

<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-1: CERTIFICATION		
Provide the information requested below in Questions 1.1 through 1.6.		
1.1	Company or Organization Name:	
1.2	Mailing Address:	
	City:	State: Zip Code:
1.3	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:	
1.4	Type of Report (Check only one box) INITIAL REPORT: For Reporting Year (YYYY): _____ ANNUAL UPDATE REPORT: For Reporting Year (YYYY): _____ PROCESSING OF IAEA SAFEGUARDS-TERMINATED WASTE MATERIAL REPORT EXPORT OF SPECIFIED EQUIPMENT & NON-NUCLEAR MATERIALS REPORT IMPORT OF SPECIFIED EQUIPMENT & NON-NUCLEAR MATERIALS CONFIRMATION REPORT SUPPLEMENTAL INFORMATION REPORT AMENDED REPORT: For Reporting Year (YYYY): _____	
1.5	Forms Submitted (State the number of forms (non-zero) for each of the following) AP-2: ___ AP-3: ___ AP-4: ___ AP-5: ___ AP-6: ___ AP-7: ___ AP-8: ___ AP-9: ___ AP-10: ___ AP-11: ___ AP-12: ___ AP-13: ___ AP-14: ___ AP-15: ___ AP-16: ___	
CERTIFICATION		
1.6	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.	
	Name and Title of Responsible Official (type or print):	
	Signature:	
	Date Signed (MM-DD-YYYY):	

FORM AP-1: Certification

Reporting requirements are set forth in 15 CFR Part 783 of the U.S. Department of Commerce (DOC) Regulations and 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, Export, Import Confirmation, Supplemental Information, or Amended. A separate certification form must be submitted for each location with reportable activities.

Questions 1.1 and 1.2 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 1.3 Name of Report Point of Contact (R-POC) and Other Requested Information: Designate a R-POC. The R-POC should be a person whom BIS or NRC 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 1.4 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 (as 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:

You must submit an Initial Report if your location begins a reportable activity under the APR or NRC regulations. This report is necessary to establish information on your company (e.g., address and point of contacts) and information on your reportable activity. If you have already submitted an initial report and are adding a new activity at your location, 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 location for which you submitted an Initial Report. Submit an Annual Update Report if you have updates or changes to report concerning your location or your location'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 location engaged in new reportable activities.

NO CHANGES REPORT: If the information provided in your most recently submitted report has not changed, you may submit a No Changes Report in lieu of an Annual Update Report

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 MATERIALS 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 MATERIALS CONFIRMATION REPORT: You must submit this report if you receive a notice from BIS or NRC requesting import information.

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

Question 1.5 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-1 and AP-2, with the exception of a No Changes Report, which includes only Form AP-17. Submit the applicable forms for each reportable activity conducted at your location:

Form	Reportable Activities
AP-2	Contact Information
AP-3	R&D with U.S. Government Involvement
AP-4	R&D without U.S. Government Involvement
AP-5	Manufacturing, Assembly, Construction Activities
AP-6	Uranium Hard Rock Mine & Beneficiation Operations
AP-7	Concentration Plant Operations
AP-8	Holdings of Impure Source Materials
AP-9	Imports and Exports of Impure Source Materials
AP-10	Holdings of IAEA Safeguards-Exempted Material
AP-11	Location of IAEA Safeguards-Terminated Waste Material
AP-12	Processing of IAEA Safeguards-Terminated Waste Material
AP-13	Export of Equipment & Non-Nuclear Materials Report
AP-14	Import of Equipment & Non-Nuclear Materials Confirmation Report
AP-15	Supplemental Information Report
AP-16	Continuation Form

Question 1.6 Certification: The report must be signed and dated by a company or organization official who certifies the accuracy and completeness of the information submitted. The signature block must contain an original signature.