



uOttawa

L'Université canadienne
Canada's university

Office of Risk Management

INTERNAL RADIOISOTOPE PERMIT APPLICATION (SEALED SOURCE)

INTRODUCTION

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

To maintain this license, 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 issues internal radioisotope permits through 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 the University's license and thus have detrimental implications on the University's teaching and research activities.

This application is to be completed and sent to the Radiation Specialist who will process the application.

COMPLETING THE INTERNAL RADIOISOTOPE PERMIT APPLICATION (SEALED SOURCE)

Appended to the Internal Radioisotope Sealed Source Permit Application is *the "General Conditions: Sealed Source Permit"* which outlines 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) Transfer, Importation and Exportation of Radioactive Material
- D) Persons Authorized to Work with radioisotopes
- E) Emergency Procedures
- F) Leak Testing

If you have any questions or concerns please do not hesitate to contact the Radiation Specialist at 613-562-5800 ext. 3057.

INTERNAL RADIOISOTOPE PERMIT APPLICATION - SEALED SOURCE

A) PERMIT HOLDER INFORMATION

Name		E-mail	
Position		Office Room #	
Department		Office Tel. #	
Faculty		Main Lab. Room #	
Lab. Building		Lab. Tel. #	
Lab. Delegate		Delegate's Email	

B) LIST OF SEALED SOURCE RADIOISOTOPES

Please list the sealed sources you presently own or plan to acquire..

RADIOISOTOPE	USE LIMIT Bq (Ci)	USE ROOM(S)	STORAGE ROOM(S)

C) 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

If you answered to the question above, list the individuals contact information:

Name		Office Tel. #	
Position		E-mail	
Department		Institution	
License Number		License Expiry	

- D) **PERSONS AUTHORIZED TO WORK WITH RADIOISOTOPES**
Ensure that each individual who will work with radioisotopes under your supervision complete a Sealed Source Radioisotope User Registration Form.
- E) **EMERGENCY PROCEDURES**
Briefly describe your laboratory's emergency procedures in case of an accident/incident.

Who should be contacted in an emergency?

Name	Telephone Numbers		
	Office	Laboratory	Home

- F) **LEAK TESTING**
If any sealed source requires leak testing (activity > 50 MBq), please provide (attach) leak testing procedure. If it is to be contracted out, please provide contractor's contact information.

CERTIFICATION	
<p>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 General Conditions: Sealed Sources.</p>	
<p>_____</p> <p style="text-align: center;"><i>Signature of Applicant</i></p>	<p>_____</p> <p style="text-align: center;"><i>Date</i></p>
<p>_____</p> <p style="text-align: center;"><i>Signature of Radiation Specialist</i></p>	<p>_____</p> <p style="text-align: center;"><i>Date</i></p>
<p>_____</p> <p style="text-align: center;"><i>Signature of Assitant Director, Radiation & Biosafety</i></p>	<p>_____</p> <p style="text-align: center;"><i>Date</i></p>

