

PROCUREMENT AND TRANSFER OF RADIOACTIVE MATERIALS

Radioactive material may be brought onto campus **only with the prior approval** of RPAC and RPII.

All incoming radioactive material must be included in the Institute's license and covered by a valid permit. The steps for obtaining radioactive material are outlined below.

Only the Sources of Ionising Radiation specified in the Institute License from the RPII and in the amounts specified in the license can be requisitioned, ordered or taken into the DIT.

Requisitioning

Sources of Ionising Radiation can only be requisitioned after written approval of the Radiological Protection Institute of Ireland (RPII) which the Institute's RPO will apply for in consultation with the RPAC, and orders for same must be sanctioned by the relevant Head of School / Centre Managers.

DIT Purchase Orders for ALL licensable sources of ionising radiation for use (whether research or otherwise) on the Institute Campuses MUST be countersigned by the RPO/DRPO PRIOR to the purchase of the source being authorised. It is the responsibility of the budget signatory (i.e. Head of School / Centre Manager) to ensure that this occurs.

Sources of Ionising Radiation brought into DIT from other institutions must have the prior approval of the Chair of the Radiation Protection Advisory Committee, the appropriate Head of School, the Institute Radiation Advisory Committee in DIT and of the RPO of the other Institution. This applies to source of ionising radiation that are licensable by the RPII or fall under the RPII license conditions. The RPO must be informed prior to the transport, and will obtain the necessary transport license from the RPII as well as providing advice on protective measures that should be employed during transport, if required.

The removal of Sources of Ionising Radiation from the DIT Campuses in order to bring them to another institution or company must also have the prior approval of

the Chair of the Radiation Protection Advisory Committee and the appropriate Head of School/Centre Director and the Institute RPO and the approval of both the RPO of the receiving institution (or company) and of the RPII.

Purchasing Procedure for Sources of Ionising Radiation:

1. Prior to the **purchase** or the receipt of **gifts** of sources of ionising radiation (*Solid, Powder or Liquid sources (alpha, beta or gamma) or Equipment containing sources of ionising radiation or capable of producing ionising radiation*) advice should be sought from the DIT Radiation Protection Officer (RPO) or Deputy Radiation Protection Officer (DRPO).
2. An application for permission to carry out work involving any source of ionising radiation must be made to the Radiological Protection Advisory Committee (RPAC), this application should include a Risk Assessment and a Standard Operating Procedure. Following receipt of the necessary documentation the RPAC will review the application and if approved submit an application to the Radiological Protection Institute of Ireland for an amendment of the Institutes license to carry out said work
3. The purchase of **all** sources of ionising radiation within DIT must at **all** times be countersigned, or accompanied by sanctioning in writing, from the DIT RPO or DRPO **before** being completed. RPII approval of such purchases can require investigation by the RPO/DRPO or consultation with the DIT Radiation Protection Advisory Committee and therefore can take time from the receipt of the order. {Approximately 8 - 12 weeks}
4. When ordering an item of equipment or instrument, the purchaser of the item (i.e. the budget holder) must be satisfied, through querying with the supplier of the instrument or equipment, that the item does not contain a source of ionising radiation. If it is suspected that the device may contain a source of ionising radiation, the purchaser must contact the RPO or DRPO prior to the final sanctioning of the purchase.
5. The purchaser must also, in the case of sealed radioactive sources of ionising radiation, obtain a Wipe Test certificate and for all other types of sources of ionising radiation a written 'Take-Back Agreement' must be obtained from the supplier before taking receipt of the item. **Furthermore, the purchaser must have sufficient funds in their budget to pay for the disposal of the relevant source of ionising radiation.** This documentation must be presented to the RPO or DRPO at the time of placing the order of the item.

Statement for Tender Documentation Terms and Conditions:

When submitting a proposal, each supplier shall inform the Institute in writing of the presence or absence of sources on ionising radiation within the equipment. The supplier

shall make all investigations and examinations to ascertain whether the equipment contains a source of ionising radiation if this is unknown. The supplier shall also, where the equipment contains a sealed source of ionising radiation, provide evidence of recent wipe testing and evidence of a 'take-back agreement' for same. Any queries in relation to this can be directed to the RPO or DRPO of the Institute.

Summary of Information to accompany the requisition order form:

- 1) Signed and dated by person who has approval from the RPO to use the source.
- 2) Signed and dated by the Head of School/Centre Director or person deputising for the Head of School/Centre Director.
- 3) Initialled and dated by the RPO or deputy RPO.

The above procedure also applies to NON-PURCHASED MATERIAL (that is from other researchers, free samples from vendors, etc.)

Delivery/Receipt of Sources of Ionising Radiation

The person requisitioning the source must ensure that suitable and satisfactory arrangements are in place to receive the source on its arrival at DIT (this may require checking with the supplier the means, date and time of delivery in order to make the necessary arrangements).

The source must be licensed for use by the RPII prior to delivery of the source, through the RPO who will prepare a schedule 2 amendment to the DIT license if the RPAC has granted a DIT permit for the work. This RPII amendment must be confirmed before the source can be taken on to DIT premises and used. The RPO requires the following information (which must be supplied by the person acquiring the source) in order to process this application:

- The manufacturer's wipe test certificate in respect of each sealed radioactive source;
- Written assurance from the manufacturer that each sealed source will be accepted back when no longer required by the Institute.

In the case where a source is being acquired to replace an existing source, arrangements must be made to ensure that the original source is returned to the manufacturer with prior written authorisation by the RPII and Institute RPAC.

When radioactive material is received, the following actions are taken:

- Containers are checked for damage or contamination.
- A check is made to ensure the order and that material is covered by a valid permit. Material not covered by a valid permit will not be released until a new permit is issued or a current permit is amended.
- An entry is made in the inventory file.
- For sealed sources the RPO will carry out a wipe test on the sealed sources of radioactive material
- Material is delivered to user. If there are special time requirements, arrangements can be made to pick up the material from the RPO.