Checklist for Initiating a Radioactive Material Use Authorization

TRAINING

3. Complete the Radiation/Laser Worker Application.
4. Return the application to EH&S at 2809 Daley Drive/ 3660.
5. All persons, including the PI, who wish to be listed as authorized personnel on the authorization must complete steps 1-4.

APPLICATION PROCESS

6. The PI must complete the Application for Use of Radioactive Materials, located on the EH&S website. Reference Section D of the Radiation Safety Manual for further information on completing the form.
7. Send the application and all required documents, as outlined on the application, to EH&S, 2809 Daley Drive/ 3660. Await notification status.

AUTHORIZATION PROCESS

8. The Radiation Safety Officer and the Radiation Safety Committee will review the application and related documents. You will be contacted if further information is needed.
9. Once the application is approved, you will be contacted.

PREPARATION FOR USE OF RADIOACTIVE MATERIAL

10. Make arrangements with EH&S for a lab set-up. At that time EH&S will post the lab, deliver waste collection materials and discuss RAM usage with authorized personnel.
11. The PI and all authorized should review the Radiation Safety Manual and understand their responsibilities related to ordering material, safe use of material, survey requirements, waste disposal and all other areas related to their safe use of radioactive material.

- All authorized radiation workers, including the PI, must complete the annual online Radiation Safety Refresher Training.