RADIOISOTOPE PERMIT APPLICATION
ONTARIO TECH UNIVERSITY

1. PERMIT HOLDER INFORMATION

NAME: _____

TITLE/POSITION: _____

SCHOOL/FACULTY: _____

LABORATORY BUILDING AND ROOM NUMBER: _____

OFFICE BUILDING AND ROOM NUMBER: _____

OFFICE TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

HOME TELEPHONE NUMBER: _____

OTHER TELEPHONE NUMBER(S): _____

_____

2. RADIOISOTOPE WORK EXPERIENCE

3. SEALED SOURCES REQUIRED

RADIOISOTOPE	SOURCE ACTIVITY	DESCRIPTION OF SOURCE OR DEVICE

4. UNSEALED SOURCES REQUIRED

RADOISOTOPE	SOURCE ACTIVITY	DELIVERY RATE (IF CONTINUING USE)

5. DESCRIPTION OF USAGE OF SOURCES/EXPERIMENTAL PROCEDURES

6. INSTRUMENTATION

SURVEY METER:

Manufacturer: _____

Model: _____

Serial Number: _____

CONTAMINATION METER:

Manufacturer: _____

Model: _____

Serial Number: _____

LIQUID SCINTILLATION COUNTER:

Manufacturer: _____

Model: _____

Serial Number: _____

OTHER RELEVANT INSTRUMENTATION

Type of Instrument: _____

Manufacturer: _____

Model: _____

Serial Number: _____

7. SIGNATURES

Applicant: _____

Date: _____

Dean of Faculty/School: _____
Print Name

_____
Signature

INSTRUCTIONS FOR COMPLETING THE

RADIOISOTOPE PERMIT APPLICATION

Following these instructions when completing the application for an internal radioisotope permit will facilitate the review and approval of the application. Please type or print legibly. Missing, incomplete or illegible information will result in delays.

SECTION 1 – PERMIT HOLDER INFORMATION

Title or Position: Professor, Associate Professor, Assistant Professor, etc.

Laboratory Building and Room Number:

- Designate the building by its University number. E.g. UA1, UA2, etc
- The room number(s) should be all rooms in which the radioactive sources will be stored and used. Radioactive materials may not be used or stored in rooms which do not appear on the permit.
- The Radiation Safety Officer needs to be able to contact the permit holder at all times. Please provide all possible contact numbers. This information will be held confidential; the only number which will appear on the permit is the University phone number and office number.

Please note that permits can only be issued for work within University buildings. If the source is to be transported or used outside the buildings then special arrangements will need to be made. Please contact the Radiation Safety Officer well in advance of any such project.

SECTION 2 – RADIOISOTOPE WORK EXPERIENCE

- Please provide details of previous work locations and experience in working with radiation and/or radioisotopes
- This information will be used by the Radiation Safety Committee to determine whether the applicant has the necessary knowledge and experience to hold an internal permit. It will also be used to determine the type and level of additional training which will be required.
- A CV may be attached to the application if the space on the application is insufficient.

SECTION 3 – SEALED SOURCES REQUIRED

- List each source requested separately, giving the activity of each source and a physical description of the source (e.g. 1” diameter disk).
- If the source is part of an instrument such as a liquid scintillation counter or a gas chromatograph give a description of the instrument – its manufacturer and model number – and the name and activity of the radioisotope used.

SECTION 4 – UNSEALED SOURCES REQUIRED

The University’s consolidated license only covers sealed sources. No permits will be issued for unsealed sources and no work may be performed with unsealed sources.

If the applicant wishes to use unsealed sources, please contact the Radiation Safety Officer. Such use will require an amendment to the Consolidated License. This process could take several months to a year. It is essential that such proposed usage be identified well in advance of the need for the material.

SECTION 5 – DESCRIPTION OF USAGE OF SOURCES

- Describe the usage of the sources. (e.g. demonstration sources in undergraduate lab, check sources for instruments, calibration source in liquid scintillation counter, etc.)

SECTION 6 – INSTRUMENTATION

List in this section the instrumentation available to measure the radiations from the source.

- Radiation survey meter means a portable instrument calibrated to measure radiation dose/dose rate. Any such instruments must, by law, be calibrated annually.
- Contamination meter means a portable instrument calibrated to read counts/minute for detecting surface contamination. Note here the probes available for the instrument for measuring different radiations (e.g. α, β, γ),
- If a liquid scintillation counter is available for measuring alpha and beta swipes, list it here giving the manufacturer and model number.
- List any other instrumentation available for measurement of radiations or contamination arising from the requested sources.

SECTION 7 – SIGNATURES

- The applicant must sign and date the application
- The Dean of the School or Faculty must sign the application

Forward the completed application to the Radiation Safety Officer.