Proposal for the Acquisition of Radioactive Sources

No radioactive source, or item of equipment containing a radioactive source, may be acquired without prior written approval from the local RPS, SRPS and the Health & Safety Department.

The authorisation will specify limits on activities acquired, used, and disposed of, or types of equipment authorised. Work is restricted to controlled, supervised, and registered areas.

All work practices involving ionising radiation undertaken at the University are considered to be justified in accordance with the [Justification of Practices Involving Ionising Radiation Regulations 2004](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/804958/Justification-of-practices-involving-ionising-radiation-regulations-2004.pdf) without the need for any subsequent consideration of the costs and benefits to society. However, within those categories, it is still necessary to justify any individual piece of work utilising radioactive materials or radiation generators in terms of the scientific benefits balanced against the risks of exposure and generation of radioactive waste. Departments are required to consider the justification of work with ionising radiation on a case-by-case basis.

Approved work cannot be extended, for example to include new sources or equipment, without further authorisation. This form can also be used to apply to modify existing projects.

Please complete and return this form to the H&S Department.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose of Purchase of sealed source / X-ray generating equipment** | | | | | | | | |
|  | | | | | | | | |
| **Author (Equipment / Source Owner)** | | | | | | | | |
| Name & position: | | | Date: | | | Signature: | | |
|  | | |  | | |  | | |
| **Reviewer (Radiation Protection Supervisor (RPS), Supervisor, or Principal Investigator)** | | | | | | | | |
| Name & position: | | | Date: | | | Signature: | | |
|  | | |  | | |  | | |
| **Approver\* (Senior Radiation Protection Supervisor (SRPS) or Head of Department)** *\*This is the approver of the proposal before submission to the H&S Dept. (not the authorisation for work to proceed that is subsequently given, by the H&S Dept.)* | | | | | | | | |
| Name & position: | | | Date: | | | Signature: | | |
|  | | |  | | |  | | |
| **Description of proposed work** | | | | | | | | |
|  | | | | | | | | |
| **New project or modification? (for a modification, only fill in the sections where a modification is required)** | | | | | | | | |
| New |  | | | Modification | | |  | |
| **School / Faculty / Business Unit** | | | | **Location and building** | | | | |
|  | | | |  | | | | |
| **Anticipated start date** | | | | **End date (if known)** | | | | |
|  | | | |  | | | | |
| **Radiation Risk Assessment** | | | | | | | | |
| *See Forms IR009-12. Please provide the document title or reference and send to the H&S Department with this form.*  Radiation Risk Assessment: | | | | | | | | |
| **Type of Equipment (select one)** | | | | | | | | |
| Closed (sealed) Source  *Go to section (A)* | |  | | | X-Ray / Radiation Generator  *Go to section (B)* | | |  |

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| --- | --- | --- | --- |
| Section (A) – Closed (sealed) Sources | | | |
| **Keeping and use requirements (sealed sources)** | | | |
| *Complete the table below for all isotopes included in this project* | | | |
| Keeping and use – Maximum activity | | | |
| Isotope | Activity  (MBq) | Description  (Strip source, Reference, LSC) | Supplier (if known) |
|  |  |  |  |
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| **Source / Equipment Security** | | | |
| *How will the source / equipment be kept secure:* | | | |
|  | | | |
| **Source Accountancy** | | | |
| *Who will be responsible for accountancy checks for the source:* | | | |
|  | | | |

|  |  |
| --- | --- |
| Section (B) – X-Ray Generating Equipment | |
| **Type of Equipment** | **Manufacturer** |
|  |  |
| **Serial Number** | **Anticipated date of acquisition** |
|  |  |
| **Purpose** | |
|  | |
| **Energy Range of Emissions** | |
|  | |