



UNITED STATES  
NUCLEAR REGULATORY COMMISSION  
WASHINGTON, D.C. 20555-0001

December 15, 2024

ALL AGREEMENT STATES

REMINDER TO SHARE INFORMATION ON ADDITIONAL PROTOCOL FORMS WITH  
LICENSEES TO ASSIST IN MEETING INTERNATIONAL ATOMIC ENERGY AGENCY  
TREATY OBLIGATIONS (STC-24-069)

**Purpose:** To notify the States to remind their licensees of the Additional Protocol (AP) forms which provide the Federal Government with information needed to meet its International Atomic Energy Agency (IAEA) treaty obligations.

**Background:** In order for the United States (U.S.) to meet its IAEA treaty obligations pursuant to the AP, the U.S. Nuclear Regulatory Commission (NRC) is required to collect information on nuclear fuel cycle-related activities in the U.S. through the timely submission of AP forms.

**Discussion:** The NRC would like to underscore the importance of submitting the forms in accordance with Title 10 of the *Code of Federal Regulations* (10 CFR) 75.11(c) by the deadline of **January 31, 2025**, to the Department of Commerce's Bureau of Industry and Security (BIS), which serves as the central AP forms repository for the Federal Government. Information collection requirements contained in 10 CFR Part 75 are approved by Office of Management and Budget (OMB) control number 3150-0055.

In addition, in accordance with 10 CFR 110.54(a)(1), reports of exports of nuclear facilities, equipment, and certain non-nuclear materials shipped by licensees under general license or specific license during the previous quarter, must be submitted by **January 15, April 15, July 15, and October 15, 2025**, to BIS on DOC/NRC Forms AP-M or AP-13, and associated forms, as applicable. The reports must contain information on all nuclear facilities, equipment, and non-nuclear materials listed in Annex II of the AP.

The NRC may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the document requesting or requiring the collection displays a currently valid OMB control number. DOC/NRC Forms AP-1, AP-A and associated forms are approved by OMB control number 0694-0135.

All AP forms and handbooks can be found at [www.ap.gov](http://www.ap.gov). Failure of an Agreement State licensee and U.S. manufacturers to submit the required forms by the specified deadlines may be dispositioned by the NRC as a non-compliance in accordance with the NRC Enforcement Policy. The NRC Enforcement Policy can be found on the NRC's website at <https://www.nrc.gov/aboutnrc/regulatory/enforcement/enforce-pol.html>.

Should you have any questions on the AP reporting requirement, I encourage you to contact one of the following individuals listed below:

Santiago Aguilar, International Safeguards Analyst, [Santiago.Aguilar@nrc.gov](mailto:Santiago.Aguilar@nrc.gov)  
Eduardo Sastre, International Safeguards Analyst, [Eduardo.Sastre@nrc.gov](mailto:Eduardo.Sastre@nrc.gov)

If you have any questions regarding this communication, please contact me at (301) 415-3340 or the individual named below:

POINT OF CONTACT: Huda Akhavannik  
TELEPHONE: (301) 415-5253

E-MAIL: [Huda.Akhavannik@nrc.gov](mailto:Huda.Akhavannik@nrc.gov)

Sincerely,



Signed by Giantelli, Adelaide  
on 12/15/24

Adelaide S. Giantelli, Chief  
State Agreement and Liaison Programs Branch  
Division of Materials Safety, Security,  
State, and Tribal Programs  
Office of Nuclear Material Safety  
and Safeguards

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