted to the Import Permit issued for the applicable radioisotope licence.

2. "C6 SPECIAL NUMBER"

Allotted by Importer and to be in numerical order according to shipments received against the Import Permit in question.

3. "DESCRIPTION OF GOODS" - must show:

   (a) Chemical name of composition or trade name;
   (b) Exact nature of the radioisotope received (ie: Iodine 131, Carbon 14, Cobalt 60, Mercury 193, etc, as applicable).
   (c) Total activity of each radioisotope received in this entry expressed in millicuries (mc) or microcuries (µc).
   (d) The applicable Radioisotope Licence number.

4. "COUNTRY OF PRODUCTION"

As given in the address of the Consignor shown in the applicable Import Permit AE2.

5. "VALUE IN CANADIAN DOLLARS"

As applicable to shipment.

6. "NAME OF EXPORTER"

The name of Consignor shown in relevant Import Permit AE2.

7. "SIGNATURE OF IMPORTER"

To be legible and also to indicate name of Consignee authorized in relevant Import Permit AE2.
**APPLICATION FOR PERMIT TO EXPORT GOODS DESCRIBED BELOW**

**APPLICANT'S NAME**

**ADDRESS**

**APPLICANT TO STATE WHETHER OR NOT A CANADIAN RESIDENT (YES OR NO)**

**APPLICANT, IF APPLYING FOR, ON BEHALF OF OR FOR THE USE OF ANOTHER PERSON AS EXPORTER, TO STATE FULL NAME AND ADDRESS OF SUCH OTHER PERSON**

<table>
<thead>
<tr>
<th>COUNTRY OF ORIGIN</th>
<th>QUANTITY OR NUMBER OF ARTICLES</th>
<th>DESCRIPTION</th>
<th>STATE NATURE OF GOODS AND CHIEF COMPONENT MATERIALS (DO NOT USE TRADE NAMES)</th>
<th>APPROX. NET WEIGHT</th>
<th>APPROX. VALUE CANADIAN DOLLARS F.O.B</th>
</tr>
</thead>
<tbody>
<tr>
<td>COL I</td>
<td>COL II</td>
<td>COL III</td>
<td></td>
<td>COL IV</td>
<td>COL V</td>
</tr>
</tbody>
</table>

**ARE ANY OF THE GOODS WHOLLY OR IN PART OF UNITED STATES ORIGIN (YES OR NO)**

**IF YES: WHAT PERCENTAGE OF TOTAL VALUE OF THE EXPORT ARE GOODS OF UNITED STATES ORIGIN?**

**2. WHAT PERCENTAGE OF VALUE OF THE GOODS OF UNITED STATES ORIGIN ARE IN THE SAME CONDITION AS WHEN IMPORTED?**

**THE UNSIGNED HEREBY APPLIES FOR A PERMIT TO EXPORT THE GOODS ABOVE DESCRIBED IN ACCORDANCE WITH THE INFORMATION ABOVE GIVEN AND CERTIFIES THAT ALL INFORMATION GIVEN IN THIS APPLICATION IS TRUE AND CORRECT.**

**SIGN ONLY COPIES NUMBERED 2, 5 & 1 HERE**

**DATE OF ISSUE**

**PERMIT EXPIRES**

**PERMIT NO.**

**FILE NO.**

**CHECKED BY COLLECTOR OF CUSTOMS AGAINST COPY RECEIVED FOR DEPARTMENT**

**DATE STAMP OF PORT OF VALIDATION**

**SIGNATURE OF OFFICER**

**SIGNATURE OF APPLICANT**

**COUNTRY OF ULTIMATE DESTINATION**

**FULL NAME AND ADDRESS OF CONSIGNEE THEREIN**

**IS DOCUMENTARY EVIDENCE OF ULTIMATE DESTINATION ATTACHED?**

**PERMIT, IF ISSUED, TO BE SENT TO**

**NAME**

**ADDRESS**

**CANADIAN PORT WHERE CUSTOMS FORM B-13 WILL BE PRESENTED**

**FOR MINISTER OF TRADE AND COMMERCE**

**DATE OF ISSUE**

**PERMIT EXPIRES**

**PERMIT NO.**

**FILE NO.**

**SIGNATURE OF OFFICER**