

# INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR NEW SEALED SOURCE APPROVAL

## **SECTION 1: General Applicant Information**

Fill in all sections.

The Radiation Safety Coordinator (RSC) is a radiation worker appointed by the Approval Holder who is entrusted to monitor and manage the radioactive material (RAM) use in the laboratory and to act as a liaison between the Approval Holder and the Radiation Control Office (RCO).

## **SECTION 2: Radioactive Sealed Source Use/Storage Locations**

List and describe all rooms where sealed source(s) will be used and stored. For “Types of Room”, select one of the following: Cold Room, Dark Room, Laboratory, Common Equipment Room, Storage, Field Site, or Other.

## **SECTION 3: Radionuclide and Activity Information**

List only radionuclides that you intend to begin using immediately, future nuclides can be added via the Approval amendment process. The activity you request for each nuclide must accommodate all source activities containing that radionuclide.

## **SECTION 4: Previous Radiation Safety Training\***

Provide complete information.

## **SECTION 5: Radioactive Material Experience\***

Be very specific with the information that you provide. List all radionuclides, protocols performed, time frame of experience and sources or devices used.

\*Insufficient training or experience may result with the requirement to work under the supervision of an existing Approval Holder or granting of conditional approval, i.e. receiving additional training, and more frequent audits. Two years experience with sources similar to those being requested in the application is considered sufficient.

## **SECTION 6: Sealed Source Use Protocols**

All protocols for the use of sealed sources must be described in detail. In the blank area or on an attached document, provide a description of your experiment including information regarding intended use, ALARA dose reduction methods, shipping and transportation, and secure storage of sources. Include information about the radionuclide activity per source and the anticipated frequency of use. For neutron probes, describe source handling, hole casing, and depth of holes. Explain if the source will leave the state of Arizona or be stored on property other than the University of Arizona.

Submit your protocols on the page provided, and enter only one protocol per page. Use extra pages as needed.

## **SECTION 7:**

To be signed by the applicant.

**THE UNIVERSITY OF ARIZONA**  
**APPLICATION FOR NEW SEALED SOURCE APPROVAL**

RCO Only HP Review_____
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**SECTION 1: GENERAL APPLICANT INFORMATION**

<b>Approval Holder</b>					
	First Name	MI	Last Name	Degree	Phone Number
	Department	Office Building Name	Room Number	E-mail	
<b>Radiation Safety Coordinator</b>					
	First Name	Last Name	E-mail	Phone Number	

**SECTION 2: RADIOACTIVE SEALED SOURCE USE/STORAGE LOCATIONS**

<b>Building Name</b>		<b>Building Name</b>		<b>Building Name</b>	
<b>Bldg #</b>		<b>Bldg #</b>		<b>Bldg #</b>	
<b>Room Number</b>	<b>Type of Room*</b>	<b>Room Number</b>	<b>Type of Room*</b>	<b>Room Number</b>	<b>Type of Room*</b>

\*Type of Room - choose one: Cold Room, Dark Room, Lab, Common Equipment Room, Storage, Field Site, Other

**SECTION 3: RADIONUCLIDE AND ACTIVITY INFORMATION**

<b>Radionuclide</b>						
<b>Max Possession Activity Request</b>	mCi	mCi	mCi	mCi	mCi	mCi

**SECTION 4: PREVIOUS RADIATION SAFETY TRAINING**

Institution	Course Title or Description	Course Length

**SECTION 5: RADIOACTIVE SEALED SOURCE EXPERIENCE**

Institution	(From-To) MM/YY	Radionuclide(s)	Protocols Performed / Sources and Devices Used
	-		
	-		
	-		
	-		

**SECTION 6: SEALED SOURCE USE PROTOCOL**

Use page 3 to submit additional protocols, one protocol per form.

<b>Protocol #</b> _____ <b>RCO use only.</b>	<b>Protocol Frequency (# per month):</b> _____	
<b>Protocol Name:</b>		
<b>Radionuclide:</b>	<b>Source/Device Description:</b>	<b>Source Activity:</b>
<b>Radionuclide:</b>	<b>Source/Device Description:</b>	<b>Source Activity:</b>
Will source / device be used as intended by the manufacturer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Does the protocol involve transporting the source / device? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Before work can begin, approval from other committees, such as the Institutional Animal Care and Use Committee, the Institutional Biosafety Committee, and the Human Subjects Committee, may be required.</b>		

**SECTION 7:** It is understood that the applicant named herein, upon approval of this application, assumes responsibility for the use of radioactive material assigned to him/her in strict compliance with the rules and regulations administered by the University Radiation Safety Committee, or the Medical Radiation Safety Committee, the Radiation Control Office (RCO), and the Arizona Radiation Regulatory Agency. The applicant must ensure that their staff is properly trained to handle, and secure radioactive sources in accordance with the “Radiation Training Policy”, “Basic Laboratory Procedures for Unsealed Radioactive Materials”, “Rules for Packaging Radioactive Waste”, and “Rules for Radioactive Material use in Open Bay Laboratories” prior to beginning any work with radioactive materials. Applicants may not delegate this responsibility to any other person.

Further, the applicant is aware that any fines or civil penalties levied by any regulatory authority because of deficiencies in work being performed under the applicant’s Approval will be paid out of the applicant’s departmental funds. (This authority is based upon a directive from the Vice President for Research, Graduate Studies and Economic Development.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

