RS-1 / Authorized User Application Form

(For Use Under the Institutional Radioactive Materials License)

Instructions: Complete all sections as appropriate and submit electronically to the Radiation Safety Officers at **RSO@nmt.edu**

Authorized User Status

Authorized Users are generally the principal investigators in laboratories using radioactive materials and are responsible for supervising the proper purchase, use, security, and disposal of radioactive materials within their individual laboratories. Authorized Users, along with the RSO, are responsible for the training of all others using radioactive materials within their individual laboratories. Authorized users will take action to restrict exposure to radioactive materials. This is in keeping with the need to limit exposure to as low as reasonably achievable (ALARA).

Date: _____

SECTION 1a – Applicant Information

Full Name: _____ 900#: _____

Title / Position: _____

Department: _____ Office: _____

Phone: _____ Email: _____

Supervisor / Department Chair: _____

SECTION 1b – Alternate Authorized User

Provide information for a faculty/staff member who will assume responsibility for the radioactive material and supervision of authorized personnel in the absence of the primary Authorized User.

Full Name: _____ 900#: _____

Title / Position: _____

Department: _____ Office: _____

Phone: _____ Email: _____

Supervisor / Department Chair: _____

SECTION 1c – Authorized Personnel

List all personnel, other than the primary applicant and the Alternate Authorized User, who will handle radioactive material or perform activities under this authorization. List additional personnel on a separate attachment if necessary.

Name	Title	Email	Phone	Training & Experience status

Training and experience requirements are described in the NMT Radiation Safety Manual. Submit a Statement of Training and Experience for each individual named on this application. Where appropriate, include copies of radioactive materials licenses and previous radiation permits as part of your application. All training and experience will be reviewed and verified prior to issuing a permit for the use of ionizing radiation

SECTION 2 – Type of Authorization Requested

☐ New Authorized User

☐ New Radiation Use Permit for an Existing Authorized User

SECTION 3 – Education and Professional Experience

Highest relevant degree: _____

Institution: _____

Field / discipline: _____

Year: _____

Current curriculum vitae attached: ☐ Yes ☐ No

Institution / Employer	Position / Training	Radiation-Related Experience	Dates

SECTION 4 – Radiation Training and Experience

a. Radiation Safety Training Completed

☐ Institutional Radiation Safety Training

Date completed: _____

☐ Previous institutional radiation-safety training

Institution: _____ Date: _____

☐ Other relevant radiation-safety training: _____

b. Experience with Radioactive Materials

Describe previous experience involving radioactive material, including radionuclides, approximate quantities, physical/chemical forms, types of procedures performed, duration of experience, and level of responsibility.

_____

_____

_____

_____

Attach CV if required.

c. Experience with Radiation-Safety Practices

☐ Radiation and contamination surveys

☐ Survey meter operation

☐ Wipe testing/contamination monitoring

☐ Radioactive material inventory and accountability

☐ Radioactive-waste management

☐ Spill/contamination response

☐ Sealed-source handling

☐ Personnel dosimetry

☐ Other:_____

SECTION 5a – Radioactive Materials

Describe the radioactive material(s) for which you are seeking permit authorization. Attach additional pages if necessary.

License Item	Radionuclide	Chemical/Physical Form	Requested Possession Limit (mCi)	Use Location

SECTION 5b – Purpose and Description of Use

Provide a short description of the proposed work, including:

- Nature of research or instruction
- Frequency of use
- Experimental procedures
- Potential radiation hazards

Please include appropriately truncated written protocols as a separate attachment to your application.

Description: _____

_____

_____

_____

_____

_____

_____

SECTION 5c – Facilities and Equipment

List laboratory location(s): _____

_____

Confirm the following are available and functional:

☐ Approved radiation survey meter

Type of instrument(s) (Make, Model & Serial #): _____

☐ Contamination monitoring supplies

☐ Shielding (if applicable)

☐ Proper storage and security

☐ Waste collection containers

☐ Posting and labeling in compliance with regulations

SECTION 6 – Waste Management Plan

Describe anticipated waste types (solid, liquid, scintillation, sharps, etc.) and disposal method in accordance with institutional procedures:

_____

_____

_____

_____

_____

**New Mexico Tech must take precautions to avoid the generation of mixed waste. Mixed waste contains both radioactive material and hazardous waste regulated under the Resource Conservation and Recovery Act (RCRA). Mixed waste shall not be generated without prior written approval from the Radiation Safety Officer. Contact the RSO before beginning any procedure that may generate mixed waste, and consult the NMT Radiation Safety Manual for requirements applicable to radioactive waste management.*

SECTION 7 – ALARA and Safety Controls

Describe engineering controls, administrative controls, and personal protective equipment to minimize exposure:

_____

_____

_____

SECTION 8 – Acknowledgment and Certification

By signing this form, the Applicant and, if applicable, Alternate Authorized User certify that the information provided in this application to possess, use, store, and transfer licensed radioactive material at New Mexico Tech is accurate and complete to the best of their knowledge.

The Applicant and Alternate Authorized User, if applicable, certify that they:

- ☐ have read and understand the Radiation Safety Manual.
- ☐ agree to comply with all institutional radiation safety policies, state and federal regulations.
- ☐ will ensure all personnel under their supervision receive the required training.
- ☐ will maintain inventory and use records as required.
- ☐ will immediately report incidents, spills, or abnormal exposures that might affect the safety of faculty, staff, and students of New Mexico Tech, as well as visitors and members of the public.
- ☐ will promptly report known or suspected radiation-safety violations, unsafe conditions, or other conditions requiring RSO attention.
- ☐ will ensure the appropriate segregation and minimize volumes of radioactive wastes generated while conducting authorized activities, and avoid the generation of mixed waste(s) whenever possible

Applicant Signature: _____ Printed Name: _____

Date: _____

Alternate Authorized User Signature: _____ Printed Name: _____

Date: _____

SECTION 9 – Radiation Safety Officer Review

Qualifications reviewed:

☐ Radiation-safety training

☐ Radioactive material experience

☐ Supporting documentation / CV

☐ Facilities Inspected

☐ Instrumentation Verified

☐ Dosimetry Required

☐ Additional training or supervision required

RSO determination:

☐ Recommend approval as Authorized User

☐ Recommend approval subject to conditions below

☐ Additional information/training required

☐ Do not recommend approval

Recommended scope/limitations: _____

_____

Comments: _____

RSO signature: _____ Date: _____

Printed Name: _____

SECTION 10 – Radiation Safety Committee Action

RSC Meeting / Approval Date: _____

☐ Approved as Authorized User and proposed use authorized

☐ Approved subject to conditions

☐ Additional information required

☐ Not approved

Scope/conditions of AU approval: _____

RSC Chair / Authorized RSC Representative: _____

Signature: _____

Date: _____