



PHILIPPINE NUCLEAR RESEARCH INSTITUTE

PNRI INFORMATION NOTICE NO. 2020-02, S. 2020

Subject: **GUIDANCE ON PNRI REGULATORY SERVICES AND ON PROVISION OF RELIEF FROM REGULATORY REQUIREMENTS DURING THE COVID-19 RELATED ENHANCED COMMUNITY QUARANTINE (ECQ)**

I. INTRODUCTION

In light of the government's imposition of an Enhanced Community Quarantine (ECQ) within Metro Manila and other provinces from March 15 to May 31, 2020 to address the spread of the COVID-19 virus, and pursuant to Civil Service Commission (CSC) Announcement No. 12, s. 2020, entitled, "Alternative Work Arrangements in Light of Code Red Sublevel 2", the Nuclear Regulatory Division (NRD) of the Philippine Nuclear Research Institute (PNRI) has adopted alternative work arrangements, i.e., Work From Home (WFH) / skeletal workforce, to ensure continuity of its services during the ECQ period.

II. OBJECTIVE

This PNRI Information Notice aims to provide guidance to all stakeholders on the interim change in PNRI regulatory services and on provision of relief from regulatory requirements during the ECQ period.

III. SCOPE

This PNRI Information Notice is addressed to all holders of, and applicants for, radioactive material license and authorization. This Notice covers guidance on frontline regulatory services, particularly receipt and processing of application for new license, renewal of license and amendment to license; application for Certificate of Exemption, Certificate of Non-Radioactive Material, Certificate of Release and Permit to Transport; and request for relief from regulatory requirements during the ECQ period.

IV. GUIDELINES

- a. **Application for New 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 will be processed online thru the Licensing Review, and Evaluation Section (LRES) official email address: nrd-lre@pnri.dost.gov.ph on a first come first serve basis.

Applications involved directly or indirectly in diagnosis, treatment, mitigation, and prevention of COVID-19, and in food and medicine processing, manufacturing, selling, and delivery will be given high priority.

Applications requiring pre-licensing inspection/verification shall be scheduled as soon as the community quarantine in Luzon and/or respective Local Government Unit (LGU) of the establishment is lifted. Temporary exception to this shall be granted to facilities engaged in diagnosis, cure, mitigation, treatment, and prevention against Covid-19 and/or production of Personal Protective Equipment (PPE) and essential medicines.

Payment of licensing fees and claiming of issued license should be in accordance with Sec. IV.h and Sec. IV.i of this Notice, respectively.

- b. **Application for Renewal of 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 will be processed online through the LRES official email address: nrd-lre@pnri.dost.gov.ph on a first come first serve basis.

Renewal of licenses with expiry dates falling within March 31, 2020 to June 30, 2020 shall be suspended. Application for license renewal can be done on the month of July 2020 with no additional surcharges. However, surcharges will be imposed if filing of license renewal will be done after July 2020.

Payment of licensing fees and claiming of issued license should be in accordance with Sec. IV.h and Sec. IV.i of this Notice, respectively.

- c. **Application for 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 will be processed online through the LRES official email address: nrd-lre@pnri.dost.gov.ph on a first come first serve basis.

License amendment applications involved directly or indirectly in diagnosis, treatment, mitigation, and prevention of COVID-19, and in food and medicine processing, manufacturing, selling, and delivery will be given high priority.

Payment of licensing fees and claiming of issued license should be in accordance with Sec. IV.h and Sec. IV.i of this Notice, respectively.

- d. **Application for Certificate of Release.** Unless the ECQ has been lifted, receiving of request for Certificate of Release of Radioactive Material for the Bureau of Customs will be Monday – Friday, 9AM – 4PM, via email address nrd-lre@pnri.dost.gov.ph. 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 that can be accessed from <https://nsw.gov.ph/>; and
- 3) Shipping documents that refer to the subject consignment (i.e. Shipper's Declaration for Dangerous Goods, Air Waybill, and/or Packing List).

