



uOttawa

L'Université canadienne
Canada's university

Office of Risk management

INTERNAL RADIOISOTOPE PERMIT APPLICATION (OPEN SOURCE)

April 2007

INTRODUCTION

The University of Ottawa has been issued a consolidated radioisotope licence by the Canadian Nuclear Safety Commission (CNSC). This licence incorporates numerous conditions relating to radioactive material possession, use, importation and exportation.

To maintain this licence, the University must ensure that activities involving radioactive substances and equipment be carried out in accordance with CNSC regulations and applicable conditions. To ensure compliance with these requirements, the University has instituted an internal radioisotope permit process through the Radiation Safety Committee in collaboration with the Office of Risk Management (ORM).

Such a permit is required by anyone whose activities involve radioactive materials. Failure to comply with these requirements could result in the loss of our licence and thus have detrimental implications on the University's teaching and research activities.

This application is to be completed and sent to the Manager, Radiation and Biosafety, at the Environmental Health and Safety Service, who will ensure timely processing through the Radiation Safety Committee. The details of the Radiation Safety Program will be explained to you upon approval of this application.

This procedure is an important component of the University's Radiation Safety Program which is managed by this Service and overseen by the Committee. Overall responsibility for the effective management of radiation safety lies with the Vice-Rector (Research).

While the Radiation Safety Committee oversees the development and implementation of the Radiation Safety Program, the Environmental Health and Safety Service is responsible in developing management systems to ensure University and individual requirements are met. This Program also supports the academic community in ensuring adequate health and safety measures are in place, and that related activities are carried out in an environmentally appropriate manner. Major areas of the Program include: inventory control, training, dose and contamination monitoring.

COMPLETING THE INTERNAL RADIOISOTOPE PERMIT APPLICATION (OPEN SOURCE)

Appended to the Internal Radioisotope Permit Application (Open Source) is the "*General Conditions: Open Source Permit*" which outline the responsibility of the permit holder. Please read these conditions prior to completing this application.

The following application form includes seven categories:

- A) Permit Holder Information
- B) List of Radioisotopes
- C) Research Involving Animals
- D) Transfer, Importation and Exportation of Radioactive Material
- E) Persons Authorized to Work with Radioisotopes
- F) Emergency Procedures
- G) Contamination Monitoring

If you have any questions or concerns please do not hesitate to contact the Manager, Radiation and Biosafety at 562-5800, ext. 3058.

INTERNAL RADIOISOTOPE PERMIT APPLICATION

(OPEN SOURCE)

A) PERMIT HOLDER INFORMATION

Name:		Office Tel #:	
Position:		Lab Tel #:	
Department:		E-mail:	
Faculty:		Building:	Room #:

B) LIST OF RADIOISOTOPES

Please list the radioisotopes you plan on using.

RADIOISOTOPE	USE LIMIT (activity in millicuries)	USE ROOM(S)	STORAGE ROOM(S)

C) RESEARCH INVOLVING ANIMALS

Are any of the radioisotopes, listed above, to be used on animals?

No Yes

(If yes, please specify which radioisotope and the activity to be used.)

Has this project been approved by the Animal Care Committee?

No Yes

Approval Number: _____

D) TRANSFER, IMPORTATION AND EXPORTATION OF RADIOACTIVE MATERIAL

Will your work require the importation or exportation of radioactive material (other than from a direct purchase from the supplier)?

No Yes

Are you familiar with the regulatory requirements for the transfer, importation, or exportation of radioactive material?

No Yes

Please provide the following information pertaining to individuals to/from which radioactive material would be transferred:

Name:		Office Tel #:	
Position:		Institution:	
Department:		Permit Number:	

Faculty:		CNSC Licence Number:	
-----------------	--	-----------------------------	--

E) PERSONS AUTHORIZED TO WORK WITH RADIOISOTOPES

Ensure that each individual who will work with radioisotopes under your supervision complete a *Radioisotope User Registration Form*. A copy of this latter form is appended to this application; use one copy per person.

F) EMERGENCY PROCEDURES

Briefly describe your laboratory's emergency procedures in case of an accident/incident, e.g., spill.

Who should be contacted in an emergency?

NAME	TELEPHONE NUMBERS		
	OFFICE	LABORATORY	HOME

G) CONTAMINATION MONITORING

Please indicate what form of contamination monitoring will be used:

WIPE TESTING <input type="checkbox"/>	HAND HELD CONTAMINATION METER <input type="checkbox"/>
These samples will be counted using the following equipment: Type: _____ Make: _____ Model: _____ Location: _____	Radioisotopes to be detected: _____ Meter Type: _____ Model Number: _____ Probe Type: _____ Model Number: _____ Date Last Calibrated: _____

CERTIFICATION	
I, _____, certify that the information given in this application is true, correct, and complete. I agree to use radioisotopes only in the manner for which they have been authorized. I have read and will adhere to the <i>General Conditions: Open Sources Permit</i> provided by the Environmental Health and Safety Service.	
_____ <i>Signature of Applicant</i>	_____ <i>Date</i>
_____ <i>Chair of Department</i>	_____ <i>Date</i>

APPROVAL	
_____ <i>Head, Radiation and Biosafety</i>	_____ <i>Date</i>
_____ <i>Chair, Radiation Safety Committee</i>	_____ <i>Date</i>