



RADIATION PROCEDURES MANUAL

Procedure Cover Sheet

Procedure Title: **Radiation Use Application**

Procedure Number: **TSO-00-17-REV 3**

Effective Date: **September 17, 2010**

Approved by: Richard R. Brey
Technical Safety Office Director

Date: ___September 17,
2010___



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1.0 PURPOSE

1.1 This procedure specifies the requirements that must be met and the information that must be provided to the Radiation Safety Committee in support of an application to use regulated ionizing radiation sources of any kind at Idaho State University.

2.0 DEFINITIONS

2.1 Responsible user: An individual authorized by the Radiation Safety Committee to acquire and use specific radiation sources, and to supervise their use by others, in compliance with pertinent regulations and under conditions approved by the committee. Responsible users must demonstrate, to the satisfaction of the Committee, competence in the safe use of radiation sources by virtue of appropriate training and experience. Responsible users must assume full responsibility for all radiation sources under their control.

2.2 RSO: The **Radiation Safety Officer** is the individual specifically appointed and named on the radioactive materials licenses, to establish and enforce such procedures as are necessary to assure compliance with applicable regulations and license conditions, and to ensure effective implementation of the policies and rules established by the Radiation Safety Committee. Depending on the context, **“RSO” may also refer to any individual designated to act on behalf of the RSO.**

3.0 POLICY

3.1 The Radiation Safety Committee is the governing body for all aspects of radiation protection within the University, including all affiliated research, clinical, instructional and service units utilizing radiation sources in facilities owned or controlled by the University. Each proposed use of radioactive materials, X-ray or other radiation generating machines must be submitted to the Committee, via the Radiation Safety Officer (RSO), for review before implementation. Specific forms and data to be submitted are prescribed in the attachments to this procedure. The descriptions of facilities and equipment, the training and experience of the user, and the operating or handling procedures **shall** be provided in sufficient detail to permit the Committee to evaluate the safety of the proposed use.

3.4 Upon the RSC approval, **a permit to use radioactive material** will be issued by the RSO.

3.4.1 The permit will be valid for two (2) years and will be reviewed on a two year basis.

3.4.2 The permit will be mailed to the responsible user and a copy will be kept in the TSO files.

3.4.3 The permit will generally contain:

- the responsible user information,
- expiration date,
- permitted use locations,
- permitted radionuclides (permitted machines),
- permitted uses and restrictions,
- conditions for all users,
- additional conditions for users of dispersible sources.

4.0 INITIAL APPLICATIONS

4.1 A first-time applicant to become a responsible user **should** obtain a copy of the Radiation Safety Policy Manual from the Technical Safety Office.

4.2 The index to all current Radiation Procedures and Records included in the Manual **should** be reviewed to identify any that may be applicable to the planned radiation use; these **should** also be obtained from the Technical Safety Office.

4.3 After becoming thoroughly familiar with the pertinent requirements, the applicant **should** complete the appropriate checklists and forms attached to this procedure and submit them to the RSO.

5.0 INFORMATION TO BE SUBMITTED

5.1 All applicants for authorization to be a responsible user must submit:

5.1.1 RADIATION USER PERSONAL DATA (RPR 1)

5.1.2 RESPONSIBLE USER'S TRAINING & EXPERIENCE (RPR 2A)

5.2 Applicants for unsealed, dispersible radioactive materials not to be used in or on humans must submit:

5.2.1 RADIOACTIVE MATERIAL USE APPLICATION (RPR2B)

5.3 Applicants for radiation generating machines or self-shielded irradiators not to be used on humans must submit:

5.3.1 RADIATION MACHINE USE APPLICATION (RPR 2C)

5.4 Applicants for use of any source of radiation on or in humans must submit:

5.4.1 CLINICAL RADIATION USE APPLICATION (PRR 2D)

5.5 An applicant for **research use of any radiation machines or radioactive materials applied to humans** must first be approved as a Responsible User by the Radiation Safety Committee; use whichever application form is most appropriate. **The use of radiation for human research is not currently authorized at Idaho State University.**

6.0 REVISIONS TO AUTHORIZATIONS

6.1 Any desired revisions to an authorization **should** be discussed with the RSO.

6.2 If the RSO determines that the proposed revision does not involve any change from the initial safety evaluation, and is within the intent of the initial authorization, the revision may be approved by the RSO without further Committee action. The RSO may, however, require additional information before granting approval.

6.3 The RSO is required to brief the RSC of all program changes at the next Radiation Safety Committee meeting.

6.4 If a proposed revision to an initial authorization involves significant changes, in the opinion of the RSO, in sources or conditions of use from those specified initially, the proposal must be resubmitted to the Committee for authorization.

6.5 To assure that all records related to radiation sources, users and condition of use are accurate and up-to-date, the RSO may require that parts or all of the application be verified or resubmitted periodically.

6.5.1 If the updated information includes changes that are significant to safety, the application will be submitted to the Committee for reauthorization.



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REVISION TRACKER

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