Payment of the associated fee and claiming of issued certificate should be in accordance with Sec. IV.h and Sec. IV.i of this Notice, respectively.

- e. **Application for Certificate of Exemption or Certificate of Non-Radioactive Material.** Unless the ECQ has been lifted, receiving of request for Certificate of Exemption or Certificate of Non-Radioactive Material will be Monday – Friday, 9AM – 4PM, via email address nrd-lre@pnri.dost.gov.ph. 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.

Payment of the associated fee and claiming of issued certificate should be in accordance with Sec. IV.h and Sec. IV.i of this Notice, respectively.

- f. **Application for Permit to Transport.** Unless the ECQ has been lifted, receiving of application for Permit to Transport will be Monday – Friday, 9AM – 4PM, via email address nrd-ie@pnri.dost.gov.ph. Scanned copies of the following requirements should be attached:

- 1) Signed letter requesting Permit to Transport of radioactive material; and
- 2) Duly accomplished and signed Consignor's Declaration for the transport of radioactive material.

A form/template for Consignor's Declaration may be obtained by emailing nrd-ie@pnri.dost.gov.ph. Payment of the associated fee and claiming of issued permit should be in accordance with Sec. IV.h and Sec. IV.i of this Notice, respectively.

- g. **Compliance with Regulatory Requirements.** Licensees and holders of authorization may seek relief from certain regulatory requirements as a result of constraints brought about by the ECQ. The following mechanisms will be in effect:

- 1) **Exemption Requests.** PNRI will grant exemptions from regulatory requirements if applicable criteria are met. Should a licensee anticipate that it will be unable to comply with a requirement, for example, calibration of survey meter, leak testing of sealed sources and personnel monitoring, the licensee should contact PNRI as soon as

possible to request an exemption or other relief. PNRI will review requests on a case-by-case basis and grant requests for a specific period of time, and may require compensatory measures.

- 2) **Enforcement Discretion.** PNRI will issue an enforcement guidance for its regulatory staff to authorize evaluators and inspectors not to cite certain non-compliances or violations in consideration of issues that licensees may raise amid constraints brought about by the ECQ. The guidance will provide information on temporary enforcement discretion for certain requirements, including any conditions that must be met by the licensee for enforcement discretion to be granted. The period of time the guidance will be in effect will also be specified therein.
- 3) **Immediate Relief.** Should a licensee require immediate relief, the licensee should contact via email:

Engr. ALAN M. BORRAS, MPM

Chief, Nuclear Regulatory Division

Email: amborras@pnri.dost.gov.ph; nrd@pnri.dost.gov.ph

It is emphasized that immediate relief is only granted to licensees to address unanticipated and temporary situations of potential noncompliance. Where the potential non-compliance is identified in advance and will not jeopardize the safety and security of the radioactive sources, other options should be pursued.

- h. **Payment of Regulatory Fees.** Payment of licensing and other regulatory fees, as determined per PNRI Administrative Order No. 3, s. 2015 and PNRI Administrative Order No. 2, s. 2017, should be made at PNRI as soon as possible after the ECQ has been lifted and regular government office work has resumed.
- i. **Claiming of Issued License, Certificate or Permit.** Issued license, certificate or permit should be claimed as follows:
 - 1) License may be arranged to be picked up at the PNRI office at Commonwealth Ave., Diliman, Quezon City, or may be sent through courier service; and
 - 2) Certificates of Release, Exemption, and of Non-Radioactive Material, or Permit to Transport should be picked up at the residence of:

CARL M. NOHAY

Head, Licensing Review and Evaluation Section, NRD

Residence: Santa Ana, Manila City

Mobile No.: +639155196708

Email: cmnohay@pnri.dost.gov.ph

V. EFFECTIVITY

This PNRI Information Notice shall take effect immediately until further announcement.

For your information and guidance.



CARLO A. ARCILLA, Ph.D.
Director