



Instructions for Completing the “USC RADIOACTIVE MATERIALS USE PERMIT APPLICATION”

1. Complete name and campus mailing address of the applicant(s). Please be sure to include building, room number, Department, telephone number and e-mail address. Permit Holders (*USC faculty members*) are responsible for the direct supervision and required training for technical staff performing studies with radioactive material. Permit Holders must be fully qualified by training and experience to use or supervise the use of each radioactive material for which they are approved.
2. The Authorized User(s) named must be a USC faculty member. The first Authorized User listed shall be the Permit Holder. Other Authorized User’s have the same rights & responsibilities as the Permit Holder which include ensuring all appropriate records are kept in accordance with USC policies for the control of radiation, informing the Radiation Safety Committee when any technical staff leaves USC or ceases using radioactive material, and can be the individual to whom correspondence regarding the permit is addressed.

3. List technical staff.

The technical staff is composed of those individuals who use radioactive materials to conduct research or perform clinical procedures under the direct supervision of a Permit Holder or an Authorized User. The technical staff named in the application must attend the formal **Laboratory Safety Training** course (<http://srm.usc.edu>, see Professional Development) for instructions in the health protection problems associated with exposure to radioactive/biological/chemical agents, precautions to minimize exposure, emergency procedures, and applicable State regulations and USC policies. The Permit Holder or Authorized User must notify Radiation Protection of any changes in the technical staff.

NOTE: For New Permit Applications, the **STATEMENT OF TRAINING AND EXPERIENCE** form does not need to be submitted for technical staff.

4. Describe the radioactive material (Isotope) to be used, including the material’s chemical and/or physical form, the quantity of activity (in millicuries) to be used per procedure (defined as quantity drawn per pipette) and possession limits (in millicuries) to be kept in your inventory, and the purpose for which the material will be used.
5. List building(s) and room number(s) where radioactive materials will be used and stored. Describe how radioactive materials will be secured during working hours and non-working hours.

6. Check boxes for all attachments that are included. Complete the appropriate forms or provide written description of procedures where appropriate.
7. Complete the Training and Experience Form for each Faculty Authorized user. Submit a letter of recommendation from the Radiation Safety Officer of the last institution at which you were authorized to use radioactive material or radiation producing machines. The letter should outline the types of operations you have participated in, an evaluation of your ability to handle radioactive material safely, your knowledge of applicable rules and policies, your length of experience and any knowledge of formal training you have received.

NOTE: The **STATEMENT OF TRAINING AND EXPERIENCE** form must be attached for each Permit Holder and Authorized User. If human use is involved, each user must also attach the **STATEMENT OF TRAINING AND EXPERIENCE - MEDICAL** form.

8. Instrumentation available (information should be supplied on the *Instrument Registration* form furnished with the application). Describe the type of instrumentation measurement (e.g., portable counters, liquid scintillation counters) and the frequency and method for calibration. Portable survey instruments will be calibrated annually by Radiation Protection.
9. Provide a diagram of the laboratory in which radioactive material will be used and stored, with the radioisotope work area identified. Describe storage facilities, fume hoods, special shielding, and any other information pertinent to the discussion of the application. This information should be supplied on the **LABORATORY REGISTRATION** form.
10. Attach a copy of your rules for the safe use of radioactive material.

The set of rules prepared must be included in your safety manual or posted prominently in your laboratory area(s). You must review these rules with all employees after they are prepared, with each new employee, and with all employees at least annually.

11. Attach a copy of your emergency procedures.

These procedures must include the names and telephone numbers of key lab personnel as well as Radiation Protection personnel to be contacted in case of emergency, and shall be posted prominently in work areas where radioactive materials are used. You must review these procedures with each new employee, and with all employees at least annually.

12. Describe the frequency and methods for routine area surveys. Quarterly wipe tests will be performed by Radiation Protection. Ensuring the completion of daily surveys is the responsibility of the Permit Holder or Authorized User.

13. Attach a description of methods to be used for waste disposal. Include all categories of waste (e.g., solid, aqueous liquid, animal carcass, etc.) and approximate amounts to be disposed for each category.
14. If applicable, complete the **APPLICATION FOR USE OF RADIOACTIVE MATERIAL WITH ANIMALS** form to provide detailed procedures and necessary precautions in handling animal excreta, bedding, carcasses or live animals during and after administration of radioactive material.
15. If radioactive material is to be used in humans, complete the **APPLICATION FOR HUMAN USE OF RADIOACTIVE MATERIAL** form.
16. This is a statement signed by the individual named in item 1, certifying that the information presented is true and correct. Sign and date the form and submit to the RSO.