



Department of Environmental Health & Safety

Annual Renewal of Authorization to Use Radiation Machines / Materials*

Indicate what type(s) of authorization you will need for this year. Return to EHS at Zip 019 for inclusion in list of authorized users for current academic year.

SECTION I: AUTHORIZED USER INFORMATION

1. Radiation machines: No Yes List any changes: _____
2. Sealed sources: No Yes List any changes: _____
3. Unsealed sources: No Yes List any changes: _____

SECTION II: EXPERIMENTS

1. Changes in experiments to be done: No Yes _____
2. Any additional machines or sources to be used? No Yes _____
3. Any change in building or room where used? No Yes _____
4. Any changes in classes which will be involved? No Yes _____
5. Any change in monitoring instruments to be used? No Yes _____
6. When were monitoring instruments calibrated? _____

Additional Information: _____

SECTION III: REGULATION REMINDERS

- Check sources are not acceptable for calibration purposes. The University's license requires that monitors must be calibrated annually.
- Note: See the Radiation Safety Manual for the ordering procedure of any radioactive material or radiation producing device.

Signature: _____

Date: _____

Print Name: _____

Department: _____

SUMMARY OF INVENTORY OF UNSEALED AND SEALED RADIONUCLIDES

Department _____ Responsible User _____ Inventory Period from _____ to _____

Authorization(s) _____ Completed Inventory due at EHS Office November 6, 2009

Instructions: Please complete this form and return to EHS (c/o Marvin Pratt, Zip 019).

Radio-Nuclide	Sealed or Unsealed	Chemical Or Physical Form	Radioactive Materials to be Accounted For				Disposition of Radioactive Materials			Total Quantity on hand
			Previous Balance Microcuries	Received Microcuries	Total Microcuries and where stored	Lost by Decay Microcuries	To Rad. Waste Microcuries	To other Users* Microcuries	To Environment**	
									Sewer Microcuries	Hood

List of Uses for Coming Year	Course #	Building and Room No.
_____	_____	_____
_____	_____	_____

Signature _____ **Print Name** _____ **Date** _____

* Attach detailed list showing dates, quantities, and the name of person receiving material. Prior approval of RSO required.
 ** Attach detailed list showing dates, quantities, location and type of disposal. All disposals of radioactive materials to the environment require prior approval by the RSO or Radiation Safety Committee. Do not include rinses of contaminated glassware.