

APPLICATION DIT PERMITS FOR POSSESSION AND USE OF RADIOACTIVE MATERIAL OR SOURCES OF IONISING RADIATION WITHIN DIT

Academic and research staff who wish to acquire and use radioactive materials or sources of ionising radiation must submit an *Application for Possession and Use of Radioactive Materials / Sources of Ionising Radiation* form to the Radiation Protection Advisory Committee (RPAC) via the Radiation Protection Officer (RPO – Dr Jacinta Browne jacinta.browne@dit.ie). A training log and details of any previous experience for use of radioactive material must accompany the application form for new academic or research staff.

Each application must be completed in sufficient detail for the Committee's evaluation:

- Applications must include the name of the academic or research staff, the radionuclide or source of ionising radiation, the chemical or physical forms, the amount for use per experiment and the maximum daily order limits.
- An experiment protocol must accompany each application, describing precautions to avoid the inadvertent release or ingestion/inhalation of radioactive material.
- A risk assessment should be completed in consultation with the RPO and must accompany the application.
- Name any hazardous chemicals and compounds in addition to the radionuclide that will be used in your experiment.
- The RPAC may require additional information such as facility design, type of radiation detection equipment, emergency procedures, waste disposal methods, take-back of radioactive material by company, funds for disposal of the radioactive material and any relevant training and experience of personnel.

Applications for DIT permits for working with sources of ionizing radiation and a guide for completing them are available from the Safety Office. The RPO will assist applicants in completing the application.

AMENDMENT TO DIT PERMIT

A request for amendment to an approved DIT permit is submitted as above on the form *Request for Amendment to DIT Permit for Possession and Use of Radioactive Materials* available from the RPO. Amendment requests may be made only for the following changes:

- Chemical/physical form
- Daily order limit
- Location of use
- Use procedure

RADIOACTIVE MATERIAL USE APPROVAL AND DIT PERMIT AUTHORIZATION

All applications for use of radioactive materials are reviewed by the RPAC and if approved the application is sent to the Radiological Protection Institute of Ireland (RPII) for inclusion on the institute's license. Upon approval by the RPII, a DIT numbered permit is issued, listing any special conditions specified by the RPAC. The DIT permit number is to be used when ordering materials and when amending or renewing the permit.

NOTE: It will generally take a minimum of 1 month to arrange for Committee approval and then the RPII may take 3 months. Applications **must** be submitted prior to ordering any radioactive material or sources of ionising radiation. The Institute's license must be updated by the RPII before the material can be accepted onto the Institute's property, failure to adhere to this could result in the Institute being fined or losing its license to carry out work involving sources of ionising radiation and also disciplinary procedures being taken against the staff member who took the unauthorised action.

DISCIPLINARY ACTION

Any member of staff/student who contravenes or fails to manage to work in accordance with current Statutory Instrument No. 25 of 2000 legislation (RPII), the DIT Framework Safety Statement and Codes of Practice will be subject to relevant DIT disciplinary procedure. The Buildings Officer will address any contraventions by contractors/service providers.

RENEWAL OF DIT PERMIT

- DIT permits for working with sources of ionizing radiation are valid for three years, however, each permit holder must inform the RPAC at the beginning of each academic year that they intend to use their DIT permit in the coming academic year.
- The academic or research staff should identify the status of each DIT permit. For example, they should:
 - Review all information associated with their permit for accuracy.
 - Indicate status of each permit and if changes are to be made in location of use or the use procedure. (Amendment request must be submitted for these changes.)
 - Perform a physical inventory of your unused radioactive materials and provide an accurate inventory for each permit.
 - Submit a new application for DIT permits that will expire at least four months prior to the end of the DIT permit.
 - Indicate disposition for the radioactive material if any permit is not to be renewed.
 - This form and new applications must be completed and returned to the RPO four months prior to the expiration date for RPAC evaluation.