



UNC Charlotte - Radiation Safety Recordkeeping Requirements - Summary Sheet - 11/2017

FORM	PURPOSE OF FORM	TYPE OF RADIATION SOURCE	ACCOUNTABILITY	FREQUENCY OF ACTION
RAS 1	Application for use of Radioactive Materials	Radioactive Material	Authorized User/ Applicant	University licensing required when radioactive materials are requested to be used for Research by an Unauthorized radioactive material user.
RAS 2	Application for radiation dosimetry services	Radioactive Material & Radiation Machine Sources	Authorized User	Required when new worker is to be brought into the radiation safety program to use a RAM or Xray source controlled by an Authorized User
RAS 3	Application for the purchase of radioactive materials	Radioactive Material	Authorized User completes form - RSO approves form	This form must accompany all requisitions for new radioactive materials under a current ACTIVE Authorized User
RAS 4	Radiation Survey Report (NON-Sealed sources)	Radioactive Material	Authorized User	Required to be completed monthly for active sources and once every 6 months for inactive authorized users - "stored" isotopes
RAS 5	Radiation Survey Report (Sealed Source Leak Test)	Radioactive Material	Authorized User / RSO	Required to be completed once every six months for all regulated quantity isotope sealed sources in active use
RAS 6	Radioactive material inventory record	Radioactive Material	Authorized User	One form is completed per specific source ID number. Send a copy of the updated form to EHS Office on a quarterly basis.
RAS 7	Radioactive waste disposal record	Radioactive Material	Authorized User	Required to be completed when radioisotope is used and considered to be a waste by an authorized user AND is properly collected and stored for pickup and disposal by the EHS Office
RAS 8	Notification of transfer of radioactive materials or radiation producing machines	Radioactive Material & Radiation Machine Sources	Authorized User	Required to be completed whenever isotope or radiation producing machine is moved from one location at the University to another location on campus or offsite. DOT clearance is required when RAM is to be shipped offsite. Consult with the EHS Office before any transfer.
RAS 9	Application for the use of radiation producing machines or devices	Radiation Machine Sources	Authorized User/Applicant	Required when new ionizing radiation producing device is to be purchased/brought on Campus by an Authorized or Un-Authorized User.
RAS 10	Radiation producing machine utilization log	Radiation Machine Sources	Authorized User	Required to be completed whenever the radiation producing device is operational. Must be submitted to the Environmental Health and Safety Office on a quarterly basis.
RAS 11	Radioactive materials authorized user inspection record	Radioactive Material	EHS Office / RSO	Required to be completed once a year by the Radiation Safety Officer (RSO) on each Authorized "active" RAM user.
RAS 12	Notification of inactive user status request for reactivation of authorized user status	Radioactive Material & Radiation Machine Sources	Authorized User	Required when an Authorized User wishes to go to "inactive" status and vice versa...required when active RAM usage status is desired from previous inactive use status.
RAS 13	Radiation Survey Report (Radiation Producing Machine)	Radiation Machine Sources	Authorized User	Formal check required to be completed and documented monthly...but Xray users complete daily "start up" checks whenever the radiation producing device is operational. Must be submitted to the EHS Office on a biannual basis.

RAS 14	Radiation producing machines authorized user inspection record	Radiation Machine Sources	EHS Office / RSO	Required to be completed once a year by the Radiation Safety Officer (RSO) on each Authorized "active" Xray user.