

*Section 3***Authorization to Possess and Use Radioactive Material**3.01 Application Procedure to Use/Possess Radioactive Material

A completed “Application for Possession and Use of Radioactive Materials” form (Appendix B-2) must be submitted to EH&S and approved before radioactive materials can be received, possessed, or used. The applicant must also complete and submit to EH&S a “Permit Holder’s Statement of Training/Experience (Appendix B-15) form. Additional information may be requested from the applicant as it relates to the use of ionizing radiation. Depending on the proposed use, the application may require the review and approval of the full Radiation Safety Committee.

The applicant must also describe, in detail, the proposed use and location of radioactive material, the activity and radionuclide(s), frequency of usage, and the type of monitoring equipment available. The RSO should be consulted to assist in determining the monitoring equipment and methods appropriate for the radionuclide(s).

Applicant (Permit Holder)

The applicant must supervise the project involving radioactive material and is responsible for conducting the project safely by complying with conditions specified in the Ionizing Radiation Authorization (IRA). All policies and procedures established by the Radiation Safety Committee and included in the Radiation Safety Manual are to be followed.

Radiation Safety Coordinator

The permit holder of an IRA project should designate an individual who can assist the permit holder in maintaining laboratory records related to radiation safety, act as a direct contact with the Radiation Safety Office in the absence of the permit holder, and assist in other duties at the discretion of the permit holder. This individual must have adequate training and sufficient experience to function in the permit holder’s temporary absence (e.g. sabbatical, vacation, etc.). However, the ultimate responsibility for the IRA will remain with the permit holder.

Review/Approval of Application

The application is submitted to the RSO for review. If the RSO and, if necessary, the full Radiation Safety Committee approve the application, an Ionizing Radiation Authorization is issued. The IRA lists the radioactive materials and quantities authorized and any conditions specific to their use.

3.02 Ionizing Radiation Authorization

An IRA for radioactive materials usually expire every two years. In some cases, an IRA may be issued for shorter periods. The expiration date for a particular authorization is listed on the IRA.

Renewal of an IRA

A “Renewal of Ionizing Radiation Authorization” form (Appendix B-3) must be completed and submitted to the Radiation Safety Office, EH&S, prior to renewing an authorization.

The authorization must be renewed if:

- (a) work with radioactive material is to continue,
- (b) radioactive material is to remain in possession of the applicant.

Continuation of an IRA

A completed “Continuation of Ionizing Radiation Authorization” form (Appendix B-4) must be submitted to EH&S by the permit holder one year after an IRA is issued or renewed. The continuation process allows the Radiation Safety Office to conduct an annual review of the authorization.

Amendments to an IRA

In certain cases, a permit holder may need to amend his/her IRA. Such instances are changes in room locations, modifications in the amount and/or type of radioactive material and other significant issues. To amend an IRA, information describing the nature of the amendment must be submitted to the RSO for review and approval.

IRA Termination

Depending on the nature of the violation(s), an IRA may be suspended or terminated by the Radiation Safety Officer, with the concurrence of the Radiation Safety Committee. The permit holder and the Department Chair will be notified when an IRA has been suspended or terminated.

Upon termination of an IRA, all radioactive materials must be transferred to Environmental Health and Safety. No radioactive materials may be transferred to another IRA without notification and approval of the RSO.

The permit holder must notify the Radiation Safety Office of their intention to terminate an IRA. Advance notification is necessary in order to permit scheduling of decommissioning functions.