



**UNIVERSITY OF OTTAWA  
 RADIATION DECOMMISSIONING FORM  
 (Permit, Location, Equipment)**

**Principal Investigator Name** \_\_\_\_\_

**PART A – SCOPE OF DECOMMISSIONING**

**Table I – DECOMMISSIONING OR TRANSFERRING A PERMIT**

Type of Radioisotope Use Permit	<input type="checkbox"/> Unsealed Source	<input type="checkbox"/> Sealed Source
	<input type="checkbox"/> Sealed Source in Device	
Permit(s) No.		
Use & Storage Locations		
Permit being	<input type="checkbox"/> Transferred	<input type="checkbox"/> Decommissioned
If Permit is to be transferred, list Permit Holder name & Permit No.:		

**Table II – DECOMMISSIONING A LOCATION**

Location (room #) to be decommissioned	Radioisotopes
<b>For shared facilities:</b>	
Will room be decommissioned as an authorized radioactive material use/storage area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of other Permit Holders who will continue to use the room:	



**Table III – DECOMMISSIONING or TRANSFERRING EQUIPMENT**

Equipment/Instrument Type	
Manufacturer	
Model Number	
Serial Number	
Radioisotope	
If equipment to be transferred, list Permit Holder name and Permit No.:	

**PART B – INVENTORY AND WASTE**

**Table IV – Inventory & Waste**

<b>Inventory</b>						
Radioactive material is being <u>kept</u>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Radioactive material has been <u>disposed</u>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Use and Disposition Forms have been filed with OCRO	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
If radioactive material is to be transferred, list Permit Holder name and Permit No.:						
<b>Waste</b>						
Waste held for decay is labelled with radioisotope, activity, disposal date, disposal limit	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Waste logs (LSW, Solid...) are retained and affixed to the waste pails	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Waste will remain in laboratory	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A
Waste has been transferred to (picked up by):						

**PART C – CONTAMINATION MONITORING**

**Table V – Contamination Monitoring**

<b>Contamination Monitoring Information</b>		
Performed by:	Date:	
Type of Monitor (e.g., Liquid scintillation, Gamma cell, Handheld meter):		
Make:	Model:	Serial No.:



Last Calibration Date:		Company who performed calibration:			
<b>Liquid Scintillation Counter (LSC) or Gamma Counter Information</b>					
Energy Range Monitored:		Radioisotopes monitored with detector efficiencies:			
<b>Operational Check</b> If LSC or gamma counter was not calibrated in the last month, complete the Operational Check (or prove instrument working properly)					
Calibration Standard	Activity of Standard (dpm)	Activity Measured (cpm)	Known Counting Efficiency for Radioisotope	Calculated Activity*	In Agreement (Yes/No)
<b>Summary of Contamination Monitoring Results</b>					
Radioisotope Monitored	Radioisotope Class	Maximum non-fixed contamination results – averaged over an area not exceeding 100cm <sup>2</sup> (Bq/cm <sup>2</sup> ) *			
Was fixed contamination found?		<input type="checkbox"/> Yes <input type="checkbox"/> No			
If “Yes”, list locations					
Action taken					

**\*Requirements:**

- Non-fixed contamination shall not exceed the following limits for the radioisotopes listed above: Class A (0.3 Bq/cm<sup>2</sup>), Class B (3 Bq/cm<sup>2</sup>), and Class C (30 Bq/cm<sup>2</sup>). Note the best practices at uOttawa is to achieve 0.3 Bq/cm<sup>2</sup> for all radioisotopes.
- Results must be demonstrated meet Bq/cm<sup>2</sup>; cpm counts alone will not be accepted
- Map and monitoring results are to be attached. Please include all original instrument print outs such LSC print outs. All areas monitored must be identified. Surfaces to be monitored (where



applicable) include but are not limited to bench tops, sinks, sink drains, fume hoods, fume hood ducts, floors near waste and use areas, refrigerators or any other surfaces that may have become contaminated

- **Contamination monitoring records:** The CNSC has stipulated in the regulations that record retention period for contamination monitoring results is 1 year after the expiry of the NSRD Licence. If you are decommissioning your Permit, you should submit all your contamination monitoring record (either original or scanned copies) to OCRO, who will retain these records. If you are decommissioning a location, you are still responsible for keeping all your contamination monitoring records.
- If Instrument was calibrated within the past year, attached the calibration certificate

**PART D – PERSONNEL**

**Table VI – Status of Authorized Users**

Persons listed on Permit Uses List	Will they remain as Users? Yes/No	If “Yes”, list Permit # they will work under

**PART E – SIGNAGE**

All radioactive wording, signage, permits, posters have been removed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
For common rooms, your permit has been removed.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART F – APPROVAL**

Decommissioning Activities Undertaken by	Signature:	Date:
Reviewed and Accepted by Permit Holder	Signature:	Date:
Approved by (OCRO Radiation Safety Specialist)	Signature:	Date: