

**NEW RADIOISOTOPE USER REGISTRATION FORM - OPEN SOURCE**

**A) USER INFORMATION**

Name: \_\_\_\_\_ Student # \_\_\_\_\_

Position: \_\_\_\_\_ Employee # \_\_\_\_\_

Department: \_\_\_\_\_ Permit Holder: \_\_\_\_\_

Office Tel: \_\_\_\_\_ Permit # \_\_\_\_\_

Who is your Employer (uOttawa; Ottawa General Hospital etc.): \_\_\_\_\_

**B) PERSONAL INFORMATION REQUIRED FOR DOSIMETRY**

(users working with only H-3 & C-14, do not need to complete this section)

DOB: \_\_\_\_\_ Province: \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Country \_\_\_\_\_

Social Insurance # \_\_\_\_\_

Currently issued dosimeter at another institution?  Yes  No

**C) PROCEDURES**

Please list the procedures that you will be using in the table below. "Activity-Stock" is either the activity of the initial vial purchased or of a prepared stock solution from which aliquots are removed. "Activity-Procedure" is the maximum activity to be manipulated during a procedure. The disposal profiles are for the whole procedure from start to finish.

Radioisotope	Activity microcurie (µCi)		Procedure Name	Drain	Decay Can	Disposal Profile %		
	Stock	Procedure				Regular Waste	Liquid Scintillation	Animal Carcass

**D) TRAINING AND EXPERIENCE**

1) Experience: used to evaluate gap in knowledge based on past use practices and prior experimental procedures

i) Prior Radiation knowledge (if any) Institution: \_\_\_\_\_ Date: \_\_\_\_\_

ii) Number of years of experience: \_\_\_\_\_

iii) Describe briefly (radioisotope, activity, procedures): \_\_\_\_\_

2) Theoretical: University of Ottawa Radiation Safety course provides a base line of knowledge required by CNSC and outlines specific requirements by University of Ottawa and as such this course is **mandatory** for everyone who is using or planning to work with radiation materials.

Have you attended the University of Ottawa Radiation Safety Course? \_\_\_\_\_ Date: \_\_\_\_\_

3) Practical: Verifies that the training provided in the lab, aligns with CNSC and University of Ottawa requirements. For this reason the following table must be completed by the new user

**RADIATION SAFETY AREA**

**DESCRIBE HOW EACH OF THESE AREAS ARE BEING ADDRESSED IN YOUR CURRENT LAB**

*(examples)*

**ALARA**  
in house procedures for reducing exposures

**Dosimetry**  
*requirements, dosimeter exchange procedure, discontinue use of dosimeter procedures, how to receive dose records, applicability of nuclear energy worker (NEW) designation dosimeter*

**Inventory**  
*logs, recording of contamination monitoring of packaging*

**Monitoring**  
*using a survey/contamination meter, dose rates, contamination monitoring/leak testing, record keeping and maps*

**Purchasing**  
*procedures, records*

**Spill Response (Emergency Response)**  
*small & large spills: reporting requirements, implications associated with activity involved, volume of spill, aerosol/fine particulate contamination, dose implication, radiation field strength, range of possible contamination, frequency of monitoring, recording monitoring result, spill response kit, waste management.*

**Shipping and Receiving**  
*wipe testing, records, CNSC posters, procedures, TDG*

**Waste Management**  
*logs, disposal procedures, monitoring*

**Security**  
*measures to be taken by staff (lock door, Rad-Box, inventory, question strangers)*

**Web Site**  
*location, forms, information*

**Anticipated Date for use of radioactive:**

## E) OBLIGATIONS OF THE LICENSEES AND THE WORKERS

The General Nuclear Safety and Control Regulations outline the obligations of the Licensees and the Workers. With regards to ensuring security and reporting any potential breaches or threats, there are three significant sections: Sections 12 - Obligations of the Licensee, Section 17 Obligation of the Worker, and Section 29 General Reports.

### Summary of Key Clauses are:

#### Section 12 - Obligations of the Licensee

(c) take all reasonable precautions to protect the environment and the health and safety of persons and to maintain the security of nuclear facilities and of nuclear substances;

(h) implement measures for alerting the licensee to acts of sabotage or attempted sabotage anywhere at the site of the licensed activity;

(j) instruct the workers on the physical security program at the site of the licensed activity and on their obligations under that program;

#### Section 17 - Obligation of the Worker

(b) comply with the measures established by the licensee to protect the environment and the health and safety of persons, maintain security, control the levels and doses of radiation, and control releases of radioactive nuclear substances and hazardous substances into the environment;

(c) promptly inform the licensee or the worker's supervisor of any situation in which the worker believes there may be

(i) a significant increase in the risk to the environment or the health and safety of persons,

(ii) a threat to the maintenance of the security of nuclear facilities and of nuclear substances or an incident with respect to such security,

(iii) a failure to comply with the Act, the regulations made under the Act or the licence,

(iv) an act of sabotage, theft, loss or illegal use or possession of a nuclear substance, prescribed equipment or prescribed information, or

(v) a release into the environment of a quantity of a radioactive nuclear substance or hazardous substance that has not been authorized by the licensee;

#### Section 29 - General Reports

29. (1) Every licensee who becomes aware of any of the following situations shall immediately make a preliminary report to the Canadian Nuclear Safety Commission (1-800-668-5284) and inform the Office of Risk Management (5411). The preliminary report should identify the location and circumstances of the situation and of any action that the licensee has taken or proposes to take with respect to it:

(f) information that reveals the incipient failure, abnormal degradation or weakening of any component or system at the site of the licensed activity, the failure of which could have a serious adverse effect on the environment or constitutes or is likely to constitute or contribute to a serious risk to the health and safety of persons or the maintenance of security;

Every licensee who becomes aware of a situation referred to in subsection (1) the report shall contain the following information:

(a) the date, time and location of becoming aware of the situation;

(b) a description of the situation and the circumstances;

(c) the probable cause of the situation;

(d) the effects on the environment, the health and safety of persons and the maintenance of security that have resulted or may result from the situation;

(e) the effective dose and equivalent dose of radiation received by any person as a result of the situation; and

(f) the actions that the licensee has taken or proposes to take with respect to the situation.

### IMPORTANT

I declare that I have been informed of the requirement of the University of Ottawa Radiation Safety Program as they apply to my lab. I also agree to attend the next available radiation safety training, should I have not already done so. I hereby agreed to comply with the requirements of the Radiation Safety Program as communicated by the Office of Risk Management and by my supervisor.

I have read and understood the General Conditions: Open Source Permit:

New User's Name: \_\_\_\_\_

Date:

Permit Holder: \_\_\_\_\_

Date:

In-lab Trainer: \_\_\_\_\_

Date:

PrintForm