Application for Radioactive Material Use

Instructions

All Authorized Users (AU) must be approved and authorized by the Radiation and Laser Safety Committee prior to using Radioactive Materials. Additionally, requests for procurement and radioactive material shipment must be coordinated with the radiation safety.

The application involves primary items that are required to be completed before the application will be presented for the Radiation and Laser Safety Committee's review and approval. Complete this application form and submit to the Radiation Safety Officer (RSO). It is very important for the AU to ensure all required items are addressed to avoid delays; approval for use and request to purchase radioisotopes will not be granted until the application is approved by the Radiation and Laser Safety Committee.

A facility evaluation will be performed during the application review process to ensure proposed research can be conducted safely. Training recommendations required for the AU and all radiation workers are part of the application review process and should be completed as early as possible. The RSO will provide assistance to the AU with this application review process.

Authorization Information (to be completed by the Principal Authorized User)

Animal Use requires an approved or submitted Animal use Application to be submitted as part of this application.

1. AU/Supervisor:_____
2. Phone:_____ E-mail:_____
3. Emergency Contact: _____ Phone: _____
4. Department:_____
5. Building/ Office #:_____
6. Lab Location/Phone:_____
7. Department Chair: _____

8. Purpose or Intended Use:_____

9. Survey Instrument (Manufacturer/Model/Serial #/Recent Calibration Date), H-3, C_14, and S-35 use are not required to have the survey instrument:

   _____

10. Analytical Instrumentation (Liquid Scintillation Counter, Gamma Counter, etc.) (Manufacturer/Model/Serial #/Location/Recent Calibration date):

    _____

11. Radioactive Material Request Information

Radioisotopes	Maximum Possession Limit (mCi)	Chemical Compound(s)	Physical Forms

12. Radioactive Material Control Measures (If No, provide description with additional paper)

Yes	No	
☐	☐	Posted entrances (The radiation Safety will provide)
☐	☐	Access control
☐	☐	Hot Work Area established
☐	☐	Warning label
☐	☐	Additional Shielding required
☐	☐	Survey/Analytical Instrument readily available
☐	☐	Work with volatile (aerosol generating) materials/compounds
☐	☐	Standard Operating Procedures/Emergency procedures
☐	☐	Emergency contacts posted

☐ ☐ Personnel authorization

☐ ☐ Radioactive materials are secured from unauthorized move/theft

☐ ☐ Limited access to spectators/visitors

13. Provide the following specific information (*use additional sheet as needed*):

a) Summary of AUs training and experience with radioactive materials including institution, courses taken, isotopes, and duration.

b) Summary of radioactive material procedures. *Specify any hazardous chemicals that will be used alongside radioactive materials.*

c) State specific actions for volatile (aerosol generating) materials/compounds if applicable.

d) Describe the wastes to be generated (solid, liquid, liquid scintillation vials, etc.) and waste handling procedures

e) Survey and wipe tests procedures.

f) Describe laboratory access control and radioactive material security.

Additional Information:

14. Provide a detailed drawing of each area where radioactive materials will be used including storage areas, counting rooms, and common equipment areas. Waste locations, hot work areas, fume hoods, shielding, storage, etc. should be included on the drawing. Use additional pages if necessary.
    - Identify laboratory equipment that may become contaminated
    - Identify non-radioactive work areas within the laboratory
    - Identify location where radioactive material will be used or stored
    - Identify location of storage units (refrigerators, freezers, etc.)
    - Identify radioactive waste storage areas
    - Identify floor areas within the laboratory

15. Important notes:

a) Certification of training must be documented for all users of Radioactive Materials.

List of radiation workers*:

Name_____ ID _____ Email:_____ Initial____

Name_____ ID _____ Email:_____ Initial____

Name_____ ID _____ Email:_____ Initial____

Name_____ ID _____ Email:_____ Initial____

Name_____ ID _____ Email:_____ Initial____

* All radiation workers must have read the Radioactive Materials Safety Manual and must verify by signing their initials.
* Radiation Users must have received specific radiation safety training for the radiation hazards in their labs from their Authorized User and must verify by signing their initials.
* Radiation Workers must have attended and passed the URI initial Radioactive materials Safety Course and/or refresher course and must verify by signing their initials.

(Other Authorized Users may be added later by amendment after completing these requirements)

b) This application is strictly for non-human use only. Radioactive material use on humans under the scope of this authorization is prohibited.

c) Any actual or suspected radiation exposure must be reported to the RSO immediately.

d) Equipment, Device and Laboratory Status Change: Change in equipment or laboratory status from “Active” to “Inactive” and vice versa must be communicated to the RSO immediately. Radioactive material laboratories that wish to remain inactive should contact Radiation Safety for additional requirements.

e) Loss or theft of radioactive material, or suspicion must be reported to the RSO immediately upon notice.

f) Notify the RSO prior to laboratory close, relocation, and/or transfer of Radioactive Materials from/to another AU, including transfer out of the University. AUs leaving the University must contact the RSO 2 weeks prior to departure.

g) Notify the RSO before addition of radiation workers. Privileges of departing radiation workers should be suspended immediately and communicated to the RSO. Radiation badge (where issued) should be collected and returned to the RSO.

CERTIFICATION

I certify that the information contained herein and attached hereto are true and correct to the best of my knowledge.

Date: _____ AU Signature: _____