



Shore-Side Use of Radioactive Material Authorization Checklist

Authorized
User:

This checklist is designed to assist with the authorization process. All applications for authorization to use radioactive materials should be submitted at least 30 days in advance of the proposed time of isotope use to provide adequate time for review. New authorizations, at-sea/field use authorizations and significant modifications to existing authorizations will require a full Radiation Safety Committee review/approval. Minor authorizations, such as adding a radiation worker, will only require Radiation Safety Office review/approval. Authorization steps:

- 1) Submit Radioactive Material Use Authorization Request (available on EH&S web site). For changes to an existing Authorization, submit an Authorization Amendment Request.
- 2) Submit protocol that describes use, control, and management of radioactive material.
- 3) If required, submit dosimetry request.

Required Information for Authorization Request/Amendment (*check all that apply*):

- List of all authorized users and radiation workers
- List the storage and use locations for the radioactive materials
- Qualification and experience of authorized user and radiation workers
- Documentation of completed radiation safety trainings (if not trained at WHOI)
- Names and maximum activity of radionuclides proposed for use
- If a sealed source, provide: name, activity, description, model/serial number
- Contamination survey instrument that will be used/needed

Required Information for Protocol (*check all that apply*):

- Describe the research protocol that involves the radioactive materials
- Describe the engineering controls that will be used, including ventilation hoods, containment, shielding, etc
- Description of personal protective equipment
- Description of contamination controls
- Management and minimization procedures for radioactive wastes
- How the materials will be secured while in use and storage
- Description of the proposed use and storage area, including building(s) and room number(s)
- Procedures for handling volatile substances (if applicable)
- Emergency procedures
- Reviewed and understand applicable sections of WHOI Radiation Safety Manual

External Radiation Dosimetry:

- Yes (if working with gamma emitters and higher energy beta emitters, >250 keV)
- No (only working with H-3, S-35, C-14 or pure alpha emitters - dosimetry is not required)

Type of Dosimeter (check all that apply)

- Body dosimetry
- Finger ring dosimetry